

Chairperson and Committee Members
ENVIRONMENT AND COMMUNITY DEVELOPMENT COMMITTEE

14 APRIL 2016

Meeting Status: **Public**

Purpose of Report: For Decision

**CYCLEWAY, WALKWAY, BRIDLEWAY ADVISORY GROUP -
REVISED TERMS OF REFERENCE**

PURPOSE OF REPORT

- 1 This report seeks the Environment and Community Development Committee's approval of the updated terms of reference for the Cycleway, Walkway, Bridleway (CWB) Advisory Group.

DELEGATION

- 2 The Committee has the authority to make decisions on this matter pursuant to Section B1 clause 7.1 of the Delegations:

Policy Development

7.1 Authority to develop (within any wider existing strategic framework) policies and work programmes that support the social, economic, environmental and cultural interests of the community.

BACKGROUND

- 3 On 5 November 2015 this Committee considered a report (CS-15-1733) proposing revised Terms of Reference for the Cycleway, Walkway, Bridleway (CWB) Advisory Group. At this meeting officers explained the draft terms of reference had been discussed with the Chair and attempts had been made to consult with other members of the group. Members of the group had indicated the terms of reference needed further consideration.

- 4 The following resolution was passed:

That the Environment and Community Development (ECD) Committee notes the Cycleway Walkway Bridleway (CWB) Advisory Group requires more time to consider and amend the draft Terms of Reference attached in Appendix 3 of report CS-15-1733, and requests officers continue to work with the Advisory Group to revise the Terms of Reference and report back to the Committee before 31 March 2016.

- 5 This report proposes the terms of reference for the Committee's approval and adoption.

ISSUES AND OPTIONS

- 6 The draft presented to the Committee in November did not have the support of the Advisory Group at that time. It was noted themes had been effectively captured but there were other issues to resolve eg eligibility for membership, the process for appointing the Chair, agenda management and aspects of meeting protocol. The proposed name for the Group was the 'Cycleway, Walkway, Bridleway *Community Group*.' Not all members agreed with the change of name and it has reverted to *Advisory* group.
- 7 The points the Group had disagreed with have been addressed in the revised Terms of Reference (ToR) and these were tabled for the Advisory Group's meeting on 8 March. At that meeting it was agreed a sub-group of five CWB representatives would meet with Council staff to make final amendments. The subsequent meeting occurred on 16 March 2016 where final details were addressed including; an agreement on the process for appointing new representatives; an increased frequency of meetings from quarterly to bi-monthly, and the introduction of a review period for the terms of reference to align with Council's triennial cycle. A flow chart for addressing matters raised by representatives was also added. This is attached as Appendix A.

CONSIDERATIONS

Policy considerations

- 8 There are no policy considerations. This decision will reaffirm a place for the Cycleway, Walkway and Bridleway Advisory Group in the Council's framework of community relationships.

Legal considerations

- 9 There are no legal considerations associated with this report.

Financial considerations

- 10 There are no financial considerations at this time. The proposed increase in administrative and direct support does not represent a material cost and will be managed within existing resources.

Tāngata whenua considerations

- 11 There are no additional tāngata whenua considerations at this time.

SIGNIFICANCE AND ENGAGEMENT

Degree of significance

- 12 This matter has a low level of significance under Council policy.

Consultation already undertaken

- 13 The Chair and members of the CWB Advisory Group have been in discussion with officers over changes to the Group's terms of reference over the past fifteen

months. Representatives of the Group reviewed and agreed on the final draft, however the Chair was not able to attend this meeting.

Engagement planning

- 14 No specific wider community engagement is considered to be required. The CWB Advisory Group will promote the changed ToR through their own networks. If required, staff will support that communication through preparation of key messages and supply of electronic copies of the revised terms of reference for circulation.

Publicity

- 15 Appropriate media channels will be used to notify the community revised terms of reference have been approved and to reaffirm the relationship between the Council and the CWB Advisory Group. As no significant change is recommended no additional publicity is planned. Any media statement should be a joint statement from the Chair of the CWB Advisory Group and the Mayor or one of the councillors who is a member of the Group.

RECOMMENDATIONS

- 16 That the Committee approves the Terms of Reference for the Cycleway, Walkway and Bridleway Advisory Group attached in Appendix One to this report CS-16-1838.

Report prepared by	Approved for submission	Approved for submission
---------------------------	--------------------------------	--------------------------------

Jamie Roberts

Crispin Mylne

Sean Mallon

**Cycleway, Walkway,
Bridleway Coordinator**

**Acting Group Manager
Community Services**

**Group Manager
Infrastructure Services**

ATTACHMENT

- | | |
|------------|--|
| Appendix 1 | Terms of Reference for the Cycleway, Walkway, and Bridleway Advisory Group |
|------------|--|

Cycleway, Walkway, Bridleway Advisory Group Terms of Reference

BACKGROUND

1. The Kāpiti Cycleway, Walkway and Bridleway (CWB) Advisory Group is a voluntary group which seeks to extend the CWB network and to improve the cycling, walking, and equestrian experience on the Kāpiti Coast.

