

Ruawai Adaptive Pathways

Ruawai Community Panel Terms of Reference



**Whakataka te hau ki te uru
Whakataka te hau ki te tonga
Kia mākinakina ki uta
Kia mātaratara ki tai
E hī ake ana te atakura
He tio, he huka, he hauhū
Tīhei mauri ora!**

**Get ready for the westerly
Get ready for the southerly
It will be icy-cold inland
And icy-cold on the shore
May the dawn rise red-tipped
On ice, on snow, on frost
Join, gather, intertwine!**

**Tokatoka puru i te tai...
Arā, pēnei me te kō...
ā wairua nei...
kātahi ka poua ki roto ki Te Wairoa...
katū te ia o te tai...
e kore e neke, e kore te hoa riri e hipa..
Tokatoka puru i te tai...
e kore tētahi mea e neke...
he whaka atu i tō mātou mana i runga i te wai...**

**Ko Tokatoka Te Maunga
Ko Wairoa Te Awa
Ko Kaipara Te Wahapū
Ko Tai Tama tane Te Moana
Ko Māhuhu-ki-te-rangi Te Waka
Ko Pokopoko Te Taniwha
Ko Hoeroa Te Ngaru
Ko Rangiriri Te Rākau Whakangau Tai
He rākau mana he rākau tipua
Ka rere te taitapu
Ko Rongomai te Ariki
Ko Ngāti Whaatua te iwi
Ko Te Uri o Hau te hapū
Tihei mauri ora**

This Terms of Reference defines the purpose, functions and operational agreements of the Ruawai Adaptive Pathways Community Panel. It outlines the goals and responsibilities of the community panel members who have agreed to work together on adaptation planning.

1. Project Overview

Ruawai Adaptive Pathways is the community adaptation planning pilot for Kaipara District Council. The project follows an adaptive pathways approach to develop an adaptation plan for coastal hazards, flood hazards and sea level rise.

The adaptation plan will identify community values and objectives and set pathways that are adjusted over time, enabling communities and Council to prepare for the future in times of uncertainty.

This adaptation work sits under Council's Climate Change Work Programme and fulfils goals set by Te Tai Tokerau Climate Strategy, adopted by all Northland councils.

An adaptation plan will be co-developed by the Community Panel (Panel) for the Ruawai/Raupō project area (see Figure 1 for an indicative area). The Panel is an advisory community group that leads the conversation on adaptation to coastal hazards, flood hazards and sea level rise.

The principles and approaches of Ruawai Adaptive Pathways will provide the framework for working with other communities across the Kaipara District in their adaptation planning.

Over time, the development and implementation of the adaptation plans will have significant implications for Kaipara District's infrastructure, District Plan, population movement and distribution, natural environment, and the ways that communities and Council manage the coastal hazards, flood hazards and sea level rise. In addition, there will be financial implications, which may include impacts on rates



Figure 1 Indicative physical project area¹

2. Purpose

- The Panel will provide community-endorsed recommendations for how the wider Ruawai community can prepare for, and adapt to coastal hazards, flood hazards and sea level rise.
- The Panel will co-develop an adaptation plan for the project area and will recommend a course of action to decision-makers via recommendations to the Kaipara District Council.
- The Panel will provide community insight and support wider engagement across the Ruawai area.
- The Panel will support collaboration and partnership with Te Uri o Hau and uphold the

¹ Statement of Overlapping Interests relating to Ruawai Adaptation Pathways and rohe mapping for the purposes of this project: We acknowledge Kapehu Marae and Otuhinga Marae. The essence of Māori existence was founded not upon political boundaries, which serve to divide, but upon whakapapa or genealogical ties, which serve to unite or bind. The principle was not that of exclusivity but that of associations and kin relationships. Rohe is commonly used to refer to a tribal area that represents tangata whenua who hold mana whenua and mana moana, and exercise rangatiratanga, over lands and waters within their rohe. Marae is a meeting house and meeting place.

vision, values and knowledge of Te Ara Huringa Āhuarangi Mō Te Taiao, Environs Climate Adaptation Co-Governance Panel.

3. Function

- The Panel will work through the adaptation planning process outlined in the Ministry for the Environment’s *Coastal hazards and climate change Guidance for local government* (2017).
- The Panel will:
 - Consider the cultural, social, environmental, built, physical and economic impacts, and agree – where possible by consensus – on a shortlist of potential options to address these impacts.
 - Follow the guidance of Te Ara Huringa Āhuarangi Mō Te Taiao on Te Ao Māori vision, values and knowledge.
 - Consider the broad range of limitations (including technical), thresholds for change and community tolerance to risk, and agree – where possible by consensus, on recommended adaptation pathways.
 - Facilitate engagement with the wider community on the proposed options, pathways and triggers for action.
 - Consider community views alongside input and expertise from technical and specialist advisors in order to make recommendations to Council on preferred options and pathways.

