

# Waitemata Safer Routes Project

## Terms of Reference for Community Liaison Group v.02

### **Purpose**

These Terms of Reference outline the purpose and function of the Waitemata Safer Routes Project - Community Liaison Group (CLG). When agreeing to join the CLG, members are committing to these Terms of Reference.

Note the Richmond Road area may be termed a Business Liaison Group or BLG. The Surrey, Old Mill and Garnet areas will be CLG's.

### **Role of the Community Liaison Group**

The CLG has been established to:

- Ensure that those organisations or groups with an interest in the project are involved in its development
- Ensure the project accurately reflects community aspirations and delivers established objectives and design principles

The CLG will:

- Represent the diverse interests and concerns of the various communities that will be impacted by this project
- Provide advice and act as a 'sounding board' as the project team works through the design process towards the implementation of the project
- Attend Waitemata Safer Routes project engagement events as required
- Ensure the CLG, and its discussions and materials, remain confidential
- Circulate project-related information (other than confidential discussions and material) through member networks and gather feedback from member networks as required, or if requested
- Refer requests for information by media, bloggers and other writers to Bruce Thomas [bruce.thomas@at.govt.nz](mailto:bruce.thomas@at.govt.nz)
- Not engage in film or audio recording of meetings
- Weigh up and review complex issues with a balanced view and to be fair and reasonable to all parties concerned
- Respect members right to free and unimpeded speech and the right to respond

### **Remuneration**

All CLG positions will be voluntary. Vouchers for the Downtown Carpark are available to enable members to exit the carpark at no cost.

### **Authority and Delegation**

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

Appeals on process or decisions may be referred to AT's Senior Leadership Team.

### **Media, including Social Media**

Members of the CLG shall not address the media or speak in public meetings purporting to represent the CLG, only AT has this responsibility. Members are however, permitted to speak to media as representatives of their own organisations.

## **Membership**

Members of the Community Liaison Group have been selected, to reflect the local community views and/or a group with a particular interest in the project (e.g. people on bikes).

Selection is by AT on the basis of representing:

- Local Business 2 to 4 persons
- Local residents 4 to 6 persons (incl. Occupy Movement)
- Walk and Cycle interests 1 to 2 persons
- Schools 1 to 2 persons
- WLB 1 to 2 persons

## **Role of the Community Liaison Group facilitator**

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

The Independent Facilitator will:

- Be appointed by the Project Team
- 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 protest actions
- Providing summaries of the discussions to the minute taker

## **Role of CLG members**

The members will:

- Attend meetings and contribute to discussions
- Read materials before meetings
- Speak for the people they represent
- Listen to and respect others opinions
- Engage in discussion in a constructive manner
- Ask questions and offer solutions
- Bring to the CLG table relevant information from people they represent
- Raise new issues requiring attention/discussion

## **Secretariat**

The Auckland Transport project team will perform the role of secretariat to the Community Liaison 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 the meeting agenda
- Take accurate minutes
- Distribute minutes

**Duration of membership**

It is anticipated membership will involve a minimum term of four to six months February to June or July 2018. There may be further meetings further into the design and construction process however this can be re-assessed later in 2018.

**CLG Meetings**

The CLG will be held at approximately 4-week intervals. The timing of meetings will be decided by the group to be as convenient for group members as possible. Meetings will be chaired by the facilitator, unless he is unable to attend the meeting. Initial meetings will be held at AT premises, 20 Viaduct Harbour Avenue, but later meetings may be moved closer to the community if the CLG supports this.

**Scope of Work**

1. To hear submissions from technical experts
2. To deliberate on reports and presentations and provide feedback and comments
3. To consider walk and cycle connections
4. To consider demand for reasonable parking spaces
5. To consider PT and bus stop requirements
6. To consider storm water matters
7. To consider safety for all road users