

Port Waikato Resilience Strategy

Co-design Process Report

1 Context

Port Waikato is a community at the far north-western corner of the Waikato District, at the mouth of the Waikato River, with a resident population of around 1,000 and a summertime population of up to 1,500. It has historically experienced cyclical coastal erosion; that is, there have been times of erosion followed by times of accretion. Waikato District Council obtained consultant advice in 2014/15 that led to a policy of ‘managed retreat’ with respect to public assets, and a subsequent relocation the community hall when erosion reached the recommended ‘trigger point’ of 7.5 metres from the building.

The community continues to experience severe coastal erosion which has worsened rapidly in the past few years, particularly affecting public property and private properties at the southern end of Oceanview Road. A public information session hosted by Waikato District Council in October 2019 at the Surf Lifesaving Club revealed the community’s concern about a perceived lack of action in relation to erosion hazards. Following that meeting, a more coordinated approach was taken to communication and activities relating to Port Waikato, ranging from carpark maintenance and drainage to public toilets, signage, and consenting requirements relating to demolition, rebuild and relocation of private property.

In addition to these immediate actions, Waikato District Council also recognised the need to embark on a longer-term adaptive management planning process, in partnership with the community and other stakeholders, to develop a resilience strategy for Port Waikato in the face of various natural hazards. At its 7 December 2019 meeting, it resolved that “\$50,000 be approved from the Disaster Recovery Fund for independent facilitation and technical advice for an adaptive management planning process with the Port Waikato community, local iwi, other agencies and stakeholders in order to build resilience to natural hazards, noting that additional funding is likely to be required in future years and will also be sought from external sources.” Waikato Regional Council has also joined the project and provided an initial \$30,000 for a hazards study / literature review on Port Waikato.

The adaptive management planning process is summarised in this Co-Design Report.

2 Purpose

The purpose of the Port Waikato Resilience Strategy (“the Strategy”) is to develop a long-term adaptive plan for responding to the natural hazards risks faced by the Port Waikato community.

The Strategy will follow the approach set out in the Ministry for the Environment’s 2017 coastal hazards and climate change guidance for local government.

The Strategy will also seek to identify pragmatic and cost-effective responses that can be deployed in the short and medium-term to respond to current hazard risks and community concern, particularly in relation to coastal erosion effects at Sunset Beach.

3 Objectives

The Strategy will measure success against the following objectives:

- a. An adaptive management plan is developed, adopted and implemented to respond to the immediate, short, medium and long term natural hazards risks faced by the Port Waikato community.
- b. The Port Waikato community are:
 - informed about the risks they face from natural hazards in the short, medium and long term.
 - Engaged, understanding and supportive of the plan to respond to natural hazards risks.
 - Empowered and less anxious about future risks posed by natural hazards.

4 Scope

4.1 Project Area

The Port Waikato Resilience Strategy is being developed for the Port Waikato spit, Sunset Beach and Maraetai Bay areas, as illustrated in **Figure I** below. This area is the most densely populated settlement in the Port Waikato environs and is the area subject to a range of natural hazard risks. The access road into Port Waikato, while not formally part of the Project Area, will also be a consideration.

