

TERMS OF REFERENCE

Rangatahi Advisory Group

Coastal Hazards Adaptation Planning programme

1. Purpose

The purpose of this Terms of Reference (ToR) is to identify and outline the roles and responsibilities of members appointed to a **Rangatahi Advisory Group (RAG)** to support the Coastal Panel through an adaptation planning process. It provides an overview of the activities that will support this process.

Details	
Forum:	Rangatahi Advisory Group
Organisation:	Christchurch City Council
Project Name:	Coastal Hazards Adaptation Planning (CHAP) programme
Purpose of Forum:	To provide a safe and supportive environment for young people to build their knowledge of climate adaptation, enable youth perspectives to inform and strengthen adaptation planning through the Coastal Panel forum, and support intergenerational decision-making.
Reporting to:	Team Leader Climate Hazards Adaptation Planning
Start date:	2026

2. Project overview

The Council's Climate Hazards Adaptation Planning (CHAP) programme follows the Ministry for the Environment's (MfE) [Coastal Hazards and Climate Change Guidance for Local Government \(2024\)](#). This guidance establishes a structured engagement process with communities that supports people to adapt to life in a changing climate through increased awareness of coastal hazard risk and the development of community-led adaptation plans. Adaptation plans identify community values and objectives and set pathways that are adjusted over time to respond to the impacts of sea level rise, enabling communities and the Council to prepare for the future in times of uncertainty.

Christchurch City Council has established a process for undertaking adaptation planning in partnership with communities, through a process that emphasises public participation, and with the establishment of a Coastal Panel of community members to identify preferred adaptation pathways. You can find out more about this process in the Council's [Coastal Adaptation Framework](#).

The Coastal Panel includes youth representation, and the RAG aims to further support meaningful and ongoing youth participation in the adaptation planning process.

Over time, the development and implementation of community-led adaptation plans will have significant implications for the city's infrastructure, District Plan, population movement and distribution, natural environment, and the ways that communities and the Council manage the impacts of sea level rise.

3. Project objectives

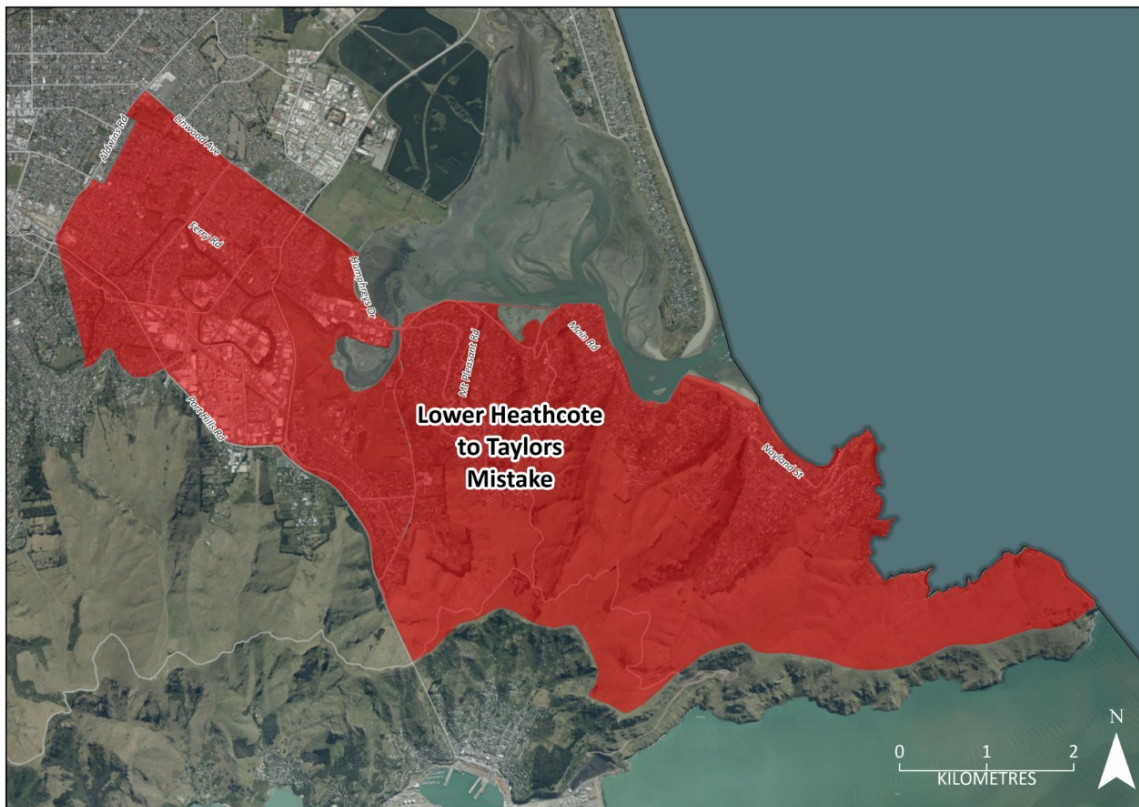
The purpose of the coastal adaptation programme is to provide low-lying inland and coastal communities, and the Council, with adaptive pathways that allow us to plan for, and respond to, coastal hazards impacted by sea level rise.

