

# Community Reference Group – Meeting #01

<b>Date:</b>	Thursday 01/07/21	<b>Time:</b>	6:00pm-7:30pm	<b>Venue:</b>	Massey University Executive suite
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Attendees	Organisation
Jane Black	Chairperson
Johnathan Scholes	Kāinga Ora
Colleen McCorkindale	Kāinga Ora
Murray Craig	Kāinga Ora
Marion MacDonald	Kāinga Ora
Josh Clark	Kāinga Ora
Alice Daniel-Kirk	Kāinga Ora
Nick Harrison	Kāinga Ora
Jody Farmer	Hawkins
Marc Gouvernel	Hawkins
Stewart Peck	McKee Fehl
Helen Moate	McKee Fehl
Stephen Midgley	McKee Fehl

## Agenda

1.	Welcome and Introductions
2.	Purpose Community Reference Group (CRG)
3.	Terms of Reference and Code of conduct
4.	Discussion on the Proposed meeting frequency and attendance
5.	Kāinga Ora overview
6.	Summary of Rolleston and Hawkins programme
7.	Summary of Arlington and McKee Fehl programme
8.	Any other business
9.	Close

## Agenda Items and Minutes

Item	Particulars	Action	By
<b>1</b>	<b>Apologies and introductions</b>		
1.1	Jane welcomed everyone to the first Mt Cook CRG, followed by a round table of introductions.		
<b>2</b>	<b>Purpose of Community Reference Group</b>		
2.01	Jane read through the purpose of the CRG and opens for discussion.		
2.02	Discussion around clarifying the termination of the CRG. Community member raised option to tie termination to Wellington City Council (WCC) annual review of parking, deferred to item 3.		

2.03	Community members noted that they would prefer CRG not to terminate following completion of construction as general feeling that it needs to continue to provide a communication channel once the sites are tenanted and operational.		
2.04	Steve noted that this is supposed to be a partnership with community rather than informing community, requesting a change in terminology within documentation to reflect this.		
2.05	Group noted that the key focus of the group pertains to the operating model for the sites moving forward, given that this will be the community which supports the future tenants of the sites. Noted that Kāinga Ora is not in a position yet to address this as they are in the process of developing how this might work but will respond to the CRG in due course.		
2.06	Group requested that a forward programme of topics to be raised at the CRG could be produced in due course. Kāinga Ora agreed.		
2.07	Community member stated that a former request had been made to Kāinga Ora for a live in caretaker/building manager within complexes – referencing the former live in staff member of the WCC complex. It worked well for to facilitate timely issue resolution and as a point of contact for the community		
2.08	In relation to the construction of Te Mara, it was noted that this was a WCC build that Kāinga Ora now lease and have tenants living on the site. Learnings have been taken from that build, including positive and negative design features, which have been consulted on in Kāinga Ora-tenant sessions.		
2.09	The issue of drug dealing was raised and Kainga Ora confirmed that this has been considered in the proposed design. Taone O'Reagan from DCM advised that they had been involved in a session with Rolleston St architects, Solari, outlining key considerations for the design in the context of the intended residents of the site.		
2.10	It was requested that Kāinga Ora bring the design of the operational model forward and discussed within the CRG. Kāinga Ora agreed to revert with additional information when available.		
2.11	Details on how children have been catered for in the design of the complex were requested. Kāinga Ora noted that Arlington has a playground and community parks and play spaces.		
<b>3</b>	<b>Terms of Reference and Code of Conduct</b>		
3.1	Pleased to note the intention to circulate minutes 10 working days' post meeting.		
3.2	The addition of a clause around integrating the community post development and re-iterated wanting further details on the operating model was requested. Kāinga Ora agreed to consider and revert to the group.		

