



Meeting of the Clifton to Tangoio Coastal Hazards Strategy Joint Committee

Date: Tuesday 4 February 2020
Time: 10.00am
Venue: Council Chamber
Hawke's Bay Regional Council
159 Dalton Street
NAPIER

Agenda

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1.	Welcome/Notices/Apologies	
2.	Conflict of Interest Declarations	
Decision Items		
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CLIFTON TO TANGOIO COASTAL HAZARDS STRATEGY JOINT COMMITTEE

Tuesday 4 February 2020

Subject: CONFIRMATION OF CLIFTON TO TANGOIO COASTAL HAZARDS STRATEGY JOINT COMMITTEE MEMBER APPOINTMENTS

Reason for Report

1. This item provides the means for the Joint Committee to confirm its membership as resolved by participating organisations.

Officers' Recommendation(s)

2. Council officers recommend that the Joint Committee confirms the appointments as advised by participating organisations as attached.

Executive Summary

3. Following the 2019 Local Body Elections, the Clifton to Tangoio Coastal Hazards Strategy Joint Committee (Joint Committee) was re-established by resolution of each Partner Council with appointed Councillors and a Terms of Reference.
4. The Tangata Whenua members of the previous Joint Committee are not affected by the elections and no changes to their appointments have been advised by those appointing entities.
5. Hastings District Council representation on the Joint Committee is unchanged. Joint Committee appointees from the Hawke's Bay Regional Council and Napier City Council are starting their first term on the Joint Committee, with the exception of returning Napier City Councillor Annette Brosnan.

Background/Discussion

6. By resolution of the Hawke's Bay Regional Council, Hastings District Council and Napier City Council at their respective first meetings following the 2019 Local Elections, the Joint Committee was re-established with the current Terms of Reference, and councillors appointed.
7. The Partner Council appointments to the Joint Committee are:
 - 7.1. Hawke's Bay Regional Council: Councillors Rick Barker, Hinewai Ormsby and Jerf van Beek
 - 7.2. Hastings District Council: Councillors Tania Kerr, Ann Redstone and Malcolm Dixon
 - 7.3. Napier City Council: Councillors Annette Brosnan, Hayley Browne, Keith Price and Nigel Simpson (alternate).
8. Correspondence confirming these appointments is attached.
9. Tangata Whenua members of the Joint Committee have not been affected by the 2019 Local Elections. Subject to being advised of any changes by the Tangata Whenua members, the Tangata Whenua members continue to be:
 - 9.1. Maungaharuru-Tangitū Trust: Tania Hopmans
 - 9.2. Mana Ahuriri Inc: Tania Huata

- 9.3. Heretaunga Tamatea Settlement Trust: Peter Paku
10. The project team advised Tangata Whenua members that the Joint Committee was re-established and who the new Councillor appointments are by correspondence dated 16 December 2019.
11. The Technical Advisory Group welcomes new and returning members of the Joint Committee and looks forward to continuing our work together.

Financial and Resource Implications

12. The Joint Committee is administered by the Hawke's Bay Regional Council, with operational costs shared equally between all Partner Councils.
13. Operational costs are minimal and are provided for within the allocated project budget.

Decision Making Process

14. Council and its committees are required to make every decision in accordance with the requirements of the Local Government Act 2002 (the Act). Staff have assessed the requirements in relation to this item and have concluded:
 - 14.1. The decision does not significantly alter the service provision or affect a strategic asset
 - 14.2. The use of the special consultative procedure is not prescribed by legislation
 - 14.3. The persons affected by this decision are rate payers within the Napier and Hastings Districts and those with an interest in the coastal margins of those districts
 - 14.4. The decision is not inconsistent with an existing policy or plan.
 - 14.5. Given the nature and significance of the issue to be considered and decided, and also the persons likely to be affected by, or have an interest in the decisions made, Council can exercise its discretion and make a decision without consulting directly with the community or others having an interest in the decision.

Recommendations

That the Clifton to Tangoio Coastal Hazards Strategy Joint Committee:

1. Receives and notes the *Confirmation of Clifton to Tangoio Coastal Hazards Strategy Joint Committee Member Appointments* staff report.
2. Confirms the appointments of the following as members of the Clifton to Tangoio Coastal Hazards Strategy Joint Committee:
 - 2.1. Representatives of Hawke's Bay Regional Council – Councillors Rick Barker, Hinewai Ormsby and Jerf van Beek
 - 2.2. Representatives of Hastings District Council – Councillors Tania Kerr, Ann Redstone and Malcolm Dixon
 - 2.3. Representatives of Napier City Council – Councillors Annette Brosnan, Hayley Browne, Keith Price and Nigel Simpson (alternate)
 - 2.4. Representative of Heretaunga Tamatea Settlement Trust – Peter Paku
 - 2.5. Representative of Mana Ahuriri Inc – Tania Huata
 - 2.6. Representative of Maungaharuru-Tangitū Trust – Tania Hopmans.

Authored by:

Simon Bendall
PROJECT MANAGER

Approved by:

**Chris Dolley
GROUP MANAGER ASSET
MANAGEMENT**

Attachment/s

- [↓1](#) Hawke's Bay Regional Council - appointments to the Coastal Joint Committee
- [↓2](#) Hastings District Council - appointments to the Coastal Joint Committee
- [↓3](#) Napier City Council - appointments to the Coastal Joint Committee

Recommendations

That Hawke's Bay Regional Council:

1. Receives and considers the "Proposed Governance Structure for the 2019-22 Triennium".
2. Agrees that, given the provisions of the Local Government Act 2002, Council can exercise its discretion and make these decisions without consulting directly with the community or others having an interest in the decision.
3. Establishes the following committee structure and adopts the Terms of Reference, membership, meeting frequency and Council Executive responsible for the committee as detailed following.

3.1. **Clifton to Tangoio Coastal Hazards Strategy Joint Committee**

3.1.1. Terms of Reference, subject to confirmation by the Clifton to Tangoio Coastal Hazards Strategy Joint Committee, being:

1. Definitions

For the purpose of these Terms of Reference:

- "Act" means the Local Government Act 2002.
- "Administering Authority" means Hawke's Bay Regional Council.
- "Coastal Hazards Strategy" means the Coastal Hazards Strategy for the Hawke Bay coast between Clifton and Tangoio¹.
- "Council Member" means an elected representative appointed by a Partner Council.
- "Hazards" means natural hazards with the potential to affect the coast, coastal communities and infrastructure over the next 100 years, including, but not limited to, coastal erosion, storm surge, flooding or inundation of land from the sea, and tsunami; and includes any change in these hazards as a result of sea level rise.
- "Joint Committee" means the group known as the Clifton to Tangoio Coastal Hazards Strategy Joint Committee set up to recommend both draft and final strategies to each Partner Council.
- "Member" in relation to the Joint Committee means each Council Member and each Tangata Whenua Member.
- "Partner Council" means one of the following local authorities: Hastings District Council, Napier City Council and Hawke's Bay Regional Council.
- "Tangata Whenua Appointer" means:
 - The trustees of the Maungaharuru-Tangitū Trust, on behalf of the Maungaharuru-Tangitū Hapū;
 - Mana Ahuriri Incorporated, on behalf of Mana Ahuriri Hapū;
 - He Toa Takitini, on behalf of the hapū of Heretaunga and Tamatea.
- "Tangata Whenua Member" means a member of the Joint Committee appointed by a Tangata Whenua Appointer

2. Name and status of Joint Committee

- 2.1 The Joint Committee shall be known as the Clifton to Tangoio Coastal Hazards Strategy Joint Committee.
- 2.2 The Joint Committee is a joint committee under clause 30(1)(b) of Schedule 7 of the Act.

Partner Council Members

- 2.3 Each Partner Council shall appoint three Council Members and alternates to the Joint Committee. If not appointed directly as Council Members, the Mayors of Hastings District Council and Napier City Council and the Chairperson of Hawke's Bay Regional Council are ex officio Council Members.
- 2.4 Under clause 30(9) Schedule 7 of the Act, the power to discharge any Council Member on the Joint Committee and appoint his or her replacement shall be exercisable only by the Partner Council that appointed the Member.

3. Tangata Whenua Members

- 3.1 Each Tangata Whenua Appointer may appoint one member to sit on the Joint Committee.
- 3.2 Each Tangata Whenua Appointer must make any appointment and notify all Tangata Whenua Appointers and Partner Councils in writing of the appointment.
- 3.3 The Tangata Whenua Members so appointed shall be entitled to vote.
- 3.4 Under clause 30(9) Schedule 7 of the Act, the power to discharge any Tangata Whenua Member on the Joint Committee and appoint his or her replacement shall be exercisable only by the Tangata Whenua Appointer that appointed the Member.

4. Purpose of Terms of Reference

- 4.1 The purpose of these Terms of Reference is to:
 - 4.1.1 Define the responsibilities of the Joint Committee as delegated by the Partner Councils under the Act.

4.1.2 Provide for the administrative arrangements of the Coastal Hazards Strategy Joint Committee as detailed in Appendix 2.

5. Meetings

5.1 Members, or their confirmed alternates, will attend all Joint Committee meetings.

6. Delegated authority

The Joint Committee has the responsibility delegated by the Partner Councils for:

6.1 Guiding and providing oversight for the key components of the strategy including:

- The identification of coastal hazards extents and risks as informed by technical assessments;
- A framework for making decisions about how to respond to those risks;
- A model for determining how those responses shall be funded; and
- A plan for implementing those responses when confirmed.

6.2 Considering and recommending a draft strategy to each of the Partner Councils for public notification;

6.3 Considering comments and submissions on the draft strategy and making appropriate recommendations to the Partner Councils;

6.4 Considering and recommending a final strategy to each of the Partner Councils for approval;

6.5 Advocating for and/or advancing the objectives of the strategy by submitting on and participating in processes, including but not limited to:

- Council long term plans;
- Council annual plans;
- District and regional plan and policy changes;
- Reserve management plans;
- Asset management plans;
- Notified resource consent applications;
- Central Government policy and legislation.

6.6 Investigating and securing additional sources of funding to support strategy implementation.

7. Powers not delegated

The following powers are not delegated to the Joint Committee:

7.1 Any power that cannot be delegated in accordance with clause 32 Schedule 7 of the Local Government Act 2002.

7.2 The determination of funding for undertaking investigations, studies and/or projects to assess options for implementing the Coastal Hazards Strategy.

