

## Community Reference Group – Meeting #03

<b>Date:</b>	Thursday 07/10/21	<b>Time:</b>	6:00pm-7:50pm	<b>Venue:</b>	Massey University Executive suite
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Attendees	Organisation
Jane Black	Chairperson
Cathie Penetito	Community Member
Carol Comber	Community Member
Alison Thirkettue-Tankaru	Community Member
Karen Smyth	Community Member
David Smyth	Community Member
Judy Hutt	Community Member
Victor Anderlini	Community Member
Toby Verbeek-Bourke	Community Member
Steve Cromb	Community Member
Jack Wood	Community Member
Ben Zolno	Community Member
Herb Stevenson	Community Member
Tim Hope	Community Member
Peter Cooke	Community Member
Rua Eagle	Kahungunu Whanau Services
Rayleen Hirini	Kahungunu Whanau Services
Stephen Turnock	Downtown Community Ministry (DCM)
Taone O'Regan	Downtown Community Ministry (DCM)
Stewart Peck	McKee Fehl (joined via Zoom)
Jody Farmer	Hawkins
James Prigg	Hawkins
Marion McDonald	Kāinga Ora
Johnathan Scholes	Kāinga Ora
Colleen McCorkindale	Kāinga Ora
Jo Burleigh	Kāinga Ora
Alice Daniel-Kirk	Kāinga Ora
Nick Harrison	Kāinga Ora
Kathy Furfie	Kāinga Ora
Lalla Smits	Kāinga Ora

### Agenda

1.	Welcome and Introductions
2.	Previous minutes and actions
3.	Introduction to Jo Burleigh, Senior Stakeholder Relationship Manager
4.	Updates for Rolleston
5.	Updates for Arlington
6.	Presentation – Downtown Community Ministry (DCM)
7.	Any other business
8.	Close

## Agenda Items and Minutes

Item	Particulars	Action	By																																				
<b>1</b>	<b>Apologies and introductions</b>																																						
1.1	Jane welcomed everyone to the CRG Meeting.																																						
1.2	Jane introduced Jo Burleigh, Senior Stakeholder Manager, Kāinga Ora (Jo has taken over from Josh Clark). Jo supports approximately 70 developments, including Rolleston and Arlington within Wellington and Hutt Valley. Jo has extensive experience working within Housing – Wellington City Council City Housing, Housing NZ and more recently Kāinga Ora supporting the Porirua Development.																																						
1.3	The Minutes of the 6 August 2021 meeting had been circulated.																																						
1.4	Additional Agenda items were confirmed: Covid and how NGO's work with Kāinga Ora. If these items are not discussed during the Meeting, they will be discussed in other business.																																						
<b>2</b>	<b>Previous minutes and actions</b>																																						
2.1	<p>Actions from 6 August 2021:</p> <table border="1"> <tbody> <tr> <td>AP1</td> <td>Email distribution list</td> <td>Circulated</td> <td>Closed</td> </tr> <tr> <td>AP2</td> <td>Emailing Minutes to community members</td> <td>Circulated</td> <td>Closed</td> </tr> <tr> <td>AP3</td> <td>Code of Conduct</td> <td>Removed, including from the website</td> <td>Closed</td> </tr> <tr> <td>AP4</td> <td>Composting option Kai-Cycle</td> <td>Hawkins have been updated</td> <td>Closed</td> </tr> <tr> <td>AP5</td> <td>Photos made available</td> <td>Photos are on the website Further photos will be sent out from time to time</td> <td>Ongoing</td> </tr> <tr> <td>AP6</td> <td>Construction Liaison Group Meeting</td> <td>The meeting was cancelled <i>NB: Rescheduled and attended by Cathie 15/10/21</i></td> <td>Closed</td> </tr> <tr> <td>AP7</td> <td>Hoardings, particularly along Hankey Street</td> <td>Hoardings have been erected</td> <td>Closed</td> </tr> <tr> <td>AP8</td> <td>Terms of Reference</td> <td><i>Refer 2.2</i></td> <td>Closed</td> </tr> <tr> <td>AP9</td> <td>Topic for presentation</td> <td>Downtown Community Ministry</td> <td>Closed</td> </tr> </tbody> </table>	AP1	Email distribution list	Circulated	Closed	AP2	Emailing Minutes to community members	Circulated	Closed	AP3	Code of Conduct	Removed, including from the website	Closed	AP4	Composting option Kai-Cycle	Hawkins have been updated	Closed	AP5	Photos made available	Photos are on the website Further photos will be sent out from time to time	Ongoing	AP6	Construction Liaison Group Meeting	The meeting was cancelled <i>NB: Rescheduled and attended by Cathie 15/10/21</i>	Closed	AP7	Hoardings, particularly along Hankey Street	Hoardings have been erected	Closed	AP8	Terms of Reference	<i>Refer 2.2</i>	Closed	AP9	Topic for presentation	Downtown Community Ministry	Closed		
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2.2	<p>Terms of Reference have been updated as follows:</p> <p>C 2. The purpose of the CRG is to:</p> <ul style="list-style-type: none"> <li>(a) Promote and encourage a collaborative discussion between Kāinga Ora and the CRG members to identify and action ways of supporting the ongoing activities in the area, through a partnership approach.</li> <li>(b) Provide a forum for community and stakeholder involvement through which any issues of community interest or concern can be raised and responded to in relation to the construction and ongoing operation of the projects.</li> </ul> <p>The Terms of Reference will be updated on the website:</p>																																						

