

WAIROA FLOOD PROTECTION SCHEME STAKEHOLDER GROUP

TERMS OF REFERENCE

Introduction

Hawke's Bay Regional Council, Tātau Tātau o Te Wairoa Trust and Wairoa District Council (The Tripartite partners) are investigating options for future flood protection scheme for Wairoa following the devastating impact of Cyclone Gabrielle.

Funding of \$70M has been ringfenced for Wairoa to undertake this work.

A Flood Protection Plan will be required to move land categorisations for those impacted from category 2A to 2C to 1 (see attached map appendix 1).

Purpose of the Stakeholder Group

The purpose of the Stakeholder Group is to provide a common platform where representative views of different sections of the community and interested stakeholders can be considered in the process of identifying and choosing the *best practicable options* for managing flood mitigations for Wairoa. The Tripartite partners seeks options that will be economically, environmentally, socially, culturally, and financially viable.

By engaging the Stakeholder Group in the process at this early stage, it is hoped that it will streamline the consultation and consent application process as a better informed and therefore more robust options assessment will have been carried out.

Governing Principles of the Stakeholder Group

The Stakeholder Group will:

- Keep an open mind about the issues and options;
- Respect each other's views,
- Focus on the issues not the personalities;
- Maintain confidentiality where necessary;
- Seek consensus for decision making where possible, and;
- Acknowledge that there might need to be a decision made that not all parties of the Stakeholder Group agree with.

Stakeholder Group Mandate

The Stakeholder Group mandate is to:

- Be an active working group, functioning to create a consensus view rather than as individuals pursuing personal or sectional interests.
- Bring their diverse personal and professional experience to contribute to the assessment of issues and options.

- Provide feedback to the Wairoa Resilience Project Team on the various options for flood mitigations in Wairoa.
- Be a 'sounding board' for the Tripartite partners as it pursues the steps necessary to successfully select the best practical options for flood mitigations for Wairoa and prepare the associated land interest discussions and resource consent application(s)
- Act as a first 'sense check' of the options for the project team.
- Provide feedback on the direction and methods of public engagement to be undertaken and assist with consultation by sharing information (where appropriate) with relevant parties.
- Ensure that the options chosen considers the outcome of public participation

Whilst it is intended the Stakeholder Group will provide valuable input to the project, the final decision of how to proceed remains the responsibility of the Tripartite partners.

The Stakeholder Group will be appropriately acknowledged for their contribution but in no way will the Tripartite partners or the project team seek to place responsibility for decisions made on the Stakeholder Group.

Membership

Membership to the Stakeholder Group is voluntary with membership invited and appointed from the following:

- Tātau Tātau o Te Wairoa Trust x 2
- Wairoa District Council x 2
- Hawkes Bay Regional Council x 2
- Community Members x 2
- Local farming community x 2
- Local Business community x 2
- 1 x Representative each from Takitimu & Tawhiti-a-Maru Marae

Ideally, members will be resident in the impacted area and will have local knowledge of the behaviour of the river during high flow / flooding events.

Noting the above statement, in some cases it may be appropriate for a member of the Stakeholder Group to live outside the impacted area, but still have local community insight and/or expert knowledge as either a member of the local Wairoa community or tangata whenua.

A Facilitator will be provided by the Tripartite partners to assist discussion within the Stakeholder Group members.

External resources to support the work of the Stakeholder Group will be drawn from experts with knowledge of the issues surrounding flood mitigations options being considered.

Timeline and key dates

The Stakeholder Group is to operate for a fixed term that enables adequate time for the group to select a best practicable option and for this to be reported to the Tripartite partners. A tentative timeframe of six months is suggested as set out below, however this overall timeframe will be subject to agreement by the Stakeholder Group at the first meeting. The frequency and length of the meetings will be dependent on the overall timeframe that the Stakeholder Group agrees to. The tentative work programme is as follows:

- Nov 2023 – Briefing on the issues and processes. Discuss possible engagement processes
- Dec 2023 - Review background technical reports
- January 2024 – Site visits
- January / February 2024 – Options development
- March 2024 – Confirm BPO

Frequency

The Stakeholder Group will meet as necessary in order to provide its advice on the key stages in the process. It is envisaged that meetings will be held monthly. In order to assist Members of the group, these meeting dates will be established as far in advance as possible by reference to the timetable produced as part of the Wairoa flood mitigations project. Meetings will typically last for one to two hours at the most, and occur in the late afternoon; however, timing and meeting flexibility will be subject to mutual agreement of the group.

It will be the responsibility of the Group Facilitator and the representatives from the Tripartite partners to agree the timing of meetings, having consideration of the needs of all members and the workload of the Group.

Quorum

Stakeholder Group meetings are limited to only those selected participants and no other party. It is recognised that not all members will be available to attend every meeting scheduled throughout the process, nor would that be necessarily appropriate at every stage. Substitutes will only be acceptable where they are of equal or sufficient status to have both the capacity, background knowledge and authority to make high level decisions on behalf of the group that they represent.

There must be a quorum of four members present to enable a Wairoa flood mitigations Stakeholder Group Meeting to proceed.

Agendas and Minutes

It will be the responsibility of the group's Facilitator and the representative from the Tripartite partners to agree the agenda. Stakeholder Group Members will receive all papers at least a week before meetings.

Any Other Business will be considered by the group's Facilitator, who will take into account the time available and relevance of the business raised.

Reporting

Minutes of the Stakeholder Group will be made available to Tripartite partners and any matter requiring a policy decision will be a recommendation of the partners to consider.

Responsibilities of all members include:

- Attendance at all meetings
- Come to meetings prepared and familiar with the pre-circulated documents
- Punctuality for meetings and project timeframes
- Focus on the project objectives and outcomes
- Maintaining an open mind regarding other views
- Working as a team player
- Acting in good faith to bring forward the views of the sections of the community the members is representing.

A Facilitator will be appointed to the group and be responsible for:

- Assisting with coordination of and overseeing meetings with input from the project team
- Agreeing to meeting agendas and confirming meeting minutes
- Collaborating and leading efforts to build consensus among different view points
- Confirming the direction for future meetings
- Communicating progress to Tripartite partners and the Project Manager
- Representing the group at Tripartite meetings as required

Wairoa

Land Categories

- 1
- 2A
- 2C
- 2P
- 3

These Category 2A areas remain PROVISIONAL

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