

Chairperson and Community Board Members
PARAPARAUMU-RAUMATI COMMUNITY BOARD

22 NOVEMBER 2016

Meeting Status: **Public**

Purpose of Report: For Decision

APPOINTMENT OF BOARD MEMBERS TO EXTERNAL BODIES 2016-2019 TRIENNIUM

PURPOSE OF REPORT

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

DELEGATION

- 2 The Board has the authority to consider this matter.

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 26 October 2016 Council confirmed its Governance Structure and Delegations for the 2016-2019 Triennium, including the Grants Allocation Committee. This Committee administers five different granting programmes, including the Waste Levy Grants programme.
- 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) and Neighbourhood Impact Forum (NIF)

- 7 The NZTA has established two CLGs which have been combined into one CLG for simplicity. The purpose of the CLG is for wider community groups to be kept up to date with NZTA construction activities and raise any concerns with the Alliance. The group is also responsible for monitoring social effects of construction. The Neighbourhood Impact Forums are where residents of neighbourhoods that are affected by construction activity can also raise concerns with the Alliance. NIF concerns can be elevated to the CLG where recommendations can be made to the requiring authority to mitigate effects of construction. (See Appendix 1 for further details.)
- 8 The Board is asked to nominate one representative to the CLG, and one representative to the Neighbourhood Impact Forum.

Kapiti Coast Aircraft Noise Community Liaison Group

- 9 This report seeks the Board's nomination of a representative for this 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.
- 10 The Board is invited to nominate a representative for this group (further details at Appendix 2).

ISSUES AND OPTIONS

Issues

- 11 The Grants Allocation Committee will meet on 8 December at 10am to consider Waste Levy grants.

CONSIDERATIONS

Policy considerations

- 12 There are no financial considerations.

Legal considerations

- 13 There are no legal considerations.

Financial considerations

- 14 The appointments are not remunerated.

Tāngata whenua considerations

- 15 There are no tāngata whenua considerations.

SIGNIFICANCE AND ENGAGEMENT

Degree of significance

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

Engagement planning

- 17 An engagement plan is not needed to implement this decision.

Publicity

- 18 There may be media interest in the various appointments.

RECOMMENDATIONS

19 That the Paraparaumu-Raumati Community Board makes the following appointments for the 2016-2019 Triennium:

- a) the appointment ofto the Grants Allocation Committee in respect of the Waste Levy grants programme;
- b) the appointment ofto the NZTA Expressway Community Liaison Group (CLG);
- c) the appointment ofto the NZTA Neighbourhood Impact Forum (NIF)
- d) the appointment ofto the Kapiti Coast Aircraft Noise Community Liaison Group.

Report prepared by	Approved for submission	Approved for submission
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ATTACHMENTS

Appendix 1 CLG requirement conditions

Appendix 2 Kapiti Coast Airport Noise Monitoring CLG Terms of reference

APPENDIX FIVE: Comms and stakeholder consent conditions

	Community communications and impact monitoring – construction
DC.11	<p>A Community Liaison person shall be appointed by the Requiring Authority for the duration of the construction phase of the Project and for 12 months following completion of the Project to be the main and readily accessible point of contact at all times for persons affected by the construction and operation of the Project. The Requiring Authority shall take appropriate steps to advise all affected parties of the Community Liaison person's name and contact details. If the Community Liaison person will not be available for any reason, an alternative contact person shall be nominated, to ensure that a Project contact person is reasonably available by telephone during the construction phase of the Project and for 12 months following completion of the Project.</p>
DC.12	<p>a) Prior to the commencement of construction and/or enabling Work, the Requiring Authority shall prepare and implement, a Stakeholder and Communications Management Plan (SCMP) that sets out procedures detailing how the public and stakeholders will be communicated with throughout the construction period. The stakeholders comprise the Kāpiti Coast communities, road users and the residents affected by construction activities.</p> <p>b) The purpose of the SCMP is to provide a framework to:</p> <ol style="list-style-type: none"> Inform the community of construction progress; Engage with the community in order to foster good relationships and to provide opportunities for learning about the Project; Provide early information on key Project milestones; and Respond to queries and complaints. <p>c) As a minimum, the SCMP shall include:</p> <ol style="list-style-type: none"> Details of a contact person available on site at all times during work. 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. Methods to consult on and to communicate the proposed hours of construction activities outside of normal working hours and on weekends and public holidays, to surrounding residential communities, and methods to deal with concerns raised about such hours. Methods to record concerns raised about hours of construction activities and, where practicable, methods that, insofar as it is practicable, avoid particular times of day which have been identified as being particularly sensitive for neighbours. Any stakeholder specific communication plans required. Monitoring and review procedures for the SCMP. Details of communications activities proposed including: <ol style="list-style-type: none"> Publication of a newsletter, or similar, and its proposed delivery area. Newspaper advertising.

