

Terms of Reference – Establishment of Waiheke Transport Forum

Purpose

To form an advisory group which considers proposals on transport matters and provides local input on transport initiatives.

Proposed Scope:

To provide:

- a forum to consider presentations on transport issues and proposed projects on Waiheke
- input into a 10 Year Transport Plan
- community input on design and planning of roads, cycle-ways and footpaths
- advice on community engagement on local transport projects

Who Can Make a Presentation to forum?

- Members of the community
- Members of transport organisations
- Officers of council family organisations
- Elected Members

Meeting Frequency

Quarterly commencing in the fourth quarter 2018. Suggest Thursday November 15th, 5pm.

Structure

An advisory group made up of the following members:

- Two local board members including the chair
 - Does the board chair also chair the transport forum?
- Officers
 - Melanie Dale - AT Relationship Manager
 - John Nash - Programme Manager Waiheke & Gulf Islands
 - Helgard Wagener - Relationship Manager Waiheke & Gulf Islands
 - Mark Inglis - Local Board Advisor
 - Safia Cockerell - Democracy Advisor or Lisa Young - PA/Liaison
- Others
 - Other AT staff can be invited as necessary
 - Subject Matter Experts co-opted as necessary depending upon proposals on the agenda
- Up to 7 community members to be selected from public applications and invitations to community organisations including the following:
 1. Cycle Action Waiheke
 2. Transport Operators
 3. Walking Groups
 4. School representatives
 5. Residents Associations

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Administration

1. Meetings will be advertised on Waiheke Local Board Facebook page and other social media
2. Meetings will be administered and recorded using the board's workshop procedures. The details of the procedures will be discussed and approved at the first meeting of the transport forum.
3. The agenda closes approximately 2 weeks before meeting date.
4. Written proposals and requests for deputations must be submitted by agenda closing date to the Waiheke Local Board email address
5. A meeting record will be taken during the meeting including proposed actions to be put forward to the Waiheke Local Board business meeting by formal resolution or directly to the officer or organisation responsible for implementing the action, if a board resolution is not required
6. A maximum of fifteen minutes will be allowed per presentation (10 mins for presentation and 5 mins for questions and discussion).

Budget

- no allocated budget
- use of Local Board Office facilities, staff and catering

Mana Whenua/Tangata Whenua Involvement

- sent the minutes of each meeting and invited on a case-by-case basis

Legal Structure

- no legal structure, advisory only

Review:

- Suggest reviewing how the forum is operating after 1 year.