	<a href="https://kaingaora.govt.nz/developments-and-programmes/what-were-building/mount-cook-wellington/community-reference-group/">https://kaingaora.govt.nz/developments-and-programmes/what-were-building/mount-cook-wellington/community-reference-group/</a>		
2.03	This group is open to anyone who may wish to attend and/or be included on the mailing list. Anyone on the mailing list will receive the invitation to the CRG Meetings. The Minutes of each Meeting will be put on the website after being circulated to attendees and once ratified.		
2.04	<p>Re: item 6.13 - Updated to: <i>Taone noted that all of the service providers work tightly and coordinate together to dovetail their efforts.</i></p> <p>What is discussed, how we discussed it and how it is resolved is important to be captured in the Minutes.</p> <p>The group are very interested in the ongoing operating model and are keen to be taken on the journey of what this will be. They welcome hearing from service providers about what they offer and why and what happens when these sites 'go live.'</p> <p>Colleen, Jonathan and Kathy outlined how the model will evolve as we progress the development. Kāinga Ora is starting a new journey of doing things differently going forward. It is unlikely there would be an existing model. We are bringing in new staff and will be wrapping around services for clients from day one.</p> <p>Cathie requested that if an overseas model were used, the CRG be informed of how applicable it is to Aotearoa New Zealand.</p>	AP10	Jo B
2.05	<p>Item 4.15 added: Judy asked that Jack's point that there should be a presence on site at night and in weekends be minuted.</p> <p><b><i>Meeting 05/08 - Minuted in item 6.04: Jack noted the issues facing the previous Rolleston site in regards to drug distribution, particularly with disturbances occurring outside of staff hours. Kathy highlighted that Kāinga Ora is engaging with Police as a key stakeholder. Addressing discussion around customer and service provider safety, Kathy noted that there has been a change in strategy, with additional consideration given to the placement of each customer. Judy endorsed Jack's comments and added that she thought it was crucial to have a presence at night for the well-being and safety of the customer and the surrounding community</i></b></p>		

3	Updates for Rolleston		
3.1	<p>Jody Farmer updated that:</p> <ol style="list-style-type: none"> <li>1. The project has reached going to the vertical structure.</li> <li>2. There is a delay on site of the framing. The oversized steel framing will be an early morning delivery.</li> <li>3. There will still be a few more structure steel deliveries.</li> <li>4. More concrete pours.</li> <li>5. We will begin to cover the structure of the building.</li> <li>6. It is about managing the logistics around deliveries and restraints around those.</li> <li>7. Health and safety people are on site.</li> <li>8. Over the next three months, the levels will be lifted onto the timber areas.</li> <li>9. The large steel structure roof trusses will elevate 1.5 meters in height.</li> <li>10. There are more contractors on site.</li> <li>11. We are looking into how we manage dust mitigation as more excavations are coming up.</li> <li>12. We are ensuring materials are secured on site. We ask residents to let us know if there is anything is outside of the property as we can determine who is responsible and deal with it.</li> <li>13. We are putting in a lot of effort to securing polystyrene - they are addressing this on a daily basis.</li> </ol>		
3.2	<p>Parking</p> <ol style="list-style-type: none"> <li>1. We want to identify any repeat offenders – if there are any situations, let the Site Manager know so we can address this.</li> <li>2. We do not want anyone giving permission for contractors to park outside of garages – that is to cease.</li> <li>3. The Site Office has put up information for contractors about where and where not to park and identified residential/coupon parking zones.</li> </ol>		
3.3	<p>Ben summarised issues he has endured with living next door to the site and questions the partnership – being what is best for both parties:</p> <ol style="list-style-type: none"> <li>1. Slamming doors before construction.</li> <li>2. Beeping failed alarms.</li> <li>3. Cement sprayed onto his property.</li> <li>4. Trucks working outside clearly signposted hours.</li> </ol> <p>He has asked regularly for a pre-emptive plan and for documentation of planning for contractors before starting works.</p> <p>Every step he has taken is in order to get issues addressed, however from now on he will go direct to the Wellington City Council who have been responsive to his concerns. He will copy in Kāinga Ora.</p> <p>Jonathan assured the group that we have no objection to working with Council, they are the experts, however in terms of copying us into Council emails, Jonathan asked for clarity as to whether Ben was asking us to do something, as being copied on an email to council is not necessarily a request to us.</p> <p>Ben will write to the Council directly letting them know of any specific violations.</p> <p>Jonathan reiterated that we like to avoid making mistakes and some rigour has to happen.</p> <p>Herb has experienced a situation where he had tried to find out about the</p>		

