

Takutai Kāpiti.

Our Community-Led Coastal Adaptation Project

Final Minutes:

Community-led Coastal Adaptation Project Co-Design Workshop

Date: Friday 30 October 2020 3.00-4.00pm

Location: Online via Zoom

Attendees: Dr Aroha Spinks (Ngāti Raukawa representative), Jo Rosier (NOBRG), Paul Dunmore (CRU Chair), Quentin Poole (CRU), Marlene Oliver (Facilitator), Jeff Taylor (Waikanae Estuary Care Group), Iain Dawe (GWRC), Natasha Tod (KCDC), Sean Mallon (KCDC), Lyndsey Craig (KCDC), Miriam Randall (KCDC), Liana Cook-Auckram (KCDC), Shelly Warwick (Ōtaki Community Board observer), Sophie Handford (KCDC Cllr observer).

Apologies: Natalia Repia (Ngāti Toa Rangatira representative), Suze Keith (GWRC), Kathy Spiers (Raumati/Paraparaumu Community Board observer), Mahina-a-rangi Baker (ARTCAG representative), Tim Sharp (GWRC), Briar English (Friends of Queen Elizabeth Park), Thomas Nash (GWRC Cllr observer).

Time	Agenda Item
Opening karakia Introductions	<ul style="list-style-type: none">Introducing Sean Mallon (Group Manager Infrastructure Services) as the new Coastal Team GM.Introducing Dr Aroha Spinks (Ngāti Raukawa representative).
Consideration and Approval of 16 October Working Group Minutes	<ul style="list-style-type: none">16 October Working Group meeting minutes approved.
Consider and discuss pre-circulated draft Co-Design Report (Version 2).	<ul style="list-style-type: none">Note: The numbering system noted in 30 October minutes is based on <i>Version 2 Draft – Takutai Kāpiti Co-Design Working Group report</i>.This meeting specifically focused on the Panel Scope and Panel Financial support sections.Other suggested amendments to the draft report will be discussed on (or before) the 12 November Working Group meeting. <p>Panel Scoping section amendments</p> <ul style="list-style-type: none">Remove 16.Remove 17.17.1: grammatical amendments and splitting into two points.17.1 -3: rearranged to read better.17.2: The specific scoping wording was agreed at the 24 September Working Group meeting, so no further changes required.17.3: Wording agreed as is – the Panel will already recognise that they have a lead role to initiate and ensure wider community feedback.

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	<ul style="list-style-type: none"> • 17.4: Addition – “... impacts of climate change and sea-level rise and potential responses by Council and community.” • 17.5: Minor edit – change Panel ‘meeting’ to ‘activities’. Clarification on what ‘activities’ means is required. • 17.6: Add footnotes to the projects noted for additional information. • 18: Amended to read “... the Panel will determine how they wish to work together once established.” • 18: Remove this point from Panel Scope section and add to Project Governance. <p>Panel Financial Support Amendments</p> <ul style="list-style-type: none"> • As discussed at the 16 October Working Group meeting, the following table was circulated ahead of the 30 October meeting illustrating payment for a range of working/ advisory groups involving community members: <table border="1" data-bbox="735 925 1267 1527"> <thead> <tr> <th>Example</th> <th>Payment</th> </tr> </thead> <tbody> <tr> <td>KCDC - Economic Development Strategy Drafting Group</td> <td>N/A – catering and final koha</td> </tr> <tr> <td>KCDC - Charging Regime Advisory Group (CRAG)</td> <td>Council reimbursed Panel members’ travel costs</td> </tr> <tr> <td>KCDC - Waste Minimisation Taskforce</td> <td>Panel members N/A – catering Iwi representative received \$190.00 per meeting</td> </tr> <tr> <td>Hawkes Bay – Clifton to Tongoio Coastal Hazard Strategy</td> <td>Panel members received \$120 per meeting (in hand)</td> </tr> <tr> <td>Makara Beach Project</td> <td>Panel members received \$50 supermarket voucher per meeting</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Preference shown by some Working Group members that the Working Group recommend particular figures (i.e. Chair be offered set sum per meeting \$750 or less than commercial rate/ more than minimum wage and Panel members meeting fee \$120 per meeting). • Clarification around Panel meetings/ public open days required. • Agreement on the concept that the Working Group recommends that all members of the Panel be offered some form of financial support for their contributions to the Takutai Kāpiti project. • Agreement that the Panel Chair will receive some form of payment. 	Example	Payment	KCDC - Economic Development Strategy Drafting Group	N/A – catering and final koha	KCDC - Charging Regime Advisory Group (CRAG)	Council reimbursed Panel members’ travel costs	KCDC - Waste Minimisation Taskforce	Panel members N/A – catering Iwi representative received \$190.00 per meeting	Hawkes Bay – Clifton to Tongoio Coastal Hazard Strategy	Panel members received \$120 per meeting (in hand)	Makara Beach Project	Panel members received \$50 supermarket voucher per meeting
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<p>Next steps and agreed recommendations Closing karakia</p>	<p>ACTIONS</p> <ul style="list-style-type: none"> • Coastal Team to circulate Version 3 - Takutai Kāpiti Co-Design Working Group report reflecting the matters raised above (W/C 2 November 2020). 												

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	<ul style="list-style-type: none">• Coastal Team to arrange an additional Zoom meeting (if deemed necessary) for Wednesday 4 November/ Thursday 5 November.
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