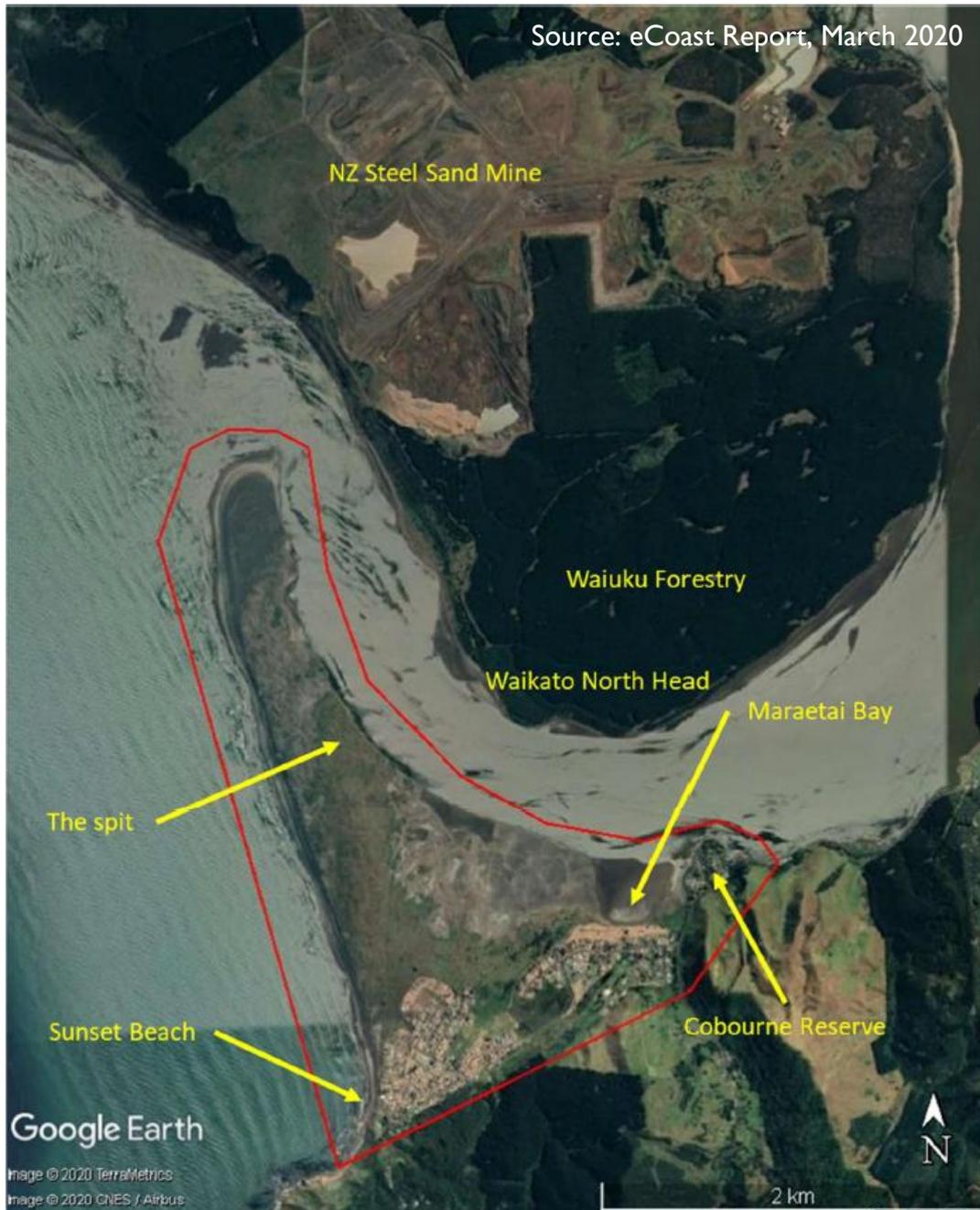


Figure 1 Port Waikato Resilience Strategy: Area of Interest

4.2 Natural Hazards in the Scope of the Strategy

The Port Waikato area is highly dynamic and affected by a range of coastal and river processes. While there are immediate issues associated with coastal erosion at Sunset Beach, the Strategy will also consider other hazards risks to ensure that long term planning is effective and does not lead to unintended consequences.

The following natural hazards are within the scope of the Strategy:

- Sea level rise caused by climate change (including consideration of vertical land movement)
- Coastal Erosion
- Coastal Inundation
- River flooding

The following natural hazards will not be considered as part of the Strategy at this time, but may be relevant to long term planning considerations for Port Waikato and incorporated into future reviews:

- Land stability
- Earthquake and liquefaction
- Tsunami
- Groundwater changes in response to sea level rise

4.3 Planning Horizon

The Strategy will seek to put in place a plan for responding to the changing risks of natural hazards over the next 100 years. This timeframe is consistent with the requirements for Councils set out in the New Zealand Coastal Policy Statement 2010 and guidance from the Ministry for the Environment as referred to below.

5 Process

5.1 Dynamic Adaptive Pathways

In December 2017, the Ministry for the Environment released its updated guidance document *Coastal Hazards and Climate Change: Guidance for Local Government* (“MfE Guidance”). The Strategy is designed to align with this guidance.

The MfE Guidance introduces a 10-step framework for implementing long-term planning and decision making for coastal areas affected by coastal hazards and climate change effects (**Figure 2**). The process incorporates Dynamic Adaptive Policy Pathways (“DAPP”).

DAPP is an approach for responding to deep uncertainty, as presented by the challenges of planning for the future effects of climate change. In DAPP, a series of actions over time (pathways) are developed to achieve a set of predefined objectives. As conditions change and new information is available (for example, increased storms and/or sea level rise) and existing actions are no longer fit for purpose, new actions are implemented. The idea is to be ready to respond to changing conditions with appropriate action before significant damage and impacts occur and to ensure decisions and actions are made at the appropriate time.

The benefits of this approach include that it makes decisions now based on the best information currently available, while preserving flexibility for future decision-making to take place based on new and/or improved information. Various ‘trigger points’ can be programmed so that actions can be planned for when a specified event occurs (e.g. erosion to within a certain distance of a building), without needing to know today exactly when that might occur.

