

Terms of Reference for Colin Dale Park Motorsport Management Committee

1. Mission

To provide advice on park operations, co-ordinate activities and develop facilities for motor sport and bike activities at Colin Dale Park.

2. Vision

To create a vibrant motor sport park that will service the motor sport needs of Auckland. The committee will be actively involved in how the park develops and will maximise opportunities for collaboration, as it strives for a co-operative approach to operations and development. It will be respectful of wider stakeholder views.

3. Values

Passion, Integrity, History, Innovation, Sustainability.

4. Background

Purpose of park and management committee

The purpose of Colin Dale Park is to contribute to the enhancement of the sporting, recreational, social and educational needs of the south Auckland area by supporting groups that:

- are the formal users of Colin Dale Park as their sporting base
- facilitate and organise local, regional and national sporting, recreational, social and educational events that benefit Auckland.

The Colin Dale Park Motorsport Management Committee has been formed to provide advice on park operations, co-ordinate activities and develop facilities at the park. The committee will ensure that its goals provide effective outcomes for park users and that the focus for development aligns with the Colin Dale Park Development Plan.

Colin Dale Park Motorsport Management Committee membership

The committee members are representatives of the following groups: Counties Manukau Off Road Racing Club Inc, Kartsport Manukau Inc, Papakura City BMX Club Inc, Auckland Radio Control Car Club Inc, Main Jet Events Ltd (Motocross) and Coggan and Williams Ltd (Jet Sprint).

This Terms of Reference is for the motorsport section of Colin Dale Park (44.3052 ha).

Role of council

Otara Papatoetoe Local Board has decision making responsibilities for the operation and development of the park. Landowner approval is required from the local board for developments on the park. In some situations, this may be delegated to the manager of Community Relations.

Resource consent condition No. 18

Resource consent condition No. 18 requires that the Colin Dale Park Motorsport Management Committee be responsible for a number of operational requirements including wider site co-ordination, site wide services, gating and security. These areas of responsibility are outlined in Table 1 in the following section.

5. Park operations - responsibilities of the Colin Dale Park Motorsport Management Committee

Members of the Colin Dale Park Motorsport Management Committee will be responsible for operational matters including:

Park Operations Management Plan

- Ensure compliance with the Colin Dale Park Operations Management Plan and update the plan as required.
- Ensure compliance by all user groups with conditions of the resource consent and lease and licence.

Traffic and car parking

- Prepare and keep current, a parking guide for large events.
- Inform council about any issues related to the car park and contractor maintenance (e.g., mowing, trees).
- Ensure compliance with the traffic management requirements and procedures as specified in the resource consent.

Hours of Operation

- Ensure compliance with the hours of operation for the park which are:
 - (a) between 9.00am and 10.00pm on normal working days (Monday to Friday), and public holidays that precede a Saturday or Sunday
 - (b) between 9.00am and 10.30pm on Saturdays
 - (c) between 9.00am and 6.00pm on Sundays, and Public Holidays that precede a normal working day
 - (d) there shall be no motor sports activities held on any Good Friday, Anzac Day or Christmas Day
 - (e) there shall be no differentiation of evening periods from day time periods.

Annual Events Calendar

- Prepare a draft calendar of events by 30 September for the following calendar year (January – December). The draft shall be circulated to the management committee members prior to the October meeting. It shall be reviewed by the management committee at its October meeting and approved by the management committee at the November meeting. Final approval of the Annual Events Calendar is required by the Parks Sport and Recreation Department by 30 November annually.

- Adhere to the content of the approved Annual Events Calendar.
- Ensure the events calendar is produced to meet the requirements of the resource consent for noise, traffic and hours of operation.

Noise Management

- Ensure compliance with the Noise Management Plan.
- Develop a process and procedures for managing operations at or near the noise limits.
- Agree the allocation of “noisy days” among lessees/licensees as specified in district plan rule 15.11.2.4.3 (b) i – iii.

Other Park Operations

In addition to the tasks above, the committee is responsible for the following.

Table 1 – Areas of responsibility listed in the resource consent

Area of responsibility	Description
Wider site co-ordination	Co-ordinate activities in the park to ensure that the noise and traffic management conditions are adhered to.
Site wide services	Provide services that may/can be used by all lessees/licensees and park visitors.
Gating and security	Identify issues pertaining to opening and closing of the park gate.
Lobbying for club wide issues	Seek support from the local board in regard to issues that affect all clubs/groups.
Media and promotions	Ensure there is a co-ordinated approach to the promotion of activities and events.
Compliance and monitoring of the conditions of consent.	Ensure lessees/licensees comply with the conditions of resource consent. Ensure the required monitoring occurs.
Rubbish storage and collection	Keep the Parks Sport and Recreation Department informed about matters pertaining to rubbish storage and collection in public areas.
Suppressing dust arising from the activities on the site.	Ensure that best practice methods are used to suppress dust, should dust suppression be needed.
Accurate historical signage of landmarks and correct naming in the area	Provide input into the planning for historical signage.
Provision of Pou Tohu (sculpture/monument) and other cultural markers.	Provide input into the planning and provision of Pou Tohu and other cultural markers.

