

Chairperson and Community Board Members
ŌTAKI COMMUNITY BOARD

4 APRIL 2017

Meeting Status: **Public**

Purpose of Report: For Decision

APPOINTMENT TO COMMUNITY LIAISON GROUP

PURPOSE OF REPORT

- 1 This report seeks the Board's confirmation of an appointment to the Peka Peka to Ōtaki Expressway Community Liaison Group.

DELEGATION

- 2 The Ōtaki Community Board has the authority to:

“consider this matter under Part D of the Governance Structure for the 2016-2019 Triennium”.

BACKGROUND

- 2 The New Zealand Transport Agency (NZTA) is establishing a Community Liaison Group (CLG) for the Pekapeka to Otaki expressway project. The purpose of the CLG is for wider community groups to be kept up to date with NZTA construction activities to monitor the effects of the project on the community and to report issues to NZTA. (Refer to Appendix 1 for the CLG terms of reference as defined by defined by the Board of Inquiry conditions.)

ISSUES AND OPTIONS

Issues

- 3 The Board is asked to nominate one representative to the CLG.

CONSIDERATIONS

Policy considerations

- 4 There are no policy considerations.

Legal considerations

- 5 There are no legal considerations.

Financial considerations

- 6 The appointment is not remunerated.

Tāngata whenua considerations

7 There are no tāngata whenua considerations.

SIGNIFICANCE AND ENGAGEMENT

Degree of significance

8 This matter has a low level of significance under Council policy.

Engagement planning

9 An engagement plan is not needed to implement this decision.

Publicity

10 There may be media interest in the appointment.

RECOMMENDATIONS

11 That the Ōtaki Community Board approves the appointment ofto the NZTA Expressway Pekapeka to Ōtaki Community Liaison Group (CLG).

Report prepared by	Approved for submission	Approved for submission
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ATTACHMENT

Appendix 1 – Excerpt from Board of Inquiry Final Report

3.	The designation shall lapse if not given effect to within 15 years from the date on which it is included in the District Plan under section 175 of the RMA.
4.	The Requiring Authority shall reimburse KCDC for its actual and reasonable costs incurred in carrying out its functions pursuant to section 36(1)(d) of the RMA in respect of the Project.
5.	Conditions 1 to 60 and 74 to 81 relate to construction of the Project and only apply to such activities. Condition 60A is a condition that relates to the management of Operational rail noise through mitigation works undertaken at the time of construction. Once construction is complete (including requirements that continue for specified periods of time following construction of the Project under these conditions, and post-construction mitigation and monitoring) these conditions no longer apply and will be able to be removed (for example, at the time of the next plan review / designation roll over).
Community Communication and Impact Monitoring – Construction	
6.	<p>a) A Community Liaison person shall be appointed by the Requiring Authority for the duration of the construction of the Project, and for 12 months following the Project becoming Operational, to be the main and readily accessible point of contact at all times for persons affected by the construction and operation of the Project.</p> <p>b) The Requiring Authority shall take steps to seek to advise all affected parties of the Community Liaison person's name and contact details.</p> <p>c) If the Community Liaison person will not be available for any reason, an alternative contact person shall be nominated by the Requiring Authority.</p> <p>d) The Community Liaison person shall also be responsible for coordinating (in accordance with the SCMP provided in Condition 7) appropriate communication to the public during the construction of the Project.</p>
7.	<p>a) Prior to the Commencement of Construction, the Requiring Authority shall prepare and commence the implementation of a SCMP that sets out procedures detailing how the public and stakeholders will be communicated with throughout the construction of the Project. The stakeholders include the following, to the extent that they are affected by construction activities:</p> <ul style="list-style-type: none"> i) Kāpiti Coast communities; ii) Road users; and iii) Residents, (including the owners of the former Rahui Factory Social Hall, the former Rahui Milk Treatment Station, Otaki Motel, Hema Te Ao Lane, 1 Rahui Road, and owners of all property between and including 230 to 250 Main Highway). <p>b) The purpose of the SCMP is to provide a framework to:</p> <ul style="list-style-type: none"> i) Inform the community of construction progress; ii) Engage with the community in order to foster good relationships and to provide opportunities for learning about the Project; iii) Provide early information on key Project milestones; and iv) Respond to queries and complaints; and

	<p>v) In relation to the owners of Otaki Motel, Hema Te Ao Lane, 1 Rahui Road, and owners of all property between and including 230 to 250 Main Highway, describe how reasonable endeavours will be made to consult and resolve matters relating to changes in access arrangements prior to the Commencement of Construction of the Rahui Road Overbridge.</p> <p>c) As a minimum, the SCMP shall include:</p> <ul style="list-style-type: none"> i) Details of a contact person available on site at all times during construction. Contact details shall be prominently displayed at the entrance to the site(s) so that they are clearly visible to the public at all times. ii) Methods to consult on and to communicate the proposed hours of construction activities outside normal working hours and on weekends and public holidays, to surrounding residential communities, and methods to deal with concerns raised about such hours. iii) Methods to communicate appropriate messaging to the public regarding the Otaki Railway Retail area during the construction of the Project, around the ongoing operation of, and vehicle access to, the area. iv) Methods to record concerns raised about hours of construction activities and, where practicable, methods that avoid particular times of day which have been identified as being particularly sensitive for neighbours. v) Any stakeholder specific communication plans required. vi) Monitoring and review procedures for the SCMP. vii) Details of communications activities proposed including: <ul style="list-style-type: none"> a. Publication of a newsletter, or similar, and its proposed delivery area. b. Advertising. c. Notification and consultation with individual property owners and occupiers with dwellings within 20 metres of construction activities. d. The use of the Project website for public information. <p>d) The SCMP shall include linkages and cross-references to methods set out in other management plans where relevant.</p> <p>e) The SCMP shall be provided to the Manager and the CLG, at least 15 Working Days prior to the Commencement of Construction of the Stage or part of the Project.</p> <p>f) The SCMP shall be updated at least annually throughout the construction of the Project.</p>
8.	<ul style="list-style-type: none"> a) The Requiring Authority shall establish a CLG at least 30 Working Days prior to the Commencement of Construction. b) The Requiring Authority will ensure that the CLG is resourced with at least one person in the CLG appropriately qualified in community development and social assessment. c) The purpose of the CLG shall be to provide a means for monitoring the effects of constructing the Project on the community by providing a regular means through which information about the Project can be provided to the community. The CLG will also enable opportunities for concerns and issues to be reported to, and responded to by, the Requiring Authority. Where appropriate, the recommendations of the CLG shall be taken into account in the development of the SSEMP.

