

APPENDIX ONE

TAKUTAI KĀPITI: CO-DESIGN WORKING GROUP REPORT

PURPOSE OF REPORT

- 1 This report seeks Council's endorsement of the Co-Design Working Group ("**Working Group**") recommendations on Phase Two of Takutai Kāpiti: Our community-led coastal adaptation project ("**Takutai Kāpiti project**").
- 2 These recommendations are on the preferred process for establishment of a Community Assessment Panel ("**Panel**") covering:
 - I. Panel design;
 - II. Scoping section to inform and guide the Panel in their role;
 - III. Takutai Kāpiti project governance;
 - IV. Panel composition;
 - V. Panel appointment; and
 - VI. Panel financial support.

THE ISSUE

- 3 Likely climate change effects including those on the coast need to be anticipated, prioritised and planned for in the Kāpiti District. As part of that process, a variety of methods may be considered to achieve Council objectives.
- 4 The Proposed District Plan ("**PDP**") provisions relating to coastal hazards, publicly notified in 2012 were subsequently withdrawn in 2014. As a result, these issues are not yet adequately addressed in the PDP. Further information is available in the background information section and Council resolution at the end of this report.

OVERVIEW

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

TAKUTAI KĀPITI: OUR COMMUNITY-LED COASTAL ADAPTATION PROJECT

- 9 The Takutai Kāpiti project is split into three phases:
 - I. **Phase One:** Launch and co-design of the project and community-led process.
 - II. **Phase Two:** establishment of a Community Assessment Panel 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.
- 10 This report marks the end of Phase One and launches the start of the Phase Two.

TAKUTAI KĀPITI CO-DESIGN WORKING GROUP

- 11 The Working Group was formed under Phase One of the Takutai Kāpiti project.
- 12 The Working Group consists of representatives from our Tiriti Partners, Greater Wellington Regional Council ("**GWRC**"), Coastal Ratepayers United ("**CRU**"), North Ōtaki Beach Residents Group ("**NOBRG**"), Friends of Queen Elizabeth Regional Park, Waikanae Estuary Care Group, Friends of the Ōtaki River and Kāpiti Coast District Council ("**KCDC**") staff.¹
- 13 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.²
- 14 The organisations represented on the Working Group agreed that developing and notifying replacement District Plan coastal hazard provisions with community input is an urgent priority.
- 15 The Working Group had ten meetings.

RECOMMENDATIONS

- 16 The Working Group has agreed to the following recommendations for Council's consideration:
 - I. Panel design;
 - II. Panel scope;
 - III. Takutai Kāpiti project governance;
 - IV. Panel composition;
 - V. Panel appointment process; and

¹ Mahina-a-rangi Baker (ARTCAG representative), Natalia Repia (Ngāti Toa Rangatira representative), Aroha Spinks (Ngāti Raukawa representative), Iain Dawe (GWRC), Tim Sharp (GWRC), Suze Keith (GWRC), Paul Dunmore (CRU Chair), Quentin Poole (CRU), Jo Rosier (NOBRG), Jeff Taylor (Waikanae Estuary Care Group), Natasha Tod (KCDC), Sean Mallon (KCDC), Lyndsey Craig (KCDC), Liana Cook-Auckram/ Miriam Randall (KCDC secretariats), Marlene Oliver/ Stephen Daysh (Facilitators).

Invited but did not attend: (Friends of Ōtaki River), (Friends of Queen Elizabeth Park).

² Sophie Handford (KCDC Cllr observer), Thomas Nash (GWRC Cllr observer), Shelly Warwick (Ōtaki Community Board observer), Kathy Spiers (Raumati/ Paraparaumu Community Board observer), Margaret Stevenson-Wright (Waikanae Community Board observer), Holly Ewens (Paekākāriki Community Board observer).

VI. Panel financial support.

PANEL DESIGN

- 17 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.
- 18 This approach also addresses concerns raised to Council on 17 September 2020 that a multiple-Panel model is not able to be delivered within current allocated budget and resourcing, unless timeframes are significantly altered.
- 19 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

- 20 The Working Group proposes the following Panel scope:
 - I. 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.
 - II. The Panel will have access to cultural, technical, social and economic advice to inform their report.
 - III. The Panel will actively seek wider community feedback and input as part of the process.
 - IV. 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.
 - V. The Panel will have the ability (at the discretion of the Chair) to invite others to attend and participate in Panel activities.³
 - VI. 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 project⁴, and Kāpiti Whaitua⁵).