8. Remuneration

8.1 Each Partner Council shall be responsible for remunerating its representatives on the Joint Committee and for the cost of those persons' participation in the Joint Committee.

8.2 The Administering Authority shall be responsible for remunerating the Tangata Whenua Members.

9. Meetings

9.1 The Hawke's Bay Regional Council standing orders will be used to conduct Joint Committee meetings as if the Joint Committee were a local authority and the principal administrative officer of the Hawke's Bay Regional Council or his or her nominated representative were its principal administrative officer.

9.2 The Joint Committee shall hold all meetings at such frequency, times and place(s) as agreed for the performance of the functions, duties and powers delegated under this Terms of Reference.

9.3 Notice of meetings will be given well in advance in writing to all Joint Committee Members, and not later than one month prior to the meeting.

9.4 The quorum shall be 6 Members, provided that at least one Partner Council Member is present from each Partner Council.

10. Voting

10.1 In accordance with clause 32(4) Schedule 7 of Act, at meetings of the Joint Committee each Council Member has full authority to vote and make decisions within the delegations of this Terms of Reference on behalf of the Partner Council without further recourse to the Partner Council.

10.2 Where voting is required, all Members of the Joint Committee have full speaking rights.

10.3 Each Member has one vote.

10.4 Best endeavours will be made to achieve decisions on a consensus basis.

10.5 As per HBRC Standing Order 18.3: The Chairperson at any meeting does not have a deliberative vote and, in the case of equality of votes, has no casting vote.

11. Election of Chairperson and Deputy Chairperson

11.1 On the formation of the Joint Committee the members shall elect a Joint Committee Chairperson and may elect up to two Deputy Chairpersons. The Chairperson is to be selected from the group of Council Members.

- 11.2 The mandate of the appointed Chairperson or Deputy Chairperson ends if that person through resignation or otherwise ceases to be a member of the Joint Committee.
12. Reporting
- 12.1 All reports to the Committee shall be presented via the Technical Advisory Group² or from the Committee Chairperson.
- 12.2 Following each meeting of the Joint Committee, the Project Manager shall prepare a brief summary report of the business of the meeting and circulate that report, for information to each Member following each meeting. Such reports will be in addition to any formal minutes prepared by the Administering Authority which will be circulated to Joint Committee representatives.
- 12.3 The Technical Advisory Group shall ensure that the summary report required by 13.2 is also provided to each Partner Council for inclusion in the agenda for the next available Council meeting. A Technical Advisory Group Member shall attend the relevant Council meeting to speak to the summary report if requested and respond to any questions.
13. Good faith
- 13.1 In the event of any circumstances arising that were unforeseen by the Partner Councils, the Tangata Whenua Appointers, or their respective representatives at the time of adopting this Terms of Reference, the Partner Councils and the Tangata Whenua Appointers and their respective representatives hereby record their intention that they will negotiate in good faith to add to or vary this Terms of Reference so to resolve the impact of those circumstances in the best interests of the Partner Councils and the Tangata Whenua Appointers collectively.
14. Variations to these Terms of Reference
- 14.1 Any Member may propose a variation, deletion or addition to the Terms of Reference by putting the wording of the proposed variation, deletion or addition to a meeting of the Joint Committee.
- 14.2 Amendments to the Terms of Reference may only be made with the approval of all Members.
15. Recommended for Adoption by
- 15.1 The Coastal Hazards Strategy Joint Committee made up of the following members recommends this Terms of Reference for adoption to the three Partner Councils:
- Napier City Council represented by Cr _____, Cr _____ and Cr _____
Appointed by NCC resolution _____ 2019
- Hastings District Council represented by Cr _____, Cr _____ and Cr _____
Appointed by HDC resolution _____ 2019
- Hawke's Bay Regional Council represented by Cr Rick Barker, Cr Jerf van Beek and Cr Hinewai Ormsby
Appointed by HBRC resolution 6 November 2019
- Maungaharuru-Tangitū Trust (MTT) represented by Ms Tania Hopmans
- Mana Ahuriri Inc represented by Ms Tania Huata
- He Toa Takitini represented by Mr Peter Paku

¹ The Coastal Hazards Strategy is further defined in Appendix 1 to these Terms of Reference

² A description of the Technical Advisory Group and its role is included as Appendix 2 to these Terms of Reference

- 3.10.2. Appoints Councillors Rick Barker, Jerf van Beek and Hinewai Ormsby as HBRC's representatives on the Clifton to Tangoio Coastal Hazards Strategy Joint Committee.

**Williams/Foley
CARRIED**



If calling ask for Jackie Evans

File Ref: CG-01-02-20-268

27 January 2020

The Chief Executive
Hawke's Bay Regional Council
Private Bag 6006
NAPIER 4142

Dear Mr Palmer

Council Appointments:

Hawke's Bay Regional Council – Clifton to Tangoio Coastal Hazards Strategy Joint Committee

Regional Cycling Governance Group

Regional Transport Committee

Hawke's Bay Drinking Water Governance Joint Committee

This is to confirm that following the 2019 Elections and the Council meeting held 10 December 2019, the Hastings District Council made the following Council appointments:

Hawke's Bay Regional Council – Clifton to Tangoio Coastal Hazards Strategy Joint Committee:

Councillor Tania Kerr	Email: councillor.kerr@hdc.govt.nz Mobile: 027 2414 758
Councillor Ann Redstone	Email: councillor.redstone@hdc.govt.nz Mobile: 027 386 7907
Councillor Malcolm Dixon	Email: councillor.dixon@hdc.govt.nz Mobile: 027 203 1011
Alternate	TBA

Regional Cycling Governance Group:

Councillor Damon Harvey	Email: councillor.harvey@hdc.govt.nz Mobile: 021 2886 772
Alternate	TBA

HASTINGS DISTRICT COUNCIL
207 Lynden Road East
Hastings 4122
Private Bag 9002
Hastings 4156

Phone 06 871 5000
Fax 06 871 5100

Hastingsdc.govt.nz
customerservice@hdc.govt.nz

TE KAUNIHERA O HERETAUNGA

Item 3

Attachment 2

Regional Transport Committee:

Mayor Sandra Hazlehurst

Email: sandra.hazlehurst@hdc.govt.nz

Mobile: 0274 186 602

Deputy Mayor – Councillor Tania Kerr

Email: councillor.kerr@hdc.govt.nz

Mobile: 027 2414 758

Hawke's Bay Drinking Water Governance Joint Committee:

Mayor Sandra Hazlehurst

Email: sandra.hazlehurst@hdc.govt.nz

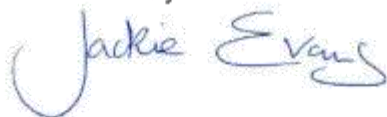
Mobile: 0274 186 602

Councillor Kevin Watkins

Email: councillor.watkins@hdc.govt.nz

Mobile: 027 304 6213

Yours sincerely



Jackie Evans

Manager, Democracy & Governance Services
jackiee@hdc.govt.nzCopy to: Mayor Sandra Hazlehurst
Councillor Kerr
Councillor Redstone
Councillor Dixon
Councillor Harvey
Councillor Watkins



27 November 2019

James Palmer
Chief Executive
Hawke's Bay Regional Council
Private Bag 6006
Napier 4142

Dear James

At its formal meeting of 19 November 2019, Napier City Council has confirmed the following elected member(s) as its formal appointee(s) to the transitioning joint committee(s) of the 2019 – 2022 triennium:

Committee	Councillor	Email	Phone Number
Clifton to Tangoio Coastal Hazards Strategy Joint Committee	Deputy Mayor Annette Brosnan	councillor.brosnan@napier.govt.nz	027 337 9303
	Councillor Hayley Browne	councillor.browne@napier.govt.nz	027 209 3220
	Councillor Keith Price	councillor.price@napier.govt.nz	027 412 1413
	Alternate Councillor Nigel Simpson	councillor.simpson@napier.govt.nz	027 467 7661
Hawke's Bay Civil Defence Emergency Management Joint Committee	Mayor Kirsten Wise	mayor@napier.govt.nz	021 222 4403
	Alternate Councillor Nigel Simpson	councillor.simpson@napier.govt.nz	027 467 7661
Hawke's Bay Drinking Water Joint Committee	Councillor Nigel Simpson	councillor.simpson@napier.govt.nz	027 467 7661
	Councillor Ronda Chrystal	councillor.chrystal@napier.govt.nz	027 225 8606
	Alternate Deputy Mayor Annette Brosnan	councillor.brosnan@napier.govt.nz	027 337 9303
Hawke's Bay Regional Transport Committee	Councillor Keith Price	councillor.price@napier.govt.nz	027 412 1413
	Alternate Mayor Kirsten Wise	mayor@napier.govt.nz	021 222 4403

OFFICE OF THE MAYOR
215 Hastings Street, Napier 4110
Private Bag 6010, Napier 4142

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www.napier.govt.nz

Attachment 3

Regional Cycling Governance Group	Councillor Graeme Taylor	councillor.taylor@napier.govt.nz	027 289 4940
	Alternate Councillor Greg Mawson	councillor.mawson@napier.govt.nz	022 567 8104

Please advise as soon as possible the scheduled dates and times of any upcoming meetings so we can advise the relevant member(s).

Yours sincerely



Kirsten Wise
MAYOR OF NAPIER

cc: HBRC Team Leader Governance
NCC Chief Executive
NCC Team Leader Governance

Item 3

CLIFTON TO TANGOIO COASTAL HAZARDS STRATEGY JOINT COMMITTEE

Tuesday 04 February 2020

Subject: CLIFTON TO TANGOIO COASTAL HAZARDS STRATEGY JOINT COMMITTEE TERMS OF REFERENCE

Reason for Report

1. This item provides an opportunity for the Joint Committee to review and amend or re-confirm its Terms of Reference.

Officers' Recommendations

2. The Technical Advisory Group (TAG) recommends that the Joint Committee considers the appointment of an independent chair and agrees resulting amendments to the Terms of Reference if it the decision is to pursue that option.

