

Minutes

Takutai Kāpiti Panel Meeting: Decision Making Framework

Date: 17 June 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: Kelvin Nixon, Don Day, Olivia Bird, Prof Martin Manning, Susie Mills, Oriwia Mason.

Takutai Kāpiti project team: Ashlyn Gallagher (Coastal Advisor), Yvonna Chrzanowska (Coastal Advisor), Elspeth McIntyre, Heather Wright.

Technical Advisory Group: Derek Todd, Neil Blazey (online).

Facilitator: Stephen Daysh (Mitchell Daysh).

Observers: Councillor Sophie Handford

Apologies:

Lyndsey Craig (Takutai Kāpiti Manager), Kahu Ropata, Kate MacDonald (Jacobs), Dr Iain Dawe (GWRC), Jeremiah Mateparae, Heni Wirihana, Jason Holland, Sean Mallon,

Agenda Item	Comments
Opening & Introductions	1. Welcome from CAP Chair Jim Bolger. 2. Opening karakia by Ashlyn Gallagher. 3. Minutes from 25 May 2022 CAP meeting, approved. 4. Apologies noted
Matters Arising and Updates 12.35pm-12.50pm	<ul style="list-style-type: none"> • CAP updates TAG has been finalising Decision-Making Framework Report (DMF) methodology report, for presentation to CAP at today's workshop. • Wider TAG meeting experts are compiling background work for assessments in preparation for the Northern Adaptation areas (Social Impact Assessment, Cultural Values Assessment, Natural Character Assessment). Draft assessment reports due to TAG by August 2022. • Kahu and Lyndsey working on securing Ngāti Toa representation for the CAP.
Update on Communications and Public Event 12.50pm-12.55pm	CAP has been attending various events at local libraries and markets in the lead up to the Public Information event on 23 July 2022. <ul style="list-style-type: none"> • Venue booked and promotion underway via papers, social media and HYS platform. • Posters being prepared and will be reviewed by wider TAG before printing. • Run sheet drafted presentations Followed by chance to see posters, speak to experts, and see GIS viewer. •
Presentation of the Decision-Making Framework Report Derek Todd, Neil Blazey (Jacobs),	<p><i>"Takutai Kāpiti: Coastal hazards adaptation decision-making framework report"</i> (draft).</p> <ul style="list-style-type: none"> • This workshop is to provide CAP with an overview of the decision-making framework that has been developed.

<p>12.55pm - 2.00pm</p>	<ol style="list-style-type: none"> 1. the DMF report is a guidebook on how CAP will make decisions based on best practice, other NZ examples, and to produce coastal hazard adaptation recommendation to Council. provides robust process for the next phase of the project (Phase two). 2. Framework sets out tasks and processes to follow to justify how arrived at following decisions for each Adaptation area. DMF aligns with 2017 MfE guidance approach 3. The slide presentation provided CAP with an overview of the sections 2-4 of report: <ol style="list-style-type: none"> a. Section 2: Overview of Decision-making Framework and Tools – this section covers tools to inform decision making (Dynamic Adaptive Planning Pathway (DAPP), Multi-Criteria Decision Analysis (MCDA), Real options analysis (ROA). b. Section 3: Relationship, Roles and Responsibilities - TAG, CAP Community c. Section 4: Decision-making framework for the development of Takutai Kāpiti Coastal Hazards Adaptation Recommendations. Outlines the detailed phases: pathways and options 4. The CAP was guided through the principles used in the Decision-making framework including: <ul style="list-style-type: none"> • DAPP principles – ensure flexibility in response; time, not to cut off future options; not to overspend early • Future is a 100-year future, with a focus on 3 horizons (Short term: 30 year asset management horizon with more certainty; Medium term: 30 -50 year and Long term: 50-100 year timeframe). • CAP will consider asset data and hazard information as well as risk assessment for each Adaptation area (to be provided by the TAG). This risk assessment will also overlay the hazard interaction and consequences from the social, cultural and environmental assessments (from wider TAG). This brings information into one place for CAP to assess consequences when considering pathways. • MCDA will be used to help CAP determine which options and pathways is preferred. This will be covered at next CAP July workshop), which will cover how to develop criteria, identify weightings, scorings. Scores and rationale will be recorded by the CAP on why preferences were recommended. <p>Neil Blazey (Jacobs) introduced Real Options analysis metrics that is used globally when undertaking economic assessments. He explained how ROA has some flexibility to allows for changing pathways, and lead-in times associated with change in costings, if a pathway alters over time.</p> <ul style="list-style-type: none"> • ROA is then added to MCDA analysis to understand benefits of flexibility and to get a value for money score. <p><i>Break for lunch (Page 14, Section 4)</i></p>
<p>2.00pm - 2.15pm</p>	<p>TEA BREAK</p>
<p>Presentation of the Decision-</p>	<p>Derek presented an overview of Section 4 report and presented the workflow for 2022 – March 2024.</p>

