

Final Minutes

Community-led Coastal Adaptation Project co-design workshop

Date: 24 September 2020

Time: 1.00-4.00pm

Location: Online via Zoom

Attendees: Iain Dawe (GWRC), Jo Rosier (NOBRG), Paul Dunmore (CRU Chair), Quentin Poole (CRU), Natasha Tod (KCDC), Lyndsey Craig (KCDC), Miriam Randall (KCDC), Liana Cook-Auckram (KCDC), Jeff Taylor (Waikanae Estuary Care Group), Marlene Oliver (Facilitator).

Partial Attendees: Jason Holland (KCDC).

Apologies: Natalia Repia (Ngāti Toa Rangatira representative), Mahina-a-rangi Baker (ARTCAG representative), Suze Keith (GWRC), Tim Sharp (GWRC), Briar English (Friends of Queen Elizabeth Park), Shelley Warwick (Ōtaki Community Board), Sophie Handford (KCDC Cllr), Thomas Nash (GWRC Cllr), Max Lutz (Friends of Ōtaki river), Margaret Stevenson-Wright (Waikanae Community Board), Kathy Spiers (Raumati/Paraparaumu Community Board).

| Agenda Item | Comments |
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| Introductions | <ul style="list-style-type: none"> • Introductions – new facilitator, Marlene Oliver. • Note: Any decisions made at the 24 Sept Working Group meeting will need to go back to iwi for consideration and feedback. |
| Update on the Takutai Kāpiti project. 1.21pm | <p>Recap</p> <ul style="list-style-type: none"> • 15 May 2020: It was agreed at the Working Group meeting that the Coastal Team will undertake further discussion with GWRC and Tangata Whenua partners on the feasibility of a 3-Panel project model, budget and coordination with GWRC projects (Kāpiti Whaitua). • 17 June 2020: A holistic planning workshop took place with representatives from KCDC, GWRC, ARTCAG and DoC to discuss better ways of working together in the fresh water and coastal space. • 7 September 2020: A meeting took place between GWRC and KCDC senior leadership team members to discuss the regional approach for coastal adaptation and how the projects could either be aligned or dovetail to meet expectations where possible. Possibility of aligning with the Kāpiti Whaitua mid-2021. • June – September 2020: Coastal science and engineering procurement process. <p>Coastal science and engineering procurement</p> <ul style="list-style-type: none"> • Procurement of independent external expertise is required. • It is crucial to have sound, well qualified, independent coastal science available. • GWRC, KCDC and NOBRG representatives from the Working Group have been involved in the selection process. • The process was facilitated by a procurement specialist. • Currently in final selection stages. <p>ACTIONS</p> <ul style="list-style-type: none"> • Coastal Team will circulate the budget ahead of the 16 October Working Group meeting. • Coastal Team will investigate whether the 2014 coastal hazard review panel’s recommendations regarding sediment budgets have been undertaken. |
| Discussion on Community Assessment Panel design and composition. | <p>Community Assessment Panel Design</p> <ul style="list-style-type: none"> • Concern that a concurrent multi-panel model requires significant budget and resource which cannot be met by KCDC or GWRC post-COVID 19. |

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- Therefore, delivery of a multi-panel model is unable to be delivered unless timeframes are significantly altered.
- A single, overarching Panel will provide a district-wide overview and consistency.
- Single-Panel model recognises the reality of coastal processes that are not confined to land-based catchments, and extend beyond the district boundaries.
- A single Panel will have the scope to work by sub-topic, rohe, catchment, and geographic location (as deemed appropriate), based upon the specialist advice received.
- Single-Panel model is similar to the Coastal Advisory Group model presented previously (in 2014).
- Confirmation that the Panel membership would not be increased to reflect the potential sub-panels/topics, etc. (i.e. would be made up of Panel members).
- The upcoming procurement pieces (social/economic) are intentionally staggered as the science will inform their scope.
- Broad agreement to a single Panel model provided it can be responsive to the specialist information received.
- Agreement that the Panel Term of Reference needs to identify the Panel’s ability to disseminate and receive feedback, and how it can be applied in the wider Kāpiti community.

Composition

- The 15 May 2020 Working Group meeting included discussion on iwi representation in the Panel. The minutes reflect there was a preference for iwi to have flexibility for up to 4 representatives, and to leave it at the discretion of the respective iwi if they feel it is important to attend. This needs to be reconfirmed with iwi.
- Further clarification required from iwi on whether the Kaumātua is included in the overarching ‘iwi representation’ on the Panel, or separate.
- Further clarification required on the Panel Chair (are they a Community Board member, appointed member of the Panel, Independent chair), as this influences the Panel appointment process/discussion, and the ability for the Chair to write the Panel recommendation report.
- Agreement that Regulatory Interests do not need to be a Panel Member, as regulatory support is available to the Panel through the Technical Advisory Group.

| Community Assessment Panel Composition – to be developed further | | |
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| Panel Members: <i>Speaking & voting rights</i> | | Panel Observers: <i>No speaking or voting rights</i> |
| Residents/Community | 6/8 | GWRC: Climate change portfolio holder Councillor Nash KCDC: Climate change portfolio holder Councillor Handford Other Community Board Members x4 |
| Iwi | 4* | |
| Kaumātua | 1 | |
| DOC (Asset interests) | 1 | |
| GWRC (Asset Interest) | 1 | |
| KCDC (Asset Interests) | 1 | |
| Chair (TBC) | * | |

ACTIONS

- Coastal Team will add the Single-Panel model to the draft Co-Design Report.
- Coastal Team work with iwi/ARTCAG representatives to confirm the preferred iwi representation on the Panel.
- Coastal Team will add ‘decision on the role of the chair and how they are elected to the CAP’ to the October Working Group agenda.