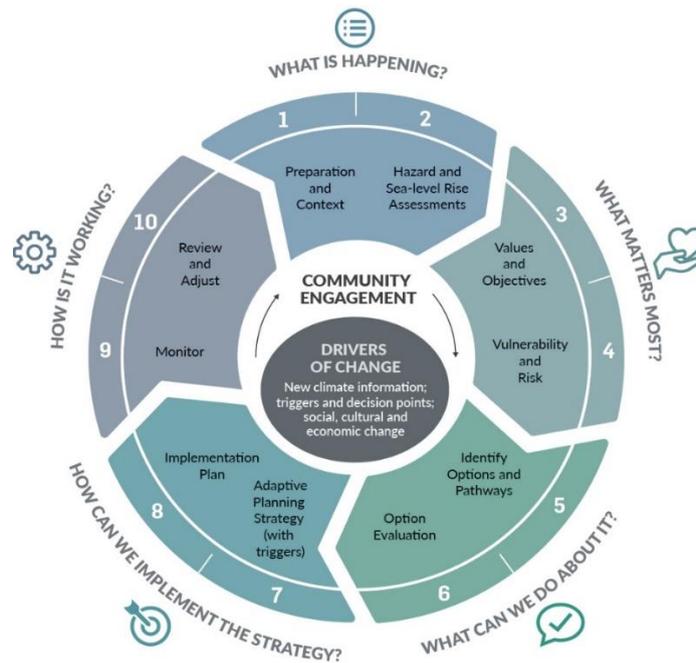


Figure 2: 10 Step Decision Cycle from *Coastal Hazards and Climate Change: Guidance for Local Government*, Ministry for the Environment, 2017.

5.2 Collaborative Approach

The MfE Guidance recognises that adapting to climate change will require effective engagement with communities, iwi/hapū, and others. There will be differing values and world views that need to be understood and considered in developing adaptive planning solutions.

The Strategy is being developed as a collaboration between the Port Waikato Community, Mana Whenua, Waikato District Council, and the Waikato Regional Council.

The Strategy is seeking to achieve effective collaboration through two key approaches:

1. The formation of the Port Waikato Resilience Group (PWRG); and
2. Adopting a co-design approach.

Each approach is discussed further in the following sections.

5.3 Port Waikato Resilience Group (PWRG)

The PWRG has been formed by the following member groups / organisations:

- a. Port Waikato Community.
- b. Ngāti Tahinga and Ngāti Karewa.
- c. Waikato Tainui.
- d. Waikato District Council.
- e. Waikato Regional Council.
- f. Department of Conservation.

The PWRG have been meeting monthly for approximately 12 months to refine its membership, approach, objectives and work programme.

A primary outcome has been the development of a Terms of Reference for the PWRG, which were confirmed by the PWRG at a meeting on 26 November 2020 and are provided as **Attachment I**.

Acknowledging there may be some change over time, at time of writing this report the individuals appointed to the PWRG are listed in **Table I**.

Table I Port Waikato Resilience Group Members

Members	Confirmed Appointments
Port Waikato Community	Jade McCormack (PWRG Chair)
	Ross Millen (PWRG Deputy Chair)
	Jo Poland
	Leah Fry
	Malcolm Beattie
	Mike McCormack
	Melanie Gabriel
	Robyn Green
	Wayne Green
	Sylvia Dwen
	James Smith
	Brian Wadman
	Glenn Graham
	Chanel Brock
Ngāti Tahina/Ngāti Karewa	Rereokeroa Shaw
	To be confirmed
Waikato Tainui	To be confirmed
	To be confirmed
Waikato District Council	Jim Ebenhoh
	Kurt Abbot
	Anisha McPhee
Onewhero-Tuakau Community Board	Kandi Ngataki
	Stephanie Henderson
Waikato Regional Council	Rick Liefing
	Alejandro Cifuentes
Department of Conservation	Dannika Tukua

To support the effective operation of the PWRG, support roles have been confirmed and are listed in **Table 2**.

Table 2 Support Roles to the PWRG

Support Roles	Confirmed Appointment
Administrator	Waikato District Council staff
Facilitator	Simon Bendall
Technology Advisor	Ross Millen
Waikato District Council (Councillor Observer)	Cr Carolyn Eyre
Waikato Regional Council (Councillor Observer)	Cr Pamela Storey

5.4 Co-Design

Co-design is an approach that actively involves project partners and stakeholders in the design process, to help ensure the approach taken and the end result meets their needs and is usable.

The PWRG has been operating using this principle. In practice this means all members of the PWRG working cooperatively to determine how it will go about its work, and what it is trying to achieve.

This report sets out the outcome of this co-design work to date.

5.5 Technical Advisory Group

To support the work of the PWRG and the Councils, the Waikato District Council and Waikato Regional Council have established a Technical Advisory Group (TAG).

TAG's functions are to assist with the project management, technical support and delivery of the of the Strategy.

A Terms of Reference for the TAG have been developed and are provided as **Attachment 2**.

6 Outcomes

6.1 Project Deliverables

As agreed in their terms of reference, the PWRG will produce the following deliverables:

1. A '**Port Waikato Resilience Strategy Co-design Process Report**' (this Report) that will set out the process the PWRG will undertake to achieve its objectives. The Co-design report will be presented to the Waikato District Council for consideration and adoption.
2. A '**PWRG Action Plan**', for responding to immediate natural hazards risks and other community matters in the short term.
3. A 'Sunset Beach Erosion Response Plan', that will:

- a. Objectively identify and assess options, and select a preferred option, for the short term slowing / halting of erosion losses at Sunset Beach to mitigate further serious damage to infrastructure and property from coastal erosion at Port Waikato while a long-term plan is developed;
 - b. Ensure the option that is selected remains compatible with an adaptive planning approach; and
 - c. Implement the selected option(s) within a reasonable timeframe
 - a.
4. A 'Port Waikato Resilience Strategy', that will:
- a. Summarise (with reference to appropriate technical information) the natural hazards risks faced by the Port Waikato Community in the short, medium and long term;
 - b. Present recommended responses to those hazards risks;
 - c. Follow the dynamic adaptive pathways planning approach for coastal hazards as set out in the Ministry for the Environment for guidance for local government; and
 - d. Describe the process taken by the PWRG to arrive at its recommendations.
 - e. Integrates the outcomes of the Sunset Beach Erosion Response Plan for immediate responses.

