

Chairperson and Community Board Members
PARAPARAUMU-RAUMATI COMMUNITY BOARD

10 DECEMBER 2013

Meeting Status: **Public**

Purpose of Report: For Decision

COMMUNITY BOARD APPOINTMENTS TO EXTERNAL ORGANISATIONS

PURPOSE OF REPORT

- 1 This report seeks the Board's confirmation of a number of appointments to external organisations or decision-making bodies.

SIGNIFICANCE OF DECISION

- 2 This report does not trigger Council's Significance Policy.

BACKGROUND

- 3 The Board is being asked to confirm or make a number of appointments to various bodies:

Council's Grants Allocation Subcommittee (Waste Levy Grants)

- 4 On 7 November 2013 Council confirmed its Governance Structure and Delegations for the 2013-2016 Triennium, including the Grants Allocation Subcommittee. This Subcommittee administers six different granting programmes, including the Waste Levy Grants.
- 5 The objective of this grants programme is to assess applications and allocate Waste Levy grants for projects which achieve a high level of community involvement in practical on-the-ground waste minimisation projects which encourage community participation and long term action.
- 6 For this programme the membership includes one representative from the Paraparaumu-Raumati Community Board.

The New Zealand Transport Agency (NZTA) Community Liaison Group (CLG)

- 7 The NZTA is establishing two CLGs in each of the key construction area:
 - Northern Project Area (including the communities of Waikanae Beach and Peka Peka)
 - Southern Project Area (including the communities of Raumati South, Raumati Beach, Paraparaumu, and Otaihanga).
- 8 The purpose of the CLGs is twofold: to provide a regular forum through which information about the Projects can be provided to the community, and to provide an avenue through which community concerns and issues can be reported to NZTA. These might include:

- Effects of construction on schools and other educational and community facilities
 - Effects of construction on housing supply and accommodation costs
 - Arrangements for adequate provision of health and social services to the construction workforce
 - Provision of information about the expected construction workforce at all times
 - Extent of generation of local training and employment
 - Response to issues raised by the Neighbourhood Impact Forums including complaints.
- 9 The Board is asked to nominate one representative to the CLG for the Southern Project Area.

Kapiti Island Nature Lodge Monitoring Committee

- 10 This Monitoring Committee – which meets quarterly - was set up under a Court Order from the Environment Court to review and audit the monitoring programme for the resource consent, granted in respect of commercial activity on the Island (i.e. the operation of a nature lodge on the Island). A copy of the Court Order is at Appendix 1.
- 11 Committee membership includes the Department on Conservation, the Royal Forest and Bird Protection Society of New Zealand, the Pharazyn Charitable Trust, some community representatives, a Councillor (Cr Gurunathan), an iwi representative (nominated through Te Whakaminenga o Kāpiti) and a member of the Community Board. In the previous Triennium the Board representative was Will Scollay.
- 12 The resource consent was granted for ten years and this expired in September 2013. An extension of the consent is being sought and it has been agreed that the Committee will continue to meet pending the outcome of this process.
- 13 The Board is invited to nominate a representative (and alternate) for this group.

Kapiti Coast Aircraft Noise Community Liaison Group

- 14 This report seeks the Board's nomination of a representative for the CLG as required by the Kapiti Coast Airport Noise Management Plan. The membership stipulates three community representatives, one of whom must be a member of the Paraparaumu-Raumati Community Board (see Appendix 2 for details of membership).
- 15 The Board is invited to nominate a representative (and alternate) for this group.

CONSIDERATIONS

Issues

- 16 The Grants Allocation Subcommittee will meet on 12 December at 2.00pm to consider Waste Levy grants.
- 17 The Kapiti Island Nature Lodge Monitoring Committee will meet on the same day at 4.30pm.

Financial Considerations

18 There are no financial considerations.

Legal Considerations

19 There are no legal considerations.

Delegation

20 The Community Board may make a decision under the following delegation:

10.3 Authority to communicate with community organisations and special interest groups within the community.

Consultation and Policy Implications

21 There are no consultation or policy implications.

Tāngata Whenua Considerations

22 A tāngata whenua representative for the Kapiti Island Nature Lodge Monitoring Committee is nominated through Te Whakaminenga o Kāpiti. There are no other tāngata whenua considerations.

Publicity Considerations

23 There may be media interest in the various appointments.

RECOMMENDATIONS

That the Paraparaumu-Raumati Community Board makes the following appointments for the 2013-2016 Triennium:

- (a) the appointment of andas alternate to the Grants Allocation Subcommittee in respect of Waste Levy grants;
- (b) the appointment ofand as alternate to the Expressway Community Liaison Group
- (c) the appointment of and as alternate to the Kapiti Island Nature Lodge Monitoring Committee;
- (d) the appointment ofandas alternate to the Kapiti Coast Aircraft Noise Community Liaison Group.

Report prepared by:

Approved for submission by:

Vyvien Starbuck-Maffey

Stephen McArthur

Democratic Services Team Leader

Group Manager Strategy and Partnerships

ATTACHMENTS:

Appendix 1 – Kapiti Island Nature Lodge Monitoring Committee – copy of Court Order

Appendix 2 – details of membership for the Kapiti Coast Aircraft Noise Community Liaison Group

Appendix 2 - details of the CLG membership as contained in the Noise Management Plan

Kapiti Coast Aircraft Noise Community Liaison Group

Purpose

To consider and where appropriate make recommendations to Airport Manager (AM) on aircraft noise issues and concerns that arise from the operation and activities at Kapiti Coast Airport.