<p>Making Framework (cont.) 2.15pm – 3.25pm</p>	<p>Key points included:</p> <ul style="list-style-type: none"> Phase One: Prior to the Northern Kāpiti Adaptation area work beginning there are two further workshops where CAP will be provided with district wide planning information. Specific Risk assessments will be provided to CAP prior to beginning work in each of the Adaptation areas and each area will involve a 3-4 month process. Phase Two: Assessment of Pathways for Each Adaptation Area - circular diagram outlines the key decision-making framework (Refer Slide 4.3.1 which shows Steps 1 – 8, page 20). These steps will be repeated for each Adaptation area. TAG, iwi and CAP undertake pre-scoring and will overlay the ROA economic assessment (Refer p.27, slide 4.3.7). Phase Three: The final output after completing the 5 Adaptation Areas, (currently scheduled for March 2024), will be the Coastal Hazards Adaption Recommendation report to Council. <p>Derek explained that the TAG is preparing material for the next workshop, where they will present a long list of adaptation options and actions that are applicable to various coastal areas in Kāpiti. These options fall under following categories: Enhance, accommodate, protect, retreat and avoid.</p> <p>CAP members asked about coastal adaptation pathways being considered by other coastal communities. E.g. how payment would be addressed under certain circumstances, for example, in cases where managed retreat or replacement of existing structures were recommended. Discussion generated included:</p> <ul style="list-style-type: none"> Example funding examples from Hawkes Bay Strategy for Ahuriri and Haumoana adaptation areas presented (Slide 4.4.1, p.36). Funding options are difficult, not always clear cut and depend on many factors e.g. Existing use rights, precedents set by other councils, possible government guidance, etc. Derek provided an example of how triggers, decision points and thresholds could alter potential or preferred pathways in the short, medium and long term (Refer Slide 4.4.2). <p>CAP requested that reports be sent to CAP at least 10 days in advance of workshops due to the amount of reading required.</p> <ul style="list-style-type: none"> Action: Coastal team to ensure material is sent to CAP 7 days prior to workshops.
<p>Other Matters Arising and Next Steps 3.25pm – 3.40pm</p>	<p>CAP meet and greet calendar includes events organised at Otaki library and Otaki market, and other events in Te Horo, Waikanae, and Paekākāriki.</p> <p>Several community board meetings are organised and a slide presentation has been prepared that Lyndsey and/or Sean Mallon (Council) and Jim (CAP chair) will speak to. Discussion on providing Community Boards a schedule of timing of when CAP will be in each of the Adaptation Areas.</p> <ul style="list-style-type: none"> Action: Coastal team to provide this information to Community Boards once adaptation area engagement schedules are finalised.

	<p>Coastal Science questions addressed: Derek responded to two questions from previous meeting from Martin Manning.</p> <ul style="list-style-type: none"> • SLR modelling: Derek presented slides on Jacobs SLR modelling in relation to recently released NZ Sea Rise report that includes the vertical land movement for Kāpiti coast. Derek confirmed that he is comfortable that the Jacobs modelling is still within the identified range, even after considering VLM. It will result in very minor adjustments when calculating low and high SLR scenarios. • GWRC ground water modelling information: Currently the GWRC ground water modelling information is not yet publicly available. • ACTION: <i>Derek will approach GWRC if ground water information can be released on a confidential basis to the CAP, to assist in decision making.</i> <p>The next CAP workshop: will be an information session on the Multi Criteria Decision Analysis (MCDA) and the long list options. When: 22 July 2022, 12.30 – 3.30pm, at the Kotare Room, Queen Elizabeth Park II.</p>
	<p>The meeting closed at 3.40pm.</p>

ACTIONS		
	<p>Coastal Team to:</p> <ul style="list-style-type: none"> • circulate <i>Takutai Kāpiti: Coastal hazards adaptation decision making Framework Report</i>, once final report has been signed off • ensure material is sent to CAP seven days prior to workshops • provide this information to Community Boards once Adaptation area engagement schedules are finalised. 	
	<p>Jacobs to approach GWRC to ask if ground water information (AWA) can be released on a confidential basis to the CAP to assist in decision making.</p>	

ATTACHMENTS
<p>Slide Deck: Jacob’s presentation on the “Coastal Hazards Adaptation Decision Making Framework – Report prepared by the TAG June 2022” (36 slides).</p>