Executive Summary

3. The current Terms of Reference for the Joint Committee have been in place, with only minor modifications, since the Joint Committee was formed in late 2014.
4. While the Technical Advisory Group (TAG) considers that the Terms of Reference remain fit for purpose, it also considers that the concept of appointing an independent Chair (which would require a change to the Terms of Reference) warrants further discussion.
5. Other than discussing this option, and updates to confirm the new members, it is the TAG's view that no further changes to the Terms of Reference are required at this time.

Background/Discussion

6. By resolution of the Hawke's Bay Regional Council, Hastings District Council and Napier City Council at their respective first meetings following the 2019 Local Elections, the Clifton to Tangoio Coastal Hazards Strategy Joint Committee (Joint Committee) was re-established with appointed Councillors and a Terms of Reference.
7. The TAG considers this new term of the Joint Committee an opportune time to review the existing Terms of Reference (attached), which have remained in place with only minor updates and changes since the Terms of Reference were first confirmed in late 2014.
8. While the TAG considers that the current Terms of Reference otherwise remains fit for purpose at this point in time, TAG wishes to discuss the idea of an independent chair with the Joint Committee.
9. Only minor updates are proposed to capture membership changes.

Options Assessment

10. TAG considers that the appointment of an independent chair may offer some benefits over a Chair being appointed from within the existing Joint Committee membership, as currently provided for by the existing Terms of Reference.
11. This is particularly the case for this phase of the Strategy, where alignment between all partner councils on how Strategy implementation is to be funded is crucial. Without that agreement, the Strategy will stall. An effective independent chair may assist with this

conversation, by being better placed to independently facilitate a conversation between all three Partner Councils.

12. It is noted for completeness that the Chair does not have a casting or deliberative vote (as set out in the Terms of Reference). If the concept has the support of the Joint Committee, a change to the Terms of Reference would be required, alongside a further discussion on identifying and appointing someone to the role.
13. The process to appoint an independent chair, should the Joint Committee decide to pursue this option, may be initiated by the formation of a sub-committee or working group to agree the criteria or abilities required of the Chair before then seeking expressions of interest and embarking on interviews and selection of a preferred candidate for recommendation to the Joint Committee for appointment.

Financial and Resource Implications

14. Adoption of the Terms of Reference as they stand will have no additional financial or resource implications.
15. An independent chair would carry additional cost, with the scope of those costs subject to the appointee and expectations of them. At a minimum, they would be expected to attend 4 to 6 Joint Committee meetings per year, however it is noted that the previous Chair, Cr Peter Beaven, also voluntarily attended all TAG meetings and a number of project briefings with each Partner Council.
16. Subject to these matters, TAG expects an independent Chair may cost in the region of \$5k to \$15k per year. This would be additional, unbudgeted expenditure but can be accommodated as a variation to the existing project budget.

Decision Making Process

17. Council and its committees are required to make every decision in accordance with the requirements of the Local Government Act 2002 (the Act). Staff have assessed the requirements in relation to this item and have concluded:
 - 17.1. The decision does not significantly alter the service provision or affect a strategic asset.
 - 17.2. The use of the special consultative procedure is not prescribed by legislation.
 - 17.3. The decision is not significant under the criteria contained in Hawke's Bay Regional Council's adopted Significance and Engagement Policy.
 - 17.4. The persons affected by this decision are all existing member organisations of the Joint Committee, rate payers within the Napier and Hastings districts and those with an interest in the coastal margins of those districts.
 - 17.5. The decision is not inconsistent with an existing policy or plan.
 - 17.6. Given the nature and significance of the issue to be considered and decided, and also the persons likely to be affected by, or have an interest in the decisions made, Council can exercise its discretion and make a decision without consulting directly with the community or others having an interest in the decision.

Recommendations

That the Clifton to Tangoio Coastal Hazards Strategy Joint Committee:

1. Receives and considers the **Joint Committee Terms of Reference** staff report
2. Agrees that the decisions to be made are not significant under the criteria contained in Councils' adopted Significance and Engagement policies, and that the Joint Committee can exercise its discretion and make decisions on this issue without conferring with the community.

AND EITHER

3. Recommends the agreed Terms of Reference as proposed to the Maungaharuru-

Tangitū Trust, Hastings District Council, Mana Ahuriri Inc, Napier City Council, Hawke's Bay Regional Council and Heretaunga Tamatea Settlement Trust for adoption.

OR

4. Agrees that the appointment of an Independent Chair is to be made
 - 4.1. that the Terms of Reference is to be amended accordingly, including the process for the Appointment being:
 - 4.1.1. Selection Committee comprising _____ to convene to agree criteria for role and seek expressions of interest, interview potential candidates and recommend a preferred candidate to the 1 May 2020 Clifton to Tangoio Coastal Hazards Strategy Joint Committee meeting for appointment.

AND

5. Recommends the agreed Terms of Reference, incorporating the amendments made in accordance with 4. above, to the Maungaharuru-Tangitū Trust, Hastings District Council, Mana Ahuriri Inc, Napier City Council, Hawke's Bay Regional Council and Heretaunga Tamatea Settlement Trust for adoption.

Authored by:

Simon Bendall
PROJECT MANAGER

Approved by:

Chris Dolley
GROUP MANAGER ASSET
MANAGEMENT

Attachment/s

- [1](#) Clifton to Tangoio Coastal Hazards Strategy Joint Committee Terms of Reference

Terms of Reference for the Clifton to Tangoio Coastal Hazards Strategy Joint Committee

As at 28 September 2018

*As adopted by resolution by:
Hastings District Council 23 March 2017
Napier City Council 31 May 2017
Hawke's Bay Regional Council 28 June 2017*

1. Definitions

For the purpose of these Terms of Reference:

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- **"Partner Council"** means one of the following local authorities: Hastings District Council, Napier City Council and Hawke's Bay Regional Council.
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 - The trustees of the Maungaharuru-Tangitū Trust, on behalf of the Maungaharuru-Tangitū Hapū;
 - Mana Ahuriri Incorporated, on behalf of Mana Ahuriri Hapū;
 - ~~He Toa Takitini~~ [Heretaunga Tamatea Settlement Trust](#), on behalf of the hapū of Heretaunga and Tamatea.
- **"Tangata Whenua Member"** means a member of the Joint Committee appointed by a Tangata Whenua Appointer

2. Name and status of Joint Committee

¹ The Coastal Hazards Strategy is further defined in Appendix 1 to these Terms of Reference.

2.1 The Joint Committee shall be known as the Clifton to Tangoio Coastal Hazards Strategy Joint Committee.

2.2 The Joint Committee is a joint committee under clause 30(1)(b) of Schedule 7 of the Act.

3. Partner Council Members

3.1 Each Partner Council shall appoint three Council Members and alternates to the Joint Committee. If not appointed directly as Council Members, the Mayors of Hastings District Council and Napier City Council and the Chairperson of Hawke's Bay Regional Council are ex officio Council Members.

3.2 Under clause 30(9) Schedule 7 of the Act, the power to discharge any Council Member on the Joint Committee and appoint his or her replacement shall be exercisable only by the Partner Council that appointed the Member.

4. Tangata Whenua Members

4.1 Each Tangata Whenua Appointer may appoint one member to sit on the Joint Committee.

4.2 Each Tangata Whenua Appointer must make any appointment and notify all Tangata Whenua Appointers and Partner Councils in writing of the appointment.

4.3 The Tangata Whenua Members so appointed shall be entitled to vote.

4.4 Under clause 30(9) Schedule 7 of the Act, the power to discharge any Tangata Whenua Member on the Joint Committee and appoint his or her replacement shall be exercisable only by the Tangata Whenua Appointer that appointed the Member.

5. Purpose of Terms of Reference

5.1 The purpose of these Terms of Reference is to:

5.1.1 Define the responsibilities of the Joint Committee as delegated by the Partner Councils under the Act.

5.1.2 Provide for the administrative arrangements of the Coastal Hazards Strategy Joint Committee as detailed in Appendix 2.

6. Meetings

6.1 Members, or their confirmed alternates, will attend all Joint Committee meetings.

7. Delegated authority

The Joint Committee has the responsibility delegated by the Partner Councils for:

7.1 Guiding and providing oversight for the key components of the strategy including:

- The identification of coastal hazards extents and risks as informed by technical assessments;
 - A framework for making decisions about how to respond to those risks;
 - A model for determining how those responses shall be funded; and
 - A plan for implementing those responses when confirmed.
- 7.2 Considering and recommending a draft strategy to each of the Partner Councils for public notification;
- 7.3 Considering comments and submissions on the draft strategy and making appropriate recommendations to the Partner Councils;
- 7.4 Considering and recommending a final strategy to each of the Partner Councils for approval;
- 7.5 Advocating for and/or advancing the objectives of the strategy by submitting on and participating in processes, including but not limited to:
 - Council long term plans;
 - Council annual plans;
 - District and regional plan and policy changes;
 - Reserve management plans;
 - Asset management plans;
 - Notified resource consent applications;
 - Central Government policy and legislation.
- 7.6 Investigating and securing additional sources of funding to support strategy implementation.

8. Powers not delegated

The following powers are not delegated to the Joint Committee:

- 8.1 Any power that cannot be delegated in accordance with clause 32 Schedule 7 of the Local Government Act 2002.
- 8.2 The determination of funding for undertaking investigations, studies and/or projects to assess options for implementing the Coastal Hazards Strategy.

9. Remuneration

- 9.1 Each Partner Council shall be responsible for remunerating its representatives on the Joint Committee and for the cost of those persons' participation in the Joint Committee.
- 9.2 The Administering Authority shall be responsible for remunerating the Tangata Whenua Members.

10. Meetings

- 10.1 The Hawke's Bay Regional Council standing orders will be used to conduct Joint Committee meetings as if the Joint Committee were a local authority and the principal administrative officer of the Hawke's Bay Regional Council or his or her nominated representative were its principal administrative officer.
- 10.2 The Joint Committee shall hold all meetings at such frequency, times and place(s) as agreed for the performance of the functions, duties and powers delegated under this Terms of Reference.

- 10.3 Notice of meetings will be given well in advance in writing to all Joint Committee Members, and not later than one month prior to the meeting.
- 10.4 The quorum shall be 6 Members, provided that at least one Partner Council Member is present from each Partner Council.

