

Terms of Reference

Point Chevalier Streetscape and Cycleway Community Liaison Group

Purpose

Auckland Transport has established the Point Chevalier Streetscape and Cycleway Community Liaison Group (CLG) to provide a focus for two-way communication about the project, between Auckland Transport and the local community during the Point Chevalier Streetscape and Cycleway project. The CLG will contribute to the project's planning phase by:

- Ensuring that local organisations or groups with an interest in the project are involved in its development
- Ensuring the project accurately reflects community aspirations and delivers established objectives and design principles
- Identify and communicate community and stakeholder concerns about the project
- Considering the range of community views, interests and issues related to the detailed design and construction of the project
- Inter-organisation conversations

The role of the CLG is consultative and the project team will carefully consider all input from the group in the light of overall strategic objectives for the project, as well as statutory and other government policy requirements.

Membership¹

Membership of the CLG will comprise of the following:

- An Independent Facilitator
- 10 community members
- A representative from each of the Albert-Eden and Waitemata Local Boards
- Bike Auckland
- Pt Chevalier Primary School and Pasadena Intermediate
- Business community representative
- Pt Chevalier place making group
- The Auckland Transport project team

Selection of members:

- Nominees for the 10 community member positions on the CLG are limited to current residents of Point Chevalier
- Nominees may be supported by a local organisation or interest group, or they may nominate as individuals
- Nominees who attend on behalf of an interest group will be considered individual nominees to the CLG. Therefore, groups that support a particular nomination may not automatically revoke or change their representative once this person is accepted as a CLG member, as each nominee is selected according to specific criteria
- Meetings will be restricted to CLG members only, however the project team may arrange for subject experts to provide specialist advice or information

¹ Membership of the CLG may change to include additional significant local business, schools and groups if required

Role of the Independent Facilitator

The role of the facilitator is to support sound decision-making for all participants and deliver on a structured meeting agenda program. The facilitator will:

- Develop activities and a structure for meetings that encourages participation, draws out key issues, and helps to reach meaningful resolutions
- Attend and oversee meetings as an independent facilitator
- Provide leadership and encourage CLG members to work co-operatively
- Encourage CLG members to adhere to the Terms of Reference in their decision-making so as to reach tangible outcomes
- Be permitted to close or terminate a meeting in the event of bad behaviour or unruly protect actions

Meetings of the CLG

- The Independent Facilitator will:
 - Lead the group and facilitate discussion and participation by all members
 - Determine issues to be dealt with in accordance with the Terms of Reference
 - Ensure the proper and professional conduct of the group
 - Where possible, refer any issues and ideas arising which fall outside the Terms of Reference to the relevant authority
- All meetings are closed forums
- Members must commit to attending, and participating in, all CLG meetings as far as practical
- Meetings are expected to run for 2 hours
- Notices of meeting will be sent to CLG members at least 1 week before the meeting. This will include an agenda and any support material that members should consider in preparation for the meeting
- Auckland Transport is responsible for compiling and distributing agendas and minutes for CLG meetings, however at the preceding CLG meeting, CLG members may nominate issues for discussion in advance
- The number of issues placed on the agenda may need to be limited to a number that allows suitable time for presentation of information and discussion of each issue, and may need to be prioritised based on the immediacy of the issues raised and other critical issues already proposed for that meeting
- Urgent or specific issues (for example, affecting an individual resident only) that arise in between CLG meetings should be raised with the project team so that they may be dealt with immediately
- A record of CLG meetings and any actions and responsibilities arising from discussions will be distributed to CLG members within 2 weeks of each meeting
- CLG members will be invited at each meeting to comment on the record of the previous meeting to ensure its accuracy

Expectations of CLG members

- Provide apologies in advance where attendance is not possible
- Seek at all times to obtain and represent the views of the broader community
- Respect the ideas and beliefs of all members and provide an atmosphere where all members feel comfortable to participate
- Contribute in a positive way to finding solutions to issues or concerns
- Represent the views of the organisation, interest group or community that is represented and not individual views at odds with my organisation or group
- Not make any video or audio recordings of CLG meetings without prior written consent of the Independent Facilitator and Auckland Transport

- Not make any media comment on behalf of the CLG in relation to the project or the CLG, unless first receiving approval from Auckland Transport
- Disseminate information within a member's social and community networks and reflect the views of the community back to the CLG

Secretariat

The Auckland Transport project team will perform the role of secretariat to the Community Reference Group, and oversee the administrative activities (meeting arrangements, communication with members and public, and other administrative tasks).

The Secretariat will:

- Organise a meeting venue
- Write and distribute meeting agenda
- Take accurate minutes
- Distribute minutes

Scope of work

GLC members could be asked to:

- To hear submissions from technical experts
- To deliberate on reports and presentations and provide feedback and comments
- To consider walk and cycle connections
- To consider demand for reasonable parking spaces for cars and bikes
- To consider public transport and bus stop requirements
- To consider stormwater and other infrastructure matters
- To consider safety for all road users
- To weigh up and review complex issues with a balanced view and to be fair and reasonable to all parties concerned

Duration of membership

It is anticipated the design phase of the project will continue throughout 2018². The CLG will be disestablished upon completion of the design, and prior to the public consultation.

Expenses

All CLG positions are voluntary, although members can claim for reimbursement of expenses associated with attending meetings and/or events.

Media

Members of the CLG shall not address the media as representing the CLG, only AT has this responsibility. Members are however permitted to speak to media as representatives of their own organisations.

Authority and delegation

The CLG has the power to provide suggestions for consideration by the Auckland Transport. It is however not a decision-making body.

Declaration of interests

All members should inform the Independent Facilitator if agenda items create any actual, potential or perceived conflict that may exist between a member's role on the CLG and some other duty or

² There are a number of factors that could determine the duration of the design phase and it could continue into 2019.

interest. This includes a financial, personal, professional, family related or community interest. This covers any situation where actions taken in an official capacity could be seen to influence, or be influenced by, a member's private interests.

Declaration

These Terms of Reference outline the purpose and function of the Point Chevalier project – Community Liaison Group. When agreeing to join the CLG, members are committing to these Terms of Reference.

Name: _____

Signature: _____

Date: _____