3.3	Clause 9: Discussion surrounding the addition of an amendment around Kāinga Ora not unreasonably withholding written permission in regards to costs arising out of the CRG. Decided that the statement is intended to show that the CRG is designed not to cost the community anything, however Kāinga Ora can not immediately commit to costs requested by the CRG. Consensus reached to leave terms of reference as is.		
3.4	Clause 12: Proposing an amendment, in light of the agreement to shift to monthly meetings, to circulating the agenda 5 working days before the next meeting, to allow for review and circulation within various stakeholder groups prior to the meeting.		
3.5	Clause 7: Noted something needs to continue post construction finishing.		
3.6	Clause 7: Request to add to the termination clause consideration for the WCC annual parking review, not to terminate the group until this has taken place with a satisfactory outcome.		
3.7	Clause 9: Request to publish construction management plans on the website		
3.8	Proposed to remove the code of conduct, concern raised by several members about feeling uncomfortable signing a document, one member stating that signing the document becomes an obstacle to engaging in a public forum. Kāinga Ora noted this is not the intention of the document, however tabled to change Code of Conduct to an Expectations of Behaviour document.	AP1	JC
<b>4</b>	<b>Discussion on the Proposed meeting frequency and attendance</b>		
4.1	Community proposed to adjust the meetings to monthly for a 4-month period, then shifted to every 2 months once the group has momentum and is functioning well. Kāinga Ora agreed.		
<b>5</b>	<b>Kāinga Ora overview</b>		
5.1	Johnathan Scholes gives an overview of Kāinga Ora and its operation in Wellington, slides 5 – 7, available on the website  LINK – Slideshow – to be updated.		
5.2	Question on construction sector changes, about how Kāinga Ora is adapting to those. Johnathan Scholes responded that Kāinga Ora is working with its Build Partners to identify long lead items and supply risks, and adapting procurement strategy to secure supplies earlier than would be traditionally. The projects are being designed to utilise off-site manufacturing for many elements so that resources required can be used from different areas and be a manufactured more independently than constructing everything on-site.		
5.3	Kāinga Ora's approach to Environmental impacts was raised. Kāinga Ora responded that it is building to Homestar 6, which is above the level required by the building		

	code and key development metrics are in place around construction approach, materials used and general environmental impact		
5.4	Concern that community would be relied on to supply emergency water. Noted that a large water tank was removed from the Rolleston site. Kāinga Ora responded that there would be storm water retention tanks on site, however were investigating emergency water solutions separately. Murray Craig noted that using storm water for drinkable quality emergency water supplies presents a number of difficulties so alternatives were being pursued.		
5.5	Discussion on whether there would be affordable housing on the Arlington site. Colleen McCorkindale notes that 67 affordable housing units are planned in partnership with WCC, but the final product is still in design and requires WCC agreement.		
<b>6</b>	<b>Summary of Rolleston and Hawkins programme</b>		
6.01	Introductions from Marion MacDonald and Hawkins, summary of construction to date and forward programme. (Slides 8 – 12)		
6.02	<p>Question raised on how best to contact Hawkins. Noted there are multiple avenues based on the situation. For most general contact, Josh Clark – Senior Stakeholder Manager for Kāinga Ora, is the primary point of contact.</p> <p>Josh Clark Kāinga Ora Homes and Community Senior Stakeholder Engagement Mobile: 021 541 624 Email: <a href="mailto:Josh.Clark@kaingaora.govt.nz">Josh.Clark@kaingaora.govt.nz</a></p> <p>Should there be an emergency or a health and safety issue, contact Jody direct. His contact details are on the letters sent out, on posters on the hoarding at site, and below:</p> <p>Jody Farmer Hawkins Project Manager Mobile: 021 572 041 Email: <a href="mailto:Jody.Farmer@hawkins.co.nz">Jody.Farmer@hawkins.co.nz</a></p>		
6.03	There was a preference for a single point of contact, predominantly this should be Josh Clark. Noted that whilst Hawkins are able to field questions on site, they are there primarily to build, whereas Kāinga Ora is resourced to manage communications and community engagement.		