	development and stated that he was told to OIA Council for information. Without knowing the exact instance, Jonathan said no one can turn down an OIA that is legally submitted.		
3.4	<p>Jack asked why on Friday 27 September, work started on site at 6.55am. Jody will look into this, it may have been the day steel was delivered and if that is the case, a noise exemption for that day would have been in place.</p> <p>Jody reiterated that their genuine intention is to operate within the parameters of the consent conditions.</p> <p>There is to be no works after 6.00pm, and there is no ability to create any exemption to this. The Site Manager reinforces to contractors that they need to be off site by 4.00pm and the site is shut by 5.30pm and no one should be there after 6.00pm when the gates are shut.</p> <p>A further incident identified was someone walking in the site after 6.30pm – this will be investigated.</p>		
3.5	<p>Further issues that came up at this Meeting:</p> <ol style="list-style-type: none"> <li>1. Half opened wrapped plastic sitting on top of wooden frames for two weeks flapping in the wind.</li> <li>2. Securing the polystyrene (Jack continues to have to clear this up from his property daily).</li> <li>3. Jack became aware of the Triton contractors working on the Cranes, working late, using foul language that was directed at one of the manager's onsite. James was concerned about hearing of this behavior, as it is not acceptable.</li> <li>4. Toby would appreciate residents letting him know of any issues/concerns as and when they occur, rather than wait to this Meeting to bring them up. There is a <b>Complaints Register</b> kept on site and weekly toolbox tasks.</li> <li>5. Herb asked whether Kāinga Ora had a position on the use of unacceptable language. Jonathan said we have now heard of the complaint, we will work with Hawkins to look into this, and identify what actions may be necessary within legal boundaries.</li> <li>6. Herb would expect contractors would hold the same standards as he expects from Kāinga Ora and the New Zealand Government. Jonathan accepted and agreed.</li> <li>7. Jack asked that this sort of behavior be looked at as a matter of policy for the future.</li> </ol>		
<b>4</b>	<b>Updates for Arlington</b>		
4.01	<p>Stewart Peck updated that:</p> <ol style="list-style-type: none"> <li>1. Drainage is continuing on Hopper Street. They are reaching the end of the first stage and then moving into Hankey Street.</li> <li>2. The impact has been the loss of parking.</li> <li>3. Carol mentioned that some people in Hankey Street have tried to get Council to allow them to park on the narrow footpath on the other side. Stewart will progress this with Council as they are looking at the traffic plan now.</li> <li>4. Within the site, there has been a lot of work happening in understanding the current ground conditions and further understand any contamination. The first areas have been released where work can be started.</li> <li>5. Action: Mary asked that any results of contamination testing be brought to this Meeting to be discussed. Colleen confirmed that we can publish those results on our website. Colleen also explained that this is an iterative process as we</li> </ol>	AP11	Nick

