

**Minutes:**

**Takutai Kāpiti Panel Meeting: Phase One Workshop**

**Date:** 22 July 2022  
**Time:** 12.30 pm – 3.30 pm  
**Location:** Kotare Room, Queen Elizabeth Park II  
 (MS teams- link in invite)

**Attendees:**

Takutai Kāpiti panel Chair: Rt Hon James Bolger ONZ

Takutai Kāpiti panel members: Don Day, Olivia Bird, Prof Martin Manning, Susie Mills, Oriwia Mason.

Takutai Kāpiti project team: Ashlyn Gallagher (Coastal Advisor), Yvonna Chrzanowska (Coastal Advisor).

Technical Advisory Group: Derek Todd, Kate MacDonald (Jacobs).

Facilitator: Stephen Daysh (Mitchell Daysh).

Additional Guests: Sean Mallon (KCDC Group Manager, Infrastructure Services), and Dr Iain Dawe (GWRC).

**Apologies:**

Lyndsey Craig, Heather Wright, Kahu Ropata, Jeremiah Matapare, Heni Wirihana, Jason Holland.

Agenda Item	Comments
<b>Opening &amp; Introductions</b>	<b>Opening remarks</b> and welcome from Jim Bolger (as Chair of the Takutai Kāpiti panel).
<b>Matters Arising and Updates on Ongoing Work</b> <b>12.35pm-12.40pm</b>	Minutes from the 17 June Workshop are pending completing due to sickness, but are a current priority to complete.  Following the June Workshop the Decision Making framework document put together by Jacobs has been circulated and finalised.
<b>Update on Communications and Public Event</b> <b>12.40pm-12.50pm</b>	Ashlyn spoke to the details surrounding the Public Event to be held on the 23 <sup>rd</sup> of July and thanked the CAP for their attendance and drive behind the public engagement that had already occurred.  It was confirmed that there will be a dedicated half an hour question session after the presentations at 12.00pm on the day.
<b>Presentation and Confirmation of the MCDA Criteria</b> <b>12.55pm - 2.20pm</b>	Kate from Jacobs took the CAP through the MCDA Criteria.  CAP was informed that there has been a slight change to the funding timeline for this process. It was noted that if the discussions on funding were left until the end of the process, the opportunity to have this added into the next KCDC Long-Term Plan in 2024 would be missed. A suggestion from Lyndsey Craig was to bring this forward to October this year. Stephen added that with the hindsight from the Hawkes Bay project, there has been disagreements from the councils surrounding who pays on public and private assets. Lyndsey and San have confirmed that the discussion on principles on establishing who

	<p>decided who pays was to be brought forward to the Senior Leadership Team at KCDC for a decision.</p> <p>Kate reviewed the MCDA tool and the steps which are used within a MCDA process. Kate covered how to compare, score, and gives context of how this process might work and the objective. There was discussion among the room on how the scoring is arrived to, and how the social aspects are given numerical values. It was emphasised that in previous processes this has come to the forefront naturally and this is a process which needs to first be undertaken to get to the point of scoring.</p> <p>The ‘Bananas MCDA’ criteria youtube video was played to explain the MCDA process in real time, and will be circulated for future reference.</p> <p>A discussion occurred surrounding why this approach being taken now is better than previously. The team explained that this is now a joined-up process, with community feedback, the science has been peer reviewed by Beca and Greater Wellington Regional Council, is robust, best practice and fit for purpose. Central Government has since come out with more guidance on strategic processes, versus the only guidance previously under the Coastal Policy Statement published in 2010.</p> <p>The CAP was guided through each of the criteria and explains the guide sheet, explaining that the first 5 criteria are based on values and what is important to the community. Each of these values will be informed by a report. There is a suggestion that there should be a change to the scoring criteria and that this should reflect the one used in the Hawkes Bay project. The First 5 criteria are to be group together under Impact Criteria, with the remaining 3 criteria grouped together and classified as Technical Criteria. This is reflected in the updated MCDA criteria.</p> <p>The room was then split into two groups and each group spent time working on the wording present in each of the descriptions of the MCDA Criteria. Each group were to come up with suggestions on how this can be made better and brought all the ideas back together to discuss.</p>
<p><b>2.20pm - 2.30pm</b></p>	<p>TEA BREAK</p>
<p><b>Confirmation of the Long list of Options</b></p> <p><b>2.30pm – 3.30pm</b></p>	<p>Both groups presented their comments on what is present in the MCDA criteria already to improve on and added comments. The criteria was updated as edits were suggested.</p> <p>The updated MCDA criteria will be re-circulated following the Workshop and questions and comments from the CAP on this document are welcome via email.</p>
<p><b>Other Matters Arising and Next Steps</b></p>	<p>Martin informed the room that he will be speaking at a Climate Change conference in late October and that he will be mentioning the Takutai Kāpiti project, including specifically how to get social engagement in this type of work.</p>

	<p>The next workshop will be an information session with reports back from each of the Values assessment authors, and the Northern Assessment area work will begin in September.</p> <p>The next CAP meeting will be on the 31<sup>st</sup> of August 2022, with the location in Ōtaki to be confirmed.</p>
	<p><b>The meeting closed at 3.45pm.</b></p>

<b>ACTIONS</b>		
	<b>Kate to finish the MCDA Criteria and recirculate</b>	
	<b>Jacobs to confirm the long list of options and circulate</b>	

<b>ATTACHMENTS</b>	
Link: To the Bananas video explaining the MCDA process. <a href="#">A Short Story about Multiple Criteria Decision Analysis (MCDA) - YouTube</a> (relevant until 2.30mins)	
Updated MCDA Criteria with edits discussed at the Workshop	
Long-list of options	