6.2 PWRG Work Programme

The PWRG have developed a work programme setting out a high-level series of tasks (to achieve its objectives), which is attached as **Attachment 3**.

7 Decision Making

With the assistance of TAG, the PWRG will develop recommendations for the Waikato District Council, who retain full decision-making authority in accordance with local government representative and legal functions.

The first decision gateway is for the Waikato District Council to consider this report (Deliverable 1). It will also be provided to Waikato Regional Council for comment and review. Subject to any iteration or refinement agreed between the Councils and the PWRG, if approved and adopted by the Waikato District Council it will confirm the approach to be taken by the PWRG and provide clarity for all parties on functions, outcomes and decision-making process.

If this report is adopted, the Waikato District Council's next decision gateway will be a consideration of Deliverable 3; the Sunset Beach Erosion Response Plan.

It is noted that Deliverable 2, the PRWG Action Plan, is excluded from the formal decision-making process. The activities identified under this deliverable are necessarily low cost, "no-regret" actions that can be rapidly deployed to reduce natural hazards risks and impacts in the immediate term. These actions can be identified, approved and deployed within staff decision-making delegation.

An outline of the project and relationship between the parties and deliverables is illustrated in **Figure 3**.

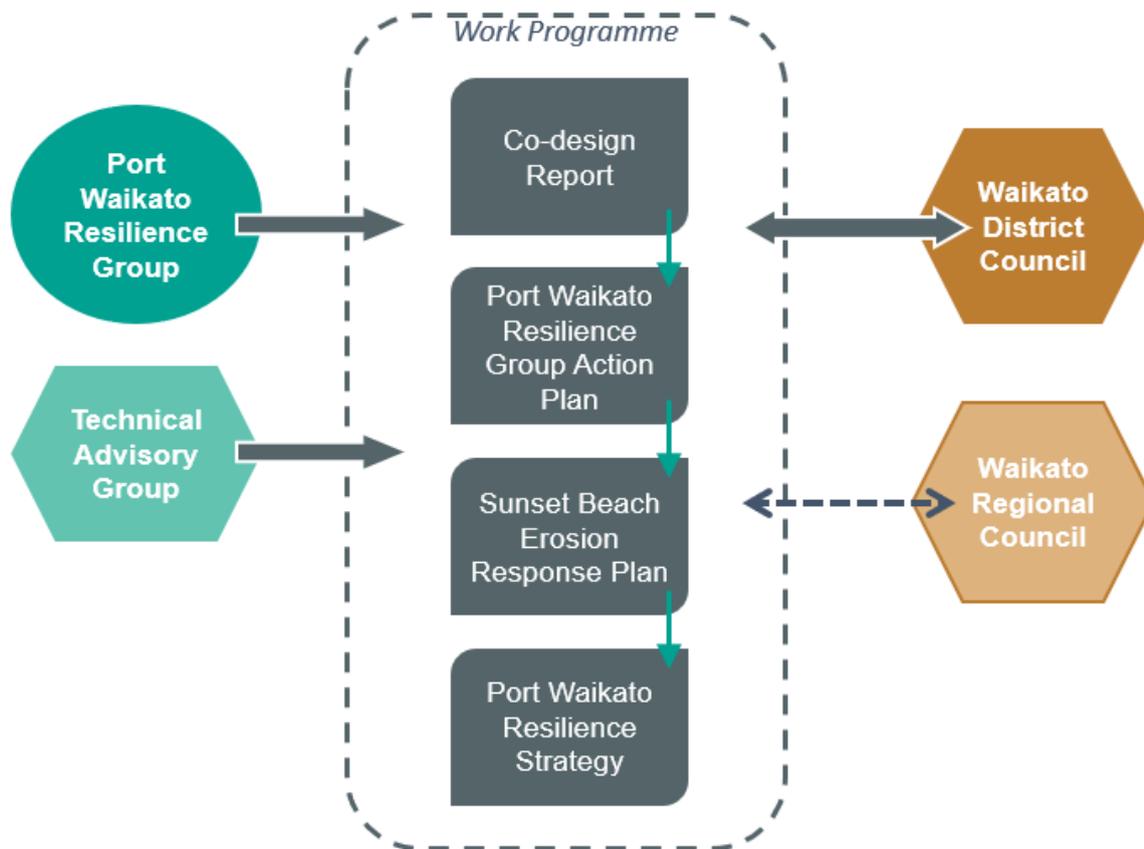


Figure 3 Project outline diagram

8 Implementation

Critical to the success of the work of the PWRG is implementation of identified actions.