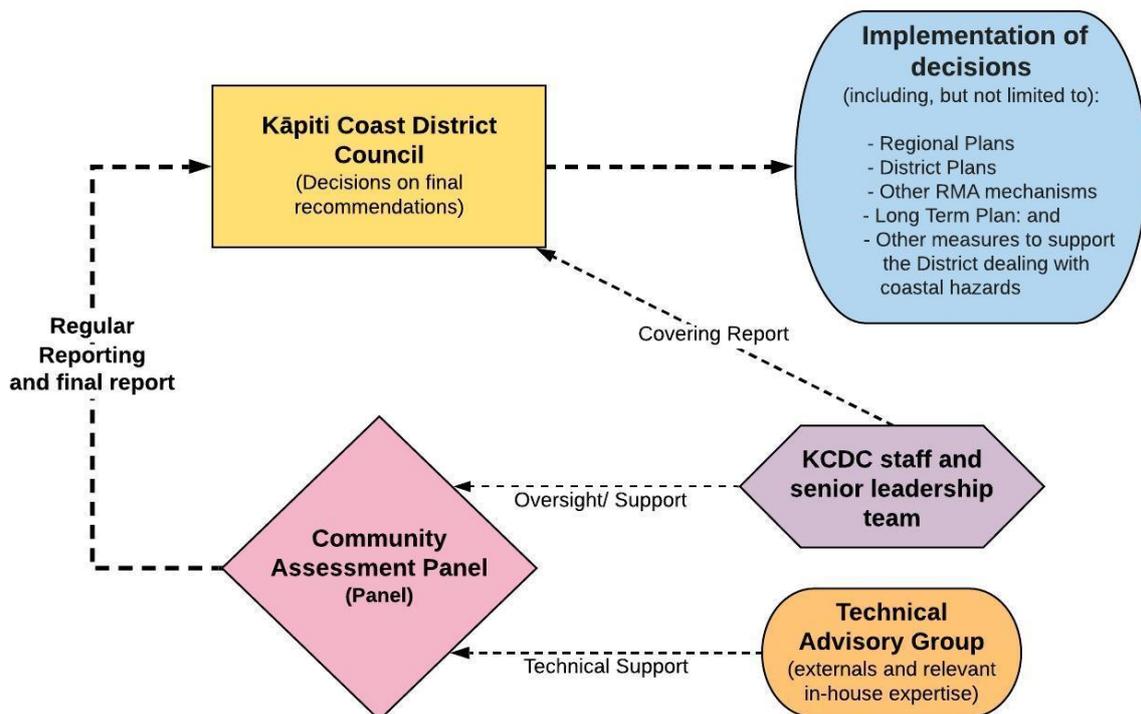
³ Community Assessment Panel meetings, public open days and delivery of final recommendations at the conclusion of Phase Two of the Takutai Kāpiti project.

⁴ 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.

⁵ 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.

TAKUTAI KĀPITI PROJECT GOVERNANCE

- 21 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 (“**TAG**”) consisting of in-house (KCDC/ GWRC staff) and external expertise (e.g. Coastal science and engineering). The TAG 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.
- 22 The Panel will determine how they wish to work together once established.
- 23 The diagram below provides an overview of the agreed governance structure.



PANEL COMPOSITION

- 24 The single-Panel, is to include iwi, community, and other key stakeholder/ agency representatives as follows:

Community Assessment Panel Composition			
Panel Members: <i>Speaking & voting rights</i>	<i>Maximum number</i>	Panel Observers: <i>No voting rights</i>	<i>Maximum number</i>
Chair	1	GWRC: Climate change portfolio holder	1
Kaumātua	1	Councillor Nash	
Residents/ Community	6-8		
Iwi	4	KCDC: Climate change portfolio holder	1
Department of Conservation (Asset interests)	1	Councillor Handford	
GWRC (Asset Interests)	1	Other Community Board (CB) Members	4 (1 from each CB)
KCDC (Asset Interests)	1		
Total	15-17	Total	6

- 25 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.
- 26 The Working Group recommends the Chair is separately appointed and has expertise in facilitation, chairing and leading community projects. Selection should also be with reference to the required skills, knowledge and experience set out above.
- 27 The Chair is responsible for the final Panel recommendation report but it is not her/ his responsibility to write it (administrative support from council will be available for this).

