

Community Assessment Panel (CAP) Member Information Sheet

Daily fee

offer of a set sum per meeting/ open day attendance of: \$206.00.

The daily fee includes reading of pre-circulated documents and additional meeting preparation.

Reimbursement of expenses would be paid in addition to the daily fee.

Meeting arrangements

The Community Assessment Panel (CAP) will meet for a period of 12 months from mid-2021. This includes monthly workshops (3hr), one site visit (3hr) and public open days (for each Kāpiti Coast District Ward¹).

Due to the evolving situation with COVID-19, It is essential that the CAP members have the ability and resources to work remotely, if required.

It is anticipated that the workshops will fall on weeknights and the site visit and public open days on weekends. The schedule of agreed meetings will be confirmed at the first CAP meeting and attached as Appendix to the CAP terms of reference. Additional meetings may be required, at the discretion of the CAP Chair.

Reporting

The CAP will conclude with a recommendation report to Kāpiti Coast District Council. Although it is the CAP members' responsibility to participate in open, honest, constructive, robust, and collaborative discussion, CAP members are not responsible for the final CAP recommendations report.

Decision making framework of the CAP

Taking advice from the Ministry for the Environment's coastal hazard guidance² and lessons learned from similar coastal adaptation projects from around the country, a range of well-established techniques are proposed for use in community-led decision making process. These include:

- Multi-Criteria Decision Making Analysis³
- Dynamic Adaptive Pathways Planning⁴
- Benefit Cost Analysis⁵
- Real Option Analysis⁶

¹ Ōtaki Ward, Waikanae Ward, Parapraumu Ward, Paekākāriki/ Raumati Ward:
<https://www.kapiticoast.govt.nz/media/22570/boundary-maps.pdf>

² Ministry for the Environment (2017). *Coastal hazards and climate change: Guidance for local government.*

³ **MCDA** is an established technique for assessing multiple and sometimes complex ideas, and involve: 1) defining the objective(s); 2) determining the options to assess; 3) developing assessment criteria; 4) weighting the assessment criteria; 5) scoring the options; and 6) calculating the weighted scores.

⁴ **DAPP** identifies ways forward (pathways) despite uncertainty, whilst remaining responsive to change should this be needed (dynamic). In this approach a range of responses are tested against possible future scenarios, that have environmental triggers for when and if, they need to be actioned.

⁵ **BCA** assesses the economic viability for the coastal hazard response options identified in the adaptive pathways.

⁶ **ROA** is an expanded version of a BCA and is used as the primary means of applying economic analysis to the recommended adaptive pathways. The ROA provides a costing assessment that enables decision making that can be flexibly implemented over time as the climate changes and as its impacts increase.

Although a Technical Advisory Group (TAG) (a group of external and relevant in-house expertise) will be providing guidance and advice to the CAP, The CAP members will need to have a general understanding of these processes.

Working with technical content

In addition to the Job Description key responsibilities and outcomes, CAP members will be committing to reading of pre-circulated documents (including technical reports), and contributing to group discussions. These include (but are not limited to):

- Coastal science & engineering reports
- Economic assessments
- Social impact assessment
- Natural character assessment
- Cultural values assessment