Actions under the Sunset Beach Erosion Response Plan and Port Waikato Resilience Strategy will involve (potentially significant) new expenditure for Waikato District Council and Waikato Regional Council. It is anticipated that this proposed expenditure will be included in future reviews (or mid-term amendments to) the Councils' Long Term Plans, and must necessarily be the subject of wider public consultation.

When the Sunset Beach Erosion Response Plan and Port Waikato Resilience Strategy have been finalised and adopted by Council, the TAG will commence work on an Implementation Plan to guide and drive next steps. This will include determining matters such as:

1. Concept designs and costings for proposal natural hazard response actions
2. Details for how the actions will be funded between direct (private) and indirect (public) beneficiaries
3. How and when (as determined by the DAPP process) actions are likely to be implemented
4. Confirming any resource consent requirements

5. Developing the detail to be included in public consultation as part of Council's Long Term Plan review / amendment.

Attachment I – Port Waikato Resilience Group Terms of Reference

PORT WAIKATO COMMUNITY RESILIENCE STRATEGY

PORT WAIKATO RESILIENCE GROUP

Terms of Reference

This Terms of Reference was confirmed by unanimous decision of the Port Waikato Resilience Group at their meeting on 26 November 2020.

1 Name

- 1.1. The working group established and operating under this Terms of Reference shall be known as the Port Waikato Resilience PWRG (“PPWRG”).
- 1.2. The PWRG is an informal entity established by agreement of its members.

2 Purpose

- 2.1. The purpose of the PWRG is to form a partnership between Mana Whenua, the Port Waikato community, the Waikato District Council and Waikato Regional Council (“Partner Councils”), the Department of Conservation and other key stakeholders to develop pragmatic, realistic, and adaptive solutions to natural hazards risks for the Port Waikato Community in the short, medium and long term.

3 Objectives

- 3.1. The PWRG will measure success against the following objectives:
 - a. A positive productive working relationship is established between PWRG members.
 - b. Trust is established between the PPWRG members.
 - c. A plan is developed to respond to the immediate, short, medium and long term natural hazards risks faced by the Port Waikato community.
 - d. The Port Waikato community are:
 - informed about the risks they face from natural hazards in the short, medium and long term.
 - Engaged, understanding and supportive of the plan to respond to natural hazards risks.

- Empowered and less anxious about future risks posed by natural hazards.

4 Deliverables

The PWRG will produce:

- 4.1. A '**Port Waikato Natural Hazards Planning Co-design Process Report**' that will set out the process the PWRG will undertake to achieve its objectives. The Co-design report will be presented to the Waikato District Council for consideration and adoption. (note WRC for info)
- 4.2. A '**PRWC Action Plan**', for responding to immediate natural hazards risks and other community matters in the short term.
- 4.3. A "**Sunset Beach Erosion Response Plan**", that will:
 - a. Objectively identify and assess options, and select a preferred option, for the short term slowing / halting of erosion losses at Sunset Beach to mitigate further serious damage to infrastructure and property from coastal erosion at Port Waikato while a long-term plan is developed;
 - b. Ensure the option that is selected remains compatible with an adaptive planning approach; and
 - c. Implement the selected option(s) within a reasonable timeframe
- 4.4. A '**Port Waikato Resilience Strategy**', that will:
 - a. Summarise (with reference to appropriate technical information) the natural hazards risks faced by the Port Waikato Community in the short, medium and long term;
 - b. Present recommended responses to those hazards risks;
 - c. Follow the dynamic adaptive pathways planning approach for coastal hazards as set out in the Ministry for the Environment's guidance for local government¹; and
 - d. Describe the process taken by the PWRG to arrive at its recommendations.

5 Membership

- 5.1. The PWRG shall be formed by the following member groups / organisations:
 - a. Port Waikato Community.
 - b. Ngāti Tahinga and Ngāti Karewa.
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¹ Ministry for the Environment (2017). *Coastal hazards and climate change: Guidance for local government*.
Publication reference number: ME 1341

- c. Waikato Tainui.
 - d. Waikato District Council.
 - e. Waikato Regional Council.
 - f. Department of Conservation.
- 5.2. The individuals appointed to the PWRG by each member group / organisation are listed in **Attachment 1**.

6 Appointment of New Members

- 6.1. New or replacement members of the PWRG from the Port Waikato Community may be appointed at the discretion of the Chair.
- 6.2. A standing invitation remains in place for new / replacement members to be appointed by and at the sole discretion of Ngāti Tahinga and Ngāti Karewa.
- 6.3. A standing invitation remains in place for new / replacement members to be appointed by and at the sole discretion of Waikato Tainui.
- 6.4. New or replacement members of the PWRG from Waikato District Council, Waikato Regional Council and the Department of Conservation may be appointed by each organisation respectively, with notification to the Chair.

7 Role of PWRG Members

Port Waikato Community Members

- 7.1. Participants in the process as members of the community with local knowledge, relationships, and expertise. For the avoidance of doubt, community members are not participating as mandated representatives of Port Waikato.
- 7.2. Participants with full voting and speaking rights.

Ngāti Tahinga, Ngāti Karewa and Waikato Tainui

- 7.3. Participants in the process as members of Ngāti Tahinga, Ngāti Karewa and Waikato Tainui and as members of the community with local knowledge, relationships, and expertise.
- 7.4. Participants with full voting and speaking rights.

