
Terms of Reference

This Terms of Reference defines the purpose and scope of the Makara Beach project. It outlines the goals and responsibilities of the people who have agreed to work together on this, and gives an overview of the activities that will support the process.

Purpose

To develop a community endorsed recommendation for how the wider Makara Community can prepare for, and adapt to sea level rise, storm surges and coastal erosion.

Background

Makara Beach was hit hard by ex-cyclone Gita on 20 February 2018. A combination of low pressure, high winds, and high tides created a storm surge that flooded the beach area, and sent the sea pouring into some residents' homes in the middle of the night.

The damage motivated the residents to form the Makara Beach Protection Group, who were tasked with the goal of talking to Council and researching some options to help mitigate storm surge damage in the future.

Wellington City Council has embraced the opportunity to support the Makara community as the community look at their options around coastal changes, and to do this in a way that will provide expert advice and launch the 'Adaptation Programme' that sits within the Wellington Resilience Strategy.

The principles of the Makara Beach project will provide the framework for working with other coastal communities in Wellington as they prepare for, and adapt to, living with higher sea levels and more frequent storm events.

The Process

The Makara Beach Project is a community-led collaborative process supported by the Wellington City Council. It will follow the Ministry for the Environment's *Coastal Hazards and Climate Change Guidance for Local Government* and take advice and lessons learnt from the *Hawkes Bay Coastal Hazards Strategy Plan*.

It will be run as a series of two to three hour-long workshops, held over six months, wrapping up in December 2018. The timeframe is purposely short because Makara is a relatively contained community, and because experience has shown that it's important to maintain momentum with initiatives of this nature.

The recommendation from the Ministry for the Environment is to work with communities to enable them to map out a range of solutions, based on a range of scenarios, over a 100 year timeframe.

The outcomes for Makara Beach are likely to include a range of adaptation options that have environmental triggers for when, and if, they need to be actioned¹. For example, the community might decide on a short term solution, two or three medium term solutions, and a long term recommendation for Makara Beach. The actual pathway that gets chosen over the

¹ This approach is called the Dynamic Adaptive Pathways Planning (DAPP) and more information can be found in the Ministry for the Environment Guidelines for Climate Change.

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100 year period will depend on the scale and frequency of events at the beach, and the thresholds the community have for living with more water.

It is recommended that the 100 year coastal strategy is reviewed at regular phases. The first review is likely to be in ten years, however, this will be agreed as part of the process, and to some extent will be dependent on the recommendation.

The recommendation for Makara Beach will be presented by the Makara Community to the Wellington City Councillors at the conclusion of the workshops in December 2018.

This presentation will be made with the understanding that the Council will look to endorse the recommendations and support an implementation plan.

Membership

The Makara Beach project is made up of a series of groups that have different roles in the project.

The membership groups are:

The Panel - A working group, made up of 17 people representing the interests and concerns of: Residents, Iwi & Hapu, Divers, Fishers, Walkers, the Natural Environment, the Department of Conservation, Roads and Drains, the Makara/Ohariu Community Board.

The Panel comprises members of the project who - through consensus - will make a selection on the options for the beach and present this recommendation to the Wellington City Council.

The Panel members attend all the workshops and have access to the technical advisors group to support them throughout the process.

Project Team - The support team is made up of Wellington City Council officers and an independent facilitator. The project team will run the process and provide the resources and advisors to support the Panel.

Technical Advisory Group (TAG) - A group of independent advisors who have subject matter knowledge on a particular area that should be considered as part of the decision process. For example, science, cultural and climate experts.

Observing Participants - Some Wellington City Councillors, and West Wind Farm representatives are invited to observe the workshops and participate in the process when appropriate.

They do not hold a vote in the final selection process.

Councillors will receive the final recommendation made by the Panel with the view to making decisions on the recommendation, including implementation and funding matters.