- d) Membership of the CLG shall be open to all interested organisations within the Project area including, but not limited to the following groups:
- i) Nga Hapū o Ōtaki;
 - ii) Educational facilities within the Project area (including schools, kindergartens, and childcare facilities);
 - iii) Community / environmental groups;
 - iv) Business groups;
 - v) Community Boards;
 - vi) Residents organisations;
 - vii) KCDC.
- e) The CLG shall hold meetings at least once every 3 months throughout the construction of the Project so that on-going information can continue to be disseminated.
- f) The CLG shall continue for the duration of the construction phase of the Project and for 12 months following completion of construction.
- g) Matters to be addressed by the CLG may include the following matters:
- i) Effects of construction on schools and other educational and community facilities, including effects on transport;
 - ii) Effects of construction on housing supply and accommodation costs;
 - iii) Extent of opportunities for tangata whenua and community involvement in mitigation implementation, ongoing monitoring and naming of areas or sites created by the Project; and
 - iv) Extent of opportunities for local training and employment.
- h) The Requiring Authority shall, if practicable, arrange for the Community Liaison person to attend meetings of the CLG. The role of the Community Liaison person at these meetings shall be to provide the CLG with updates on construction, including any remedial responses to issues raised by the CLG. The Community Liaison person shall also convey information received from the CLG back to the Requiring Authority and the construction contractors.
- i) The Requiring Authority shall arrange for the Chairperson of the CLG (or other person appointed by the CLG) to prepare a report for the Requiring Authority and KCDC summarising the main points arising from each meeting of the CLG, reporting on any social impacts of the Project, along with recommendations on the measures to mitigate those effects. The Requiring Authority shall ensure that a copy of the report is provided to KCDC, and to meeting attendees within 5-10 Working Days of the meeting. The Requiring Authority shall be responsible for meeting all reasonable costs associated with the resourcing of the CLG.
- j) The Requiring Authority shall consider the recommendations and take reasonable steps, where practicable, to implement any recommendations that are within its statutory powers to execute under this designation. Where matters are not taken into account in preparing the SSEMP, the Requiring Authority shall convey to the CLG the reasons why.

9.	<p>a) The Requiring Authority shall provide the attendees of the CLG, at least 5 Working Days before their first meeting, the construction programme, which shall include the staging of construction, the anticipated number of construction staff, and other facets that may impact on residents and community facilities.</p> <p>b) The Requiring Authority shall ensure that appropriate personnel attend meetings of the CLG to explain how the effects of construction are proposed to be managed and to respond to any questions.</p>
Complaints	
10.	<p>a) At all times during the Works, the Requiring Authority shall maintain a permanent register of any complaints received alleging adverse effects from, or related to, the Works. As far as practicable the register shall include:</p> <ul style="list-style-type: none"> i) The name and address (where this has been provided) of the complainant; ii) The nature of the complaint; iii) Location, date and time of the complaint and also of the alleged event; iv) Weather conditions at the time of the event and including wind direction and approximate wind strength if the complaint relates to air quality or noise; v) The outcome of the Requiring Authority's investigation into the complaint; vi) Measures taken to respond to the complaint; and vii) Any other activities in the area, unrelated to the construction, which may have contributed to the complaint (such as non-Project construction, fires, traffic accidents or unusually dusty conditions generally). <p>b) The Requiring Authority shall:</p> <ul style="list-style-type: none"> i) Acknowledge the complaint within 2 Working Days, ii) Promptly investigate, identify the urgency associated with the complaint and communicate that to the complainant; iii) Take reasonable steps to remedy or mitigate the matters giving rise to the complaint if there are reasonable grounds for the complaint within 10 Working Days of receiving the complaint or such sooner time as may be reasonably necessary in the circumstances. iv) The Requiring Authority shall also maintain a record of its responses and any remedial actions undertaken; and v) This record shall be maintained on site and shall be made available to the Manager and GWRC upon request. A copy of the Complaints Register shall be provided to the Manager every month.
11.	<p>The complaints process outlined in Condition 10 shall continue for 12 months following the Project becoming Operational. Any complaints received after this period shall be managed by the Requiring Authority in accordance with its standard complaints procedures.</p>
Management Plans – General	
12.	<p>The Requiring Authority shall submit a full set of design plans to KCDC for the Project or for each Stage prior to the Commencement of Construction in the relevant Stage. This set of plans shall show the final design of the Project including, but not limited to:</p>