

Terms of Reference
for

Westchester Drive Construction Community Liaison Group

Prepared by Glenside Progressive Assn Inc

Purpose

The purpose of this Terms of Reference (TOR) document is to provide a framework for the Westchester Drive Construction Community Liaison Group (The Liaison Group) to carry out its commitments to the community under Environment Court Settlement, Notice of Requirement – Alterations to Designation 134 – Report of Hearing Committee, Schedule C - Designation Conditions.

Background

The establishment of the Liaison Group is the outcome of negotiations between Glenside Progressive Assn. Inc (GPA) and the Wellington City Council.

These negotiations came about as a result of a joint Environment Court Hearing between the Wellington City Council and the Greater Wellington Regional Council on the proposed construction of the Westchester Drive Link Road between Glenside and Churton Park.

The negotiated agreement relevant to the Liaison Group is Environment Court settlement, Schedule C - Designation Conditions, which is attached as Appendix 2 to this TOR.

Membership of the Liaison Group

Schedule C states:

The members of the Liaison Group are to be appointed by the Glenside Progressive Assn Inc from the local community. It is to include at least three people but no more than six.

Purpose of the Liaison Group

The purpose of the Liaison Group is to monitor the effects of construction activities. These activities are listed in Environment Court Settlement, Schedule C, 'General Code of Practice and Hours of Work'.

In summary these are:

- The construction management plan
- The earthworks management plan
- The construction noise management plan
- Hours of work
- Dust management
- Location and parking of construction vehicles.

Specific tasks of the Liaison Group

The Liaison Group is to undertake the following tasks:

- Appoint a person from within the group to be the key contact person for the community and the construction company.
- Provide the contact details of the key contact person and other members of the Liaison Group to the Construction Company and the Wellington City Council.
- Advise the Community of the role of the Liaison Group.
- Liaise with the Construction Company on behalf of the community with regard to the effects of the construction. This might include calling a meeting with the Construction Company, or responding to a request to a meeting by the Construction Company – taking into account the paragraph under the TOR heading 'Crossover with the Glenside Progressive Assn Inc'.
- Decide who the affected households are for various phases of construction activity, see Appendix 1.
- Noting that the hours of work for machinery are restricted to Monday to Friday, 7.30am to 6pm and that no earthworks will be undertaken on Saturdays and that work on Saturdays is limited to the hours of 9.30am to 3pm and will require the pre-agreement for specific tasks from the WDCCLG, the Liaison Group will reach agreement with Construction Company from time to time on the types of work that may be undertaken by the Construction Company on Saturdays.

The Liaison Group must make every attempt to consult with all affected members of the community prior to reaching these agreements.

Decisions must involve all members of the Liaison Group that can be contacted, the minimum being three and should be by consensus. If consensus cannot be reached, the decision will be that supported by the majority.

- Ensure that the Terms of the Court Settlement, Schedule C, 'General Code of Practice and Hours of Work' are not breached. [One exception is the condition: 'Compliance with any sediment and erosion control conditions' which will be the responsibility of the GPA and Streamcare Group.]
- Consult with the GPA when agreements with the Construction Company are unable to be reached.
- Collate any complaints relating to the effects of construction activities that come to the Liaison Group directly and forward these to the Construction Company and copy them to the Wellington City Council and GPA.
- Inspect the register of complaints held by the company for trends, take these up with the construction company's site representative and report any concerns to the GPA.
- Attend GPA meetings when invited by the GPA and provide short reports of activities undertaken and likely to occur.
- Undertake communications as outlined under the TOR heading "Communications".

Crossover with the Glenside Progressive Assn Inc

There are specific actions under the Environment Court Hearing outcomes that are the responsibility of the GPA or the Glenside Streamcare Group and are not under the TOR of the Liaison Group. These relate to:

- The stream quality monitoring methodology.
- Archaeology and the gravesite
- The landscape plan
- The Glenside sign

The Liaison Group should contact the GPA office holders where issues arise under these headings.

Becoming a member of the Liaison Group

The GPA will invite applications from residents of Glenside and Churton Park to be on the Liaison Group for a minimum period of six months.

Every six months the GPA will review the Liaison Group. This is to enable new members to come onto the group or existing members to step down if they wish to do so.

In order of priority ((a) being the highest), the criteria for selecting members to invite are:

- a) Those people who live close to the proposed link road and who have been actively involved in activities concerning it. (Activities could be attending meetings, site visits with agencies, fund-raising, giving donations, making submissions and giving evidence at the hearings).
- b) Other people who live close to the proposed link road.
- c) People who might have expert or specialist knowledge, eg skills in negotiation, construction company liaison, noise management or project management and project implementation.

Note: At least one person from Churton Park shall be invited to be a member from the outset of construction. This number can increase when east to west construction activities move beyond chainage, 430m.

The criteria for accepting applications from Churton Park residents will be the same as for Glenside members.

Support for the Liaison Group

The GPA recognizes that the Liaison Group is a voluntary group and will support the Liaison Group if required. This might include providing guidance and advice relating to communications, team dynamics, managing risks, or resolving emerging issues.

Any concerns about the Liaison Group's effectiveness are to be raised with the office holders of the GPA. These concerns might be raised by the Liaison Group itself or any other party.

The GPA will make available small cash reimbursements for such items as stationery and circulars. Reimbursement amounts should be agreed to in advance and subject to provision of receipts or other written documentary evidence.

Communications

The GPA will make its website available for public communications by the Liaison Group.

The GPA will set aside an area in its monthly newsletter for the Liaison Group to utilize.

The Liaison Group will establish and maintain an e-mail group for regular e-mail communications.

At times, there may be a need for the Liaison Group to contact residents with regard to construction. This might be through a 'flyer' to be distributed in letter boxes.

Media

Media releases will be made by the GPA, not the Liaison Group. If the Liaison Group wishes to have information distributed to the media, then the GPA should be contacted.

Joint Community Association Meetings

It is recognized that good communication between the Glenside Progressive Association and the Churton Park Community Association (CPCA) will be important throughout the construction phase of this project. Two members of the executives of each of the GPA and the CPCA plus two members of the Liaison Group, one from Glenside and one from Churton Park, will be invited to meet when either association feels the need for a meeting. The GPA will convene these meetings. The meetings will exercise no powers. They will not communicate directly with the Construction Company but can make recommendations to the GPA relating to construction and landscaping. The two members of the Liaison Group are invited to these meetings to respond to questions.

Appendix 1

Households to be consulted when construction work is being carried out within various zones will be determined by the Liaison Group and set out in a table similar to that below which is provided as an example only:

Chainage	Addresses
800 - 650	261 – 283 Middleton Road and 34 – 40 Glenside Road.
450 - 300	xx –yy Wantwood Grove, North Side