

Pukekohe Town Centre Revitalisation Committee

TERMS OF REFERENCE

1 July 2016

Table of Contents

Definitions

1.0 Background

2.0 Committee formation

3.0 Roles and functions

4.0 Membership

5.0 Meetings

6.0 Committee Focus Area

7.0 Projects

8.0 Budgets

9.0 Confidentiality

10.0 Communications

11.0 Ambiguity and conflict

APPENDICES

APPENDIX 1: Agenda template

APPENDIX 2: Risk Register

DEFINITIONS

TCRC	Pukekohe Town Centre Revitalisation Committee
ToR	Terms of Reference
The Project	The Pukekohe Town Centre Revitalisation Project

1.0 Background

The Pukekohe Town Centre Revitalisation project is a long running programme of works to revitalise the streets of Pukekohe and maintain high amenity standards within the Town Centre. The project has been on-going since its conception in 2000.

The objective of the project is to improve the Pukekohe Town Centre as an attractive, safe and viable place for people to do business, shop, work and visit, consistent with the Auckland Plan vision for Pukekohe as a priority satellite town. The Town Centre Revitalisation Project continues to achieve this objective by delivering on streetscape improvement projects under the guidance of the Franklin Local Board and the Pukekohe Town Centre Revitalisation Committee.

The funding was historically collected as part of a targeted rate from businesses from within the Town Centre under the Franklin District Council, and has been supplemented with general rates. Since the Auckland Council amalgamation in November 2011 funding is now allocated from general rates and forms part of the Franklin Local Board budget.

2.0 Committee formation

2.1 Endorsement

The operation of the Pukekohe Town Centre Revitalisation Committee (TCRC) has been continued under direction of the Franklin Local Board at its 27 May 2014 business meeting.

The TCRC has the role of project steering committee for the Town Centre Revitalisation Project as outlined in this Terms of Reference. The Franklin Local Board remains the ultimate decision maker in respect to the Pukekohe Town Centre Revitalisation Project.

Any role or function that may have been omitted from this Terms of Reference, or is ambiguous, will be directed to and decided upon by the Franklin Local Board.

2.2 Term

The TCRC has been endorsed for a term commencing 1 July 2016.

This term will come to an end 30 June 2017, unless otherwise directed by the Franklin Local Board. The Franklin Local Board will reconsider the role and function of the TCRC at this time.

3.0 Role and function

3.1 Role and function of the TCRC

The primary role of the TCRC is to be the project steering committee for projects that fall under the remit of the TCRC (**section 7.0**) as endorsed by the Franklin Local Board.

The TCRC ultimately reports to the Franklin Local Board.

Auckland Council officers will report the activities of the TCRC to the Franklin Local Board on a quarterly basis.

Specifically the TCRC has the following responsibilities to:

- act as a Project Steering Committee for the Pukekohe Town Centre Revitalisation Project
- identify and scope future projects in collaboration with key stakeholders
- make project recommendations to the Franklin Local Board
- make decisions around the design and implementation of projects that are consistent with the future programme of works approved by the Franklin Local Board (refer **section 7.0**); and
- promote the Town Centre Revitalisation Project through collective communication channels (refer **section 10.0**).

3.2 Role and function of the Franklin Local Board

To:

- approve the programme of work (on a per financial year basis) (refer **section 7.0**)
- approve the financial spend (on a per financial year basis) required to deliver the approved programme of works (refer **section 8.0**)
- receive Quarterly Update Reports, reporting on budget spend and project updates.

3.3 Other

The TCRC is not a forum for raising and addressing operational and maintenance issues.

Operational and maintenance issues need to be addressed through discussions with Auckland Council and Auckland Transport officers through the relevant Auckland Council and Auckland Transport communication channels.

4.0 Membership

4.1 Committee membership

The membership of the TCRC is to include four (4) representatives from the Franklin Local Board Pukekohe subdivision.

The membership of the TCRC is to also include one (1) representative from each of the following community organisations: These organisations are responsible for appointing their own representative on an annual basis. The role of each appointee is to bring the views of their organisation to the TCRC.

- Pukekohe Business Association
- NZ Police – Pukekohe Community Constable
- Franklin Historical Society

Relevant Auckland Council and Auckland Transport officers will also attend meetings in an advisory and operational capacity. Officers may include:

- Development Programmes Lead, Auckland Council
- Project Manager, Auckland Transport
- Auckland Transport, Elected Member Relationship Manager

Membership of the TCRC is at the discretion of the Franklin Local Board.