PURPOSE

2. The purpose of the Advisory Group is to advise Council on issues and opportunities within the CWB network.

CONSTITUTION & MEMBERSHIP

3. The membership of the Kāpiti Cycleway, Walkway and Bridleway Advisory Group is:
 - 3.1. Two councillors
 - 3.2. One community representative from each of the following interest groups, with a Deputy from each also able to attend:
 - 3.2.1. Walking
 - 3.2.2. On Road Cycling
 - 3.2.3. Equestrian
 - 3.2.4. Off Road Cycling
 - 3.2.5. Recreational Open Space
 - 3.2.6. Accessibility
 - 3.2.7. Environmental Care Groups
 - 3.2.8. Youth
 - 3.3. Council officers
 - 3.3.1. Group Manager Community Services
 - 3.3.2. Parks and Recreation CWB Officer
 - 3.3.3. Infrastructure CWB Officer
4. Community representatives will be confirmed at the first meeting of each triennium. The terms of reference will also be reviewed at this time.
5. The Chairperson will be one of the community representatives listed in paragraph 3.2. The Chairperson will be determined by the members listed in paragraphs 3.1 and 3.2 at the first meeting of each triennium.
6. When an Advisory Group member stands down or a replacement is needed recommendations will be sought from the incumbent with the new representative approved by members listed in 3.1 and 3.2.
7. Voting rights during meetings are limited to members listed in paragraphs 3.1 and 3.2 provided that each group is entitled to one vote.
8. Recommendations from the group shall be formed by way of majority vote.

9. Agendas and minutes of the meetings will be circulated to:
 - 9.1. Members listed in paragraph 3.1 and 3.2
 - 9.2. Each of the iwi with whom Council works under a Memorandum of Partnership: Ngā Hapū o Ōtaki , Te Ātiawa Charitable Trust and Ngāti Toa Rangatira
 - 9.3. Kāpiti Coast Youth Council
 - 9.4. Members of these groups are invited to attend meetings of the Advisory Group
10. Council staff supporting the Advisory Group when required include:
 - 10.1. Parks and Recreation Manager
 - 10.2. Roading Asset Manager
 - 10.3. Group Manager Infrastructure Services
 - 10.4. Executive Secretary Community Services
11. The Advisory Group may also co-opt or invite members as agreed from other relevant groups, including but not limited to specialist community groups, environmental groups and Care Groups.

MEETING FREQUENCY

12. Meetings will be held on a bimonthly basis (every two months) unless determined otherwise by the Group.
13. The Council will provide secretarial support for the Group.
14. Minutes, including Matters Under Action, will be distributed within four weeks of meetings.

QUORUM

15. A quorum is: one councillor, plus three community representatives, plus one council officer.

OBJECTIVES

16. The objectives of the Advisory Group are to:
 - 16.1. Proactively identify opportunities, issues and advise on cycling, walking, and equestrian matters on the Kāpiti Coast in general
 - 16.2. Advise on priorities for implementing the Cycleway, Walkway and Bridleway (CWB) Strategy, Network Plan and Activity Management Plan in the Kāpiti Coast District
 - 16.3. Facilitate communication between the council and the community on cycling, walking, and equestrian matters on the Kāpiti Coast, and
 - 16.4. Make recommendations to the Group Manager Community Services and the Group Manager Infrastructure on new opportunities on CWB matters

SCOPE OF ACTIVITY

17. The Advisory Group will:

- 17.1. Establish relationships with key community organisations with which this Advisory Group must work
- 17.2. Provide focus and advise of priorities for CWB in the Kāpiti Coast District
- 17.3. Advise Council officers in the implementation of priorities and projects particularly with respect to community perspective and input
- 17.4. Advise on projects and recommend funding allocation to the Kāpiti Coast District Council through the Environment and Community Development Committee
- 17.5. Consider and make recommendations to the Environment and Community Development Committee and/or the Chief Executive on involvement in relation to events, issues, reports, plans and subdivisions in relation to encouraging cycling, walking and horse riding on the Kāpiti Coast if required
- 17.6. Participate in Council-led public consultation processes
- 17.7. Work with officers to report to the Environment and Community Development Committee on activities at the end of each financial year and/or as required during the financial year to scheduled meetings of that Committee, and
- 17.8. Through the Chairperson, advise the Group Manager Community Services of any other issues of concern that need to be addressed to improve the efficiency and effectiveness of the Advisory Group

PROCESS

- 18. The process for raising and addressing matters through the Group is outlined in Appendix A.

.....
Chair, Cycleways, Walkways and Bridleways Group

.....
Group Manager Community Services

APPENDIX A

