

DRAFT CO-DESIGN REPORT

PURPOSE OF REPORT

- 1 This report:
 - I. presents the recommendations of the Co-Design Working Group (“**Working Group**”) on the preferred process for Phase Two: The establishment of a Community Assessment Panel for the Takutai Kāpiti: Our Community-led Coastal adaptation project (“**Takutai Kāpiti project**”), covering:
 1. Community Assessment Panel (“**Panel**”) design;
 2. Scoping section to inform and guide the Panel in their role;
 3. Takutai Kāpiti project governance;
 4. Panel composition; and
 5. Panel appointment.
 - II. seeks Council’s endorsement of proposed recommendations for the Takutai Kāpiti project.

THE ISSUE

- 2 Likely climate change effects including those on the coast need to be anticipated and planned for in the Kāpiti District.
- 3 The Proposed District Plan provisions relating to coastal hazards, which was publicly notified in 2012 were not accepted by the community and were subsequently withdrawn in 2014 following Independent Review. As a result, these issues are not yet adequately addressed in the Proposed District Plan. Further information is in Appendix 1 to this report.

BACKGROUND

- 4 As a coastal district, Kāpiti is facing significant environmental challenges from our changing climate and associated rising sea and groundwater levels, alongside increases in the frequency and severity of storm events.
- 5 The Working Group (made up of key stakeholders) have been working to create a set of recommendations for how the community-led process should be designed.
- 6 This report and recommendations signals a key step forward in the Takutai Kāpiti project.
- 7 Further information on the background of the project is outlined in **Appendix One**.

TAKUTAI KĀPITI: OUR COMMUNITY-LED COASTAL PROJECT

- 8 Takutai Kāpiti project is split into three phases:
 - I. **Phase One:** Launched and co-designed the project and community-led process (December 2019 – November 2020).
 - II. **Phase Two:** will involve the establishment of a Community Assessment Panel from early-2021, consisting of iwi, community and other key

stakeholder/ agency representatives, to consider our district's response to the impacts of climate change on the coast.

- III. **Phase Three:** Recommendations to Council and implementation planning (2022 onwards).

This report marks the end of Phase One and launches the start of the Phase Two.

TAKUTAI KĀPITI CO-DESIGN WORKING GROUP

- 9 The Working Group was formed under Phase One of the Takutai Kāpiti project.
- 10 The Working Group consists of representatives from our Tiriti Partners, GWRC, CRU, NOBRG, Friends of Queen Elizabeth Regional Park, Waikanae Estuary Care Group, Friends of the Ōtaki River, along with KCDC staff.
- 11 Climate change portfolio holders from KCDC and GWRC, and one representative each from the Ōtaki, Waikanae, Paraparaumu/ Raumati, and Paekākāriki Community Boards attended the Working Group meetings in the role of observers.
- 12 The organisations represented on the Working Group agreed that developing and notifying replacement District Plan coastal provisions with community input is an urgent priority.
- 13 The Working Group have had nine meetings (further details on meetings are outlined in **Appendix Two**).

RECOMMENDATIONS

- 14 The Working Group has agreed to the following recommendations for Council's consideration:
 - I. Panel Design
 - II. Panel scope
 - III. Project governance
 - IV. Panel composition
 - V. Panel appointment process
 - VI. Panel financial support

PANEL DESIGN

- 15 The Working Group proposes a single-Panel model. This approach will provide:
 - I. District-wide overview and consistency.
 - II. Scope to allow the Panel to work by sub-topic, rohe, catchment, and geographic location (as deemed appropriate), based upon the specialist advice received.
- 16 This approach also addresses concerns raised to Council on 17 September that a multiple-panel model is not able to be delivered within current allocated budget and resourcing, unless timeframes are significantly altered.

- 17 Panel meeting agendas and minutes will be available to the public via the Takutai Kāpiti website, to ensure the process is transparent, unless confidentiality is required.