The programme objectives are:

- To undertake coastal hazards adaptation planning with communities that will be impacted by coastal flooding (including rainfall-related flooding where it is heavily influenced by sea level), coastal erosion and rising groundwater as a result of sea level rise.
- For the Council to provide clear and consistent direction and leadership in alignment with national direction and international obligations, and in accordance with the principles of Te Tiriti o Waitangi.
- To establish inclusive and equitable planning and decision-making processes that support community wellbeing.
- To develop community-led adaptation plans that allow the Council and communities to respond to changes over time.
- To ensure communities, critical infrastructure and the built environment are safer and more resilient to the effects of coastal hazards.
- To consider the impacts of any decisions on the natural environment, and to minimise or mitigate any negative impacts where possible.
- To increase the community and the Council's awareness and monitoring of coastal hazards.

4. Rangatahi Advisory Group membership

The focus of the RAG will be limited to the geographic scope of the Adaptation Area defined in the below map – Lower Heathcote to Taylors Mistake.



The proposed RAG will consist of:

- 4 youth¹ representatives appointed as full members of the Coastal Panel
- 6-10 youth appointed as RAG members

In addition to the youth membership, the RAG will have a dedicated external facilitator to coordinate meetings, provide support to the youth members, and help to build the capability of the group.

Membership will primarily be determined via Expressions of Interest (EOI). However, Council reserves the right to directly appoint members in consultation with local rūnanga and education groups where the EOI process does not adequately reflect the composition of communities within the Adaptation Area.

5. Purpose, function, and role of the Rangatahi Advisory Group

The purpose of the RAG is to ensure that youth representatives can participate confidently, consistently, and effectively, as part of the Coastal Panel throughout the adaptation planning process. The RAG would provide youth representatives with a dedicated support network, opportunities for peer learning, and a forum to discuss adaptation issues outside of the formal Coastal Panel meetings. The RAG combines formal representation with targeted support and capability-building, helping to ensure that youth participation is both meaningful and enduring throughout the adaptation planning process.

The specific aims of the RAG are to:

- Build participant's understanding of coastal hazards, climate change adaptation, and the adaptation planning process.
- Provide a safe and supportive environment where young people can ask questions, test ideas, and discuss complex issues regarding climate change adaptation.
- Strengthen the confidence of the youth representatives to participate in Coastal Panel discussions.
- Enable a broader range of youth perspectives to inform adaptation planning decisions.
- Improve continuity of youth participation over the life of the adaptation planning programme.
- Support intergenerational decision-making by ensuring diverse and future-focused perspectives are actively considered.

