

Terms of Reference

1.1 Purpose

This document outlines the purpose of the Community Liaison Group and provides information on its composition, operation and members' responsibilities.

A Community Liaison Group (CLG) is required to be established for the duration of the resource consents held for contracted emergency housing at 13 sites in Rotorua.

Site 1: 16 Sala Street (Alpin Motel)

Site 2: 284-286 Fenton Street (Emerald Spa)

Site 3: 299 Fenton Street (Geneva Motor Lodge)

Site 4: 321 Fenton Street (Malones Motel)

Site 5: 293 Fenton Street (Midway Motel)

Site 6: 18 Ward Avenue (New Castle)

Site 7: 3 Meade Street (Pohutu Lodge)

Site 8: 131 Lake Road (Lake Rotorua Hotel)

Site 9: 247 Fenton Street & 12 Toko Street (Ascot on Fenton)

Site 10: 249 Fenton Street (Rotovegas Motel)

Site 11: 107 Malfroy Road (Ann's Volcanic)

Site 12: 26-28 Victoria Street (Union Victoria)

Site 13: 7 Tryon Street (Apollo Hotel)

The purpose of the CLG is set out in the resource consent conditions as follows:

- i. To promote effective engagement on an on-going and regular basis about matters associated with contracted emergency housing
- ii. To promote the flow of information between the Ministry of Housing and Urban Development, Te Hau ki te Kāinga and the local community so as to, wherever possible, address any issues that may arise
- iii. To discuss the results of monitoring contracted emergency housing and any matters that may arise as a result of the monitoring

- iv. To discuss any feedback on effectiveness of Site Management Plans and conditions
- v. To discuss the exit strategy for contracted emergency housing

The Ministry of Housing and Urban Development will in consultation with the CLG, develop a preferred method for communicating with the surrounding residents and hosting key documents.

1.2 Composition

The CLG will have an independent chairperson. Representation on the CLG will comprise:

- One representative from each of the Ministry of Housing and Urban Development, Te Hau ki te Kāinga¹, motel operators / consent holders, Rotorua Lakes Council and iwi
- Three community representatives
- One representative from the tourism industry
- One representative from Restore Rotorua Incorporated

The members of the CLG comprise:

Jonathon Fraser (Ministry of Housing and Urban Development)

Paul Romanes (Community representative)

Kent Breeze (Hotels/Tourism representative)

Jenny Peace (Restore Rotorua)

Mihi Owen (Rotorua Lakes Council)

Kelly-Anne Panapa (Rotorua Lakes Council)

Frank Ma (Malones Motel)

Frank Liu (Ascot Motel)

Dianna Raukawa-Doughty (Community representative)

Tamati Coffey (Ngāti Whakaue)

Reynold Macpherson (Rotorua District Residents & Ratepayers and community representative)

Colleen Neville (Ministry of Housing and Urban Development)

¹ A collective comprising Te Taumata o Ngāti Whakaue Iho Ake Trust, Visions of a Helping Hand Charitable Trust, Wera Aotearoa Charitable Trust, Emerge Aotearoa Limited, Ministry of Social Development and Ministry of Housing and Urban Development

Jordon Harris (Te Taumata o Ngāti Whakaue Iho Ake Trust and Te Hau ki te Kāinga)

Marcia Morehu (Union/Geneva Motels)

Yue Sun (Union/Geneva Motels)

Kate Boyd (Emerald Spa Motor Inn)

Bryce Smart (Rotovegas Motel)

Akshat Rajvanshi (Pohutu Lodge)

1.3 Members' responsibilities

Members of the CLG are required to:

- Attend each CLG meeting and participate in discussions.
- RSVP to meeting invitations and inform the Chair if they are unable to attend and if they wish to send a proxy.
- Provide views and advice on issues raised.
- Restrict issues and debates to matters relevant to the purpose of the CLG.
- Respectfully accommodate other members' perspectives and contribute to an atmosphere where all members feel comfortable to participate.
- Inform the Chair if they wish to resign from their position.
- Not to speak on behalf of, or claim to speak on behalf of the CLG
- No statements are to be made by individual group members to the media.
- Not make any audio or video recordings of CLG meetings.

1.4 Operation

The CLG will be managed by an independent chair. The chairperson will:

- Decide priorities for each meeting following a call for agenda items. The number of agenda items may be limited to allow for adequate discussion.
- Lead the group and facilitate discussion and equitable participation by all members.
- Review issues to be dealt with and follow up on any actions allocated to members.
- Maintain the proper and professional conduct of the group.
- Organise the meeting venue, meeting invitations and prepare minutes.

- Issue any CLG agreed statements to the media.
- Provide any recommendations from the CLG to the Steering Group for the Rotorua Housing Accord.

The CLG meetings will:

- Be held at least once every six months, or more frequently as determined at each meeting.
- Generally, be 1.5 – 2 hours depending on the number of agenda items.
- Be by invitation only.
- Operate under the Chatham House Rule; whereby there is free and frank discussion within the meeting and any opinions expressed at the meeting may not be attributed to group members.
- Continue to be held until the expiry of the resource consents on 15 December 2024.

The Independent Chair is the nominated representative for the group to attend meetings with Rotorua Lakes Council and Ministry of Housing and Urban Development as required by the conditions of the resource consent in order to discuss the following matters:

- a. The operation of contracted emergency housing on the site (and within the context of other contracted emergency housing); and
- b. Whether, in light of the demand for contracted emergency housing on the subject site and other sites, there is the ability for the contracted emergency housing contract to be cancelled.