PANEL SCOPE

- 18 The Takutai Kāpiti project involves the establishment of a Panel consisting of iwi, community and other key stakeholder/ agency representatives.
- 19 The Panel is to recommend coastal adaptation options for Council's consideration. The recommendations including any potential cost associated with those options should also guide development of District Plan provisions to manage coastal issues and an approach for the district dealing with coastal hazards.
- 20 The Panel will have access to cultural, technical, social and economic advice to inform their report.
- 21 The Panel will actively seek wider community feedback and input as part of the process.
- 22 The Panel will have wider engagement with the Kāpiti community about the impacts of climate change and sea-level rise and potential responses by Council and community.
- 23 The Panel will have the ability (at the discretion of the Chair) to invite others to attend and participate in Panel activities.¹
- 24 The Panel will need to be aware of and informed by other related processes and projects underway at the same time (which is likely to include the Waikanae ki uta ki tai project², and Kāpiti Whaitua³).

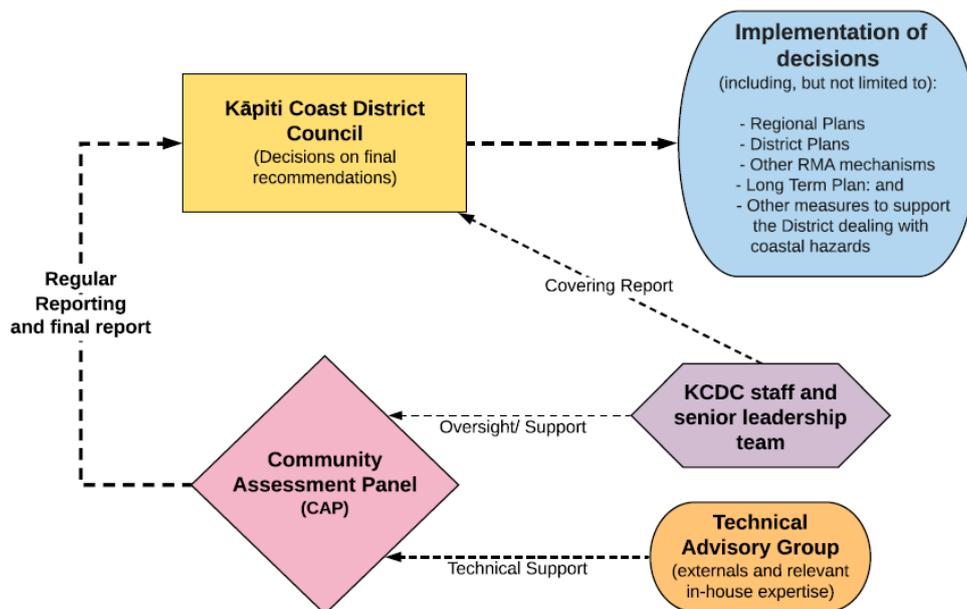
TAKUTAI KĀPITI PROJECT GOVERNANCE

- 25 The Working Group recommends the following components for the Takutai Kāpiti project governance structure:
- I. The Panel report directly to Council.
 - II. The Council staff provides support to the Panel (with an internal Steering Group structure to support them).
 - III. The Panel will be advised by a Technical Advisory Group consisting of in-house (KCDC/ GWRC staff) and external expertise (e.g. Coastal science and engineering). The Technical Advisory Group will have the ability to peer review other sources of information.
 - IV. The elected Council makes the final decisions on recommendations.
 - V. Iwi are represented at all levels of the governance structure.
- 26 The Panel will determine how they wish to work together once established.
- 27 The diagram below provides an overview of the agreed governance structure.

¹ Community assessment panel meetings, public open days and delivery of final recommendations at the conclusion of Phase Two of the Takutai Kāpiti project.

² The Waikanae ki Uta ki Tai project is part of Department of Conservations' Ngā Awa river restoration programme, and is being developed in partnership with KCDC, GWRC, and the Waikanae Community. The programme's name, Waikanae ki Uta ki Tai, refers to an inclusive catchment and community wide process to the restoration of the whole river catchment.

³ The Kāpiti Whaitua project comprises a non-statutory community-led committee, consisting of Mana Whenua, local community, local authority officers and scientific experts to provide advice and direction on how best to manage land and water, to ensure that the future state of the regions streams, estuaries, beaches, rocky shores and waters meet the aspirations of those closely connected to them.



PANEL COMPOSITION

28 Taking into account the single-panel model, the Working Group agreed on the following composition and numbers for the Panel.

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

29 The Working Group also agreed that the selection process for Panel members will have regard to the need to ensure the Panel is representative of the diversity of the Kāpiti Coast community and brings together a mix of knowledge, skills and experience relevant to the project and including:

- I. People with a special relationship and commitment to the Kāpiti Coast community, such as - long term residents, people active in local environmental work, and from different interest and user groups.