The RAG does not have decision-making authority, but plays a key role in shaping adaptation planning by providing the Coastal Panel with diverse perspectives to inform adaptation decisions.

It is anticipated that the time commitment for RAG members will be approximately 8 meetings across a two-year period. The exact meeting schedule will be determined following the establishment of the Coastal Panel.

6. Operating Protocols

- RAG members are expected to make every effort to attend all scheduled meetings. If a member is absent for two or more consecutive meetings (not including urgent meetings) then, at the discretion of the Facilitator, their honorarium payment may be reviewed. Where four or more consecutive meetings are missed, membership may be reviewed and a reappointment process may be triggered.
- Where a RAG member is no longer available to continue participating, a reappointment process may be triggered for a new member, to be determined by the Facilitator.
- If the Facilitator is absent from all or part of a meeting, a CHAP programme team member or their nominee, will exercise the meeting responsibilities, duties, and powers of the Facilitator.

¹ For the purposes of membership, the Council will use the United Nations' definition of youth as any persons between the ages of 15 and 24 years old (<https://www.un.org/en/global-issues/youth>)

- Meetings are not open to the public. However, the RAG and Coastal Panel's progress and key decisions will be communicated to the wider community at intervals through the adaptation planning process to maintain transparency.
- Notes will be taken at all meetings. Notes will not record meeting conversations verbatim, but will provide an overall summary of the issues covered and the conclusions/decisions reached. The notes of each meeting will be recorded and distributed by the Panel Secretariat to all relevant parties, including the Coastal Panel, STAG, Independent Chair, and CHAP programme team members no later than seven (7) working days following each meeting. These notes will be a public record and released at the end of the Coastal Panel process.
- Meeting agendas will be agreed with the Facilitator and Team Leader Climate Hazards Adaptation Planning and distributed at least two (2) working days prior to the next scheduled meeting.
- RAG members will be strongly encouraged to attend meetings in person. However, where circumstances require, meetings may be conducted online.
- Between meetings, RAG members may contact the Facilitator, or nominated CHAP team members, if they have questions relating to the programme.
- Council will be responsible for providing all the necessary support for the effective functioning of the RAG, including the provision of meeting venues, refreshments, and staff support for the preparation of agendas, notes, communications. Council will also provide support with transport to and from meetings, for those members who require it.
- None of the matters in this ToR replace, limit or restrict:
 - The individual decision-making of the Council and organisations involved.
 - The statutory responsibilities and obligations of the Council for the implementation of plans and policies, including consent processing, monitoring, enforcement and compliance.
 - The ability to collaborate or work together in ways not defined in this ToR.

7. Purpose, function, and role of other parties

The membership and roles of all other parties involved in the adaptation planning process are set out below:

Support roles

These roles have speaking rights, but no voting rights.

Rangatahi Advisory Group Facilitator

- Works with the CHAP programme team to organise RAG meetings.
- Clearly sets the purpose and subject of each meeting (in consultation with the Coastal Panel Independent Chair).
- Is responsible for the management and facilitation of each workshop/ meeting including timekeeping, resolving conflicts, facilitating debates and seeking to build consensus among members.
- Provide pastoral care / support to RAG members.
- Support members to develop their understanding of coastal hazards, climate adaptation, and the adaptation planning process.
- Work with members to develop and enhance skills such as public speaking, drafting submissions, and understanding the machinery of Council.

Coastal Panel Independent Chair

- Works with the CHAP programme team to organise and prepare for workshops/meetings.
- Clarifies the purpose or focus of each workshop/meeting.

