

Whata Rau

Community Reference Group
Terms of Reference

Purpose

Whata Rau is the Council agreed name for the multi-purpose community facility to be built and operated in Leeston on Leeston Park within the Long-Term Plan 2024-2034 budget.

The primary objective of the Whata Rau Community Reference Group (Reference Group) is to ensure that Whata Rau accommodates a broad range of multiple community uses, including a library, and which integrates seamlessly with Leeston Park on which it is located.

The Reference Group) will lead the location, design, layout, and functionality of this multi-purpose community facility on Leeston Park, to the point of the design concept.

The Reference Group will advocate for the project within the Ellesmere community, building support and fostering a sense of community ownership of Whata Rau.

The members of the Whata Rau Reference Group will act as liaison between Selwyn District Council’s Project Steering Group and the Ellesmere community.

The Reference Group, as illustrated in the diagram below, is recognised as the ‘Voice of Lived Experience’ and will be supported by the Reference Group Chair (as the ‘Voice of Intent’) and by Council staff (as the ‘Voice of Expertise and Resource’).

Working together

The three voices concept was used in the development of the 2024-2034 Long-Term Plan (LTP) and is being leveraged to articulate roles and responsibilities for this specific LTP project.



Reference Group membership

The Reference Group, led by Councillor Grant Miller, will be responsible for overseeing the location design, layout and functionality of Whata Rau on Leeston Park. Councillor Miller will act as the group's facilitator, ensuring that discussions are productive, and that consensus is reached among the members. However, he will not have a vote on the final recommendations as Councillor Miller is recognised as the "Voice of Intent".

The Reference Group will consist of up to 5 community members who will have voting rights. These community members will represent the interests of local residents and businesses and will provide valuable input into the project.

Participation in the Reference Group is voluntary, and members will not receive any financial compensation from Selwyn Council in relation to this Reference Group role apart from the Chair, who will be expected to attend in his role as Councillor.

Given membership of this Reference Group is voluntary, every effort will be made to schedule meeting times / days at times / days suitable to members. While frequency of meetings may change there is expected to be not less than one meeting a month for the duration and not generally more than one meeting each fortnight, although the first 2-3 Reference Group meetings are anticipated to take place within a 4-6-week period of first being established.

The Reference Group will meet not less than monthly with Council's project steering group who are representing Council as asset owner and asset operator. The project steering group, which is recognised as the "Voice of Technical Expertise" will include the two project sponsors, the asset operator representative, asset owner representative, and project manager as well as other relevant roles with technical expertise, as appropriate. The project steering group will provide expertise and/or additional resources to the Reference Group.

While the Terms of Reference does not allow for proxies or alternates, the Reference Group may invite experts or advisors, as it deems necessary, to make presentations to the Reference Group to assist the Reference Group to achieve its purpose.

Term of membership

It is expected that the term of membership will be until the Reference Group has completed its responsibility to lead the location, design, layout, and functionality of this multi-purpose community facility to the point of the preliminary design, which is anticipated to be in April 2025.

At that stage, following the completion of the preliminary design, the responsibility will transition to Council.

Responsibilities

The Whata Rau Community Reference Group will play a pivotal role in influencing the location and shaping the design, layout, and functionality of Whata Rau:

- **Establish a Code of Conduct:** The Reference Group will establish a Code of Conduct at its first meeting.
- **Provide community input:** The Reference Group will act as a liaison between the community and the Council, ensuring that the needs, preferences, aspirations and concerns of the community are considered and reflected in the development of Whata Rau. In addition, they will consider feedback already gathered from the community, including the Long-Term Plan submissions. The feedback themes captured to date will be provided to the Reference Group at an early meeting within first 4-6 weeks of establishment.
- **Communicate with the Ellesmere community:** The Reference Group will be the face of Whata Rau to the community, making sure that information is being shared and understood.
- **Consider the cultural design guidance:** The Reference Group will ensure that the cultural design guidance, gifted by Taumutu, is understood and considered.
- **Consider location and land issues:** The Reference Group will consider location and land issues, as well as the building orientation and how the building relates to the surrounding environment that is Leeston Park. A presentation on these matters will be provided at an early meeting within first 4-6 weeks of establishment.

- **Lead the design process:** The Reference Group will lead the design, layout, and functionality of the multi-purpose facility to the point of design concept. They will ensure that Whata Rau is a functional, accessible and sustainable community asset.
- **Collaborate with stakeholders:** The Reference Group, supported by Council's project steering group, will work closely with other relevant stakeholders, including Ellesmere College and Health NZ/Te Whatu Ora and key Council teams, to coordinate and align the development of Whata Rau with other planned community projects and initiatives in Ellesmere.
- **Budget:** The Reference Group will understand the funding made available in the 2024 – 2034 Long-term Plan and that there is no additional funding is available. They will ensure that the design, layout, and functionality of Whata Rau are within the relevant allocated budgets as outlined in Council's 2024 – 2034 Long-term Plan. The breakdown of the approved \$16.1 million budget will be provided to the Reference Group at an early meeting within first 4-6 weeks of establishment.
- **Best Outcomes for the whole community:** The Reference Group will optimise funding available to achieve the best outcomes for the present and the future uses, and value for money.
- **Consider operational and lifecycle factors:** The Reference Group will give consideration to what Whata Rau needs to operate its multiple uses safely, efficiently and effectively, and will also take account of the associated Long-term Plan budgets available to operate, repair and maintain Whata Rau.

Decision-making authority

The Whata Rau Community Reference Group will have the authority to make recommendations regarding the design, layout and functionality of Whata Rau, including its general location on Leeston, to ensure the community needs are incorporated in the facility and where it is located on Leeston Park.

On behalf of Council, the project steering group will be responsible for final approval because Council has the ultimate responsibility to ensure that the project meets all legal requirements and fits within budget and timeframes. Financial delegations are held by the project steering group.

Selection of Community Reference Group Membership

The selection panel for membership of the Community Reference Group will include Cr Grant Miller and the two Council project sponsors: Tim Mason (Executive Director Infrastructure and Property) and Denise Kidd (Executive Director-Community Services and Facilities).

The final Reference Group membership will be endorsed by Council Chief Executive, Sharon Mason.