PANEL APPOINTMENT

- 28 The Working Group recommends:
- I. There should be the ability to apply for both the Panel Chair and the Panel Member positions.
 - II. The Panel Chair and resident/ community Panel members should be selected by a group consisting of: two elected Council 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).
 - III. The recognised iwi authorities will provide recommendations for the Panel iwi representatives.

PANEL FINANCIAL SUPPORT

- 29 The Working Group recommends that all members of the Panel be offered some compensation for their contribution to this project. Suggestions for specific costings (in addition to disbursements) are:
- I. Chair – offer of a set sum per meeting/ open day attendance of: \$750.00.
 - II. Panel members – offer of a set sum per meeting/ open day attendance of: \$120.00.

RECOMMENDATIONS

- 30 That Council approve a single Community Assessment Panel for the district (**paragraph 17-19 refers**);
- 31 That Council approve the scoping section to inform and guide the Community Assessment Panel (**paragraph 20 refers**);
- 32 That Council approve the governance structure for Phase two of the Takutai Kāpiti project (**paragraph 21-23 refers**);
- 33 That Council approve the composition on the Community Assessment Panel (**paragraph 24-27 refers**);
- 34 That Council approve the process for appointing members to the Community Assessment Panel (**paragraph 28 refers**); and
- 35 That Council approve the financial support for Community Assessment Panel members (**paragraph 29 refers**).

Appendix One:

BACKGROUND CONTEXT

- 36 As a coastal district, Kāpiti is facing significant environmental challenges from our changing climate and associated rising sea and groundwater levels.
- 37 The Proposed Kāpiti Coast District Plan (“**PDP**”) notified in 2012 introduced new planning provisions relating to coastal hazards that were challenged through a wide range of submissions. The Council engaged an independent review which found the hazard lines to be insufficiently robust for inclusion in the PDP.⁶ A separate review of the PDP process was also carried out.⁷ The coastal hazard provisions were ultimately withdrawn in 2014. Work continued on the remainder of the PDP, with the intention for the Council to subsequently return to address the coastal provisions at a later stage.
- 38 On 24 July 2014, the Council voted to establish the Coastal Advisory Group (“**CAG**”) with membership from key statutory agencies, neighbouring councils, submitters, coastal land owners and community representatives with an independent chair. A copy of the full resolution is provided below.
- 39 On 7 August 2017 a report titled ‘*Climate Change and variability - Wellington Region*’ (the Climate Report) was presented by National Institute of Water and Atmospheric Research (“**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.
- 40 In June 2019 GWRC released *Preparing coastal communities for climate change*⁸. This report was overseen by the WRCCWG Subgroup, including members representing Kāpiti Coast District Council (“**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.
- 41 In May 2019 KCDC declared a climate emergency on the Kāpiti Coast. The existence of this declaration reinforced the need to progress with the Takutai Kāpiti project.
- 42 The early formation of a Co-Design Working Group (“**Working Group**”) was initiated in December 2019 involving representatives of KCDC, Coastal Ratepayers United (“**CRU**”), North Ōtaki Beach Residents Group (“**NOBRG**”) and a representative of Ngāti Toa Rangatira.
- 43 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**”).
- 44 On 8 March 2020, the Takutai Kāpiti: Climate Change and Our Coast Summit 2020 launched the Takutai Kāpiti: Our Community-led coastal adaptation project (“**Takutai Kāpiti project**”) through a conference and community event.
- 45 A coastal bibliography and further information are available at takutaikapiti.nz.

⁶ Carley, J. T., Komar, P. D., Kench, P. S., & Davies, R. B. (2014). Coastal erosion hazard assessment for the Kāpiti Coast: review of the science and assessments undertaken for the proposed Kāpiti Coast District Plan 2012. *Prepared for Kāpiti Coast District Council*.

⁷ Allan, S., Fowler, R., & Barrister, Q. C. (2014). Independent Review of the Kāpiti Coast Proposed District Plan.

⁸ 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.

Kāpiti Coast District Council Resolution

Resolution No. KCDC 14/06/128

Subject: Proposed District Plan Independent Reviews and ways forward ((SP-14-1253).