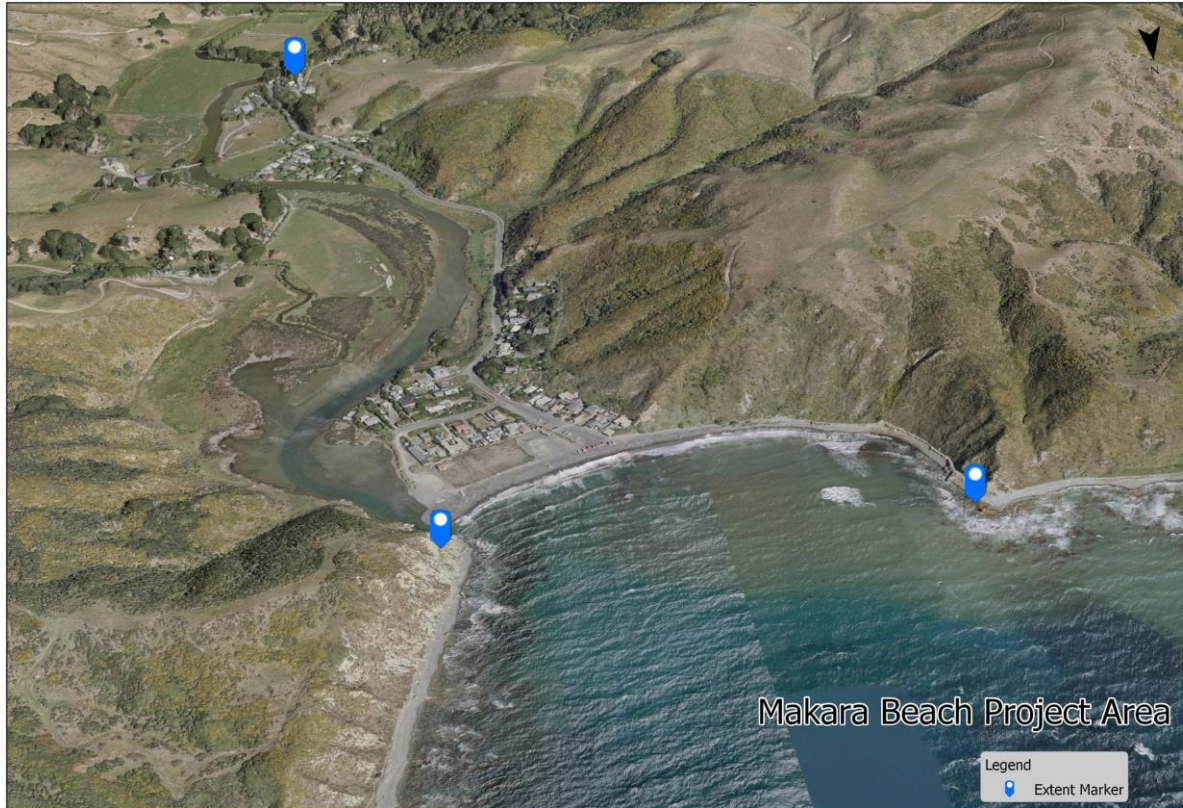
Non-members - any members of the public are welcome to attend the Workshops and listen in as observers. Panel members should liaise with the Project Manager if they are aware of any interested people.

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The Scope: What we're discussing, what we're not

The scope of the project is limited to the Makara Beach area.

For the purposes of this project, the Makara Beach area is considered to be within the boundaries of this map:



The members of this project are tasked with understanding the events and frequency of the events, which will lead to flooding of the beach area, (through rising sea levels and storm surges) and the erosion of land at the beach as the result of our changing climate.

The Panel's role is to:

- Consider the cultural, environmental, social and financial impacts of sea level rise, storm surges and coastal erosion.
- Decide, through a collaborative process, what the wider community's tolerance for flooding and erosion is, and the threshold for change.
- Agree - by consensus - on a recommendation for how the community should plan for, and adapt to, living with more water.

This project is not specifically tasked to look at floodplain issues due to rainfall, however, this is a complex area so rainfall will be considered when it is a contributory factor.

The coastal section of the Makara Walkway is on land owned by the Department of Conservation (DoC).

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The Makara Walkway has been, and will continue to be, vulnerable to erosion from the sea. DoC has maintained the walkway along the bank in the past by re digging it and doing some structural enforcement to the most degraded parts of the track but with the combination of the steep slope and soil of the bank, and the frequency of damage caused by the sea, it's unclear if the same approach can continue.