11. Voting

- 11.1 In accordance with clause 32(4) Schedule 7 of Act, at meetings of the Joint Committee each Council Member has full authority to vote and make decisions within the delegations of this Terms of Reference on behalf of the Partner Council without further recourse to the Partner Council.
- 11.2 Where voting is required, all Members of the Joint Committee have full speaking rights.
- 11.3 Each Member has one vote.
- 11.4 Best endeavours will be made to achieve decisions on a consensus basis.
- 11.5 As per HBRC Standing Order 18.3: The Chairperson at any meeting does not have a deliberative vote and, in the case of equality of votes, has no casting vote.

12. Election of Chairperson and Deputy Chairperson

- 12.1 On the formation of the Joint Committee the members shall elect a Joint Committee Chairperson and may elect up to two Deputy Chairpersons. The Chairperson is to be selected from the group of Council Members.
- 12.2 The mandate of the appointed Chairperson or Deputy Chairperson ends if that person through resignation or otherwise ceases to be a member of the Joint Committee.

13. Reporting

- 13.1 All reports to the Committee shall be presented via the Technical Advisory Group² or from the Committee Chairperson.
- 13.2 Following each meeting of the Joint Committee, the Project Manager shall prepare a brief summary report of the business of the meeting and circulate that report, for information to each Member following each meeting. Such reports will be in addition to any formal minutes prepared by the Administering Authority which will be circulated to Joint Committee representatives.
- 13.3 The Technical Advisory Group shall ensure that the summary report required by 13.2 is also provided to each Partner Council for inclusion in the agenda for the next available Council meeting. A Technical Advisory Group Member shall attend the relevant Council meeting to speak to the summary report if requested and respond to any questions.

14. Good faith

- 14.1 In the event of any circumstances arising that were unforeseen by the Partner Councils, the Tangata Whenua Appointers, or their respective

² A description of the Technical Advisory Group and its role is included as Appendix 2 to these Terms of Reference.

representatives at the time of adopting this Terms of Reference, the Partner Councils and the Tangata Whenua Appointers and their respective representatives hereby record their intention that they will negotiate in good faith to add to or vary this Terms of Reference so to resolve the impact of those circumstances in the best interests of the Partner Councils and the Tangata Whenua Appointers collectively.

15. Variations to these Terms of Reference

- 15.1 Any Member may propose a variation, deletion or addition to the Terms of Reference by putting the wording of the proposed variation, deletion or addition to a meeting of the Joint Committee.
- 15.2 Amendments to the Terms of Reference may only be made with the approval of all Members.

16. Recommended for Adoption by

16.1 The Coastal Hazards Strategy Joint Committee made up of the following members recommends this Terms of Reference for adoption to the three Partner Councils:

Napier City Council represented by ~~Cr Tony Jeffery, Cr Larry Dallimore and Cr Annette Brosnan, Cr Hayley Browne and Cr Keith Price.~~
Appointed by NCC resolution ~~11 December 2018~~ 19 November 2019

Hastings District Council represented by Cr Tania Kerr, Cr Ann Redstone and Cr Malcolm Dixon
Appointed by HDC resolution ~~20 November 2018~~ 10 December 2019

Hawke's Bay Regional Council represented by Cr ~~Rick Barker~~ Peter Beaven, Cr ~~Hinewai Ormsby~~ Paul Bailey and Cr ~~Jerf van Beek~~ Neil Kirtan
Appointed by HBRC resolution ~~19 December 2018~~ 6 November 2019

Maungaharuru-Tangitū Trust (MTT) represented by Ms Tania Hopmans

Mana Ahuriri Trust represented by Ms Tania Huata

Heretaunga Tamatea Settlement Trust represented by Mr Peter Paku

Appendix 1 – Project Background

Project Goal

A Clifton to Tangoio Coastal Hazards Strategy is being developed in cooperation with the Hastings District Council (HDC), the Hawke's Bay Regional Council (HBRC), the Napier City Council (NCC), and groups representing Mana Whenua and/or Tangata Whenua. This strategy is being developed to provide a framework for assessing coastal hazards risks and options for the management of those risks for the next 105 years from 2015 to 2120.

The long term vision for the strategy is that coastal communities, businesses and critical infrastructure from Tangoio to Clifton are resilient to the effects of coastal hazards.

Project Assumptions

The Coastal Hazards Strategy will be based on and influenced by:

- The long term needs of the Hawke's Bay community
- Existing policies and plans for the management of the coast embedded in regional and district council plans and strategies.
- Predictions for the impact of climate change
- The National Coastal Policy Statement

Project Scope

The Coastal Hazards Strategy is primarily a framework for determining options for the long term management of the coast between Clifton and Tangoio. This includes:

- Taking into account sea level rise and the increased storminess predicted to occur as a result of climate change, an assessment of the risks posed by the natural hazards of coastal erosion, coastal inundation and tsunami.
- The development of a framework to guide decision making processes that will result in a range of planned responses to these risks
- The development of a funding model to guide the share of costs, and mechanisms to cover those costs, of the identified responses.
- The development of an implementation plan to direct the implementation of the identified responses.
- Stakeholder involvement and participation.
- Protocols for expert advice and peer review.
- An action plan of ongoing activity assigned to various Members.

The Strategy will:

- Describe a broad vision for the coast in 2120, and how the Hawke's Bay community could respond to a range of possible scenarios which have the potential to impact the coast by 2120.
- Propose policies to guide any intervention to mitigate the impact of coastal processes and hazards through the following regulatory and non-regulatory instruments:
 - Regional Policy Statement
 - District Plans
 - Council long-term plans
 - Infrastructure Development Planning (including both policy and social infrastructure networks).

Appendix 2 - Administering Authority and Servicing

The administering authority for the Coastal Hazards Strategy Joint Committee is Hawke's Bay Regional Council.

The administrative and related services referred to in clause 16.1 of the conduct of the joint standing committee under clause 30 Schedule 7 of the Local Government Act 2002 apply.

Until otherwise agreed, Hawke's Bay Regional Council will cover the full administrative costs of servicing the Coastal Hazards Strategy Joint Committee.

A technical advisory group (TAG) will service the Coastal Hazards Strategy Joint Committee.

The TAG will provide for the management of the project mainly through a Project Manager. TAG will be chaired by the Project Manager, and will comprise senior staff representatives from each of the participating councils and other parties as TAG deems appropriate from time to time. TAG will rely significantly on input from coastal consultants and experts.

The Project Manager and appropriate members of the TAG shall work with stakeholders. Stakeholders may also present to or discuss issues directly with the Joint Committee.

Functions of the TAG include:

- Providing technical oversight for the study.
- Coordinating agency inputs particularly in the context of the forward work programmes of the respective councils.
- Ensuring council inputs are integrated.

CLIFTON TO TANGOIO COASTAL HAZARDS STRATEGY JOINT COMMITTEE

Tuesday 04 February 2020

Subject: ELECTION OF CHAIR AND DEPUTY CHAIR

Reason for Report

1. This item provides the means for the Clifton to Tangoio Coastal Hazards Strategy Joint Committee (Joint Committee) to elect its Chairperson and up to two Deputy Chairpersons.

Officers' Recommendation(s)

2. Council officers recommend that the Joint Committee appoints an Independent Chairperson as proposed in the previous "Terms of Reference" item, and elects one Deputy Chairperson from amongst its members.

Executive Summary

3. As a newly re-established committee, the roles of Joint Committee Chairperson and Deputy Chairperson(s) are currently vacant.
4. In accordance with the Terms of Reference for the Joint Committee agreed by resolution of the previous "Terms of Reference" agenda item, the Chairperson is to either be elected from amongst the Councillor members on the Joint Committee or an Independent Appointment Process to be undertaken, and the Deputy Chairperson(s) is to be elected from amongst the members of the Joint Committee.

Background /Discussion

5. Following the 2019 Local Elections, the Clifton to Tangoio Coastal Hazards Strategy Joint Committee (Joint Committee) was re-established by resolution of the Hawke's Bay Regional Council, Hastings District Council and Napier City Council at their respective first meetings.
6. As a newly re-established committee, the roles of Joint Committee Chairperson and Deputy Chairpersons are currently vacant.
7. In accordance with the previous triennium's Terms of Reference for the Joint Committee, the Chairperson is to be elected from amongst the Councillor members on the Joint Committee and the Deputy Chairperson(s) may be any member of the Joint Committee.
8. Prior to the 2019 Local Elections, Cr Peter Beavan (Hawke's Bay Regional Council) performed the role of Chairperson, and councillors Tania Kerr (Hastings District Council) and Tony Jeffrey (Napier City Council) were the Deputy Chairpersons.

Options

9. Depending on the Joint Committee resolutions on the previous "*Clifton to Tangoio Coastal Hazards Strategy Joint Committee Terms of Reference*" agenda item in relation to the role of Chairperson, the options for the Joint Committee are to:
 - 9.1. elect one of the Councillor members as Chairperson, or
 - 9.2. to confirm that the process to appoint an Independent Chairperson is to be undertaken.

10. The Joint Committee has the option to elect either one or two Deputy Chairpersons from amongst its members.

Decision Making Process

11. Council and its committees are required to make every decision in accordance with the requirements of the Local Government Act 2002 (the Act). Staff have assessed the requirements in relation to this item and have concluded:
 - 11.1. The decision does not significantly alter the service provision or affect a strategic asset.
 - 11.2. The use of the special consultative procedure is not prescribed by legislation.
 - 11.3. The decision is not significant under the criteria contained in Hawke's Bay Regional Council's adopted Significance and Engagement Policy.
 - 11.4. The persons affected by this decision are all existing member organisations of the Joint Committee, rate payers within the Napier and Hastings districts and those with an interest in the coastal margins of those districts.
 - 11.5. The decision is not inconsistent with an existing policy or plan.
 - 11.6. Given the nature and significance of the issue to be considered and decided, and also the persons likely to be affected by, or have an interest in the decisions made, Council can exercise its discretion and make a decision without consulting directly with the community or others having an interest in the decision.

Recommendations

That the Clifton to Tangoio Coastal Hazards Strategy Joint Committee:

1. Receives and considers the ***Election of Chair and Deputy Chair*** staff report
2. Agrees that the decisions to be made are not significant under the criteria contained in Councils' adopted Significance and Engagement policies, and that the Joint Committee can exercise its discretion and make decisions on this issue without conferring with the community.