- Is responsible for the management and facilitation of each workshop/ meeting including timekeeping, resolving conflicts, facilitating debates and seeking to build consensus among members.
- Is responsible for securing the required outcomes for each workshop/meeting based on the agenda in a fair, transparent and efficient manner.
- Ensures that all Coastal Panel members adequately understand the information that is presented and communicated through drawing on expertise from the STAG.
- Is responsible for issuing the final Coastal Panel recommendation report to the Council. However, the responsibility for preparing the document sits with the CHAP programme team.
- Where required, attends and presents recommendations to the Council, or other delegated decision-making forums.
- As directed by Council, act as an official spokesperson of the Panel to the wider community.
- Deals with media enquiries on behalf of the Coastal Panel where agreed by Council².

Coastal Panel

- Consider the cultural, social, environmental, built, physical and economic impacts of coastal hazards, along with various limitations, such as the community's tolerance to risk and agree - where possible by consensus - on recommended adaptation pathways, including alternative options.
- Support the Council's engagement with the wider community throughout the adaptation planning process on matters including: understanding community values, sharing shortlisted options, and communicating preferred pathways and triggers for action.
- Consider community views alongside input and expertise from technical and specialist advisors (the STAG and CHAP team) in order to make recommendations to the Council on adaptation pathways.

Panel Secretary

- Pre-circulates meeting agendas to Coastal Panel members, Independent Chair and STAG.
- Takes notes/minutes and captures actions at meetings/workshops.

Specialist and Technical Advisory Group

- Provide specialist and technical advice to the Council and Coastal Panel, noting that the advice provided should fall within an individual's area of expertise, be factual and evidence-based, be easily understood, and fall within the project scope.
- Attend Coastal Panel workshops/meetings as required in a support role (without voting rights).
- Critically challenge, correct factual inaccuracies, and provide in-depth knowledge and expertise to support the consideration of effectiveness, feasibility, and environmental impact throughout the adaptation planning process.
- Be responsible for the accuracy of the advice provided.
- Council assets owners on the STAG are responsible for ensuring their respective units are kept up to date and have opportunities for input where appropriate throughout the process. This responsibility includes ensuring that key advisors within asset units are engaged at critical times to ensure advice is aligned with wider unit priorities, and that senior managers in the asset units are briefed on complex, costly or controversial advice provided by the STAG member.

Climate Hazards Adaptation Planning team

² Note that the Council Media Manager (or in their absence, their delegate) must be consulted about all media enquiries.

- Supports the Independent Chair to facilitate meetings/workshops including the provision and presentation of content (in conjunction with the STAG).
- Provides programme management including timelines, planning, progress monitoring and execution.
- Supports Panel members including the provision of appropriate resources.
- Provides Coastal Panel with clear guidance around instances in which adaptation planning collateral can be shared outside of the Coastal Panel meetings.
- Provides regular updates to the Coastal Hazard Working Group and the Council.

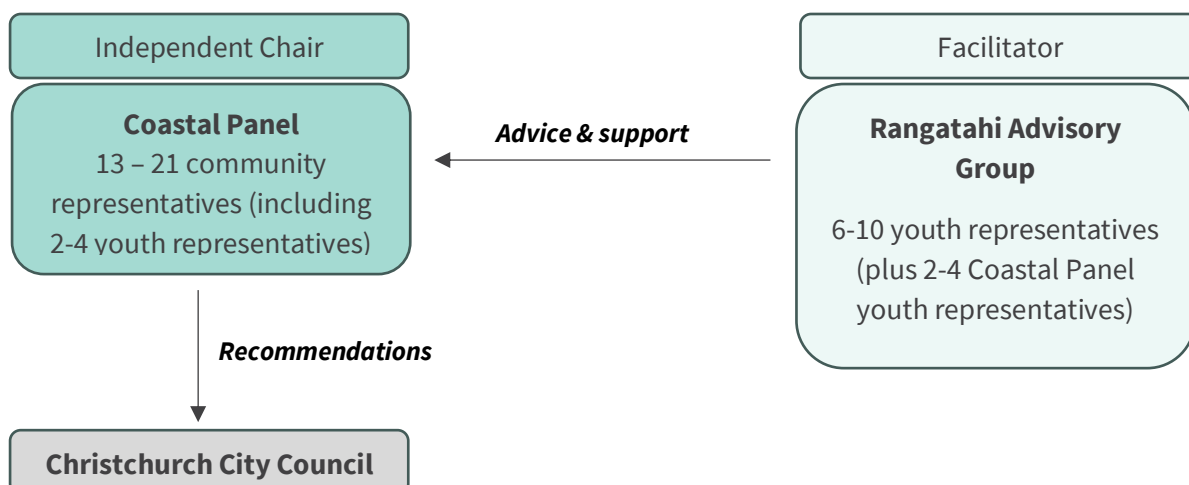
8. Member attributes and protocol for collaborative deliberation