4. Panel structure and role description

Full Members + Estimated Numbers	Observers + Estimated Numbers	Supporters
Te Uri o Hau Marae Representatives (x3) (Naumai) (Te Kowhai) (Parirau)	Kaipara District Council Otamatea Ward Elected Members (x2)	Te Uri o Hau Settlement Trust staff, or any relevant cultural and environmental hapū experts
Te Uri o Hau Kaumātua (x3)	Kaipara District Council Te Moananui o Kaipara – Māori Ward Elected Member (x1)	
Raupo Drainage Committee Representatives (x1-2)	Northland Regional Council, Kaipara Council Representative (x1)	Kaipara District Council project team and technical advisory staff
	Kaipara Moana Remediation Committee Representative (x1)	
Ruawai College Youth Representatives (x2)	Others (as appropriate and approved by Co-Chairs)	Facilitators from external organisations
Ruawai Education (Schools) Representative (x1)		Northland Regional Council technical advisory staff

Community clubs and organisations (x2-x3)		Climate Adaptation Te Tai Tokerau working group members
Farming, agriculture, horticulture (x2-x3)		
Ruawai township residents (x2- x4)		
Ruawai rural Residents (x2-x4)		

- **Full members:** Representative positions with full voting and speaking rights and participation in scoring and recommendations. A quorum of 75% of full voting members is required for the Panel to pass any resolutions.
- **Observers:** Present to observe. This role enables observers to gain oversight of the Panel process and discussions whilst protecting observers from any perceived influence over outcomes which eventually will go to Council's elected members for consideration. Observers have a non-speaking role at the meeting and do not sit at the main discussion table.
- **Support roles:**
 - **Technical Advisors:** Council staff and/or external professionals who provide technical support and expertise to the Panel when this is requested through the facilitators/Chairs. Technical advisors present may rotate depending on Panel focus. No voting rights. Speaking rights may be granted upon request, at the discretion of the facilitators or Chairs.
 - **Project Team:** Facilitators, KDC staff, NRC staff and/or external professionals who support Panel process and coordination. No voting rights. Speaking rights may be granted upon request, at the discretion of the facilitators or Chairs.

5. Chairpersons

- The Panel will be co-chaired. One position will be made available to Te Uri o Hau Kaumātua or Marae Representatives and one other position from within the Panel.
- Panel members will elect Chairs at the first meeting, or at the earliest possible meeting thereafter.

6. Ā Mātou Mahi - Collaboration agreements

- Ka āwhina mātou ki te whakatika i ngā raru e Mārama āhunuku, he mārama-ā-hūrangī. The Panel will be a part of the solution for the next generation to come.
- Mahi tahi. For this process to be successful, Panel members will need to have the ability to explore, consider and deliberate on options and recommendations with an open mind, respecting diverse views and interests.
- Ka whakaaro pae tawhiti, ka mahi pae tawhiti mātou. Panel members will participate

co-operatively for the long-term benefit of the areas as a whole and will agree to act in good faith.

- Panel members will:
 - 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.
 - Talk to people in the team, before you talk about them.
 - Show respect for other members' views when communicating with their wider networks.

7. Group decision-making and consensus

- Each full member has one vote.
- Consensus shall be strived for in all decisions made by Voting Members of the Panels and is defined as every member (100%) of the group present being in agreement.
- Where 100% consensus cannot be reached on a specific piece of advice or a recommendation, a 75% majority will need to be achieved to reach a decision.
- The reasons for disagreement from the minority view will be noted, any alternatives defined, and the reasons for members positions on the alternatives recorded.

8. Responsible use of information

- Panel members may have access to a range of confidential information or knowledge about the community and the Ruawai area. This information is made available to assist in their responsibilities as a Panel member. Panel members have a duty to not misuse their position, or any information obtained through it.
- Tāngata Whenua retain intellectual property rights over any information shared by them. Any Māori data, knowledge and information shared by Tāngata Whenua to the Panel shall be used only for the purposes set out in this Terms of Reference. Consent must be given by Te Uri o Hau Kaumātua or Tāngata Whenua representatives before any re-use or repurposing of knowledge or information.² Approved information will be submitted by Te Ara Huringa Āhuarangi Mō Te Taiao rōpū.
- Panel members agree to refrain from discussion and debate regarding the deliberation of the Panel through media channels (i.e. newspapers, radio, television

² Māori Data is information or knowledge, in any format or medium, which is about, from, produced by Māori, describes Māori and the environments Māori have relationships with, made by Māori or contains any Māori content or association or may affect Māori, whānau, hapū, iwi and Māori organisations either collectively or individually (Taiuru, K. Tikanga and Sovereignty of Genetic Data. PhD Thesis. Te Whare Wānanga o Awanuiārangī). For further guidance on Māori cultural intellectual property rights, see Ministry of Business, Innovation and Employment's *Protecting intellectual property with a Māori cultural element User Guide* (<https://www.iponz.govt.nz/assets/pdf/maori-ip/protecting-ip-with-a-maori-cultural-element.pdf>)

and social media), unless otherwise approved at a Panel meeting or by the Kaipara District Council project team.

