

Aro Valley Community Centre Upgrade Project: Steering Group for Design and Construction – Terms of Reference

Introduction

The community buildings at the Aro Valley Community Centre site have been established ad-hoc over the past 40 years. After plans failed to build a motorway down Aro Street and through the site, the land was acquired by the Council in 1974. The former school site was intended for use as a park and community centre.

The community moved a prefab hall to the site in 1977 and further established a community hub with CAB offices, a preschool operating in the hall, and a community social worker on the site.

Further development of community facilities has occurred around the site, and the community centre is now part of a wider community precinct.

Through the Long Term Plan, the Wellington City Council allocated funding of approximately \$1.2 million for upgrade of the community centre over three years from 2016-2019.

We are supporting a community-led design process. This means allowing people who use the space to participate in plans for the site and buildings. The plans would be inspired by community needs and future vision, including looking at what physical resources contribute to and support a strong and connected social environment.

The Aro Valley Community Council has already gathered some initial feedback from the community, and is planning facilitated workshops from October 2016 to June 2017 to further develop a sense of the community vision for the site. Concept designs will closely follow on from, and be informed by, the early community engagement.

Aim

The aim of the Steering Group is to oversee the process from early engagement through to developed design with a view to recommending a preferred option to the Council. As part of this process, the Steering Group will be responsible for ensuring the community is consulted about design options and are encouraged to be involved in the implementation of the design.

Role

The Steering Group will:

- oversee a participatory design process
- encourage community engagement through exhibiting leadership and supporting local participation
- take account of community feedback obtained throughout all design phases
- ensure plans are continually informed by the local neighbourhood and community organisations
- ensure there is ongoing communication outwards to the local neighbourhood and community organisations about the design process
- follow WCC procurement processes

- foster constructive relationships between the community, stakeholders and the Council
- champion community ownership of the emerging developed design and implementation initiatives.

Broad phases

- Establishment
 - Establishing a Steering Group to plan the developed design process (October 2016)
- Engagement and participatory design
 - Focusing on early and inclusive discussion (October 2016-January 2017)
 - Highlighting priorities for incorporation into the upgrade of community facilities (April 2017)
 - Testing concept designs with the community (May-June 2017)
- Procurement
 - Following WCC processes for the procurement of design and other relevant professional services to undertake concept and developed designs (November 2016-January 2017)
- Approval
 - Selecting priorities and agreeing on the final scope for the design
 - Presenting the preferred concept design to the Council (August 2017)
 - Sign-off on the final developed design (November 2017)

Membership

The Steering Group will be focused on governance, and will act as guardians of the developed design process.

Membership

- Luke Allen – AVCC co-chairperson
- Hilary Unwin – AVCC co-chairperson
- Rachel Griffiths – AVCC Treasurer
- Teresa Gianos – Wellington City Council, Community Services
- Carlos Gonzales – WCC Architectural Services

Members will:

- connect with community-based initiatives and organisations
- bring fresh thinking as well as history
- reflect the range of interests, sectors, and population groups
- seek solutions, be problem solvers and contribute to developing shared visions
- actively contribute to the Steering Group and its activities.

The Steering Group will be supported by Teresa Gianos.

Meetings and documents

- The Steering Group will meet as and when the need arises, and at least monthly.
- Meetings will have an agenda, which will be finalised after inviting items from the group.

- The quorum for Steering Group meetings is three members, representing both organisations (AVCC and WCC).
- Meeting notes will be publicly available on request.
- Meeting notes will be shared by the Steering Group members to their associated organisations and it is their responsibility to ensure that the information is passed on.
- Relevant documents will be provided to Steering group members and will be publicly available on request, except where information in documents should be withheld for good reason (using the Local Government Official Information and Meetings Act 1987 for guidance)

Expectations

- The Steering Group will be guardians of the participatory process.
- The Steering Group will engage in collective decision making about the process with resolutions to be agreed upon by consensus where possible.
- When there is disagreement there will be a good faith process to problem-solve and see if a consensus can be found.
- Members of the Steering Group are expected to represent the views and mandate of organisations they belong to.
- Any participant who feels strongly against a majority decision will have the right to have their vote of dissension recorded in the meeting notes.
- Once a collective decision has been made, members of the Steering Group are expected to support the Steering Group's decision.

Communication

- A spokesperson/people will be designated for the group. This may be different for different phases of the project.
- Statements made on behalf of the group are to be made where there is consensus agreement.

Conflict of Interest

If any member is aware of a possible conflict of interest, that member must declare it to the group. If a conflict of interest is then identified, the member must refrain from being part of the decision making process for that particular issue. Conflicts of interest do not arise merely from members' association with the organisations that they belong to.

Council support

In addition to providing funding for the participatory design process, placing two members on the Steering Group, and providing project management support to the Steering Group, the Council will:

- Make elected members available to the Steering Group as a sounding board
- Provide officer advice on issues related to the project including, but not limited to:
 - Open space planning
 - Property management
 - Community space use
 - Transportation planning
 - Urban design, heritage and land-use planning.