Source for areas of responsibility in Table 1 – Resource consent condition No. 18

Communication

- Implement a communications plan, to ensure that wider stakeholders are engaged on a regular basis.

Report to Otara Papatoetoe Local Board

- Provide information (all management committee members) for a workshop to Otara Papatoetoe Local Board annually. Information provided shall include achievements, issues and opportunities.
- Report to Otara Papatoetoe annually to provide an update on achievements, and any issues. This is a formal report and will be prepared by the Parks, Sport and Recreation Department representative/s.

Reporting to the Colin Dale Park Stakeholder Committee

- Update the wider stake holder group at least once a year on park developments, issues and challenges.

6. Park Development - responsibilities of the Colin Dale Park Motorsport Management Committee

The role of the Colin Dale Park Motorsport Management Committee in the long term park development is as follows.

Park Development

- Develop and implement the Colin Dale Park Development Plan which outlines proposed development on the park.
- Ensure that committee representatives share development plans with the group he/she represents.

7. Dispute Resolution

If a dispute arises under this Terms of Reference, any party may at any time give written notice to the other requesting that a meeting take place to seek to resolve the dispute. Nominated senior representatives of the parties must meet within seven business days of the notice and endeavour to resolve the dispute in good faith. If such a meeting does not take place, or if after seven business days of the meeting the dispute remains unresolved, either of the parties may seek arbitration or pursue its rights at law or in equity.

During a dispute, each party must continue to perform its obligations under this Memorandum.

8. Membership and reporting structure

- a. "Member" means a representative of the Colin Dale Park Motorsport Management Committee and is determined through signing of this document.
- b. Each affiliated club/organisation may appoint up to two people, who may or may not be club/organisation or management committee/board members. These representatives may

be changed at the start of a calendar year, by communication in writing to the Chairperson of the Colin Dale Park Management Committee from an officer of the club/organisation.

- c. If an appointed person is unable to attend a proxy may take his/her place for that meeting. Where possible, for continuity, at least one of the two appointed persons should attend.
- d. Appointed persons are responsible for keeping their respective clubs/organisation informed of progress made by the committee.
- e. Internal or external persons may be invited to attend meetings at the request of the chairperson to provide advice and assistance considered necessary. Such persons have no voting rights.
- f. Additional clubs/organisations may be added to the committee, subject to the agreement of all parties. Should this occur, this document should be reviewed and re-signed.

9. Meetings

- a. Meetings will be co-ordinated and chaired by a representative from the Parks Sport and Recreation Department from 2016 – 30 June 2018. Thereafter, a chairperson and vice-chair shall be appointed, who will take the lead and set the agenda for meetings.
- b. At each meeting there will be a number of standard agenda items, including:
 - i. update of activities since last meeting and issues arising
 - ii. park development update.
- c. Discussion shall keep to the agenda and minutes will be stored in a centralised location.
- d. Minutes will record issues, decisions and actions only. Minutes will be taken from 2016 – 30 June 2018 by a representative from the Parks Sport and Recreation Department. Thereafter, the management committee will be required to take minutes.
- e. Meetings will be held on the 4th Wednesday of each month. Meetings should start and finish on time with a maximum length 90 minutes.
- f. Representatives from at least 70% of the organisations must be present to form a quorum.
- g. Decision-making authority at committee meetings will seek first for consensus and then will use simple majority votes.

Committee members shall:

- prepare for meetings by reading papers/material sent in advance of meeting
- ensure confidentiality in regard to group discussion and information provided
- actively engage in discussion and the decision-making processes
- communicate relevant issues to the chairperson for the agenda, prior to the agenda closing date

- ensure that assigned actions are followed through and reported on in agreed time frames
- attend at least 75% of meetings per calendar year (this equates to 8/11 meetings).
- no reimbursement costs shall be issued unless specified and agreed
- adhere to the conflict of interest policy attached in Appendix 1.

10. Review and Updating Terms of Reference

Review

These terms of reference shall be reviewed every two years from the first review date using the review process outlined below. Review dates are 1 September in 2018, 2020, 2022 and thereafter every two years.

