

# Kāinga Ora – Homes and Communities

## Mt Cook Community Reference Group (CRG)

### Terms of Reference

#### 7 October 2021

1. Kāinga Ora – Homes and Communities (Kāinga Ora) will establish a Mt Cook Community Reference Group (CRG) for the duration of the redevelopment programmes at 21 Rolleston St and Sites 1 and 3, Arlington (the projects).
2. The purpose of the CRG is to:
  - (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.
  - (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.
  - (c) Provide a forum for Kāinga Ora to inform the CRG and its members about progress with construction plans for the projects and to provide the primary opportunity for feedback on the projects.
  - (d) Consider issues relating to any compliance obligations and requirements
  - (e) Update the community on the on-going operation of our sites and support for our customers
3. Membership and/or attendance of the CRG shall be open to all interested people and organisations within the projects' area including, but not limited to representatives from the following groups:
  - (a) Mt Cook residents, neighbours and locally interested parties
  - (b) Local businesses
  - (c) Interested Non-Government organisations with sector interest
  - (d) Wellington City Council (WCC)
  - (e) Wellington Police
4. The first meeting will be held on 1 July 2021. The CRG will hold meetings monthly for the first 4 meetings then move to two monthly meetings (or as agreed with the members) throughout the development and construction of the projects so that on-going information can continue to be disseminated. There will be the opportunity for the CRG to call 'special meetings' as a result of significant issues arising or at key project milestones where the issues cannot wait until the next scheduled meeting.
5. At the first CRG meeting, key points of contact for Kāinga Ora and the CRG will be agreed.
6. The Terms of Reference of the CRG can be amended at any time as agreed by Kāinga Ora and the CRG.
7. Matters to be addressed by the CRG may include the following:
  - (a) Impact on the neighbourhood and other stakeholders of the projects
  - (b) Site access, transport and parking
  - (c) Construction issues including noise, dust and vibration
  - (d) Communication with residents, including monitoring, management of, and responses to complaints

8. The CRG will have the power of recommendation in terms of the projects' monitoring and compliance and the draft management plans. Kāinga Ora will consider any recommendations of the CRG in consultation with projects' contractors and consultants and will take reasonable steps, where practicable and after considering a number of factors such as technical feasibility, environmental impact, community impact and cost, to implement any recommendations that are within its statutory objective and functions. Where Kāinga Ora does not implement any recommendations, Kāinga Ora will provide the CRG with reasons for its decision.
9. Kāinga Ora and the projects' contractor will ensure that appropriate personnel attend meetings of the CRG to explain how the effects of construction of the project are proposed to be managed and to respond to any questions.
10. Kāinga Ora will be responsible for meeting all reasonable costs associated with the resourcing of the CRG except the costs of attendance by CRG members and interested parties not associated with Kāinga Ora and the provision of further suitable expertise and advice on any issues raised by the CRG or commissioned by the CRG, without the prior written approval of Kāinga Ora.
11. Kāinga Ora will be responsible for CRG administration and co-ordination including:
  - (a) **Scheduling meetings:** organising, with the CRG chairperson, the dates of the meetings at times and locations that maximise representation and attendance. Kāinga Ora will put a calendar of the meeting dates on the Kāinga Ora project page of the Kāinga Ora website
  - (b) **Meeting minutes:** Taking and producing minutes, which will summarise the main points arising from each meeting, report on any issues raised on the projects, and note any agreed recommendations on the measures to mitigate those issues. Kāinga Ora will arrange for the chairperson of the CRG (or other person appointed by the CRG) to review the minutes, and will ensure that a copy of the minutes is made available on the Kāinga Ora website within 10 working days of the meeting.
  - (c) **CRG co-ordination:** Working with the CRG chairperson and co-ordinating any Kāinga Ora responses to issues raised by the chairperson or the CRG. This will include, but is not limited to, gathering information, arranging site meetings, and pre-circulating agenda and meeting materials to be received by CRG members **at least 5 working days** prior to each meeting or in accordance with any longer timeframe as directed by Kāinga Ora or any contractor.
  - (d) **CRG meeting feedback to contractor:** Ensuring that the CRG chairperson and members are aware:
    - i. that CRG meetings will act as the primary opportunity for CRG feedback to any draft managements plans related to the projects prepared by Kāinga Ora or any appointed contractor, and capturing and relaying any feedback received to Kāinga Ora and/or any contractor.
    - ii. of any milestone schedule and critical path milestones that Kāinga Ora and/or the contractor is working to, to assist with meeting planning, scheduling and feedback management, and co-ordination on any draft management plans.