

Transport, Infrastructure and Environment Committee

Terms of Reference

10 November 2017

Powers

The Transport, Infrastructure and Environment Committee has the powers necessary for them to fulfil their Terms of Reference, except those powers that cannot be delegated including non-regulatory or other powers, duties and responsibilities delegated or allocated to Governing Body or Council Controlled Organisations under the Local Government Act 2002 and its amendments, or any other Act.

Committee Scope (Responsibilities):

The Transport, Infrastructure and Environment Committee has the responsibility to review, consider and make decisions on all issues, and any governance and policy matters allocated to the Rodney Local Board, relating to:

- Infrastructure (i.e. stormwater, wastewater disposal and telecommunications)
- Environment (i.e. waste, recycling and natural environment)
- Planning (i.e. town centre planning such as structure plans, plan changes and heritage matters)
- Transport Business Improvement District Partnership (being all matters relating to Business Improvement Districts) and Economic Development

Note: the above includes any operational matters, renewals, maintenance or building projects relating to the above activities.

Chairperson	Cameron Brewer
Deputy Chairperson	Louise Johnston
Membership	Beth Houlbrooke, Phelan Pirrie, Allison Roe, Brenda Steele, Brent Bailey, Colin Smith, Tessa Berger
Quorum	5 (for business meetings)
Regularity of meetings	Bi-monthly (every two months) beginning 16 March 2017
Reporting back to the full Local Board	<p>Given that the Transport, Infrastructure and Environment Committee is a committee of the whole Rodney Local Board, is delegated decision making responsibilities, and holds its meetings in public, it is deemed not necessary that this committee report to the full local board.</p> <p>Individual members may be appointed by the committee as Project Leads to pursue specific priorities or initiatives of the local board. Project Leads must adhere to the requirements set out in their appointment.</p> <p>All members must ensure that the Committee Chairperson is copied into all correspondence with staff or third parties when discussing any matter that is within the scope of this committee. As a matter of courtesy, when addressing matters outside of a member's subdivision, the members of that subdivision should also be informed.</p> <p><i>Note: The relevant quarterly financial reports will be reported to the full Rodney Local Board.</i></p>
Decisions of the full Local	The full local board may make decisions on matters falling under the delegation of the Transport, Infrastructure and Environment Committee at

Board on Committee matters	their business meeting or under urgency in accordance with the Urgent Decisions Process and with the agreement of the Committee Chairperson.
Spokesperson	<p>The Chairperson of the Rodney Local Board has overall responsibility to be the spokesperson for the local board.</p> <p>The Committee Chairpersons may speak to matters relevant to their committee and may delegate individual members to be the spokesperson for any specific matters.</p>
Delegations	<p>That the Transport, Infrastructure and Environment Committee:</p> <p>a) is delegated authority to deal with matters relating:</p> <ul style="list-style-type: none"> i) Infrastructure (i.e. stormwater, wastewater disposal and telecommunications) ii) Environmental (i.e. waste, recycling and natural environment) iii) Planning (i.e. town centre planning such as structure plans, plan changes and heritage matters) iv) Transport v) Business Improvement District Partnership (being all matters relating to Business Improvement Districts) and Economic Development vi) Feedback on all relevant bylaws within the scope and responsibilities of the committee vii) Rodney local board plan initiatives relating to matters i) to vi) above. <p>b) is delegated the following responsibilities relating to the matters in i) to vi) above:</p> <ul style="list-style-type: none"> i) to review, consider and make decisions on all matters ii) approve work programmes including budget allocations in accordance with the adopted Local Board Agreement iii) to provide feedback and direction on policy matters iv) the approval of Local Board Capital Transport Fund projects v) the approval of road names in the Rodney Local Board area. <p>c) will on-delegate (from resolutions a) and b) above) the following responsibilities to the Chairperson of the committee:</p> <ul style="list-style-type: none"> i) to approve the variance of costs for approved Local Board Capital Transport Fund projects up to 20% of the original funding allocated to the project, ii) all changes to the work programmes up to a value of \$35,000 for existing projects that have already been approved through the annual work programme. iii) the final approval of any informal feedback relating to matters delegated to this committee, iv) to grant and consult on minor landowner approval for the use of any council owned land relevant to this committee, provided that any requests that the chairperson and deputy chairperson consider are more than minor shall be referred to the committee for approval v) to grant landlord approval for any minor alterations or additions to council owned property that is leased to third parties, provided that any requests that the chairperson and deputy chairperson consider are more than minor shall be referred to the committee for approval. <p><i>Note: The committee will have to resolve c) above at a committee meeting</i></p>

<p>Appointments reporting to this committee</p>	<p>The following internal and external appointments shall report back to the Transport, Infrastructure and Environment Committee business meeting at a frequency required by the Chairperson of this committee:</p> <ul style="list-style-type: none"> • Drainage Districts (Te Arai, Okahukura (Tapora) and Glorit Drainage Districts) – Colin Smith • North West Business Improvement District – Phelan Pirrie • Redvale Landfill Community Liaison Committee – Louise Johnston • Any other external appointment relevant to this committee
<p>Protocols</p>	<p style="text-align: center;"><u>General Protocols for meetings and workshops</u></p> <ol style="list-style-type: none"> 1. Members to arrive punctually to all meetings/workshops 2. Meetings to start on time 3. Members to notify apologies in advance of meetings/workshops 4. Members to pre-read all material provided and come prepared to discuss the agenda item and ask relevant questions 5. Questions already answered in the reading material will not be permitted 6. Questions not relating to the specific topic will not be permitted 7. Allow presentations by officers to be run first and questions to be asked after the presentation 8. Members to pay full attention to the discussion at hand 9. Members to ensure that they keep on topic 10. Members to be allowed to have their say without interruptions 11. Workshops and meetings to be run efficiently and as quickly as practicable 12. Regular breaks to be scheduled (3 minutes every hour) <p style="text-align: center;"><u>Workshops</u></p> <ol style="list-style-type: none"> 13. Workshop material to be provided by Local Board Services for workshops two clear working days in advance. 14. The purpose of workshop presentation is primarily to present highlights of the material already circulated (guideline - 5 minutes), use the time for questions/ discussion/ providing feedback. <p style="text-align: center;"><u>Committee Meetings</u></p> <ol style="list-style-type: none"> 15. The application of standing orders is at the discretion of the Chairperson.