- II. People with analytic and technical skills to evaluate information and make decisions.
 - III. People with an understanding of Māori language, tikanga, history and cultural values (such as in cases where Māori heritage, tāonga, or ancestral relationships could be affected).
 - IV. People with experience in group or committee decision-making.
- 30 The Working Group recommends the Chair is independently appointed and have expertise in facilitation, chairing and leading community projects. Selection should be with reference to the required skills, knowledge and experience set out above.
- 31 The Chair is responsible for the final Panel recommendation report but it is not their responsibility to write it (admin support from council will be available for this).

PANEL APPOINTMENT

- 32 There should be the ability to apply for both the Panel Chair and the Panel Member roles.
- 33 Selection Panel for the Panel is recommended to be 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 Panel Chair (if the Chair has been appointed in sufficient time).
- 34 The Working Group recommends that wording be drawn from these recommendations to accompany the advertising for the Panel.

PANEL FINANCIAL SUPPORT

- 35 The Working Group recommends that all members of the Panel be offered some compensation for their contributions to this project such as for travel, parking and/or other costs. The specific costings proposed are:
- I. Chair - be offered a set sum per meeting/ open day attendance of: \$750.00 (less than commercial rate/ more than minimum wage).
 - II. Panel members – be offered a set sum per meeting/ open day attendance of: \$120.00 (this is inclusive of disbursements).

RECOMMENDATIONS

- 36 That Council approve a single Community Assessment Panel for the district;
- 37 That Council approve the scoping section to inform and guide the Community Assessment Panel;
- 38 That Council approve the governance structure for Phase two of the Takutai Kāpiti project;
- 39 That Council approve the desired composition on the Community Assessment Panel; and
- 40 That Council approve the process for appointing members to the Community Assessment Panel.
- 41 That Council approve the financial support for Community Assessment Panel members.

DRAFT

Appendix One:

BACKGROUND

- 42 As a coastal district, Kāpiti is facing significant environmental challenges from our changing climate and associated rising sea and groundwater levels, alongside increases in the frequency and severity of storm events.
- 43 The Proposed Kāpiti Coast District Plan notified in 2012 introduced new planning provisions relating to coastal hazards that were challenged through a wide range of submissions. The provisions were ultimately withdrawn in 2014. Work continued on the remainder of the Proposed District Plan, with the intention for the Council to subsequently return to address the coastal provisions at a later stage.
- 44 On 7 August 2017 a report titled '*Climate Change and variability - Wellington Region*' (the Climate Report) was presented by NIWA to Greater Wellington Regional Council ("**GWRC**") and the mayors of the territorial authorities in the region. At this meeting a proposal was made to establish a Wellington Regional Climate Change Working Group ("**WRCCWG**") made up of elected members from all councils in the region, to enable a regional response to climate change issues.
- 45 In June 2019 GWRC released *Preparing coastal communities for climate change*⁴. This report was overseen by the WRCCWG Subgroup, including members representing KCDC and Kāpiti Iwi and Hapū. The report assessed a range of vulnerability criteria and identified priority areas within the region for coastal adaptation planning.
- 46 In May 2019 Kāpiti Coast District Council ("**KCDC**") declared a climate emergency on the Kāpiti Coast. The existence of this declaration reinforced the need to progress with this Takutai Kāpiti project.
- 47 The early formation of a Co-Design Working Group was initiated in December 2019 involving representatives of KCDC, Coastal Ratepayers United ("**CRU**"), North Ōtaki Residents Beach Group ("**NORBG**") and a representative of Ngāti Toa Rangatira.
- 48 In March 2020 KCDC and the Iwi–ART Confederation agreed a scope that set out Ngā Hapū o Ōtaki, Ātiawa ki Whakarongotai and Ngāti Toa Rangatira ("**ART Confederation**") involvement in the co-design process of the Takutai Kāpiti project, as part of a dedicated ART Confederation Coastal Advisory Group ("**ARTCAG**").
- 49 On 8 March 2020, the Takutai Kāpiti: Climate Change and Our Coast Summit 2020 launched the Takutai Kāpiti project through a conference and community event.

⁴ Mitchell Daysh, 2019. Greater Wellington Regional Council - Preparing Coastal Communities for Climate Change: Assessing coastal vulnerability to climate change, sea level rise and natural hazards.