

Our Community-Led Coastal Adaptation Project

Final Minutes:

Community-led Coastal Adaptation Project co-design workshop

Date: Friday 16 October 2020 1.00-4.00pm

Location: Kotare meeting room at Queen Elizabeth Park

Attendees: Paul Dunmore (CRU Chair), Quentin Poole (CRU), Natasha Tod (KCDC), Miriam Randall (KCDC), Jeff Taylor (Waikanae Estuary Care Group), Marlene Oliver (facilitator), Iain Dawe (GWRC).

Attendees via zoom: Liana Cook-Auckram (KCDC), Shelley Warwick (Ōtaki Community Board).

Partial attendance: Lyndsey Craig (KCDC).

Apologies: Jo Rosier (NOBRG), Mahina-a-rangi Baker (ARTCAG representative), Natalia Repia (Ngāti Toa Rangatira representative), Suze Keith (GWRC), Tim Sharp (GWRC), Briar English (Friends of Queen Elizabeth Park), Max Lutz (Friends of Otaki River), Kathy Spiers (Raumati/ Paraparaumu Community Board, Sophie Handford (KCDC Cllr), Thomas Nash (GWRC Cllr).

Agenda item	Comments
Consideration and Approval of 7 October Working Group meeting minutes	<ol style="list-style-type: none">1. All future minutes/agendas to be formatted to A4.2. Discussion on the feasibility of Community Assessment Panel (Panel) member payment.3. Several options were discussed including the option to use supermarket vouchers instead of paying Panel members (Similar to The Makara Beach Project).4. It was noted the current budget is set until June 2021 - there is still the option for the Working Group to make recommendations in their final Co-Design Report to Council on budget options and payment for Panel members after June 20215. Council staff raised that the payment of community members would be inconsistent with other advisory groups or similar panels elsewhere which they are aware of. Council staff were requested to provide some further information to the working group about this6. The subject of sediment budgets still needs further investigation. It seems there has been some work done on sediment budgets within the Kāpiti District but the challenge is that there is a lot of sediment that comes out of the rivers outside of the Kāpiti District (such as the Rangitikei). Therefore, more information is needed that might require inter-council collaboration, research and information sharing. <p>ACTIONS:</p> <ol style="list-style-type: none">1. Coastal Team to add a header to the draft Co-Design Report about financially supporting the Panel.2. Coastal Team to circulate information to the Working Group on similar community group meetings and if they were paid/ how much they were paid.

	<ol style="list-style-type: none"> 3. Coastal Team to work with KCDC staff to confirm what sediment budget work had been done, what the project brief was for each piece of work, and identify any knowledge gaps (if any). 4. Coastal Team to communicate identified knowledge gaps (if any) to the Coastal Science and Engineering Provider. 5. Iain Dawe will make contact with Horizons Regional Council to find out what information they have on sediment budgets of their rivers. 6. Iain Dawe to look into the Carley Report.
<p>Update on the Coastal Science and Engineering Services procurement process.</p>	<ol style="list-style-type: none"> 7. Jacobs has been chosen as the preferred candidate. This is not public information and it was asked that the Working Group hold this information in confidence until the outcome of the procurement is announced on GETS.
<p>Consider and discuss pre-circulated Draft Co-Design Report (including Community Assessment Panel composition).</p>	<ol style="list-style-type: none"> 8. It was noted that there is specialist/ technical expertise in the community that could be utilised during the Panel process. Council is required to follow procurement process that is designed to ensure fair and transparent process and management of potential conflicts of interest in procurement. The quality of advice procured needs to be adequately robust to stand up to scrutiny in the Environment Court, etc. 9. As the content of the Panel meetings will be publicly available there will be the opportunity to test this information, and equally there should be the opportunity for Panel members to review information which could be presented to the Panel from the community. The Panel’s technical advisory group can assist with peer reviewing such advice. 10. There are two suggested areas for how community experts can partake: <ol style="list-style-type: none"> I. Evaluation of technical advice II. Producing technical advice. 11. It was suggested there may be the option for the Panel to assess the agenda items and be able to request additions if there is concern that topics might not be fully explored due to lack of available expertise. <p>DRAFT CO-DESIGN REPORT AMMENDMENTS (INCLUDING, BUT NOT LIMITED TO):</p> <p>BACKGROUND SECTION:</p> <ol style="list-style-type: none"> 12. The background section in the co-design report should be short and concise and refer the reader to an appendix with more information. <p>TAKUTAI KĀPITI: OUR COMMUNITY-LED COASTAL PROJECT:</p> <ol style="list-style-type: none"> 13. Add a sentence stating where this report sites within the entire process of the project (i.e. the Co-Design Report marks the end of phase 1 and then launches the start of the phase 2). <p>TAKUTAI KĀPITI CO-DESIGN WORKING GROUP:</p> <ol style="list-style-type: none"> 14. Remove sections: 17 - 18 - 20 - 21. 15. Section 17: Take out meeting dates but just note how many meetings have occurred and who was part of the Working Group - then add further details in an appendix.