The Department of Conservation has agreed to put the section of the Makara Walkway along the bank (to the first point, as marked on the map above) in scope for this project with the aim of looking for a recommendation from the community on how to reasonably keep access along this most vulnerable section open.]

The Department of Conservation is represented as a voting member on the Panel.

The People, Roles & Responsibilities

Makara Beach Project Sponsor – Councillor David Lee

- Climate Change Portfolio Owner (WCC)
- Champion of the programme at the highest level
- Receives the final recommendation of the Panel on behalf of the Wellington City Council Councillors
- Wellington City Council spokesperson for media
- Introduce reports to the City Strategy Committee

Project Owner – Mike Mendonça

- Accountable for project scope and delivery
- Provides necessary resources
- Navigates obstacles
- Make key decisions to support the project, balancing the Council's own needs
- Responsible for ensuring the project enables an outcome

Project Manager – Jacqui Hastie

- Responsible for establishing the timeline, planning and executing the project
- Support the Panel members and provide appropriate resources – including external specialists
- Responsible for communications plan including media relationships
- Monitoring progress, risks, Council and stakeholder involvement
- Supporting technical advisors
- Provide regular updates to relevant Council/ City leaders and communicate the programme's goals

Facilitator – Stephen Daysh

- Design the group process and workshops
- Leads the content and process of each workshop
- Ensures all Panel members hear, see and understand the information that is presented and offered
- Encourage the Panel to consider a range of views and grapple with the content

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- Help enable group problem solving and decision making
- If consensus cannot be reached, assist in understanding what divides the Panel
- Draws on experience in the Hawkes Bay, and other relevant work, to contribute to Makara Beach project

Chairperson – Mike Mendonça

- Clarifies the purpose or focus of the workshop/meetings (i.e identifying items that require a decision, which are for information and discussion)
- Encourages full participation from all Panel members
- Moderates participation from non-voting members when necessary
- Keeps workshops/meetings to time and on agenda

Project Support – Sharon Bennett

- Provides support to the Project Manager and Chair including circulating agendas to members before workshops, taking notes at workshops, capturing actions, summarising workshops

Technical Advisory Group (TAG) - Dr Andrew Tait - NIWA, Jonathan Clarke - Tonkin + Taylor, Dr Iain Dawe - Greater Wellington Regional Council, Jim Miko, Others as required

- Defines technical issues and provides context
- Provide in-depth knowledge and expertise as an authority in a form that is easy to understand and relevant to the project scope
- Responsible for the accuracy of the advice
- Offers technical guidance on options – why and how – when appropriate

The Panel – Ann Reweti, Annette Crofts, Brett Marley, Christine Grace, Colin Grimwood, David Wutzler, Duncan Turnbull, Kylee Bentley, Mark Raukawa, Rebecca Wilson, Rick Brains, Robert Ashe, Steve Wright, Susan Freeland, Tony Casey, Veronica Raukawa, Vicky Wutzler

- Commit to attending the workshops, contributing to the discussion and debate and listening to others without prejudice
- Responsible for representing their interests and concerns for Makara Beach and for considering the interests and concerns of others
- Present the Panel's ideas and shortlist of options back to the wider community at a feedback session
- Balancing conflicting advice, great uncertainty and different values to come to a consensus agreement on how the Makara community can prepare for, and adapt to sea level rise, storm surges and coastal erosion.
- Present the final recommendations to the Wellington City Council

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Definition of Terms

- **The Council** - Wellington City Council
- **Member** - someone with a defined role that contributes to the Makara Beach Project
- **Panel Member** - a member elected to represent the interests and concerns of the wider community
- **Consensus** - general Agreement, majority of opinion
- **Community-led** - the process of working together to create and achieve locally owned visions and goals
- **Collaborative** - people working together for a special purpose

Principles & Protocol

All members of the Makara Beach project agree to:

- Be curious, contribute to the debate, listen generously without prejudice
 - Trust the process. Be open minded, resist jumping to solutions and outcomes
 - Commit to the timeline, bring energy to the workshops
 - Direct all media/communications enquiries to the Project Manager
 - Talk to people in the team, before you talk about them
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