AND EITHER

3. Confirms that the process to appoint an Independent Chairperson is to be undertaken

OR

4. Elects Councillor _____ as the Chairperson of the Clifton to Tangoio Coastal Hazards Strategy Joint Committee

AND

5. Elects _____ as the Deputy Chairperson of the Clifton to Tangoio Coastal Hazards Strategy Joint Committee.

Authored by:

Simon Bendall
PROJECT MANAGER

Approved by:

Chris Dolley
GROUP MANAGER ASSET
MANAGEMENT

Attachment/s

There are no attachments for this report.

CLIFTON TO TANGOIO COASTAL HAZARDS STRATEGY JOINT COMMITTEE

Tuesday 04 February 2020

Subject: COASTAL HAZARDS STRATEGY

Reason for Report

1. This report provides an overall summary and update on the Clifton to Tangoio Coastal Hazards Strategy (Strategy), for the benefit of new and returning members of the Joint Committee.

Executive Summary

2. The Strategy is now in Stage 4 of a four-stage development process that began in late 2014.
3. It is a coordinated approach to identifying and responding to the coastal hazards of erosion and inundation, and the influence of sea level rise, over the next 100 years.
4. While significant progress has been made and the project is seen nationally as a leading example of coastal hazards and climate change planning, key challenges remain.
5. Principle among these is seeking agreement between the Partner Councils on funding mechanisms for Strategy implementation. While the Joint Committee has resolved to recommend the formation of a Coastal Contributory Fund, agreement between Partner Councils on the implementation of such a fund has not yet been reached.
6. The Technical Advisory Group (TAG) are continuing to advance Stage 4, and look forward to resolving outstanding matters with the Joint Committee and Partner Councils, to enable the commencement of public consultation on the implementation detail of the Strategy in 2021.

Background

7. The Strategy represents a coordinated approach to identifying and responding to coastal hazards and the influence of sea level rise over the next 100 years. It provides a platform for long-term planning and decision making.
8. The Strategy:
 - 8.1. Covers the coastal area between Clifton to Tangoio
 - 8.2. Seeks to develop a planned response to coastal hazards out to the year 2120
 - 8.3. Assesses and plans response to the following coastal hazards
 - 8.3.1. Coastal erosion (storm cut, trends, effects of sea level rise)
 - 8.3.2. Coastal inundation (storm surge, set-up, run-up, overtopping and sea level rise)
 - 8.4. Incorporates climate change as an overriding influence.
9. The vision of the Strategy is:
 - 9.1. "That coastal communities, businesses and critical infrastructure from Tangoio to Clifton are resilient to the effects of coastal hazards."

10. The Strategy is being developed in 4 stages, as outlined in Figure 1 and described in the following sections:



Figure 1: Strategy Development Stages

11. **Stage 1** (Define the Problem) commenced in late 2014. Fundamental to Stage 1 was the identification of the extent of coastal erosion and coastal inundation hazards out to 2120, and the risks these present. This work resulted in two reports being produced: Coastal Hazards Assessment¹ and Coastal Risk Assessment². The coastal hazard assessment work was independently peer reviewed by Professor Paul Kench of Auckland University.
12. A mapping tool was also developed to show the newly mapped hazard extents. This information is available online through the Hawke's Bay Hazard Information Portal at: <http://www.hbemergency.govt.nz/hazards/portal>.
13. **Stage 2** (Framework for Decisions) began in 2016 and included the development of a decision-making framework for the 100-year Strategy³, based on a community decision-making model and utilising a range of decision making tools including Multi-Criteria Decision Analysis ("MCDA"), Dynamic Adaptive Planning Pathways ("DAPP") and Real Options Analysis ("ROA").
14. The decision-making framework was guided by the Ministry for the Environment ("MfE") document "Coastal hazards and climate change: Guidance for local government" released in December 2017. The Strategy was the first in New Zealand to implement this guidance material. Figure 2 represents the process recommended by the guidance. While the Strategy process is described differently (i.e. 4 stages, rather than 10 steps, because the guidance was released part way through Strategy development), the principles outlined in the guidance have been followed, particularly in the use of DAPP.

¹ Tonkin & Taylor, 2016. Clifton to Tangoio Coastal Hazards Strategy 2120 - Coastal Hazard Assessment.

² Tonkin & Taylor, 2016. Hawke Bay Coastal Strategy - Coastal Risk Assessment.

³ Mitchell Daysh, 2017. Clifton to Tangoio Coastal Hazards Strategy 2120 – Stage Two Report: Decision Making Framework.



Figure 2: 10 Step Decision Cycle, from “Coastal hazards and climate change: Guidance for local government”, Ministry for the Environment 2017

15. Also during Stage 2, a funding model think-piece report was prepared⁴. The preliminary funding model identified options for how planned responses to coastal hazards risks identified in the Strategy might be paid for. The report covers public / private benefits, the sharing of costs between Councils, and mechanisms for securing funds, including the proposed establishment of a Coastal Contributory Fund.
16. **Stage 3** (Develop Responses) commenced in 2017 and involved the implementation of the decision-making framework developed in Stage 2.
17. Two Assessment Panels were formed to drive the community-led process (Table 1, Table 2)

Table 1: Northern Assessment Cell Evaluation Panel Structure

Panel Members	Observer Participants	Support Roles
Tangata Whenua (3)	HBRC Councillor (1)	Independent Chair (1)
Whirinaki Community (3)	NCC Councillor (1)	Kaitiaki o te Roopu (1)
Bayview Community (2)	HDC Councillor (1)	Facilitator (1)
Westshore Community (2)	Maungaharuru-Tangitū Trust (1)	Assistant Facilitator (1)
Ahuriri / Pandora Community (2)	Mana Ahuriri Incorporated (1)	Technical Advisory Group (6)
Recreational Interests (1)		Panel Secretary (1)
Port of Napier (1)		Living at the Edge (2)
Ahuriri / Pandora Businesses		

⁴ Maven & Environmental Management Services Limited, 2016. Stage Two – Clifton to Tangoio Coastal Hazards Strategy 2120: Hazards Response Funding Model.

Panel Members	Observer Participants	Support Roles
(1)		
NZTA / Lifelines (1)		
Department of Conservation (1)		
Regional representative (1)		
Total Voting (18)		

Table 2: Southern Assessment Cell Evaluation Panel Structure

Panel Members	Observer Participants	Support Roles
Tangata Whenua (3)	HBRC Councillor (1)	Independent Chair (1)
Clifton/Te Awanga Community (3)	NCC Councillor (1)	Kaumatua (1)
Haumoana Community (3)	HDC Councillor (1)	Facilitator (1)
East Clive Community (4)	Mana Ahuriri Incorporated (1)	Assistant Facilitator (1)
Marine Parade Community (1)	He Toa Takitini (1)	Technical Advisory Group (6)
Recreational Interests (1)	Port of Napier (1)	Technical Advisory Group (3)
Awatoto Businesses (1)		Panel Secretary (1)
Napier CBD Businesses (1)		Living at the Edge (2)
NZTA / Lifelines (1)		
Department of Conservation (1)		
Regional representative (1)		
Total Voting (20)		

18. Figure 3 shows the areas each Assessment Panel considered as part of their process and how the coastline was broken down into individual units for assessment. Importantly, the area of interest for each Panel crossed territorial authority boundaries.

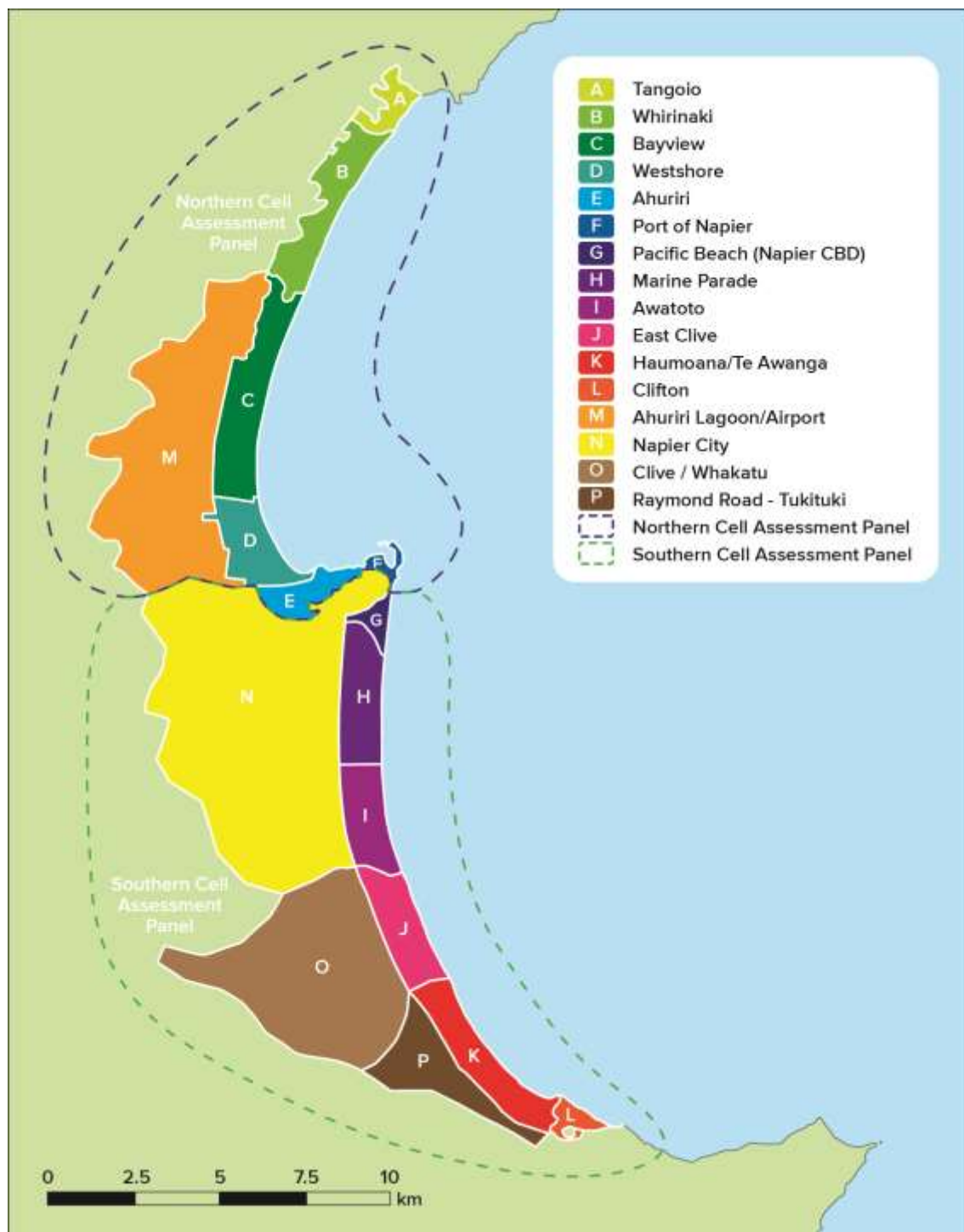


Figure 3: Coastal Units and Assessment Panel Area of Enquiry

19. The Assessment Panels worked through a structured decision-making assessment process completed through a series of 11 workshops during 2017 and 2018 (Figure 4).