Activities

1. To identify community concerns regarding aircraft noise.
2. To assist and advise AM in the dissemination of relevant information to the community.
3. To review the current procedure for handling noise complaints, as set in the Noise Management Plan and to propose modifications to the procedure where necessary.
4. To assist Kapiti Coast District Council and AM in the implementation and review of the Kapiti Coast Airport Noise Management Plan which addresses:
 - Procedures for handling noise complaints;
 - Noise abatement procedures; and
 - Timely provision of aircraft noise and flight path monitoring information.
6. To monitor noise levels and compliance with the noise abatement procedures and Noise Management Plan.
7. To access appropriate technical expertise and guidance as required.
8. To produce an Annual Report summarising activities in the past 12 months.

Chairperson

Meetings will be chaired by an independent chairperson jointly appointed by Paraparaumu Airport Limited (PAL) and Kapiti Coast District Council (KCDC). The Chairperson may invite other persons on an ad hoc basis to address the Group on particular agenda items.

Membership

Independent Chair	1
Airport Manager (AM)	1
Kapiti Coast District Council (KCDC) - Advisory Role*	2
Community Representatives – including one from Paraparaumu/Raumati Community Board, and two other members selected by KCDC	3
Kapiti Coast Airport Operators	2
Ati Awa ki Whakarongotai	1
Kapiti Coast Airport Holdings Ltd (KCAHL)	1

*Note: The Kapiti Coast Airport Noise Management Plan calls for meetings to run on consensus; however, the KCDC Representative is a non-voting Advisory Role.

Membership Term

1. Independent Chair – Term of 3 years at the end of which the incumbent may be reappointed if available and agreed to jointly by Kapiti Coast Airport Ltd & KCDC.
2. Airport Manager – Term of the Airport Manager representative is at the discretion of Kapiti Coast Airport Ltd
3. KCDC Advisory Role – Term of the KCDC advisors is at the discretion of KCDC
4. Community Representatives – Each of the two general Community Representatives is appointed for a term of three (3) years at the end of which the incumbents may be reappointed if available and agreed to by KCDC. The Paraparaumu/Raumati Community Board representative is appointed by the KCDC Regulatory Management Committee on the recommendation of the Community Board for a term corresponding to Community Board elections (currently 3 years)
5. Kapiti Coast Airport Operators – Each Airport Operator representative is appointed for a term of two (2) years at the end of which the incumbents may be reappointed if available and agreed to by Kapiti Coast Airport Ltd and KCDC.
6. Ati Awa ki Whakarongatai – Term of the Ati Awa ki Whakarongatai representative is at the discretion of Ati Awa ki Whakarongatai.
7. Kapiti Coast Airport Holdings Ltd (KCAHL) – Term of the KCAHL representative shall be at the discretion of KCAHL.

General

1. The CLG will meet at least twice per year.
2. The Group will be governed by these terms of reference that may be amended jointly by AM and KCDC from time to time where appropriate.
3. KCDC will provide secretarial and support services at KCDC's cost and expense.
4. Kapiti Coast Airport Ltd and KCDC will share equally the reasonable costs of the Independent Chairperson.
5. AM will provide data and technical information on aircraft movement and a noise complaint summary.
6. The group has an objective to reach consensus, however, dissenting views will be recorded.
7. In the event that a CLG representative fails to attend three (3) consecutive meetings without apology, the position shall be deemed vacant and another representative will be appointed.
8. Community and User Representatives have a responsibility to liaise with their groups to ascertain any issues requiring CLG attention.

Meeting procedure

1. **Chairperson:** Kapiti Coast Airport Ltd and KCDC will be jointly responsible for appointing and removing the chairperson. The terms of appointment will set out the conditions of appointment and removal. The chairperson will chair the meeting. If the chairperson is not present within 15 minutes of the time appointed for the meeting then the members of the group will elect another person to chair the meeting.
2. **Notice of the meeting:** Chair will arrange for a notice of meeting, together with any other relevant information to be sent to all members of the Group at least five working days before the meeting. The notice of the meeting will set

out the time and place of the meeting and the nature of the business to be discussed. Members of the Group may advise Chair of items to be included in the notice of meeting.

3. **Method of holding meeting:** A meeting will be held by a number of members, who constitute a quorum, being assembled together at the place, date and time appointed for the meeting.
4. **Quorum:** No business may be transacted at a meeting of the group if a quorum is not present. A quorum is present if there are at least four people, including one of the community representatives and the AM representative. If a quorum is not present within 15 minutes of the time appointed for the meeting, then the meeting is to be adjourned to the same day in the following week at the same time and place or to such other date and place as the Group may appoint.
5. **Members may act by representative:** A member of the CLG may appoint a representative to attend one or more meetings of the group, with approval by the Chair prior to the meeting.
6. **Minutes:** AM will ensure that minutes are kept of all proceedings, with KCDC secretarial assistance. Minutes of the previous meeting will be sent to members with the notice of meeting for the next meeting. Minutes to be made public on KCDC and Kapiti Coast Airport Ltd websites within no later than 4 weeks following approval of the minutes by CLG.