Partner Council and Department of Conservation Staff

- 7.5. Provide technical support and expertise to the PWRG when this is requested through the Chair.
- 7.6. Provide comment on matters related to statutory responsibilities under relevant legislation for each organisation.
- 7.7. Participants in an advisory capacity only with no voting rights. Full speaking rights.

8 Appointment of Chair / Deputy Chair

- 8.1. On the formation of the PWRG, the members shall by consensus agreement elect a Chair and Deputy Chair.
- 8.2. The Chair and Deputy Chair are to be selected from the members, or an independent may be appointed to either role.
- 8.3. In the event that an independent Chair or Deputy Chair is appointed, that person will act in all respects as an independent and neutral third party
- 8.4. The Chair and Deputy Chair shall be responsible for:
 - a. the efficient, fair and collaborative operation of the meeting.
 - b. ensuring the Terms of Reference are followed and adhered to.
 - c. handling all media enquiries regarding the work of the PWRG.
- 8.5. The Chair and Deputy Chair may vote as PWRG members only.
- 8.6. The individuals appointed as the Chair and Deputy Chair listed in **Attachment 1**.

9 Support Roles

- 9.1. On the formation of the PWRG, the members shall by consensus agreement appoint persons to the following Support Roles:
 - a. Administrator
 - b. Facilitator
 - c. Technology Advisor
- 9.2. The Administrator shall be responsible for:
 - a. The organisation and logistics associated with the successful operation of the PWRG.
 - b. Recording and distributing the minutes, actions and resolutions from each workshop.

- c. Managing communications related to logistics with all members outside of each workshop.
- 9.3. The Facilitator shall be responsible for:
 - a. The overall management of each workshop, including managing how the PWRG works and interacts, resolving conflicts, leading debates, seeking consensus, supporting the Chair and Deputy Chair, and ensuring voting members are given the full opportunity to participate.
 - b. Securing the necessary outcomes from each PWRG meeting in an efficient, fair, and transparent manner.
- 9.4. The Technology Advisor shall be responsible for:
 - a. Providing and operating the technology requirements to meet the needs of the PWRG.
- 9.5. Support Roles have not voting rights.
- 9.6. The individuals appointed to the Support Roles are listed in **Attachment 1**.

10 Observers

- 10.1. The Partner Councils may each appoint any number of elected representatives (Councillors) to participate in PWRG meetings.
- 10.2. Waikato District Council may also appoint a community board member to participate in PWRC meetings.
- 10.3. Observers are present to observe and offer advice and opinions and to communicate organisational aspirations, constraints and requirements, when these are requested by or through the Chair.
- 10.4. Observers have no voting rights.
- 10.5. The Councillors appointed as Observers are listed in **Attachment 1**.

11 PWRG Procedures

Apologies

- 11.1. Should a member be unable to attend a meeting, they must inform the Chair at least 24 hours prior to any meeting.
- 11.2. If the Chair and Deputy Chair cannot attend, the role of Chair may be delegated to an alternate member for that meeting.

Quorum

- 11.3. A quorum of five PWRG voting members is required.

Meeting dates, times, venue and notification

- 11.4. PWRG meetings will be held on a monthly basis or more or less as may be agreed by the members to ensure that the PWRG objectives are achieved.
- 11.5. All meetings of the PWRG shall be notified by the Administrator to PWRG Members, Support Roles and Observers with at least 5 working days' notice.
- 11.6. Meetings will be held at the Port Waikato Fire Station at 6pm – 8pm or at a venue and time agreed by the members.
- 11.7. Meetings may also be held virtually by prior arrangement.

Agendas

- 11.8. Meeting agendas, with attached meeting papers (if required) will be approved by the Chair and distributed at least five working days prior to the next scheduled meeting.
- 11.9. The Chair and Facilitator are responsible for arranging and circulating the agendas.

Minutes

- 11.10. Draft minutes of meetings of the PWRG are to be circulated to PWRG members no later than 5 working days following a meeting.
- 11.11. Draft minutes shall be reviewed and approved as draft by the Chair or Facilitator prior to circulation.
- 11.12. Once confirmed by the PWRG, minutes will be made available to the public.

Meeting Attendance

- 11.13. Attendance at PWRG meetings shall be open to PWRG Members, Support Roles and Observers only.
- 11.14. At the sole discretion of the Chair, members of the public, media, technical advisors and/or other persons may be invited to attend PWRG meetings.

12 Code of Conduct

- 12.1 All participants agree to act in good faith. This means committing to open, honest, constructive, robust, respectful and collaborative deliberations.

