

# Community Reference Group

## Terms of Reference (2025)

### 1. Purpose

The Cambridge Connections Community Reference Group has been formed to:

- i. ensure local concerns are reflected in the planning process of Cambridge Connections,
- ii. support strong community–Council relationships through the Cambridge Community Board, and
- iii. support open, transparent, and meaningful community engagement on Cambridge Connections.

The Community Reference Group will:

- Provide a platform for diverse community perspectives
- Raise local issues and insights that should be considered in planning
- Help ensure the project reflects the values, identity, and long-term needs of the Cambridge and Waipā community
- Strengthen community awareness and understanding of the project.

The Community Reference Group will work closely with the Cambridge Community Board, which serves as an elected governance body and a formal conduit between the community and Waipā District Council. The Cambridge Community Board supports the connection between community perspectives, the Community Reference Group and Council decision-making processes.

### 2. Roles and Responsibilities

The Community Reference Group will:

- Provide early input into key project directions and community priorities
- Reflect the views of Cambridge and Waipā’s diverse residents and communities
- Consider ideas raised by the Community Ideas Forum
- Act as a forum for raising risks, concerns, and opportunities
- Support the Cambridge Community Board provide community feedback to Council.

The Community Reference Group does not have formal decision-making powers, but its advice will help shape the project’s approach.

The Cambridge Community Board will:

- Nominate a standing member on the Community Reference Group
- Receive regular updates and advice from the Community Reference Group
- Support the role of the Community Reference Group by advocating for its, and the community's input to be considered by Council and the project team
- Assist with communication of Community Reference Group points and project updates to the wider community in a transparent and timely manner.

### **3. Membership**

The Community Reference Group will include up to 15 members, representing:

- Mana whenua and iwi (to be confirmed)
- Residents (across age, location, and background)
- District ratepayers
- Investors/developers
- Youth (12-17), seniors, and accessibility advocates
- Environmental and transport groups
- Social service, community, and/or health sector representatives
- Local businesses and employers
- Freight operators
- One member of the Cambridge Community Board.

Elected members and candidates in the local body election for Waipā District Council or community boards are not eligible to be members of the Community Reference Group, other than one member of the Cambridge Community Board.

The Community Reference Group will appoint a Chairperson from among its members.

### **4. Selection Process**

Members will be selected through an open expression of interest process. The selection will be made by the project lead in consultation with the Cambridge Community Board, with consideration given to:

- Diversity of voices and perspectives
- Local knowledge or experience
- Willingness to engage constructively and collaboratively.

The Cambridge Community Board may recommend one or more members from Section 3 to help ensure alignment with its priorities.

## 5. Meetings

- The Community Reference Group will meet at key project stages throughout the project
- Meetings may be held in person at Waipā District Council or online
- Meetings will not be open to members of the public
- Meeting notes, agendas, and presentations will be shared publicly on the Council website
- The Community Reference Group will report quarterly to the Cambridge Community Board
- The project lead may adjust meeting frequency or format depending on project needs or feedback from Community Reference Group members.

## 6. Support and Resourcing

- Administrative and facilitation support will be provided by the Waipā District Council Cambridge Connections project team
- Members of the project team may be invited to meetings
- Technical experts beyond the project team may be invited through the project lead
- There will be no reimbursement for costs for individual members.

## 7. Duration

- The Community Reference Group will operate throughout the Cambridge Connections project (2025–December 2026). Its function may be reviewed or extended as the project progresses to implementation stages. Members will be advised of any extensions or major changes to the Community Reference Group's role with sufficient notice.

## 8. Code of Conduct

Members are expected to:

- Participate respectfully and constructively
- Listen to a range of views and represent their communities honestly
- Support the role of the Cambridge Community Board in communicating between Council and the community

- Maintain confidentiality where needed
- Notify the project lead if they are unable to attend multiple meetings
- Avoid using their Community Reference Group role for personal or political agendas.