4.2 Membership eligibility

For any community or council organisation to be eligible for membership on the TCRC that organisation must demonstrate:

- It is representative of the community
- It has an endorsed governance structure
- Its meetings are minute and made publicly available
- It meets regularly and has a quorum

4.3 Stakeholder engagement

It is recognised that although the membership includes a number of community and Council organisations it does not negate the need for consultation and engagement with iwi, landowners and occupiers, businesses, primary advocate organisations and the general community on TCRC projects.

Stakeholders and engagement needs are to be identified by the TCRC at the commencement of each project.

5.0 Meetings

5.1 Committee Chair

The TCRC is to be chaired by a member of the Franklin Local Board.

5.2 Meeting arrangements

The TCRC will meet on the third Thursday of every month unless otherwise agreed by all members.

Meetings will be located at the Pukekohe Service Centre, 82 Manukau Road, Pukekohe, unless otherwise agreed by all members.

5.3 Meeting resourcing

Auckland Transport and Auckland Council will resource all meetings and will be responsible for preparation of Agendas and Minutes in consultation with the Chair (refer **section 5.1**).

There will be no resourcing or payment of community organisation's to attend meetings.

5.4 Agendas and Minutes

A meeting agenda and any material for consideration are to be circulated at least 4 days prior to the meeting. Minutes are to be prepared and circulated after every meeting.

5.5 Meeting quorum

A meeting quorum is considered when there is:

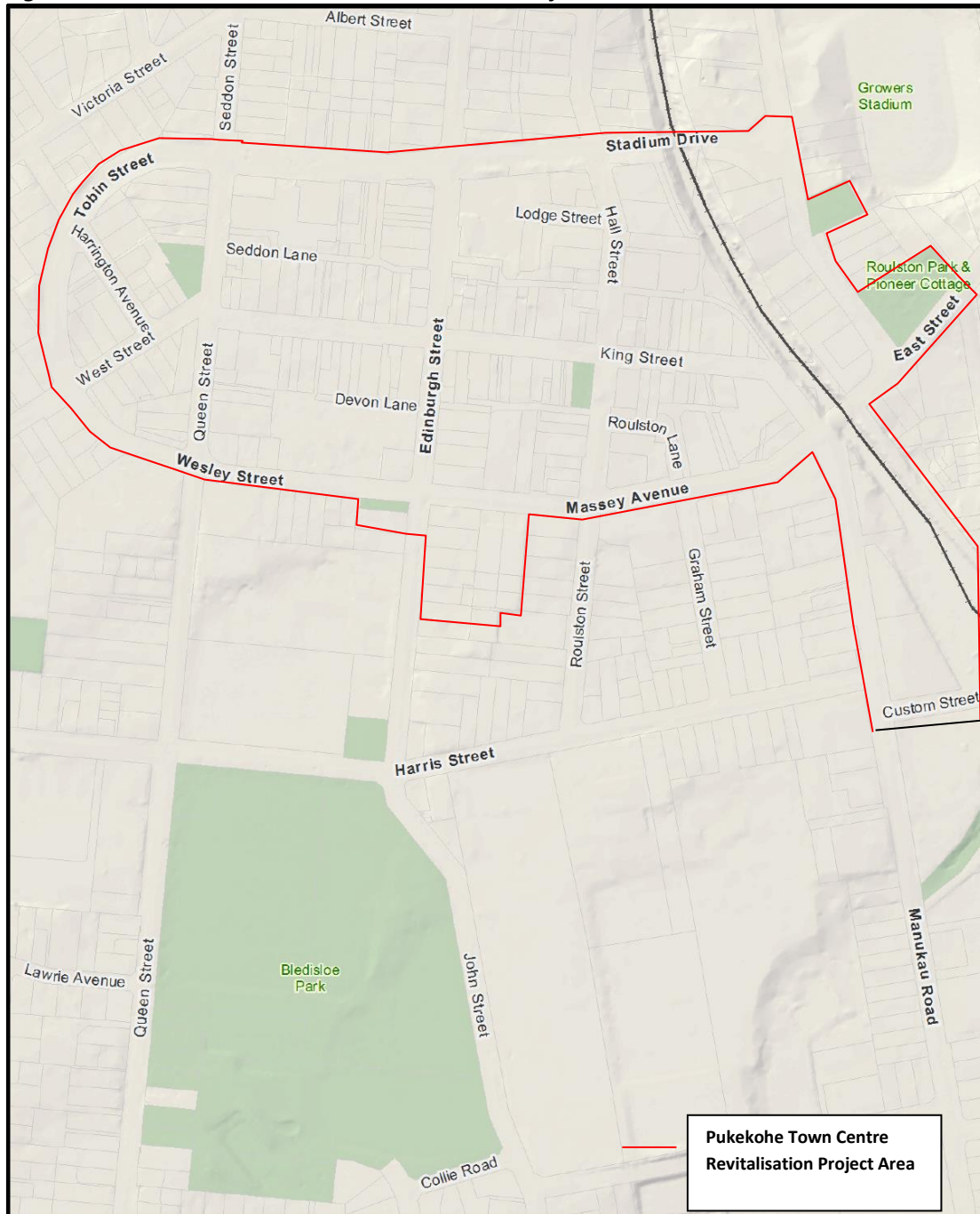
- 2 x Local Board Members; and
- 2 x Auckland Council or Auckland Transport staff; and
- 2 x community organisations