	<p>3. Notification and consultation with individual property owners and occupiers with dwellings within 20 metres of construction activities.</p> <p>4. The use of the Project website for public information.</p> <p>d) The SCMP shall include linkages and cross-references to methods set out in other management plans where relevant. The SCMP shall be provided at least 15 working days prior to construction commencing, to the Manager and Community Liaison Group.</p>
DC.13	<p>a) The NZTA shall, in consultation with the Manager, establish at least two Community Liaison Groups (CLG) at least 30 working days prior to construction commencing in each of the following key construction areas:</p> <ul style="list-style-type: none"> i) Northern Project Area (including the communities of Waikanae Beach and Peka Peka); ii) Southern Project Area (including the communities of Raumati South, Raumati Beach, Paraparaumu and Otaihanga). <p>The number of CLGs shall be confirmed in consultation with the Council, and shall be sufficient for the purposes of effective facilitation of the ongoing dissemination of information and communication to and from the Requiring Authority from and to communities (including the Requiring Authority's responses to issues arising).</p> <p>b) The CLGs shall continue for the duration of the construction phase of the Project and for 12 months following completion of the Project.</p> <p>c) The Requiring Authority will in consultation with the Council, appoint one or more persons appropriately qualified in community consultation and social assessment as Community Consultation Advisor(s) (Community Consultation Advisor) to provide advice to the Groups as or if required, to ensure the Groups are working effectively (including the development of a Code of Conduct) and appropriate procedures for each group and to act as a community consultation advisor to the Group.</p> <p>d) The purpose of the CLGs shall be to provide a means for monitoring the effects of constructing the Project on the community by providing a regular forum through which information about the Project can be provided to the community. The CLGs will also enable opportunities for concerns and issues to be reported to and responded by the Requiring Authority. Matters to be addressed by the CLGs may include, but not be limited to, the following matters:</p> <ul style="list-style-type: none"> i) Effects of construction on schools and other educational and community facilities, including effects on traffic; ii) Effects of construction on housing supply and accommodation costs; iii) Arrangements for adequate provision of health and social services to the construction workforce; iv) Provision of information about the expected construction workforce at all times throughout construction; v) Extent of generation of local training and employment; and vi) Response to issues raised by the Neighbourhood Impact Forums (under DC.13A) and complaints received. <p>e) In addition to representative(s) of the Requiring Authority, membership of the Community Liaison Group shall be open to all interested organisations within the Project area including, but not limited to the following groups:</p> <ul style="list-style-type: none"> i) the Council; ii) Educational facilities within the project area (including schools, kindergartens, childcare facilities); iii) Community / environmental groups; iv) Business groups; and