The Coastal Panel represents a community-led collaborative stakeholder process with the aim of providing the Council with advice and recommendations on adaptation planning for priority locations within Adaptation Areas impacted by sea level rise. The establishment of the RAG running parallel to the Coastal Panel will help to support meaningful and sustained youth participation throughout the adaptation planning process.

For this process to be successful, members of the RAG and the Coastal Panel will need to have the ability to explore, consider and deliberate on options and recommendations with an open mind, taking into account diverse views and interests, rather than advocating for a particular point of view. The following collaborative protocol is to be followed by all RAG members, Coastal Panel members, support roles, and observers:

- All parties will agree to abide by the Code of Conduct (see Supporting Documentation).
- All parties will participate co-operatively for the 'long-term benefit' of the region as a whole, rather than to pursue a pre-determined outcome, or to benefit a specific interest group.
- Information said or given to the RAG may not be used in a subsequent planning or legal process except for any recommendations and agreements reached by the Coastal Panel.
- As per the Code of Conduct, any public statement regarding advice or recommendations made by the Coastal Panel is to be agreed by the Coastal Panel and made through the Independent Chair. This also applies to the RAG, observers, Council staff, and any others who may attend in support of Coastal Panel meetings.
- Where the Independent Chair deems it necessary, an urgent meeting may be called to discuss matters that cannot wait until the next scheduled meeting of the Coastal Panel. With the agreement of a majority of Coastal Panel members, the meeting may be held electronically provided all usual requirements for meetings are maintained (including the presence of a quorum), varied to accommodate members joining by audio- or audio-visual link.
- When the Coastal Panel reaches a decision, members of the RAG, Coastal Panel and/or STAG will be expected to acknowledge that decision in subsequent public discussion, or presentation to the Council.

9. Governance arrangements



10. Term of appointment

The term of the RAG would be until such a time as the Coastal Panel makes its recommendations to the Council³, and a decision is made to adopt the draft Plan, and a subsequent “lessons learned” exercise is completed.

11. Recognition of contribution

In recognition of the commitment of RAG member’s time to prepare for and attend meetings, Council will provide an honorarium of \$100 per meeting. Associated transportation and / or childcare costs will be reimbursed. Council staff are not eligible for remuneration.

12. Code of Conduct

Members of the RAG will comply with the Coastal Panel Code of Conduct (see 14. Supporting documentation). The Code of Conduct covers matters such as confidentiality requirements, the duty to act honestly and with integrity, and contact with the media.

13. Conflict resolution

Should any conflict situations arise, the Facilitator will work with RAG members to resolve the conflict. The Team Leader Climate Hazard Adaptation Planning is to be kept informed.

At all times parties shall consider the best interests of the coastal adaptation programme specifically, as well as those of Council generally, and any matters that have the potential to be viewed adversely by external parties (the ‘front page test’) shall be raised and addressed at the earliest possible opportunity. This may include calling a special meeting.

14. Supporting documentation

Document	Purpose	Link
Christchurch City Council Coastal Panel – Code of Conduct	Sets out expectations of behaviour, confidentiality and contact with media.	Record 25/1369079: Coastal Panel draft Code of Conduct

³ Or equivalent decision-making committee, as per the Council’s designation register.