6.0 Focus area

The focus area for the TCRC, and therefore the Pukekohe Town Centre Revitalisation Project, is limited to that area within the Pukekohe Ring Road (Tobin Street/ Stadium Drive/ Massey Avenue/ Wesley Street), extending along Manukau Road to include Custom Street (**Figure 1**) – the location to future car park and ride, and station/ bus interchange.

Projects outside of this area may be endorsed at the discretion of the Franklin Local Board.

Figure 1: Pukekohe Town Centre Revitalisation Project Area



7.0 Projects

The TCRC is to oversee the programme of Town Centre Revitalisation works as endorsed by the Franklin Local Board at the 25 February 2014 Business Meeting.

Table 1 sets out the endorsed future projects implementation programme for the 2014/15 and 2015/16 Financial Years.

A more detailed programme of works is to be presented to and considered for endorsement by the Franklin Local Board at the commencement of each financial year (as per **section 3.2**).

The TCRC may make recommendations to the Franklin Local Board about alternative future projects.

Decision making around alternative future projects remains with the Franklin Local Board.

Table 1

Project	FY 2014/15 \$1,200,000	FY 2015/16 \$1,400,000
Manukau Road streetscape upgrade works To provide an improved (amenity and safety) connection between the Station and Town Centre	Design Implementation: Stage 1	Implementation: Stage 2
Lighting To improve safety and amenity around the Town Centre at night	Design Implementation: Stage 1	Implementation: Stage 2
Laneways To improve safety and amenity of laneways and arcades	Design Implementation: Stage 1	Implementation: Stage 2
Public art Temporary and permanent works to invigorate the Town Centre	Design Implementation: Stage 1	Design Implementation: Stage 2
Heritage trail A partnership project with Pukekohe Heritage Society and Auckland Council Heritage Team	Implementation	Implementation
Miscellaneous projects <i>To respond to maintenance needs and/ or project partnership requests from community groups and other stakeholders or other work streams such as the Area Plan. These are to be considered by the Local Board as they arise.</i>	Implementation	Implementation

8.0 Budget

Budget management remains the responsibility of the Franklin Local Board.

The TCRC may make recommendations around the expenditure of budget (particularly in respect to maximising efficiency and opportunity) for consideration by the Franklin Local Board.

9.0 Confidentiality

Unless otherwise stated, all information and data tabled and discussed at TCRC meetings is to be treated as confidential.

Information and data is to be used only for the purpose of progressing projects in discussion and in the remit of the TCRC unless otherwise agreed to by the data/ information owner or provider.

10.0 Communications

Communication includes any external communication, media coverage and stakeholder engagement.

Proposed communications should be reported to the TCRC and approved by the Auckland Council prior to publishing.

All communication should be consistent with agreed key messaging.

Communications will be a reoccurring item on the TCRC Agenda.

11.0 Ambiguity and conflict

In the event of ambiguity or conflict in the provisions of this Terms of Reference which results in uncertainty or dispute, the matter will be raised with the Franklin Local Board for consideration and resolution.

APPENDICES

APPENDIX 1: Pukekohe Town Centre Revitalisation Committee – Suggested Agenda template

Agenda

Pukekohe Town Centre Revitalisation Committee - Meeting #X

Location:

Time:

Attendees:

Apologies:

Chair:

Minutes:

Item	Who	Time
1. Introduction		
2. Minutes		
<u>Project Status Reporting</u>		
3. Project 1		
4. Project 2		
5. Project 3		
6. Auckland Council update		
7. Auckland Transport Update		
8. Stakeholder update		
9. Risk Management		
10. Budget Management		
11. Next meeting		

ATTACHEMENT 2: Pukekohe Town Centre Revitalisation Project Focus Area