Updating the Terms of Reference

Should this document require amendments/updating and there is no effect if the amendments aren't made until the next review date, the committee shall wait until the next review before updating the terms of reference.

Should this document require reviewing as soon as possible and the committee view is that it is appropriate to update the document, it can be updated immediately using the review process.

Review process

	Review every two years	Review within the two year period
1	The terms of reference shall be circulated to the committee at the August meeting	The terms of reference shall be circulated to the committee at the next committee meeting.
2	The committee shall be given three weeks to suggest amendments.	
3	At the September meeting of the Colin Dale Park Motorsport Management Committee, the suggested amendments will be discussed and agreed.	Proposed amendments shall be discussed at the next Colin Dale Park Motorsport Management Committee meeting.
4	The terms of reference shall be updated and circulated to committee members.	
5	Upon agreement with the amendments, the terms of reference shall be signed by all parties.	

11. Work plan and Timeframe

The development of facilities at Colin Dale Park is expected to take place over a 20 – 30 year period. A three year work plan is presented in Appendix 2 and focusses on preparing the plans required under the resource consent (e.g., for park operations, noise, lighting, materials/ design, and traffic monitoring).

12. Signatures

Please note the signatory below must receive delegated authority to speak on behalf of his/her club or organisation. The representative may be co-opted by a club or organisation, so is not required to hold an official position with the club or organisation.

Club Name	Counties Manukau Off Road Racing Club Inc	
Delegates Name(s)	Kevin Hall	
Delegates Signature(s)		
Date		

Club Name	Kartsport Manukau Inc	
Delegates Name(s)	Robert Cunningham	Ian Hodgson
Delegates Signature(s)		
Date		

Club Name	Papakura City BMX Club Inc	
Delegates Name(s)	Bryan Scott	Keith Axon
Delegates Signature(s)		
Date		

Club Name	Auckland Radio Control Car Club Inc	
Delegates Name(s)	Trevor Reid	Darrin Madgwick
Delegates Signature(s)		
Date		

Signatures Cont'd

Club Name	Main Jet Events Ltd	
Delegates Name(s)	Carl Sorenson	Lavinia Sorenson
Delegates Signature(s)		
Date		

Club Name	Coggan and Williams Ltd (Jet Sprint)	
Delegates Name(s)	Mark Coggin	Teresa Ciperian
Delegates Signature(s)		
Date		

Club Name	Parks Sport and Recreation Dept, Auckland Council	
Delegates Name(s)	Rose Ward	Anita Coy - Maken
Delegates Signature(s)		
Date		

Appendix 1

Conflict of Interest Policy

Purpose

It is important that the work of the Colin Dale Park Motorsport Management Committee is not compromised by any real or perceived conflict of interest. The purpose of this policy is to ensure that the potential for conflicts of interest is minimised and that systems exist to manage any situation that develops into a conflict of interest.

Scope

This policy applies to all members of the Colin Dale Park Motorsport Management Committee and contractors.

Definition

For the purposes of this policy, a conflict of interest is defined as any financial or other interest that conflicts with the service of a member of the committee or contractor in respect of the Project because it impacts on the individual's objectivity and impartiality or creates an unfair advantage for any person or other entity. This includes possible conflicts arising from the activities of related parties, including but not limited to:

- family
- directorships or other
- interests in business enterprises or professional practices
- share ownerships, and
- beneficial interests in trusts.

For this policy, the proposed development over the long term is referred to as "the Project".

Policy

1. All members of the Colin Dale Park Motorsport Management Committee and contractors must act in good faith, honestly and impartially, and avoid situations that might compromise their integrity or otherwise lead to a conflict of interest.
2. No individual or organisation with which any member of the committee or contractor is involved may be given improper, preferential or detrimental treatment.
3. All members of the committee and contractors shall not personally accept inducements or gifts from suppliers of goods and services if the offer is related to any contractual relationship in respect of the long term park development Project.
4. All members of the committee and contractors shall not use confidential information in respect of the park operations or Project to help any potential supplier or contractor to obtain an advantage over other potential suppliers or contractors.