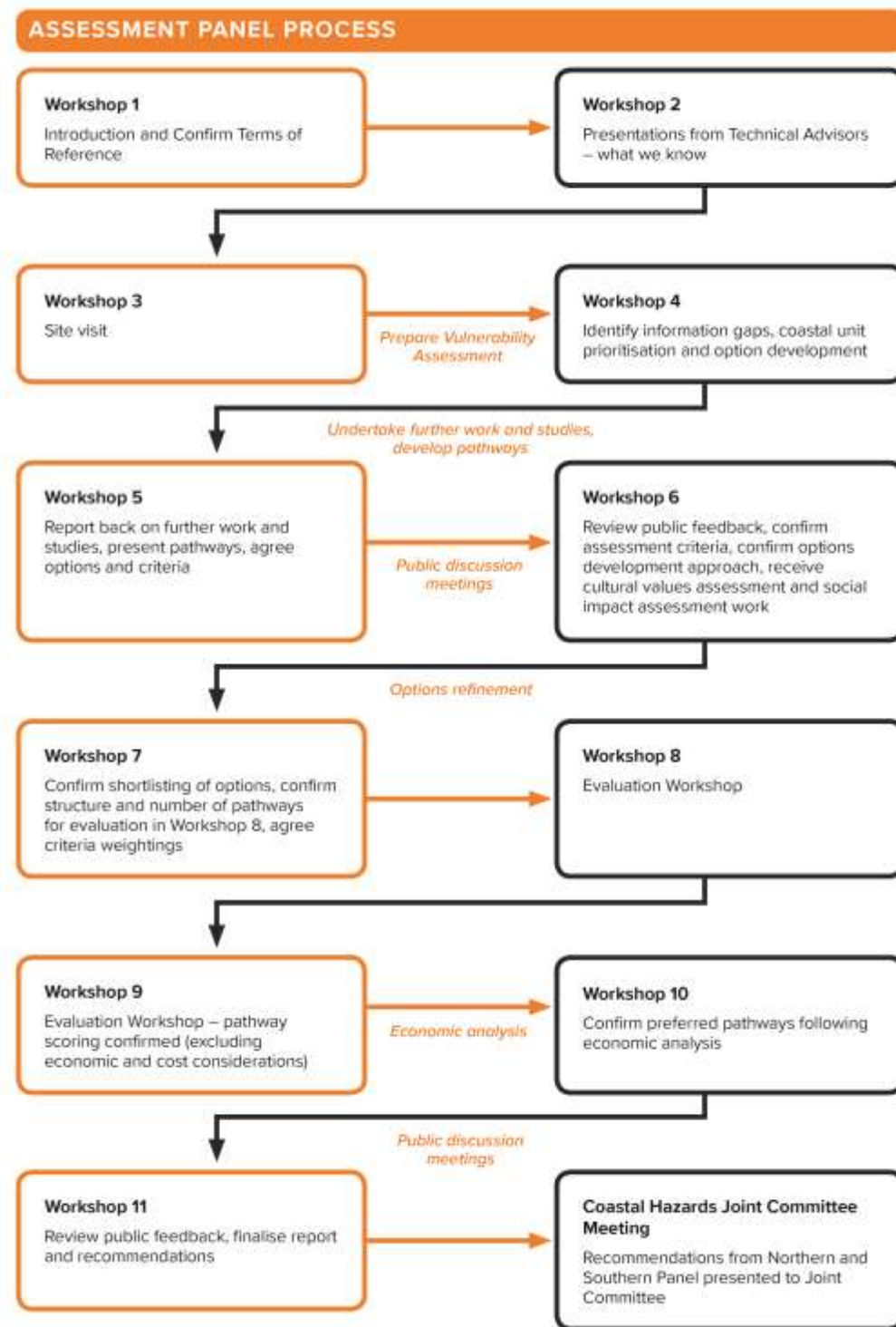


Figure 4: Assessment Panel Process

20. Applying a modified Dynamic Adaptive Planning Pathways or DAPP process, the panels developed 100-year pathways for 9 priority units along the coast. Each pathway is built from a combination of short term (0 – 20 years), medium term (20 – 50 years) and long term (50 – 100 years) hazard response actions. An example pathway is shown in Figure 5.

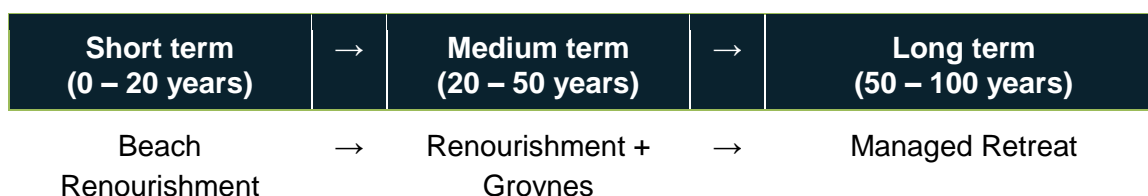


Figure 5: Example Pathway

21. Six potential pathways were developed for each priority unit. The pathways were designed to represent the spectrum of possible responses, from no or low intervention, to soft engineering (e.g. beach re-nourishment), hard engineering (e.g. sea walls) and retreat responses. The pathways were then assessed using MCDA to determine an order of preference in terms of each pathway's performance against defined criteria.
22. Capital construction and maintenance costs for each pathway were then introduced, and by considering each pathway against its non-cost (i.e. MDCA) and cost assessments, the Panels confirmed a recommended pathway for each of the 9 priority units.
23. The final recommended pathways from the Panels are presented in Figure 6 and Figure 7.

Unit	Preferred Pathway	Short Term (0-20 yrs)	→	Medium Term (20 – 50 yrs)	→	Long Term (50 – 100 yrs)
Ahuriri (E1)	Pathway 6	Status quo	→	Sea wall	→	Sea wall
Pandora (E2)	Pathway 3	Inundation Protection	→	Inundation Protection	→	Inundation Protection
Westshore (D)	Pathway 3	Renourishment	→	Renourishment + Control Structures	→	Renourishment + Control Structures
Bayview (C)	Pathway 3	Status Quo/ Renourishment	→	Renourishment + Control Structures	→	Renourishment + Control Structures
Whirinaki (B)	Pathway 4	Status quo/ Renourishment	→	Renourishment + Control Structures	→	Sea wall

Figure 6: Recommend Pathways: Northern Cell Assessment Panel

Unit	Preferred Pathway	Short Term (0-20 yrs)	→	Medium Term (20 – 50 yrs)	→	Long Term (50 – 100 yrs)
Clifton (L)	Pathway 5	Sea wall	→	Sea wall	→	Managed Retreat
Te Awanga (K2)	Pathway 3	Renourishment + Control Structures	→	Renourishment + Control Structures	→	Renourishment + Control Structures
Haumoana (K1)	Pathway 2	Renourishment + Control Structures	→	Renourishment + Control Structures	→	Managed Retreat
Clive (J)	Pathway 1	Status Quo	→	Renourishment + Control Structures	→	Retreat the Line / Managed Retreat

Figure 7: Recommend Pathways: Southern Cell Assessment Panel

24. An important concept is that each pathway is 'adaptive'; the timeframe of each action (short, medium and long) may be brought forward or delayed, depending on the actual effects of coastal hazards and climate change over time. If sea level rises more than expected or at a faster rate, actions can be implemented earlier in response; if less or slower, actions can be delayed. If necessary, the actions themselves can also be reviewed or changed.

25. The Strategy will also be reviewed every 10 years, to ensure that the pathways remain fit for purpose as new information becomes available over time.
26. Note the use of the generic term, “Control Structures” in the recommended pathways refers to structures that are designed to hold the beach in situ and/or build up beach sediment. These structures are usually groynes, but may also include offshore breakwaters and constructed reefs.
27. The Strategy is now in Stage 4 (Implementation Planning and Response), which commenced in 2019.
28. Stage 4 is being advanced in three key phases:
 - 28.1. Phase 1: Pathway Concept Development, Testing and Planning (current);
 - 28.2. Phase 2: Community Consultation and Approvals (planned for 2021); and
 - 28.3. Phase 3: Pathway Implementation Projects (post 2021).
29. Phase 1 involves multiple tasks, grouped into five, interrelated workstreams (Figure 8). Collectively, these workstreams are developing the next level detail on the Panel’s recommended pathways to enable an informed Council decision gateway and (if approved by the Joint Committee and Councils) effective community consultation in Phase 2 to commence.



Figure 8: Stage 4 Workstreams

30. Each Workstream, including its current status, is discussed in the following sections. A verbal update and presentation will also be given at the meeting to supplement the following.
31. The **Design Workstream** is being led by in-house expertise from the Hawke’s Bay Regional Council. It has three primary outputs:
 - 31.1. Detailed concept plans for the recommended pathway in each priority unit and updated capital construction and maintenance costs
 - 31.2. A works programme detailing the order, timing and duration of the physical works programmes that form the first step of the recommended pathways in each priority unit; and
 - 31.3. A high-level assessment of the recommended pathway in each priority unit to assist the regulatory workstream to consider consenting risks.