- Information said or given to the Panel may not be used in a subsequent planning or legal process except for any recommendations and agreements reached by the Panel.

9. Resources

- The project team will provide the necessary resources to support Panel members to fully understand technical terms and advice.
- Panel members must have access to email and must be able to use digital tools and communication.

10. Recognition of contribution

- Each Panel member will receive an honorarium in recognition of their contribution of advice and attendance at Panel meetings.
- The honorarium amount includes mileage and travel.
- The value of the honorarium (and any subsequent adjustments as may be required) shall be determined by the Kaipara District Council project team.

11. Commitment

- The Panel will stand until final recommendations for the Adaptation Plan are presented to Kaipara District Council, estimated July 2024.
- Where a Panel member is no longer available to continue participation on a Panel for any reason, a replacement will be nominated by the relevant agency, group or community, to be accepted at the discretion of the Chairs.
- Raupo Drainage Committee representative members are exempt from Chairs' discretion and will be determined by Raupo Drainage Committee approval.
- Tāngata Whenua and Kaumātua representatives are exempt from Chairs' discretion and will be determined by alternative process with Te Uri o Hau.

12. Meetings

- All Panel meetings are closed meetings. Attendees are determined through invitation only. Confirmation of attendees is at the Co-Chairs' discretion.
- All Panel meeting papers will be circulated 5 working days before the meeting. Any draft discussion papers prepared for discussion at Panel meetings will include alternatives or options, where relevant.
- Notes from meetings will be released within 5 working days. Notes will be made public via the Kaipara District Council website.

Appendix 1 Indicative meeting schedule and work programme

Step	Topic	Aims	Date	Location
Te Uri o Hau, Te Ara Huringa Āhaurangi Mō Te Taiao event		Te Ao Māori, mātauranga Māori, tikanga Māori He tirohanga Māori – te taiao and climate change Pūrākau, kōrero tuku iho, mātauranga māori as evidence and knowledge Help embed partnership approach throughout Ruawai Adaptive Pathways	TBC	Naumai Marea or alternative location, TBD
What is happening?	1 What we know: coastal hazards + flood hazards	Panelists are introduced to the relevant coastal hazards and flood hazards affecting Ruawai. Local observations and context are explored. Community Panel aims and TOR agreed. Initial feedback on values.	March 7 2023	Ruawai Tokatoka Memorial Hall
What matters most?	2 What matters + objective setting	Panelists identify community values affected by coastal hazards and draft objectives for the pathways.	May 2 2023	Ruawai Tokatoka Memorial Hall
	3 Consequences and risk tolerability	Panelists understand the changing nature of risk, and consequence, vulnerability and risk tolerability thresholds are identified.	June 20 2023	Ruawai Tokatoka Memorial Hall
What can we do about it?	4 Introduction to adaptation options and adaptive pathways	Panelists are introduced to the concept and practice, strengths and weaknesses, of adaptive options and pathways. Adaptation planning beings; shortlisting of options.	September 2023	Ruawai Tokatoka Memorial Hall
	5 Assess adaptation options and develop adaptive pathways	Adaptation options evaluated against what matters most and possible adaptive pathways are drafted.	October-November 2023	Ruawai Tokatoka Memorial Hall
	6 Evaluating adaptive pathways	Adaptive pathways are re-evaluated against what matters most (community feedback) and confirmed.	December-February 2023	Ruawai Tokatoka Memorial Hall
How can we do it?	7 Adaptation planning	Signals, triggers and thresholds are identified for each pathway and an action plan/pathway recommended.	March-April 2024	Ruawai Tokatoka Memorial Hall
	8 Recommended adaptation strategy	Panelists consider wider public input and confirm process to finalise the adaptation plan/strategy.	May-June 2024	Ruawai Tokatoka Memorial Hall
Is it working?	9 Where to next?	Adaptive plan/strategy agreed. Panelists' achievements are celebrated, and next steps considered.	July-August 2024	Ruawai Tokatoka Memorial Hall

**Kia whaka iria te tapu
Kia wātea ai te ara
Kia turu ki whakataha ai
Haumi e, hui e, tāiki e**

**Restrictions are moved aside
So the pathway is clear
to return to everyday activities
Uniting as one, uniting in conscious thought**