5. If any member of the committee or contractor has personal knowledge of any matter that may affect the outcome of a decision relating to the park operations or Project they must disclose such to the project team.
6. All members of the committee and any contracted parties must declare at the start of each meeting any real or potential conflict of interest. Such interest will be noted in the meeting minutes and will identify the monetary value and/or the nature and extent of any interest.
7. All members of the committee and contractors must advise of any change in their interests.
8. All members of the committee and contractors will not be excluded from decisions relating to the Project due to an interest per se. However, all interests must be disclosed to determine the issue of materiality.
9. Identified conflicts of interest that are signalled by a member of the committee or contractor, or identified by another member of the committee will be dealt with by the Chairperson, representative of Auckland Council and the committee.
10. The committee chair person, committee members and Auckland Council representatives will be responsible for deciding whether an identified conflict of interest is material. Materiality will depend on the nature and degree of the interest as it relates to the park operations or Project and will be dealt with on a case by case basis.
11. If a conflict of interest is material, the committee chair person, committee members and Auckland Council representatives will decide how it should be managed. Options include but are not limited to:
 - a. the member or contractor abstaining from discussion and/or voting and
 - b. the member of contractor entering into a Confidentiality Agreement.

These methods may be used singularly or in combination, depending on the nature and extent of the conflict of interest. The approach adopted should be recorded in the meeting minutes.
12. In the event a material conflict of interest exists, the member of the committee or contractor should consider whether that conflict precludes him/ her from participating in the Project in a meaningful way and it would be better to resign. The chairperson, committee and Auckland Council representatives may, at their discretion, enforce this option.

Appendix 2

Work Plan and Timeframe (2016 – 30 June 2018)

Work plan Tasks	Target Deadline	Who
Complete the Colin Dale Park Operations Management Plan. This plan will include procedures for how the park will operate. Refer to consent condition no. 19.	August 2016	Rose Ward
Prepare a Noise Management Plan and review when activities on the site or operations change (see consent condition no.14 and 15). This is required for all areas.	2016 - prior to commencement of motorsport activities.	Committee
Prepare a Lighting Plan (includes all areas of the park). See condition no. 13.	2016 - prior to commencement of motorsport activities.	Committee
Provide to the Team Leader – Southern Monitoring, the Annual Events Calendar for 2017 (see condition no. 17). The Annual Events Calendar shall be submitted by a representative of the Parks Sport and Recreation Department to the Team Leader – Southern Monitoring.	2016 - prior to commencement of motorsport activities and then in December 2016 (if there are any changes).	Mark Coggan & Rose Ward
Prepare a final staged landscape plan and an ongoing monitoring and maintenance programme. The plan shall be submitted to the Team Leader – Southern Monitoring by the Parks Sport and Recreation Department representative/s. See condition 20	2016 - prior to construction of any buildings	PSR/Landscape designer
Develop a Materials and Design Plan in accordance with consent condition no. 23 This includes guidelines for fencing in order to maintain consistency of appearance and quality.	2016 - prior to commencement of motorsport activities.	Lucy Ullrich
Prepare the Colin Dale Park Development Plan. This includes ascertaining what park assets are required and will involve identifying the need for specific facilities, feasibility assessments, and business cases for projects within the stages of development.	December 2016	Rose Ward and Committee

Work plan Tasks	Target Deadline	Who
<p>Set up a procedure for monitoring that the traffic surveys will be completed as per consent condition 49e.</p> <p>Have an overview of the required traffic surveys during weekends over a two year period after commencement of motorsport activities, to confirm the traffic volumes stipulated in resource consent condition 49 have not been exceeded.</p>	<p>After commencement of motorsport activities, for two years.</p>	<p>Committee</p>
<p>Establish a potable water supply. Plan for the construction of the bore to provide potable water (to be included in development plan).</p>	<p>2016/2017</p>	<p>Kevin Hall to lead</p>
<p>Develop a plan for off site car parking areas and where traffic will be directed to once the onsite car park is full (238 car parks).</p>	<p>March 2017</p>	<p>Committee</p>
<p>Develop a park signage plan and determine how funds will be raised for the signage.</p>	<p>2017</p>	<p>Committee</p>
<p>Determine if there is a need to formalise the entity (Colin Dale Park Motorsport Management Committee).</p>	<p>2017</p>	<p>Committee</p>
<p>Prepare a communications plan.</p>	<p>2017</p>	<p>Rose Ward</p>
<p>Organise tree planning days for the public/common areas as required.</p>	<p>2017</p>	<p>Committee</p>
<p>Develop a contingency plan to address emergency situations that could put local water resources at risk (e.g., accidents, fires, chemical spills and vandalism).</p>	<p>2017</p>	<p>Committee</p>
<p>Advocate for the provision of public toilets (council will clean, maintain and renew).</p>	<p>2017/2018</p>	<p>Committee</p>

Work plan Tasks	Target Deadline	Who
Develop a procedure to ensure that when there events on at Puhinui Reserve, there are no traffic management issues before, during and after an event, between visitors to Colin Dale Park and visitors to Puhinui Reserve.	2018	Committee
Train appropriate employees and/or contractors in site emergency response procedures and assign them roles in site emergency response procedures.	2018	Committee