Date: 24 July 2014

RESOLUTIONS:

MOVED (Gaylor/Cardiff)

That the Council, in relation to the report "Independent Review of the Kapiti Coast Proposed District Plan" (Attachment 2 to Report SP-14-1253):

- (a) endorse the Independent report; and
- (b) adopt its recommendations 1 to 6 being:
 1. The Council proceed with the PDP on the basis of a modified process of hearing and making decisions which includes all elements set out in section 5.5 of this report.
 2. A detailed implementation plan including resourcing and timetable is developed to progress the PDP in accordance with recommendation 1. A communications plan to keep the community informed would be a necessary part of the implementation.
 3. The Council undertake a detailed review of the rules of the PDP having legal effect and clarify these provisions as soon as possible.
 4. The Council resolve to withdraw from the PDP the coastal hazard management areas on the plan maps along with the associated policy section and rules, and clarify the parts of the operative district plan which provide stop-gap coverage relating to coastal hazards.
 5. The Council develop an implementation plan to progress work on the coastal erosion hazard assessment, and other aspects of coastal hazard management. The implementation should build on the work already done and incorporate adequate and appropriate communication and consultation provisions, including a role for an advisory group as described in section 6.4 of this report.
 6. At an appropriate time (or times) the Council proceeds with a variation (or variations) to include suitable and relevant policy, methods and rules in the PDP to address the district's coastal hazards in accordance with the NZCPS, the RPS and best practice; and
- (c) adopt Option 4 (continuation of the Proposed District Plan process) but reserve the ability to invoke Option 3 (withdraw the PDP) once further analysis of all submissions have been completed in November 2014.

CARRIED

MOVED (Cardiff/Lloyd)

That the Council, in relation to the report "Coastal Erosion Hazard Assessment for the Kapiti Coast: review of the science and assessment undertaken for the Proposed Kapiti Coast District Plan" (Attachment 1 to Report SP-14-1253):

- (a) endorse the Coastal report; and
- (b) adopt the report's recommendations in full.

CARRIED

MOVED (Gurunathan/Bell)

That the Council endorse the formulation of a Coastal Advisory Group (CAG) with membership from key statutory agencies, neighbouring councils, submitters, coastal land owners and community representatives with an independent chair.

That staff develop a draft terms of reference for the Coastal Advisory Group and identify the skills / attributes of potential group members for Council consideration.

CARRIED

MOVED (Ammundsen/Bell)

That Council endorse the appointment of an independent chair for the Proposed District Plan Hearings Panel.

CARRIED

MOVED (Ammundsen/Bell)

That Council endorse the appointment of a Proposed District Plan Hearings Panel comprising the following (maximum of five):

Option 1	Option 2
Independent chairperson	Independent chairperson
Independent commissioner	Independent commissioner
2 elected commissioners	3 elected commissioners
1 iwi commissioner	

CARRIED

MOVED (Ammundsen/Bell)

That staff canvas independent commissioner's availability and suitability for positions on the Proposed District Plan Hearings Panel following Councils decision on panel composition and present suitable candidates to Council for its consideration and appointment.

CARRIED

MOVED (Gurunathan/Elliott)

That Council

- a) agree to formally withdraw the following provisions of the Proposed District Plan, including all related objectives, policies, rules, map layers, definitions and references:
 - Coastal Hazards
 - Hazardous Facilities
 - Priority Areas for Restoration.
- b) request staff to report back on the necessary steps to implement the withdrawal of the Proposed District Plan provisions.
- c) note that the elected members will be regularly updated on progress on the RMA process for withdrawing these provisions.

CARRIED

MOVED (Ammundsen/Bell)

That the Council endorse the Option 4 Implementation Plan (Attachment 6 to Report SP-14-1253) and staff update the Regulatory Management Committee and Te Whakaminenga o Kāpiti (TWOK).

CARRIED

MOVED (Lloyd/Cardiff)

That the Council acknowledges that the RMA timeframe for Proposed District Plan decisions will require an extension by invoking Sections 37 & 37A of the Resource Management Act and defer this decision until the 16 October 2014 Council Meeting.

That Council formally express its gratitude to the members of the two independent review panels: Coastal Experts Panel comprising James Carley, Paul Komar, Paul Kench and Robert Davies; and the Independent Reviewers Sylvia Allan and Richard Fowler, for their thorough and professional reports.

That Council formally express their appreciation to the people that took part in the independent review processes and subsequent invitations to provide comments on the draft reports.

CARRIED