	<p>v) Community Boards.</p> <p>f) The Requiring Authority shall arrange that the Project's Community Liaison person and, as required, the Community Consultation Adviser (as required to be appointed under c)) attends meetings of the CLG, and that the meetings are held at least once every three months throughout the construction period so that the intentions of this condition are fulfilled. The role of the Community Liaison person at these meetings shall be to hear and convey information received from the Groups to the Requiring Authority and the construction contractors, and to provide the Groups with updates on construction, including any remedial responses to issues raised by the Groups.</p> <p>g) The Requiring Authority shall arrange that the Chairperson of each CLG (or other person appointed by the Group) writes a report summarising the main points arising from each meeting of the CLGs 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 the Council and to meeting attendees within 10 working days of the meeting. The Requiring Authority shall be responsible for all reasonable costs associated with the resourcing of the CLGs.</p> <p>h) The Requiring Authority shall consider the recommendations and shall take reasonable steps to implement any recommendations that are within its statutory powers to execute under this designation.</p>
DC.13A	<p>a) The Requiring Authority shall establish and coordinate at least two Neighbourhood Impact Fora (NIFs) and appoint an independent community development facilitator ('Facilitator') for the NIFs in consultation with the Council. A NIF shall be established for each of the following neighbourhoods:</p> <p>i) Leinster Avenue neighbourhood; and</p> <p>ii) Makarini Street neighbourhood.</p> <p>The extent of the neighbourhood shall be defined by the Facilitator.</p> <p>b) Additional NIF(s) shall be established in relation to any other neighbourhood which the Council considers requires special attention; for example, following a recommendation of the relevant CLG or on receipt of a substantial number of complaints from a neighbourhood;</p> <p>c) Each NIF shall include the Community Liaison person, the Facilitator, one representative from the Council's social wellbeing team, and one representative from the relevant Community Board. The Requiring Authority shall also invite all residents from the relevant neighbourhood to participate in the NIF. If required, Project expert(s) shall attend NIF meetings to respond to any issues raised by the NIF as relevant on behalf of the Requiring Authority.</p> <p>d) The purpose of the NIF is to provide a forum for the neighbourhood to inform the CLG and the Requiring Authority about concerns in relation to the construction and for one year after completion of construction of the Project in that neighbourhood so that the Requiring Authority can respond to those concerns.</p> <p>e) Each NIF shall be formed within one month of the commencement of construction of the Project within the relevant sector and shall have their first meetings within one month of being formed. Meetings shall be convened once every three months thereafter for the duration of construction affecting the locality, unless otherwise sought by the majority of its members. The NIFs shall continue for the duration of the</p>

	<p>construction of that sector of the Project in proximity to the relevant neighbourhood and for twelve months subsequent to the completion of works in that sector;</p> <ul style="list-style-type: none"> f) Each NIF may formulate its own Terms of Reference and procedures as it sees fit, including the frequency, times and locations of meetings. g) The NIF Facilitator shall write a report summarising the main points arising from each meeting of the NIFs, which shall be forwarded to the Council, the Requiring Authority, the CLG and to attendees within 5 working days of the meeting. h) The Requiring Authority shall not be in breach of this condition if any one or more of the parties specified in this condition do not wish to be members of the NIF or do not attend particular meetings or do not perform tasks and roles specified in this condition.
DC.13B	<ul style="list-style-type: none"> a) The Requiring Authority shall provide the attendees of each CLG and NIF at least 5 working days before their first meetings the construction programme relevant to their area of interest, which shall include the staging of construction, the anticipated number of construction staff, and other facets that may impact on residents and community facilities; b) The Requiring Authority shall ensure it provides further meetings of the CLGs and NIFs with updates about the Project construction so the attendees can understand changes in the nature and scale of the works, including the numbers of construction staff, their accommodation, and other facets that may impact on residents and community facilities. c) The Requiring Authority shall ensure that appropriate personnel attend meetings of the NIFs and CLGs to explain how the effects of construction are proposed to be managed and to respond to any questions
	<ul style="list-style-type: none"> a) During archaeological investigations, the Requiring Authority shall hold a series of open days associated with the archaeological field investigations. b) Following completion of construction work the Requiring Authority shall, in consultation with Te Ati Awa ki Whakarongotai Charitable Trust, the Takamore Trust, the Council and the New Zealand Historic Places Trust and for the purpose of public information and education; <ul style="list-style-type: none"> i) Prepare a series of fixed interpretive signs and the placement of those signs at culturally and/or archaeologically significant or strategic locations adjacent to the combined pedestrian footpath/cycleway; ii) Prepare a complementary set of portable interpretive panels to be supplied to the Council for use and distribution, incorporating and based on information obtained as part of any investigations undertaken in accordance with any archaeological authorities granted under Part 1 of the Historic Places Act. iii) Prepare and publish material (for example, a booklet or series of booklets, and publication in academic journal) suitable for a general audience that provides a summary of the archaeological findings and cultural heritage along the route. c) Prepare a cultural landscape map of the route, drawing on the archaeological and cultural information obtained for the Project.

Appendix 2 - 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.