

SAFE AND SUSTAINABLE TRANSPORT REFERENCE GROUP

TERMS OF REFERENCE

November 2008

1. Purpose

The Safe and Sustainable Transport Reference Group (SASTRG) will be the primary forum for providing advice, a sounding board and peer review on road safety and sustainable transport issues to the Council. For the purposes of this group, “sustainable transport” is focused on areas where we seek to promote behaviour change, for example, in walking, cycling and the traffic demand management area.

The SASTRG will not be considered the sole representative of the community’s views on road safety and sustainable transport issues but should provide a balanced and expert commentary on relevant policy and planning issues.

The group is not intended to remove or reduce Council’s responsibilities to maintain the level of resources necessary for the effective officer management of road safety and sustainable transport.

2. Role

The role of the SASTRG is an advisory one, to provide:

- feedback, peer review and advice on the development and implementation of relevant road safety and sustainable transport projects, programmes and policies
- an information conduit to and from Council – both conveying community concerns to the Council as well as representing the broad spectrum of community expectations and concerns associated with road safety and sustainable transport in Wellington City.
- assisting the Road Safety and Travel Plan co-ordinators in their role
- helping develop projects that are included in the Council’s annual plan and Long Term Council Community Plan.

The SASTRG will not make submissions on draft Council policies and plans put out for public consultation, as its input will be made in the developmental stages of projects. Note: this does not prevent individual member organisations making their own submissions.

The group will not have an independent budget to commission work or undertake activities outside of this advisory role.

The Council has other advisory groups – and is seeking increased cooperation between those groups. SASTRG members may occasionally be asked to attend meetings of the other groups and vice versa to share information (particularly the Disability Reference Group, Youth Council and Pacific Advisory Group).

3. Membership

Number and make-up of members

The group will be made up of members from organisations and agencies that are interested in road safety and/or sustainable transport. The following organisations will be invited to participate in the group (noting that this list does not exclude other organisations from being asked to participate):

- Greater Wellington Regional Council
- Living Streets Wellington
- Cycle Aware Wellington
- New Zealand Transport Agency
- Police
- Automobile Association
- Accident Compensation Corporation
- Injury Prevention Consultants of New Zealand
- Sustainability Trust
- Alcohol and Liquor Advisory Council
- Students Against Driving Drunk (SADD)
- Regional Public Health
- Aged Concern
- Fire Service
- Motorcycle advocacy group
- Driver Training organisation
- Plunket

Representatives of the Youth Council, Pacific Advisory Group and Disability Reference Group will also be invited to attend. It is also expected that officers from other Council business units will participate in the group as appropriate.

Selection of additional members

Groups, organisations and agencies not mentioned above may appropriately be included as members of the group (either at the request of the SASTRG, Council or organisation). To be eligible, an organisation/group must have:

- a city wide, rather than a localised, focus
- a level of road safety and/or sustainable transport knowledge
- a degree of involvement in practical initiatives
- a demonstrated enthusiasm for road safety and sustainable transport issues
- links into the community and willingness to utilise those links.

Additional members will be selected by Council officers in association with the Group's membership.

The group will have at least one Councillor representative, although invitations may be extended to other councillors to participate.

Chair

The group will be chaired by the Councillor appointed to the group. If the Councillor is going to be absent, they will nominate a Chair for the meeting.

Members' responsibilities

- Work collaboratively with other members of the group to fulfill the SASTRG's role and responsibilities
- Represent their organisation or agency's perspective to the group
- Share information from their different networks and feed information back to those groups
- Be prepared to participate in project meetings/brainstorming sessions in addition to meetings of the full advisory group
- Raise issues relevant to the group's TOR.

4. Reporting

The group will report to the appropriate Council committee annually, outlining its achievements and any issues it wishes Council to consider further.

5. Frequency of Meetings

SASTRG will meet on an as required basis up to a maximum of four times a year.

6. Quorum

Half of the current members must be present for the group to have a quorum.

7. Operation

The maintenance and servicing of the group will primarily be the responsibility of the appropriate Council directorate. The group will be supported by an officer who will be responsible for compiling agendas, writing minutes, and providing other administrative and advisory support to the group.

8. Payment

Group members will not receive payment, although the Council will support the group by:

- making car parks available in the basement of the Council's buildings upon request
- providing refreshments at the meeting
- other appropriate support as required.

9. Review

The Terms of Reference will be reviewed as required, but at least once every three years. All changes to the Terms of Reference will be subject to the approval of the appropriate Council committee and Council.