32. Over the past 12 months, a significant body of work has been undertaken by HBRC to produce a coastal processes model for the northern and southern cell. This model is required to allow the development of design details for each of the recommended responses, and for the effects of those structures on coastal processes to be tested.
33. With the exception of revised costings for the proposed Pandora stopbank, the Design Workstream has completed Phase 1 work with a draft report which is in the process of being peer reviewed.
34. The **Triggers Workstream** is tasked with developing signals, triggers and thresholds for the proposed pathways. The pathways in this Strategy have been developed based on the Dynamic Adaptive Pathways Planning (DAPP) approach recommended by the Ministry for the Environment's Coastal Hazards and Climate Change Guidance for Local Government. This means that the pathways are flexible and able to adapt to changing circumstances; this is particularly important in the context of highly uncertain future climate-change effects.
35. In order for the pathways to be adaptive, signals and triggers are required. These will provide both the early warning signals, and the ultimate trigger point when a decision is required to action a shift to the next step in the pathway, or potentially shift to an entirely new action if necessary. Thresholds will also need to be defined; that is, the circumstances or effects that communities wish to avoid; pathway actions will need to be implemented before threshold conditions are reached.
36. The Triggers Workstream will develop signals, triggers and thresholds for each priority unit of the coast.
37. One of the challenges for this workstream is that signals and triggers have not yet been developed for coastal hazards pathways anywhere else in New Zealand; there is no defined process for doing this or other examples to learn from.
38. TAG are expecting the release of a report from the Deep South National Science Challenge, which presents learnings from a series of workshops held (including with TAG and the Northern and Southern Cell Assessment Panels) on signal and trigger development. An initial workshop has been held with the authors of this report, which will allow TAG to proceed with the design of a collaborative process which will involve former panel members. There is also a preliminary agreement for some support from Living at the Edge (a National Science Challenge funded project) to assist with a peer review of the triggers development process, given that it will be the first of its kind in New Zealand.
39. TAG envisions that once the trigger development process has been designed and peer reviewed, collaborative workshops with Assessment Panel and community members will be held in the first and second quarter of 2020. This is a work in progress.
40. The **Funding Workstream** is tasked with:
 - 40.1. Developing a funding model to support the implementation of the Strategy, including the detail of a proposed contributory fund; and
 - 40.2. Providing an analysis sufficient to satisfy the requirements of s.101(3) of the Local Government Act to implement the pathways in each priority unit.
41. Much of the focus of the past 12 months has been on working with the Joint Committee and each Partner Council directly to seek agreement on funding matters, particularly on questions of responsibility and accountability.
42. Importantly, on 31 May 2019, the Joint Committee passed a resolution recommending that the Partner Councils establish a Coastal Contributory Fund, which would help offset the future cost of Strategy implementation. The full text of the resolution is reproduced below:
 - 42.1. *That the Clifton to Tangoio Coastal Hazards Strategy Joint Committee:*
 - 42.1.1. *Receives and notes the "Contributory Fund" report.*

- 42.1.2. *Recommends to Hawke's Bay Regional Council, Napier City Council, and Hastings District Council that a Coastal Contributory Fund be established.*
- 42.1.3. *Recommends to Hawke's Bay Regional Council, Napier City Council, and Hastings District Council that Hawke's Bay Regional Council be the Council that administers the Fund on behalf of Hawke's Bay Regional Council, Napier City Council and Hastings District Council.*
- 42.1.4. *Recommends to Hawke's Bay Regional Council, Napier City Council, and Hastings District Council that they consider rating towards the public good component of the implementation strategy in the 2021-22 financial year at the rate to be determined and subject to public consultation at a preferred option of \$15.00 per rating unit, with amount to be reviewed annually thereafter.*
- 42.1.5. *Notes and receives the Contributory Fund Rules Deed as an early draft and acknowledging more work to be done.*
43. Through late July and early August 2019, TAG workshopped these recommendations with Council Chief Executives and each Partner Council, however, was not able to confirm an agreed position on implementation.
44. Reaching an aligned position on the proposed contributory fund and funding concepts more broadly will be necessary if the Strategy is to proceed. This needs to be a key focus for TAG and the Joint Committee in the coming months.
45. The **Regulatory Workstream** has been tasked with considering 4 key questions:
- 45.1. Does the existing planning and regulatory framework in Hawke's Bay require changes to improve consistency across jurisdictions?
- 45.2. How supportive/restrictive is the existing framework in terms of Strategy implementation and what changes could be made to better facilitate implementation while appropriately managing adverse effects?
- 45.3. How can the moral hazard risk associated with implementing coastal defence measures be managed? That is, the risk of inadvertently encouraging further development/investment in an area only temporarily protected by a coastal defence.
- 45.4. In consideration of the existing planning and regulatory framework including the New Zealand Coastal Policy Statement, and based on a high-level assessment of the actual and potential effects (including cumulative effects) of the proposed pathways, what are the challenges with gaining resource consents to implement the proposed pathways?
46. It was originally intended that this workstream could be advanced with in-house Council expertise, however with resource limitations this has not been achieved.
47. TAG have now contracted Mitchell Daysh to develop this workstream as an externally produced report. The report is expected in the first quarter of 2020.
48. The **Governance Workstream** is tasked with confirming the role that each Partner Council and Iwi member of the Joint Committee will take in Strategy implementation.
49. With much of the focus on roles and responsibilities currently being debated within the Funding Workstream, the Governance Workstream is currently on hold.
50. As an additional package of work, TAG have also recently commenced investigating **managed retreat**. This work seeks to fill a gap in our understanding of what managed retreat might actually look like in Hawke's Bay, and what it might cost. Consultants Tonkin & Taylor have been engaged to prepare a desktop study, which is expected to be completed by May 2020.
51. The Table 3 below provides a summary of each of the workstreams discussed above.

Table 3: Workstream Status Update

Workstream	Status Update
Design	Well advanced. Draft report currently being externally peer reviewed.
Triggers	Waiting on national guidance material. Process is being designed with agreement from Living at the Edge researchers to assist in peer review capacity. Intention to engage with Panel members in March / April 2020.
Funding	Requires cross-Council agreement to proceed.
Regulatory	External consultants engaged to develop report, due April 2020.
Governance	On hold, pending outcome of funding workstream.
Managed Retreat (new)	External consultants engaged to develop report, due May 2020.

Next Steps

52. This paper, which will be supplemented by a presentation from TAG members, is intended to provide a high-level overview of the Strategy process to date.
53. As noted above, a key focus for TAG and the Joint Committee is to seek agreement between Partner Councils on funding mechanisms for Strategy implementation. Without this agreement, the Strategy cannot proceed.
54. TAG intend to continue to advance each of the workstreams in Stage 4, with regular reporting and workshops with the Joint Committee. The intention is to develop a set of agreed outcomes in each of the workstreams to allow public consultation to commence in 2021.

Decision Making Process

55. Staff have assessed the requirements of the Local Government Act 2002 in relation to this item and have concluded that, as this report is for information only, the decision making provisions do not apply.

Recommendation

That the Clifton to Tangoio Coastal Hazard Joint Committee receives the “*Coastal Hazards Strategy*” report.

Authored by:

Simon Bendall
PROJECT MANAGER

Chris Dolley
GROUP MANAGER ASSET
MANAGEMENT

Approved by:

Chris Dolley
GROUP MANAGER ASSET
MANAGEMENT

Attachment/s

There are no attachments for this report.

CLIFTON TO TANGOIO COASTAL HAZARDS STRATEGY JOINT COMMITTEE

Tuesday 04 February 2020

Subject: COMMUNICATION AND ENGAGEMENT PLAN

Reason for Report

1. This item provides an overview of the communications activities planned for the Clifton to Tangoio Coastal Hazards Strategy during 2020.

Background

2. The communication plan provides an outline of the target audience, key messages and an activity plan for the year, including Councillor and community engagement opportunities.
3. Communication about this project was deliberately minimal during 2019 due to the largely preparatory nature of tasks in the Strategy's focus areas of design, triggers, funding, governance and regulatory.
4. Communication about the Strategy in 2020 will increase due to the achievement of phased project milestones and relevant public-facing activity. The plan includes workshops with Panel members, a new Joint Committee membership and scheduled quarterly newsletters.

Discussion

5. The aim of the plan for communications in 2020 is to inform and engage the community, Iwi, Councillors and other stakeholders through a variety of methods, including more regular workshops with Councilors, a quarterly newsletter, and re-engaging with former Panel members.

Next Steps

6. The Communications Plan is a "live" document that will be reviewed and updated throughout the year. This will become part of regular reporting to the Joint Committee.
7. The Technical Advisory Group seeks feedback from the Joint Committee on the proposed Communications Plan, in particular guidance for engaging with iwi and Councillors, and, with any changes as may be requested, seeks endorsement for the proposed approach.
8. It is recommended by staff that the following actions are implemented:
 - 8.1. The Joint Committee notes the "Communication and Engagement Plan" report
 - 8.2. The Joint Committee endorses the Communications Plan for 2020.

Decision Making Process

9. Staff have assessed the requirements of the Local Government Act 2002 in relation to this item and have concluded that, as this report is for information only, the decision making provisions do not apply.

Recommendation

1. That the Clifton to Tangoio Coastal Hazards Strategy Joint Committee receives the

“Communication and Engagement Plan” report.

2. That the Clifton to Tangoio Coastal Hazards Strategy Joint Committee endorses the Communications Plan for 2020.

Authored by:

Rebecca Ashcroft-Cullen
COMMUNICATIONS ADVISOR

Simon Bendall
PROJECT MANAGER

Approved by:

Chris Dolley
GROUP MANAGER ASSET
MANAGEMENT

Attachment/s

- [!\[\]\(c33cb967c8fc4f5e27188a389b621c8e_img.jpg\) 1](#) Clifton to Tangoio Coastal Hazards Strategy Communication and Engagement Plan 2020

Clifton to Tangoio Coastal Hazards Strategy 2120

Communications plan

Updated January 2020 Project 322



1. BACKGROUND

Hawke's Bay's coastal communities are more at risk from coastal natural hazards over time.

The jointly-developed **Clifton to Tangoio Coastal Hazards Strategy 2120** will help to show how and by when our people can adapt, backed by research showing likely coastal changes and effects over the next 100 years.