- 12.2. Chatham House Rules² will generally not apply, unless directed by the Chair that it will apply to any particular meeting, or part of a meeting.
- 12.3. Contributions made within the PWRG will be "without prejudice". That is, nothing said within the PWRG may be used in a subsequent planning or legal process except for the final recommendations and agreements reached and reported by the PWRG.
- 12.4. Participants agree to show respect for others views when communicating with their wider networks.
- 12.5. Participants agree to refrain from discussion and debate through media channels (i.e. newspapers, radio, television, and social media).
- 12.6. Any public statement regarding the PWRG's process, or advice or recommendations made by the PWRG, are to be agreed by the PWRG and made through the Chair.
- 12.7. Consensus shall be strived for in all decisions made by voting members of the PWRG and is defined as every voting member (i.e. 100%) of the PWRG being in agreement.
- 12.8. Where consensus cannot be reached on a specific piece of advice or a recommendation, the reasons for disagreement will be noted by the Facilitator, any alternatives defined, and the reasons for members positions on the alternatives recorded.
- 12.9. When the PWRG reaches a decision, participants will be expected to acknowledge that decision in subsequent public discussion, or presentation to the Partner Councils.
- 12.10. If a meeting is missed by a participant, they will not be entitled to "re-litigate" a piece of consensus advice or recommendation at a later time.
- 12.11. Participants are expected to commit to an agreed schedule of meetings and make every effort to attend all meetings. While it is anticipated that some will miss certain meetings through circumstances beyond their control, if a significant number of meetings are not attended then at the discretion of the Chair membership may be reviewed and a reappointment process may be triggered.
- 12.12. Where a participant deliberately or otherwise breaches the requirements and expectations of their participation on the PWRG, as set out in this Terms of Reference, the Chair may, at their sole discretion, recommend that the participant be removed. If this recommendation is confirmed by the PWRG, the participant in question shall immediately cease to be a member or participant of the PWRG.

² When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.

13 Conflicts of Interest

- 13.1. Participants are required to declare any actual or perceived interests to the PWRG. The Chair will then determine whether or not the interest represents a conflict, and if so, what action will be taken.

14 Media Protocol

- 14.1. Any approaches or requests by news media shall be directed as follows:
- a. **In relation to a specific property impacts by coastal hazards** – relevant landowner. For the avoidance of doubt, any landowner who is also a member of the PWRG is not prevented or restricted from discussing matters directly relevant to their property.
 - b. **In relation to the operations, recommendations and process of the PWRG** – Chair or Deputy Chair.
 - c. **In relation to Council functions and processes** – relevant Council media contact.
- 14.2. Any publications or media releases made by the PWRG or in relation to the work of the PWRG shall be approved by the Chair prior to release.

15 Communications

- 15.1 The usual form of communication for providing notices of meetings, circulating agendas and meeting notes shall be by email.
- 15.2 A collaborative wiki platform shall be established and maintained by the Technology Advisor for use by PWRG members as a single place to store and share information regarding the PWRG. The platform shall be available for use by PWRG members only and shall not be open to members of the public.
- 15.3 Following each PWRG meeting, the Chair shall prepare a brief summary for the next issue of the Port Report. The purpose of the summary is to maintain open communication with the Port Waikato Community on the work of the PWRG

16 Reporting

- 16.1 The Partner Councils shall, in good faith, consider all reports and recommendations prepared by the PWRG and may seek clarification and/or amendments from the PPWRG before formally receiving the report.

16.2 The Partner Councils shall ensure regular reporting to elected representatives.

17 Changes to Terms of Reference

17.1 This Terms of Reference may be changed by consensus agreement at any formal meeting of the PWRG when quorum requirements is met.

ATTACHMENT I – PORT WAIKATO RESILIENCE GROUP

Members	Confirmed Appointments
Port Waikato Community	Jade McCormack
	Ross Millen
	Jo Poland
	Leah Fry
	Malcolm Beattie
	Mike McCormack
	Melanie Gabriel
	Robyn Green
	Wayne Green
	Sylvia Dwen
	James Smith
	Brian Wadman
	Glenn Graham
Chanel Brock	
Ngāti Tahinga / Ngāti Karewa	Rereokeroa Shaw
	<i>To be confirmed</i>
Waikato Tainui	<i>To be confirmed</i>
	<i>To be confirmed</i>
Waikato District Council	Jim Ebenhoh
	Kurt Abbot
Onewhero-Tuakau Community Board	Kandi Ngataki
	Stephanie Henderson
Waikato Regional Council	Rick Liefiting
	Alejandro Cifuentes
Department of Conservation	Dannika Tukua

Chair and Deputy Chair	Confirmed Appointment
Chair	Jade McCormack
Deputy Chair	Ross Millen

Support Roles	Confirmed Appointment
Administrator	Waikato District Council staff
Facilitator	Simon Bendall
Technology Advisor	Ross Millen

Observers	Confirmed Appointment
Waikato District Council	Cr Carolyn Eyre
Waikato Regional Council	Cr Pamela Storey

Attachment 2 – Technical Advisory Group Terms of Reference

Terms of Reference (DRAFT)

Port Waikato Community Resilience Strategy Technical Advisory Group

1. Purpose

- 1.1. This Terms of Reference describes the membership, role, function and administration of the Technical Advisory Group (“**TAG**”) formed for the Port Waikato Community Resilience Strategy (“**PWCRS**”).
- 1.2. This document also confirms the agreed cost sharing arrangements (including in-kind costs) between the Waikato District Council and Waikato Regional Council (“**the Councils**”) for the development of PWCRS.

