

COMMUNITY ASSESSMENT PANEL CHAIR
March 2021

Position Title:	Community Assessment Panel (CAP) Chair
Authority:	The Community Assessment Panel (CAP) Chair will be accountable to and report directly to the Takutai Kāpiti Coastal Manager.
Financial:	Daily fee of \$575.00.
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.
Purpose of the Community Assessment Panel:	The Community Assessment Panel (CAP) will: <ul style="list-style-type: none">• Work together to understand the coastal hazard risks (erosion, accretion, inundation)¹ resulting from sea-level rise and climate change.• Draw upon robust, transparent, evidence-based and accessible technical evidence to inform their decision making process.• Use this information to consider a range of adaptation and associated management options for Kāpiti.• Present a set of recommendations to Council.
Reports:	Regular progress reports and a final recommendation report to Council at the conclusion of Phase Two of the Takutai Kāpiti: Our community-led coastal adaptation project.

**Takutai Kāpiti: Our community-led coastal adaptation project –
OVERVIEW**

The Kāpiti coastline is approximately 40km long. As well as being the location for significant urban development, our beautiful beaches are an important community asset with many unique characteristics and natural qualities. Like many coastal communities around Aotearoa, Kāpiti is facing significant environmental challenges from our changing climate and associated rising sea and groundwater levels.

While there is still much uncertainty about how significant these challenges will be and how quickly they will happen, likely climate change effects including those on the coast need to be anticipated, prioritised and planned for in the Kāpiti District.

¹ **Coastal erosion:** The loss of land due to coastal processes, such as waves and tidal currents, wearing away the land suddenly or over time.

Coastal accretion: Deposition of sediment (such as sand) at the immediate shoreline area, resulting in the beach profile elevating/ advancing seaward.

Coastal inundation: flooding of land or buildings from saltwater.

TAKUTAI KĀPITI: OUR COMMUNITY-LED COASTAL ADAPTATION PROJECT

The Takutai Kāpiti project is a collaborative process working in partnership with local iwi and supported by Kāpiti Coast District Council. The project aims to encourage our Kāpiti Community to become more aware of the impacts of climate change and sea-level rise and empower them to take part in developing solutions and pathways for adapting to coming change.

The Takutai Kāpiti project will follow the Ministry for the Environment's Coastal Hazards and Climate Change Guidance for Local Government² and take advice and lessons learned from similar coastal adaptation projects from around the country. The recommendations from the Ministry for the Environment is to work with communities to enable them to map out a range of adaptation solutions over a 100-year period.

COMMUNITY ASSESSMENT PANEL (CAP)

Phase Two of the Takutai Kāpiti project involves the establishment of a CAP to consider our district's response to the impacts of climate change on the coast.

The CAP will be a working group of local people, representing a cross-section of our community, and will be made up of iwi partners, community and other key stakeholder/ agency representatives. The CAP will be the formal mechanism through which wider community input, indigenous knowledge and technical expertise are used to develop the medium to long-term coastal adaption options for Council's consideration.

The CAP will meet regularly over a 12-month period to consider the coastal hazards and risks they represent, review a range of adaptation options, and assess cultural, social and economic impacts.

The wider community will also be able to feed into the process in other ways, like through the Takutai Kāpiti website, surveys, and public open days.

THE OUTCOMES

The CAP will conclude with a recommendation report to Kāpiti Coast District Council. The recommendations, including any potential cost associated with those options, should also guide development of future District Plan provisions to manage coastal issues and an approach for the district dealing with coastal hazards.

This presentation will be made with the understanding that the Council will look to endorse the recommendations and support an implementation plan (Phase Three of the Takutai Kāpiti project).

More information on the Takutai Kāpiti project can be found on <https://takutaikapiti.nz/>

² Ministry for the Environment, 2017. Coastal Hazards and Climate Change: Guidance for Local Government.

Community Assessment Panel Chair – KEY RESPONSIBILITIES AND OUTCOMES

- Attend monthly workshops (3hrs each, approx. 12 workshops total), one site visit (3hr) and public open days (for each Kāpiti Coast District Ward³).
- Ensure the effective and efficient running of the CAP meetings.
- Represent the vision and purpose of the Takutai Kāpiti project.
- Encourage all members to work together effectively, contributing their skills and expertise as appropriate, and will seek to build a consensus among them.
- Ensure matters are dealt with in an orderly, efficient manner, and bring impartiality and objectivity to meetings and decision-making.
- Facilitate change and address conflict within the CAP.
- Ensure the CAP work as a team by: including all members in decision making; creating an environment of unity and common purpose; ensuring differing views are heard; and individuals feel valued for the contribution they bring to the process.
- Ensure meetings are held in accordance with the CAP's Term of Reference.
- Act as an official spokesperson of the CAP to the wider Kāpiti Community (with agreement from the Panel members).
- Maintain effective relationships with CAP members, Takutai Kāpiti project manager and the Technical Advisory Group (TAG).
- The Chair is responsible for the final CAP recommendation report but it is not her/ his responsibility to write it (administrative support will be provided by Council).

Essential Skills, Knowledge and Experience

A combination of the following skills as outlined, are a prerequisite for the Community Assessment Panel (CAP) Chair role.

Essential key skill and knowledge:

- Proven leadership and facilitation skills
- Previous experience chairing a committee of volunteers/ community groups
- Ability to influence and achieve consensus
- Ability to act impartially and without bias
- Tact and diplomacy
- Ability to communicate effectively (written and verbal)
- Political nous
- Experience of organisational and people management

Desirable key skills and knowledge:

- A special relationship and commitment to the Kāpiti Coast community, such as - long term resident, active in local environmental work, relevant interest and user groups.
- An understanding of Māori language, tikanga, history and cultural values.

³ Ōtaki Ward, Waikanae Ward, Parapraumu Ward, Paekākāriki/ Raumati Ward:
<https://www.kapiticoast.govt.nz/media/22570/boundary-maps.pdf>