The Strategy aims to help people better understand coastal hazard effects over time through planned adaptation and to build resilience to these risks in our communities for the long term. This Strategy focuses on the Hawke's Bay coast between Clifton and Tangoio. Other areas at risk from coastal hazards will subsequently need to be considered, i.e. Wairoa, Central HB.

Technical reports (2015) on coastal erosion, coastal inundation, tsunami hazards and their risks to our communities include forecasts out to the year 2120. The findings show a greater number of at-risk properties than previously identified.

During 2017, the steps in this collaborative approach saw the development of recommended responses, focusing on priority areas of the coast at the highest short to medium term risk: Whirinaki, Bay View, Pandora, Ahuriri, Westshore, East Clive, Haumoana, Te Awanga and Clifton.

Communications explain the actions that have and will be taken - by authorities, communities and individuals - to reduce possible risks, and the range of costs that may be involved.

Note. Need to incorporate communicating with tangata whenua - seek advice from Joint Committee.

Clifton to Tangoio Coastal Hazards Strategy 2120

2. PURPOSE

This Plan proposes sharing information with public and media as the strategy progresses, being transparent to build awareness and a clearer picture of likely future changes to the coastal environment. We accept a degree of uncertainty will remain and is normal.

- Reassuring – we have reliable technical information behind the strategy.
We'll help you understand what it means to live near the coast - what the risks are and what we need to do in response
- Transparent and Approachable – your feedback matters – it will help each Council and community to develop a practical plan of action.
All the information is on our website and Joint Committee meetings are usually held in public.

3. AUDIENCE

1. Iwi
2. Community leaders/ groups:
 - a. Former Panel members
 - b. WOW
 - c. Communities, particularly in the priority areas but also wider
3. Councillors
4. Ratepayers, residents
5. Wider Hawke's Bay community
6. Media
7. Staff

4. KEY MESSAGES

- The Strategy is an important response to the growing effects of climate change in our region
- Sea levels may rise by up to 1.5 metres over the next 100 years
Business as usual is not an option. Three partner councils (NCC, HDC & HBRC) have been working together to find enduring solutions to our coastal erosion and inundation threats. The work completed so far has identified options, preferred by the Panels, to respond to these threats, along with high-level cost estimates for short, medium and long term actions up to 100 years. Our next phase considers consultation, design and budget refinements, cost sharing and funding options, and preparing for implementation.
- Each partner council has committed \$100,000 per year for the next ten years to continue to advance Strategy implementation.
This commitment doesn't fund capital construction work in the short term, but means the planning and preparation for these projects can proceed. Once final details of the capital projects are complete, public consultation will establish whether the community supports progress of the implementation phase of the project.

5. COMMUNICATION TOOLS

- indirect landowner contact newsletter (mail or email)

Clifton to Tangoio Coastal Hazards Strategy 2120

- direct landowner contact drop-in sessions (# TBC)
- general public information hbcoast.co.nz
- general public updates media releases, advert/s
- industry/professional contact workshops, meetings

COMMUNICATION ACTIVITY PLAN 2020

Activity	Audience	Responsible
Recurring		
Quarterly newsletter	Panel members, project mailing list, and councillors	Simon and Rebecca
Check website content up to date	All	Rebecca
Media releases/briefs	Media, all	Rebecca
February 2020		
TAG members from each council brief committee members ahead of Joint Committee meeting	Councillors	Jon/Dean (NCC), Mark/Bruce (HDC), Chris (HBRC)
Joint Committee meeting (4 February)	Iwi, Councillors	Chris / Simon
One-pager run-down to all councilors post Joint Committee meeting	Councillors	Simon
March		
TAG members report back to council in meetings post Joint Committee meeting	Councillors	Jon/Dean (NCC), Mark/Bruce (HDC), Chris (HBRC)
Individual council workshops TBC	HDC, NCC, HBRC	Simon
Panel workshops (1x north and 1 x south): - Recap on progress to date, challenges, next steps, etc.	Panel members	Simon
Newsletter: - Timeline - 5 work streams - Info on panel workshops	Panel members, project mailing list, and councillors	Rebecca and Simon
April		
Panel workshops (2x north and 2 x south): - Design workstream outputs	Panel members	Jose / Simon
May		
TAG members from each council brief committee members ahead of Joint Committee meeting	Councillors	Jon/Dean (NCC), Mark/Bruce (HDC), Chris (HBRC)
Joint Committee meeting (1 May)		
One-pager run-down to all councilors post Joint Committee meeting	Councillors	Simon
TAG members report back to council in meetings post Joint Committee meeting	Councillors	Jon/Dean (NCC), Mark/Bruce (HDC), Chris (HBRC)
Newsletter - Timeline - 5 work streams - Info on panel workshops	Panel members, project mailing list, and councillors	Rebecca and Simon

Clifton to Tangoio Coastal Hazards Strategy 2120

Panel workshops (1x north and 1 x south): - Signals, Triggers & Thresholds	Panel members	Simon
June		
Panel workshops (2x north and 2 x south): - Signals, Triggers & Thresholds	Panel members	
Individual council workshops TBC	HDC, NCC, HBRC	Simon
July		
Panel workshops (1x north and 1 x south): - Managed retreat	Panel members	
August		
TAG members from each council brief committee members ahead of Joint Committee meeting	Councillors	Jon/Dean (NCC), Mark/Bruce (HDC), Chris (HBRC)
Joint Committee meeting (7 August)		Chris / Simon
One-pager run-down to all councillors post Joint Committee meeting	Councillors	Simon
TAG members report back to council in meetings post Joint Committee meeting	Councillors	Jon/Dean (NCC), Mark/Bruce (HDC), Chris (HBRC)
Newsletter - Timeline - 5 work streams - Recap on panel workshops	Panel members, cape mailing list, and councillors	Rebecca and Simon
Joint council meeting with all councillors from HDC, NCC, and HBRC organised by TAG	Councillors	Monique and Simon
September		
Individual council workshops TBC	HDC, NCC, HBRC	Simon
October		
Coastal Hazard's as item on agenda for combined council meeting (CHBDC, HDC, NCC, WDC, HBRC) TBC	Councillors	Monique and Simon
November		
TAG members from each council brief committee members ahead of Joint Committee meeting	Councillors	Jon/Dean (NCC), Mark/Bruce (HDC), Chris (HBRC)
Joint Committee meeting (6 November)		Chris / Simon
One-pager run-down to all councillors post Joint Committee meeting	Councillors	Simon
TAG members report back to council in meetings post Joint Committee meeting	Councillors	Jon/Dean (NCC), Mark/Bruce (HDC), Chris (HBRC)
Newsletter - Timeline - 5 work streams - Recap on panel workshops	Panel members, cape mailing list, and councillors	Rebecca and Simon
December		
Individual council workshops TBC	HDC, NCC, HBRC	Simon

CLIFTON TO TANGOIO COASTAL HAZARDS STRATEGY JOINT COMMITTEE

Tuesday 04 February 2020

SUBJECT: ACTIONS UPDATE

Reason for Report

1. For the incoming Joint Committee attached is a summary of the outstanding actions from the last triennium.
2. This item provides an update on current outstanding actions associated with the work programme to develop the Strategy.
3. In order to track items raised at previous meetings that require action, a list of outstanding items is prepared for each meeting. All action items indicate who is responsible for each, when it is expected to be completed and a brief status comment.
4. Once the items have been completed and reported to the Committee they will be removed from the list.

Decision Making Process

5. Staff have assessed the requirements of the Local Government Act 2002 in relation to this item and have concluded that, as this report is for information only, the decision making provisions do not apply.

Recommendation

That the Clifton to Tangoio Coastal Hazards Strategy Joint Committee receives and notes the *"Actions Update" staff report*.

Authored by:

Simon Bendall
PROJECT MANAGER

Approved by:

Chris Dolley
GROUP MANAGER ASSET
MANAGEMENT

Attachment/s

[1](#) Work programme actions

Agreed actions from 3 September 2019 Joint Committee

Task	Meeting / Agenda Item	Actions	Resp.	Status/Comment
1.	Assessment Panel supplementary recommendations	<ul style="list-style-type: none"> Include a request for specific action from Councils on response to the Mana Whenua recommendations re risks of sedimentation and protection of urupa at Bay View (letter to councils (consenting & policy manager) raising concerns. 	TAG	<ul style="list-style-type: none"> Letters circulated to Councils in December 2019.
2.	Assessment Panel supplementary recommendations	<ul style="list-style-type: none"> TAG to follow up on filling of groyne saddle at Haumoana (has not been completed) Report back to Joint Committee on HDC / HBRC response to imminent threat at Cape View Corner 	TAG	<ul style="list-style-type: none"> Note: purpose of the saddle is to allow sediment to bypass and continue up the coast to reduce erosion to the north. It is a deliberate structure and will not be filled. Verbal update by members of TAG at the 4 February 2020 meeting.
3.	Current Coastal Projects Update	<ul style="list-style-type: none"> Proposed that Port of Napier give an update in early 2020 on the construction work of Wharf 6 and when it will commence. 	TAG	<ul style="list-style-type: none"> Napier Port are scheduled to attend the 1 May 2020 meeting to provide an update.

Agreed actions from 31 May 2019 Joint Committee

Task	Meeting / Agenda Item	Actions	Resp.	Status/Comment
4.	Project Manager's Update	<ul style="list-style-type: none"> Stage Consultation approach: TAG to produce a revised project Plan 	Simon Bendall	<ul style="list-style-type: none"> It was recommended by TAG that any public consultation occur as a separate activity after the 2021 LTP.

Agreed actions from 18 March 2019 Joint Committee

Task	Meeting / Agenda Item	Actions	Resp.	Status/Comment
5.	Project Manager's Update	<ul style="list-style-type: none"> Proposed to engage with Dave Cull at an earlier stage and to attend the presentation with James Shaw. 	TAG	<ul style="list-style-type: none"> On hold – pending Joint Committee reforming.
6.	Workshop actions	<ul style="list-style-type: none"> Based on the discussions, the TAG funding subgroup would further refine the funding model and have the model externally peer reviewed. 	TAG	<ul style="list-style-type: none"> On hold. Pending receipt of refined costings for physical works programme.