2. Project context

- 2.1. The PWCRS is being prepared for the Port Waikato coastal area, situated on the west coast of the North Island, on the south bank of the Waikato River at its outflow (“**Port Waikato**”). This area includes the Sunset Beach community.
- 2.2. The PWCRS seeks to co-design an adaptive management plan for natural hazards at Port Waikato with the community and other key stakeholders, aided by an experienced external facilitator. The plan will consider short, medium and long term options as well as trigger points for particular actions.
- 2.3. The PWCRS will be used to inform decision making on other Port Waikato activities including the management of public assets and Civil Defence and Emergency Management readiness and recovery is expected to improve as a result of this work.
- 2.4. A Port Waikato Resilience Group (“**PWRG**”) has been formed with members of the Port Waikato Community.

2.5. The PWRG has developed and confirmed its own terms of reference, and has identified a series of deliverables within its scope, which include the following:

2.5.1. A 'Port Waikato Natural Hazards Planning Co-design Process Report' that will set out the process the PWRG will undertake to achieve its objectives. The Co-design report will be presented to the Waikato District Council for consideration and adoption. (note WRC for info)

2.5.2. A 'PRWC Action Plan', for responding to immediate natural hazards risks and other community matters in the short term.

2.5.3. A "Sunset Beach Erosion Response Plan", that will:

- a. Objectively identify and assess options, and select a preferred option, for the short term slowing / halting of erosion losses at Sunset Beach to mitigate further serious damage to infrastructure and property from coastal erosion at Port Waikato while a long-term plan is developed;
- b. Ensure the option that is selected remains compatible with an adaptive planning approach; and
- c. Implement the selected option(s) within a reasonable timeframe.

2.5.4. A 'Port Waikato Resilience Strategy', that will:

- a. Summarise (with reference to appropriate technical information) the natural hazards risks faced by the Port Waikato Community in the short, medium and long term;
- b. Present recommended responses to those hazards risks;
- c. Follow the dynamic adaptive pathways planning approach for coastal hazards as set out in the Ministry for the Environment's guidance for local government¹; and
- d. Describe the process taken by the PWRG to arrive at its recommendations.

3. Membership

- 3.1. In general, TAG shall be formed by staff representatives from the Councils; however, independent and/or external appointments to TAG may be made by the agreement of the Councils.
- 3.2. The Councils may freely appoint members to the TAG at any time.
- 3.3. There shall be no upper or lower limit on the number of TAG members, except that the Councils shall seek to ensure that there is sufficient input to the TAG to cover the following areas of expertise:
 - i. Mātauranga Maori
 - ii. Resource Management and Planning
 - iii. Engineering / asset management
 - iv. Coastal Science
 - v. CDEM
 - vi. Hazard Risk Assessment/Management
 - vii. Communications and Engagement
- 3.4. The members of TAG shall appoint a Chair to run the meetings and set the agenda.
- 3.5. The members of TAG shall appoint an administrator to record and circulate agreed actions, organise logistics, and assist with task delivery.
- 3.6. The initial members of TAG shall be:
 - i. Waikato District Council: Jim Ebenhoh (Chair), Kurt Abbot, Anisha McPhee, plus admin staff member TBC

- ii. Waikato Regional Council: Alejandro Cifuentes, Rick Liefing, Phil Mourot, Whitney Mills
- iii. Facilitator: Simon Bendall

4. Meetings

- 4.1. Meetings shall generally be held at the Waikato District Council and by video conference.
- 4.2. Meetings shall generally be held every 4 weeks for the duration of the project, and generally at least 2 weeks ahead of each PWRG meeting, or as may be determined by the Councils.
- 4.3. The agenda for each meeting (and any relevant meeting materials) shall be circulated at least 3 working days before the meeting.

5. Functions

- 5.1. TAG's functions are to assist with the project management, technical support and delivery of the of PWCRS, including:
 - i. Completing tasks and project work as directed by the Waikato District Council;
 - ii. Supporting the PWRG to achieve the deliverables defined in its terms of reference;
 - iii. Leading project engagement with the community and stakeholders;
 - iv. Providing technical information and support for the Waikato District Council councillors and senior managers to enable sound and informed decision making;
 - v. Facilitating information and knowledge exchange between the Councils; and
 - vi. Ensuring Council inputs and activities are integrated, aligned and complementary.

- 5.2. The Waikato District Council shall be responsible for administering the TAG including preparing and circulating agendas, confirming meeting dates and venues, taking and circulating minutes and providing a point of contact for TAG Members.

6. Cost sharing

- 6.1. Each Council shall be responsible for meeting their own costs for participating in the TAG.
- 6.2. The Waikato District Council shall be responsible for meeting the costs of engaging an external facilitator / advisor.
- 6.3. Cost sharing between the Partner Councils for all other project costs shall be determined and agreed on a case-by-case basis.

7. Review and Variation

- 7.1. On an annual basis, TAG shall undertake a review of these terms of reference to ensure they remain fit for purpose and effective.
- 7.2. Amendments to these Terms of Reference may only be made with the written approval of the Councils.
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