	<p>KEY RECOMMENDATIONS:</p> <p>16. Section 22: Take out the word Key, and just say Recommendations.</p> <p>PANEL DESIGN:</p> <p>Sections 23-24: Change to state: Working Group recommends ‘a single community-led panel’ for the district.</p> <p>PANEL SCOPE:</p> <p>17. Pending further discussion at a 30 October additional Working Group meeting.</p> <p>TAKUTAI KĀPITI PROJECT GOVERNANCE:</p> <p>18. Section 28: More clarity around what the internal governance/ reporting means.</p> <p>19. Section 28 (first bullet point): remove words after ‘the Panel reports directly to Council’ (then add full stop).</p> <p>20. Section 28 (Second bullet point): Further explanation on what the Steering Group is providing and that the Coastal Team is providing support and oversight to the Panel.</p> <p>21. Change to governance diagram: relabel Coastal Team as ‘staff and senior leadership team’ and arrow as ‘support and oversight’.</p> <p>22. Section 28 (Fourth bullet point): removed.</p> <p>PANEL COMPOSITION SECTION:</p> <p>23. Look into changing the observers to nonvoting Panel member so they are able to speak/ ensure that there is an opportunity for Council feedback before the Panel presents their final recommendations.</p> <p>24. Look at the option of others being invited to attend/ present at the discretion of the Panel Chair to ensure there is opportunity to hear a range of perspectives.</p> <p>25. Section 32: has two different parts to it (remove from that part and put in as a separate (overarching) recommendation.</p> <p>26. Realign numbers.</p> <p>27. Add: there will be separate Chair with voting rights who will have reimbursement.</p> <p>28. Change wording - the Chair is responsible for the final Panel recommendation report but it is not their responsibility to write it (admin support from council).</p> <p>29. Outline key attributes of the Chair in order to guide section.</p>
<p>Discuss the Community Assessment Panel appointment/ recruitment process.</p>	<p>30. There should be the ability to apply for both the Panel Chair and the Panel Members.</p> <p>31. Ideally the Chair should be able to be part of the selection process but the Working Group acknowledges it is unlikely that there will be enough time for this.</p> <p>32. Opportunity for the Panel member sign-off to go through a Strategy and Operations committee.</p>

	<p>33. Preference for the appointment Panel to be an uneven number.</p> <p>34. Panel appointment: Two elected members (being two of either the Chair of Strategy and Operations Committee, the Mayor, and Deputy Mayor), a member of the Council’s Senior Leadership team (which may be Chief Executive), and the CAP Chair (if the Chair has been appointed in sufficient time).</p>
<p>Discuss the process for completing the Draft Co-Design Report.</p>	<p>35. There is an important requirement to have iwi and other absent Working Group member’s participation in the final meeting so that the report (and all corresponding decisions/ recommendations) can be discussed and hopefully approved by all members and go to council on the 26th of November.</p> <p>36. Suggestion that the draft Co-Design Report is proof read/ sense checked by someone who has not been heavily involved in the drafting and editing of the report.</p> <p>ACTION</p> <ul style="list-style-type: none"> • Coastal Team to work with iwi/ ARTCAG representatives to confirm agreement on 24 September – 7 October Working Group meeting outcomes.
<p>Next steps and agreed recommendations</p>	<p>37. An additional meeting is needed before 12th November 2020 to discuss the scope section of the report. The aim is to get the new draft report including all changes noted above (excluding Scope) out on Monday then have meeting on the Friday 30th October.</p>