

Terms of Reference – Establishment of 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.

Persons able to make presentations to the forum include:

- members of the community.
- members of transport organisations.
- officers of council family organisations.
- elected members.

Meeting Frequency

Meetings will be held on either a monthly or quarterly basis dependent on a decision by forum members at the first meeting of the forum.

Structure

An advisory group constituted as a subcommittee of the Waiheke Local Board made up of the following members:

- two local board members including the chair of the Waiheke Local Board.
- one Auckland Transport Elected Member Relationship Manager.
- one ex-officio position for the Waiheke Officer in Charge, New Zealand Police.
- up to seven community members to be selected from public applications and invitations to community organisations including the following:
 - Cycle Action Waiheke
 - Transport Operators
 - Walking Groups
 - School representatives
 - Residents Associations
- other council or Auckland Transport officers may be invited as necessary
- subject matter experts may be co-opted as necessary depending upon expertise required for each agenda.

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Officer Support

Officer Support will be provided by the following staff:

- Programme Manager, Waiheke and Gulf Islands
- Relationship Manager, Aotea Great Barrier and Waiheke Local Boards
- Local Board Advisor, Waiheke Local Board
- Waiheke Local Board PA/Liaison

Administration

1. As a subcommittee of the Waiheke Local Board, standing orders will apply and subcommittee administration will be undertaken using the council's Infocouncil application.
2. Written proposals must be submitted by the agenda closing date to the Waiheke Local Board email address using the prescribed format and documentation.
3. Recommendations for proposed actions will be put forward to the Waiheke Local Board business meeting by means of formal resolution.
4. Agenda, prior notification of meetings, public forum and deputations are to be undertaken as per Waiheke Local Board standing orders.
5. The forum will agree on meeting dates for 2019 at its first meeting.

Quorum

- A quorum is made up of five committee members.

Budget and Delegated Authority

- There is no allocated budget for the Waiheke Transport Forum.
- Delegated Authority – nil (advisory only).
- Waiheke Local Board Office facilities, staff and catering may be available as necessary to support the activities of the forum.

Mana Whenua Involvement

- Mana Whenua organisations will be sent the minutes of each meeting and invited on a case-by-case basis.

Review

- The operations of the forum will be reviewed one year after commencement.