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| <p>Discussion of governance for the Takutai Kāpiti project.</p> | <ul style="list-style-type: none"> • Iwi partnership in the Takutai Kāpiti project governance needs to be clarified. • Panel report directly to Council • The KCDC Coastal Team will provide administrative support to the Panel. • Panel will be advised by the Technical Advisory Group. • Council elected members make the final decisions regarding recommendations. • There will need to be a separate project Steering Group as part of Council’s internal oversight of the project – Agreed this was a matter for Council management. <p>ACTIONS</p> <ul style="list-style-type: none"> • Coastal Team work with iwi/ARTCAG representatives to confirm the iwi partnership in governance. • Coastal Team will circulate a draft governance diagram to the Working Group for agreement at the October meeting. |
| <p>Discussion on the Community Assessment Panel purpose and scope -to be finalised at October meeting.</p> | <ul style="list-style-type: none"> • Introduction – Jason Holland, Kāpiti Coast District Council District Planning Manager. • Clarification that the Panel’s recommendations to Council will inform a range of Council work, including (but not limited to) Council’s development of a coastal plan change. That plan change will be drafted by Council. • In respect of the Panel’s recommendations intended to inform RMA planning matters, Jason indicated he was looking forward to Panel recommendations that provided clear guidance on policy intent, as this will provide Council planners with really useful guidance on which to base drafting. • Jason also observed Council needs the Panel’s recommendations to fit with relevant national and regional direction. To assist the Panel to do this, the District Planning team will provide advice to the Panel during the process on the legislative planning framework governing these issues. • It is intended the Panel will address all three issues to be addressed by the District Plan coastal plan change – natural hazards, indigenous biodiversity, and natural character. <div data-bbox="747 1694 1759 2208" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Agreed Community Assessment Panel Purpose</p> <p>The Takutai Kāpiti community-led coastal adaptation project involves the establishment of a Community Assessment Panel consisting of iwi, community and other key stakeholder/ agency representatives who will have access to cultural, technical, social and economic advice to inform their process.</p> <p>This process should deliver recommendations on coastal adaptation options for Council’s consideration. It should guide development of District Plan provisions to manage coastal issues and an approach for the district dealing with coastal hazards.</p> <p>The Community Assessment Panel will work to actively seek wider community feedback and input as part of the process.</p> <p>To have wider engagement with the Kapiti community of the impacts of climate change and sea level rise.</p> </div> <p>ACTIONS</p> <ul style="list-style-type: none"> • Coastal Team will add the agreed Panel purpose to the draft Co-Design Report. |
| <p>Discussion on the Community Assessment Panel appointment/recruitment.</p> | <ul style="list-style-type: none"> • Discussion on the significant time commitment for the Panel Chair. This needs further investigation and thought. • Agreement that there needs to be transparent recruitment/appointment process with a range of advertising tools in order to target the younger Kāpiti cohort, interest groups and recreational users. • Discussion on the importance of having an independent appointment process to the Panel (I.e. concern raised about the potential conflict if the Working Group seek to appoint themselves to be Panel members in the final Co-Design Report to Council). A possible alternative is that the Working |

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| | <p>Group indicate what skill set they are interested in for the Panel and this is used in the wider recruitment/appointment process. Discussion also about who should confirm Panel membership. Options discussed included senior Council staff and/or elected Council members. This needs further clarification.</p> <p><u>ACTIONS</u></p> <ul style="list-style-type: none"> • Coastal Team will investigate further and report back to the Working Group on the independent Panel recruitment/appointment process. • Coastal Team will develop and circulate a draft 'Panel skillset checklist 'to the Working Group that is illustrative of the range of diversity of what the Working Group is seeking in the Panel (analytical skills, etc.). |
| <p>Discussion on the process for the final Co-Design Report and Term of Reference amendments.</p> | <ul style="list-style-type: none"> • Agreement that the Working Group timeframes indicating a final Co-Design Report presented to Council in December, and Panel advertising over December/January needs to be revised, and ideally brought forward. Working Group members participating in this meeting supported having an additional meeting (possibly only an hour long) in early October if a suitable date can be found. • Agreement that the Coastal Team draft the Working group report for council under the advisement of the Working group. This draft report will be circulated to the working group for feedback to allow opportunity for the group to reflect on and suggest changes before it is presented to council. <p><u>ACTIONS</u></p> <ul style="list-style-type: none"> • Coastal Team to revise dates and report back to the Working Group. • Coastal Team to make minor Working Group Term of Reference amendments to reflect a single-Panel model and new facilitator. |