

Community Reference Group (CRG)

Terms of Reference

Confirmed at inaugural meeting 16 May 2019.

- a) The Wellington City Council will establish a Prince of Wales/Omāroro Community Reference Group (CRG) once the Designation has been confirmed for the project and prior to the appointment of contractors.
- b) The purpose of the CRG is to provide a mechanism for monitoring the effects of the Project's construction on the community and a platform for information to be shared with the community. The CRG will also enable concerns and issues to be managed by Wellington City Council, Wellington Water and the Contractor.
The CRG will have the power of recommendation in terms of the project monitoring and compliance and the development of the management plans required under the licence, easement and RMA conditions. Wellington City Council and Wellington Water will take into consideration a number of factors in deciding whether to act on the recommendations including technical feasibility, environmental impact, community impact and cost.
The purpose of the CRG will also include:
 - (a) To 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 of the reservoir.
 - (b) To provide a forum for Wellington Water to inform the CRG and its members about progress with management plans and to provide the primary opportunity for feedback on any draft management plan or outline plan prior to submission to the CMO or WCC.
 - (c) To consider issues relating to compliance with designation and licence conditions, including management plans and outline plans.
 - (d) To consider education opportunities associated with the project.
- c) Membership of the CRG shall be open to all interested people and organisations within the project area including, but not limited to representatives from the following groups:
 - i) Port Nicholson Block Trust
 - ii) Friends of the Town Belt
 - iii) Mt Cook Mobilised
 - iv) Residents of the affected streets and properties overlooking or in proximity to the development, including Rolleston Street, Hargreaves Street, Westland Road, Dorking Road, Wright Street, and Salisbury Terrace and Avenue
 - v) Sporting and recreational users of the area, including users of Scottish Harriers building
 - vi) Papawai Reserve Group
 - vii) Te Rūnanga o Toa Rangātira Inc
 - viii) Local Business CommunityWellington Water and WCC as landowner shall not be in breach of the terms of the licence or these terms of reference, if any one or more of the CRG members or invited parties either do not wish to be members of the CRG or do not attend particular meetings.
- d) The CRG shall hold meetings at least once every three months throughout the development and construction of the project so that on-going information can continue to be disseminated. There will be the opportunity for the group 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.

- e) The first meeting will be held at least one month prior to the commencement of any construction enabling works. The CLP working with chairperson shall work to provide for CRG meetings to be held at times and locations that maximise representation and attendance, and that are appropriately aligned with Wellington Water's and its contractor's key milestone schedule for approvals process/es that are required as a condition of this licence or related to any designation or resource consents related to the project.
- e) The CRG shall continue for the duration of the construction phase of the project. There will be a calendar of the meeting dates on the Omāroro project page of the Wellington Water and WCC websites. The minutes will be made available on the respective websites too, in case there are people who can't make it along. Unless otherwise agreed in writing by the Manager Open Space and Recreation Planning and Wellington Water, the CRG shall be immediately dis-established following the completion of construction, including site and playing field remediation, and the expiry of any related defect liability and landscape/planting maintenance period associated with the Project. The completion of construction and expiry of any defect liability and landscape/planting maintenance period will be confirmed in writing to Wellington Water by the Manager Open Space and Recreation Planning and the CMO.
- f) Matters to be addressed by the CRG may include the following::
- Impact on the Town Belt, including Scottish Harriers and other stakeholders who are involved in protecting or using the Town Belt
 - Site access, transport and parking
 - Landscape and ecology
 - Construction issues including noise, dust and vibration
 - Communication with residents, including monitoring management of and responses to complaints
- g) The Wellington City Council shall arrange for the Chairperson of the CRG (or other person appointed by the CRG) to prepare minutes for Wellington City Council, summarising the main points arising from each meeting of the CRG, reporting on any issues raised on the project, along with any agreed recommendations on the measures to mitigate those issues. The Wellington City Council shall ensure that a copy of the minutes is provided to meeting attendees within 10 working days of the meeting and that they are available on the Wellington Water and Wellington City Council websites.
- h) The Wellington City Council shall be responsible for meeting all reasonable costs associated with the resourcing of the CRG with the exception of attendance as described below and provision of further suitable expertise and advice on any issues raised by the group. For example, in a meeting where birds are to be discussed, the author of reports included in the application on this subject would be expected to attend part or all of the meeting. This would be at Wellington Waters cost.
- i) The Wellington City Council shall consider the recommendations in consultation with Wellington Water and take reasonable steps, where practicable, to implement any recommendations that are within its statutory powers to execute under this designation. Where matters are not taken into account in preparing the management plans, the Wellington City Council shall convey to the CRG the reasons why.
- j) The Wellington City Council shall provide (with the assistance of Wellington Water as project managers) the attendees of the CRG, at least five working days before their first meeting, the project programme, which shall include the design, management plans, details on the construction programme and other facets that may impact on residents and community facilities.

- k) The Wellington City Council, Wellington Water and the contractor shall ensure that appropriate personnel attend meetings of the CRG to explain how the effects of construction are proposed to be managed and to respond to any questions. At every meeting the following (or their representatives) must attend:
- i) Wellington Water project director
 - ii) Wellington City Council Open Space and Recreation Planning Manager or Open Space and Specialist Parks Manager
 - iii) Wellington City Council compliance officer
 - iv) Construction project manager
 - v) Greater Wellington Regional Council compliance officer (as appropriate)
- l) At the first CRG meeting, key points of contact will be discussed and agreed.
- m) The CLP shall attend every meeting.
- n) Wellington Water shall be responsible through the CLP for CRG administration and co-ordination working alongside the CRG Chairperson and the CMO. The CLP shall be responsible for:
- (a) **Meeting minutes:** Taking and producing minutes and supplying these back to the CRG in an acceptable timeframe agreed to by the CRG
 - (b) **CRG coordination:** Working with the CRG Chair and coordinating all CRG meetings and coordinating any Wellington Water and Wellington City Council responses to issues raised by the chair or through the CRG. This shall include but not be limited to gathering of information, arranging site meetings and pre-circulating agenda and meeting materials to be received by CRG members **at least 3 working days** prior to each meeting or in accordance with any longer timeframe as directed by Wellington Water or any contractor.
 - (c) **CRG meeting feedback to contractor:** Ensuring that the CRG chair and members are aware:
 - i. **CRG feedback to contractor at CRG meetings:** That CRG meetings will act as the primary opportunity for CRG feedback to any draft plans or documents prepared by Wellington Water or any appointed contractor, and capturing and relaying any feedback received to Wellington Water and/or any contractor
 - ii. **Wellington Water and Contractor milestone schedule:** Of any milestone schedule and critical path milestones that Wellington Water and/or the contractor is working to, to assist with meeting planning and scheduling and feedback management and coordination on any draft management plans
 - iii. **Late feedback and contractor discretion:** That response to late feedback from CRG members will be at the discretion of the contractor.