6.04	A communication flow chart was requested to clarify who to talk to and when.	AP2	JC
6.05	Raised that there were emails previously going unanswered, could these please be looked into. Kāinga Ora agreed.		
6.06	Question raised around any further road closures, could the residents be given at least two weeks' notice, as well as two separate notifications. Kāinga Ora agreed for all scheduled works and will manage emergency works proactively.		
6.07	Propose a mass email be set up, compile email addresses and send out these notifications digitally. Noted that all communications are posted on the Kāinga Ora Mt Cook website. Letterbox drops remain an essential way to reach community where many don't have email addresses or wish to be part of email distribution lists.		
6.08	Question raised on how Hawkins manages subcontractor behaviour. Jody noted that there are daily and weekly meetings with subcontractors on site and site behaviour is raised and addressed in these.		
6.09	Noted that a CRG member had her car broken into and Hawkins were questioned about site security following the report of an unsecured site access gate . Jody noted that there is security on site, however this would be increased as the project moved into build phase. This would include additional cameras, which would be clearly sign posted.		
6.10	Issue raised with parking. Specifically, contractors taking up resident's car parks, depriving residents of their use. Question raised about a "no parking" notice, Jody confirmed it was no longer in effect, and would look into the parking situation including raising it on site with contractors and subs again.		
6.11	Request for a notice to be sent to residents informing them when works like those requiring the "no parking" notice are concluded and thanking them.		
<b>7</b>	<b>Summary of Arlington and McKee Fehl programme</b>		
7.1	Colleen McCorkindale provided an overview of the Arlington project, talking to overview slides (Slides 13 – 18).		
7.2	Stewart Peck introduced McKee Fehl Constructors Ltd and gave a summary of the Arlington work programme		
7.3	Peter Cooke queried whether it is still the intention to include affordable housing on the Arlington site. CM confirmed that the intention remains to include 67 affordable units within the site, but this remains subject to approval by WCC.		
7.4	CRG noted that the group is eager to see the operating model for Arlington. Kāinga Ora agreed to revert.		
7.5	Request for slides to be put on the website. Kāinga Ora agreed to upload.		

	Link to follow.		
7.6	Mary requested advance notifications to be provided when in-site works were likely to produce potential dust hazards, particularly with Te Mara next door to the site. This advance warning would allow notification to tenants who may have laundry hung on balconies as dust can be a big factor in Te Mara residents daily lives.		
7.7	<p>Questions raised for follow up at next CRG:</p> <ul style="list-style-type: none"> <li>a) Proposed measures for dust management on site</li> <li>b) Proposed plan for debris management (noting particular issues with insulation pollution during demolition phase); and</li> <li>c) Request for any information about underground waterways that were discovered</li> </ul>		
7.8	Noted that delivery for Arlington will be in stages and is targeted from late 2023, with details to be finalised.		
8	Any other business		
8.1	Kāinga Ora asked to contact WCC to support requests already made by local residents regarding the need to improve street lighting for Rolleston St and Hargeaves St as it is currently insufficient. Kāinga Ora agreed to discuss with WCC.	AP3	JS
9	<b>Close</b>		
9.1	<p>Meeting closed at 8.00pm</p> <p>Next meeting set for Thursday 5<sup>th</sup> August 2021</p>		
10	<b>Summary of Contact details and Links</b>		
10.1	<p>Kāinga Ora Mt Cook website:</p> <p><a href="https://kaingaora.govt.nz/developments-and-programmes/what-were-building/mount-cook-wellington/">https://kaingaora.govt.nz/developments-and-programmes/what-were-building/mount-cook-wellington/</a></p> <p>Josh Clark  Kāinga Ora Homes and Community  Senior Stakeholder Engagement  Mobile: 021 541 624  Email: <a href="mailto:Josh.Clark@kaingaora.govt.nz">Josh.Clark@kaingaora.govt.nz</a></p>		

	<p>Jody Farmer Hawkins Project Manager (Rolleston Street) Mobile: 021 572 041 Email: <a href="mailto:Jody.Farmer@hawkins.co.nz">Jody.Farmer@hawkins.co.nz</a></p> <p>Stephen Midgley McKee Fehls Project Manager (Arlington Street) Mobile 027 556 6295 Email: <a href="mailto:stephenjm@mckeeffel.co.nz">stephenjm@mckeeffel.co.nz</a></p>		
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