	<p>complete each portion of those works – it is not a finite result yet so you would see on the website a reports section.</p> <p>6. Herb mentioned that he had observed Level 3 breaches but did not know who to contact (people not wearing masks). Jonathan said to the Site Manager however if he was uncomfortable with that, to go direct to Jo Burleigh and we will investigate. We will provide the details for the Site Manager.</p> <p>7. Colleen confirmed to Peter that as part of the resource consent process we have an archeological observer who sits alongside us when we do any digging on site.</p> <p>8. Herb asked when the timeline for the formal plans will be presented that outlines what the available housing will be. Jonathan said that there is a block of 67 available units we are bound to comply with resource consent drawings and we cannot move from those unless we make an application so we are still proceeding on that basis. The policy details of how these affordable housing units will released and managed are still to be defined. Colleen added that the land is leased, and the community and Council have asked us to identify a retained rental product. This is not an option for Kiwi Build. Colleen and Herb will discuss further outside of this Meeting.</p>		
<b>5</b>	<b>Presentation – Downtown Community Ministry (DCM)</b>		
4.01	<p>Stephen Turnock gave an introduction to DCM:</p> <ul style="list-style-type: none"> <li>• DCM work with homeless people in cities and regions.</li> <li>• DCM work collaboratively with other services, as they cannot solve homelessness alone.</li> <li>• Housing is a big part of what DCM do, alongside benefits, health, community connections, accessing what we take for granted to create a sense of wellbeing.</li> <li>• They work through a continuum of services, provide outreach support through WCC, engage and build up trust in the relationship.</li> <li>• Moving people to housing, they follow the Aro Mai Housing First Programme.</li> </ul> <p>Taone O'Regan, Operations Manager for Housing First</p> <ul style="list-style-type: none"> <li>• We assist people to move from homelessness direct into housing.</li> <li>• We get funding from Ministry of Housing and Urban Development.</li> <li>• Aro Mai is made up of five organisations working together to end homelessness and the other partners also bring specific skills. <ul style="list-style-type: none"> <li>• DCM work with Emerge Aotearoa who are a community housing provider called a Chip and they are able to offer rents that are 25% of a person's income – this is the same as what Kāinga Ora charge.</li> <li>• Taitiri Mai Te Ata – offer a range of accessible health and social services.</li> <li>• Family violence services and programmes.</li> <li>• Wellington City Mission and Wellington Homeless Women's Trust</li> <li>• All groups meet every week and all share information to ensure people are supported.</li> </ul> </li> <li>• DCM work with people to house them in the right place, they look for the right house.</li> <li>• DCM work with people who have been homeless for 3 to 20 years who often have complex needs.</li> </ul>	AP11	Jo

- The support provided to people (in relation to Rolleston Street) supported into housing. Under the housing first model homeless people are taken to permanent housing and it is the wrap around support that makes this work.
- DCM have been experiencing a lack of permanent houses for the last two years, so some people are supported into emergency and transitional housing and DCM work with them there.
- Kāinga Ora has been a good permanent landlord who offer solid support and work to sustain people in that housing.
- DCM work with people to help them sustain their tenancies and make sure they do not fall out of tenancies.

Action: **Steve asked that the slides be made available. Link to the slides below:**

<https://kaingaora.govt.nz/assets/Developments-and-Programmes/Wellington-developments/Mt-Cook/DCM-Presentation-Kainga-Ora-6-Oct-2021.pptx>

Dave asked how the mix would work within the complex. These will be permanent homes and they will be supported on the property, it is about identifying the right people for Rolleston – it has to be the right community, right resources and right feel for them.

Jane thanked DCM for their presentation.

Carol was pleased to know Kāinga Ora has a good understanding of what keeps people safe - having the right information; distribution of masks, running clinics for vulnerable people.

Kathy outlined that through level 4, staff worked from home and reached out to clients to make sure they had everything they needed. We worked with other services and we are looking at initiatives to promote to our clients to get vaccinated.

Kahungunu services have offered their mobile bus to reach our clients in complexes.

<b>7</b>	<b>Other Business</b>		
7.1	<p>Contact details for Jo Burleigh are on the website and below. Jo is the first point of contact for any issues that come up.</p> <p>Jo Burleigh Senior Stakeholder Relationship Manager Mobile: 021 595358 Email: <a href="mailto:mountcook@kaingaora.govt.nz">mountcook@kaingaora.govt.nz</a></p>		
<b>8</b>	<b>Close</b>		
8.1	<p>Meeting closed at 7.50pm</p> <p>Next meeting: 4<sup>th</sup> November 2021</p> <p>Due to Wellington being in Level 2 restrictions, we are mindful of the Covid situation, this will mean that we are more than likely going to move these meetings online via Zoom.</p> <p>We will update the Group at the earliest</p>		

## Action Log

05/08/21	AP5	Photos made available	Photos are on the website Further photos will be sent out from time to time	Jo	Ongoing
05/08/21	AP6	Construction Liaison Group Meeting	The meeting was rescheduled, and attended by Cathie	Nick	Closed
07/10/21	AP9	Topic for presentation	Kahungunu Whanau Services to present at the next CRG	Jo	Closed
07/10/21	AP10	How NGO's are going to work with Kāinga Ora and who has the overall responsibility for the building	Add as an agenda item to be addressed at the next CRG	Nick	Ongoing
07/10/21	AP11	Steve asked that the slides be made available	Presentation slides have been uploaded to website	Nick	Closed

## Upcoming Agenda Items

1. Meeting dates confirmed for the next 12-14 months
2. Complaints Register
3. Mail List/Distribution List circulation
4. Calendar of Speakers/Presentations
5. Agenda Items forwarded ahead of Meetings
6. Presentation: Kahungunu Whānau Services