
REPORT 4
(1215/52/IM)

TERMS OF REFERENCE – ‘SAFE AND SUSTAINABLE TRANSPORT REFERENCE GROUP’

1. Purpose of Report

To consider broadening the current Road Safety Reference Group into a ‘Safe and Sustainable Transport Reference Group’ that is able to provide advice on sustainable transport issues (walking, cycling and traffic demand management) as well as road safety. A draft terms of reference (TOR) for the group is included for the Committee’s consideration.

2. Recommendations

It is recommended that the Committee:

- 1. Receive the information.*
- 2. Recommend that Council agree to expand the scope of the Road Safety Reference Group to include a focus on sustainable transport as well as road safety, and change the group’s name to the ‘Safe and Sustainable Transport Reference Group’.*
- 3. Recommend that Council agree to the draft terms of reference for the proposed Safe and Sustainable Transport Reference Group (attached as Appendix 2 to the report).*

3. Background

A number of the Council’s advisory groups have been reviewed over the past 18 months. The Pacific Advisory Group (PAG), Youth Council and Disability Reference Group (DRG) were reviewed in 2007 and the Environmental Reference Group (ERG) in 2008. The reviews resulted in changes to each group’s operation and TORs in such areas as membership, processes for selecting members, payment and administrative support.

4. Discussion

4.1 Road Safety Reference Group

The Road Safety Reference Group (RSRG) was established in 2001 to provide Council with a sounding board and peer-review group on road safety issues (the group's TOR is attached as Appendix 1).

The RSRG has not been fully reviewed since 2001. Discussions have been held with both elected members and officers to consider the best possible format for the group going forward. General feedback has been that, while still retaining a specific focus on safety, it would be beneficial to broaden the group's purpose, scope and membership in light of emerging opportunities (including funding) and developments in the transport area.

Key developments include the Council's increased focus on sustainability and changing transport behaviours through such mechanisms as its recently adopted Walking and Cycling policies and its work on travel demand management. NZTA funding opportunities for "community focused initiatives" also requires the Council to liaise with the community before requesting funding.

Both the Walking and Cycling policies propose that Council facilitate a forum for industry and community representatives to come together to discuss relevant issues. As many of the members concerned with road safety are also concerned with sustainable transport issues it makes sense for the reference group to be that forum where these related issues can be dealt with together.

4.2 Change to the Safe and Sustainable Transport Reference Group

To account for broadening the advisory group's scope and purpose it is proposed that the group's name be changed to the 'Safe and Sustainable Transport Reference Group' (SASTRG) and that its TOR be amended.

As such, a draft TOR for the Safe and Sustainable Transport Reference Group (SASTRG) is attached as Appendix 2.

The RSRG met in July 2008 and agreed that the proposed change in the group's scope and purpose would be appropriate. They also considered potential additional members that could be included in the group.

The RSRG also considered the draft TOR at its November 2008 meeting and minor amendments were made to the TOR as a result.

The draft TOR aligns with those of the Council's other advisory groups by:

- clearly outlining the group's advisory role
- outlining the group's membership (including their responsibilities and selection of members and the Chair) and accountability requirements
- covering the group's operation (frequency of meetings, quorum)

- encouraging liaison between the Council's advisory groups.

The most significant differences between SASTRG's operation and the other advisory groups is the membership and lower meeting frequency (approximately only four times a year).

Membership on SASTRG is tied to the representation of specific organisations and groups rather than individuals. For this reason the following membership requirements have not been included:

- how members can be removed
- the term of appointment
- provision for a maximum membership.

Members on the RSRG have not received payment since the group's inception. While the majority of members have attended the group as paid employees of the organisations they are representing, this has not been the case for some community groups that operate on a fully voluntary basis (i.e. Living Streets Wellington and Cycle Aware Wellington).

Payment of advisory group members will be considered in a report on the contribution and payment of advisory groups, scheduled to be presented to the Strategy and Policy Committee in March.

5. Conclusion

The Committee is asked to refer to Council for its approval the proposal to broaden the Road Safety Reference Group's scope and purpose as outlined in in the proposed draft TOR for the renamed 'Safe and Sustainable Transport Reference Group'.

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Supporting Information

1) Strategic Fit / Strategic Outcome

Advisory groups contribute to the Council's Governance Strategy – particularly the following desired outcome:

7.2(b) More actively engaged – Wellington will operate an open and honest decision-making process that generates confidence and trust in the democratic system.

2) LTCCP/Annual Plan reference and long term financial impact

Advisory groups are currently supported through the business as usual budgets of the responsible business units.

3) Treaty of Waitangi considerations

This report does not have any implications for the Treaty of Waitangi.

4) Decision-Making

This report does not involve a significant decision.

5) Consultation

a) General Consultation

The proposed changes have been discussed with the affected advisory group.

b) Consultation with Maori

Maori have not been consulted about this paper.

6) Legal Implications

There are no legal implications.

7) Consistency with existing policy

This report is consistent with other Council policies.

ROAD SAFETY REFERENCE GROUP

TERMS OF REFERENCE

2001

THE ROLE OF THE REFERENCE GROUP

The Road Safety Reference Group is established to provide Council with a sounding board and peer review group, and a first line of consultation on issues relating to road safety matters with a primary emphasis on promotion and education.

The elements of this role are:

- Assisting the Road Safety Co-ordinator in delivering the Road Safety element of the Rooding, Traffic and Transportation Business Plan;
- Debating and affirming applications for LTSA funding (Safety Administration Programmes);
- Monitoring performance against the Road Safety Plan;
- Recommending projects and safety initiatives for the Council's Annual Plan process;
- Providing a peer review resource for road safety projects, programmes and policy; and
- Conveying community concerns to Council.

The Road Safety Reference Group is not the sole representative of the community's views on road safety issues but should be able to provide a balanced commentary on road safety matters as they relate to policy, planning and asset management direction.

The Group is not intended to remove or reduce Council's responsibilities to maintain the level of resources necessary for the effective management of road safety by officers.

MEMBERSHIP

Criteria for membership

- Representation of public agency or interest group with road safety concerns
- Level of road safety knowledge
- Degree of involvement in practical initiatives
- Demonstrated enthusiasm for road safety issues
- Links into the community and willingness to utilise those links.

A desirable outcome of membership selection would be to have geographical and issue/based representation.

SELECTION OF NEW MEMBERS

If it becomes necessary to appoint new members to the Group, the Council will seek nominations and, in association with the Group's membership, will select the required number of new members. If no consensus can be reached the Council's Transport and Infrastructure Committee will make the final decision.

TREATY OF WAITANGI

A representative from Wellington Tenth Trust and Te Rūnanga o Toa Rangatira will be invited to be members of the Road Safety Reference Group. If mana whenua are unable to participate relevant Council officers will maintain a communication link with the Wellington Tenth Trust and Te Rūnanga o Toa Rangatira to assist in providing a Māori perspective in the work of the Group.

OPERATION

The maintenance and servicing of the Group will be the responsibility of the Road Safety Co-ordinator.

A minimum of four meetings per year will be held. Further meetings will be held as required.

The Group will report (through the Road Safety Co-ordinator) annually to the Transport and Infrastructure Committee on its achievements, progress on road safety matters and any other issues that need to be brought to the Committee's attention. Reports may be provided from time to time on an issue identification basis.

A twelve month review will be undertaken to check direction and effectiveness of advisory group format and this will be reported back to the Transport and Infrastructure Committee.

TERM OF APPOINTMENT

The term of appointment will initially be for one year.