

**Chairperson and Committee Members**  
STRATEGY & POLICY COMMITTEE

25 MAY 2017

Meeting Status: **Public**

Purpose of Report: For Decision

## **ROAD SAFETY ADVISORY GROUP**

### **PURPOSE OF REPORT**

- 1 To approve the revised Terms of Reference for the Road Safety Advisory Group (RSAG) and appoint two Councillors to work with this advisory group.

### **DELEGATION**

- 2 This Committee will deal with all strategy and policy decision-making that is not the responsibility of the Kāpiti Coast District Council (Council). Key responsibilities will include:
  - receive annual reports from any community or advisory group.
  - (ii) Power to establish subcommittees.

### **BACKGROUND**

- 3 The RSAG is a voluntary group established to advise Council on road safety matters on the Kāpiti Coast.
- 4 There have been ongoing discussions over previous years about the need to revise the terms of reference (TOR) for the group. The current terms of reference were last reviewed in 2011.

### **ISSUES AND OPTIONS**

#### **Issues**

- 5 The review has resulted in two proposed changes to the Constitution and Membership of the Group:
  - a) Iwi representation is included under the list of representatives. An invitation to appoint three (3) Iwi representatives would be made *via* Te Whakaminenga o Kāpiti, with one representative sought from each of the Iwi with whom Council works under the Memorandum of Partnership following the successful adoption of the revised TOR.
  - b) During the previous triennium there were two Road Safety groups. The Road Safety sub-group reported to the RSAG. The proposed new structure has only one Advisory group with meetings proposed every three months.
- 6 Minor changes were also made to the Scope of Activity section under 18:
  - a) provide input for the development of the road safety Action Plan;
  - b) participate in Council-led public consultation processes;

- c) work with Council officers to report to the Council on activities at the end of each financial year and/or as required during the financial year; and
- d) through the Chairperson, advise the Group Manager Infrastructure Services of any issues of concern that need to be addressed to improve the efficiency and effectiveness of the RSAG.

## CONSIDERATIONS

### Policy considerations

- 7 There are no policy considerations.

### Legal considerations

- 8 There are no legal considerations.

### Financial considerations

- 9 There are no financial considerations.

### Tāngata whenua considerations

- 10 To ensure that we are working within our Partnership Agreement, provision for Iwi representation has been included under the list of Representatives. Invitation to appoint to these positions would be made *via* Te Whakaminenga o Kāpiti.

## SIGNIFICANCE AND ENGAGEMENT

### Degree of significance

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

### Consultation already undertaken

- 12 The members that made up the previous RSAG and the Road Safety sub-group have been emailed a copy of the new terms of reference for review and comments. The comments of both the sub-group and Advisory group members that have been received to date have been incorporated into the terms of reference.

### Engagement planning

- 13 An engagement plan is not needed to implement this decision.

### Publicity

- 14 There are no publicity considerations.

## RECOMMENDATIONS

- 15 That the Strategy & Policy Committee adopts the Road Safety Advisory Group Terms of Reference, 2016-2019 as **attached** in Appendix One to this report (IS-17-165).

16 That the Council confirms the appointment of Councillor ..... and Councillor ..... to the Road Safety Advisory Group for the 2016-2019 Triennium.

**Report prepared by**                      **Approved for submission**                      **Approved for submission**

**Bruce Johnston**  
Transports Safety  
Coordinator

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## **ATTACHMENTS**

**Appendix 1** Road Safety Advisory Group Terms of Reference  
2016-2019 (Revised)

**Appendix 2** Kāpiti Road Safety Advisory Group Terms of Reference  
(Current)

## ROAD SAFETY ADVISORY GROUP TERMS OF REFERENCE 2016-2019 (REVISED IN DRAFT)

# Road Safety Advisory Group

## Terms of Reference

### 1. PURPOSE

- i. the Road Safety Advisory Group (RSAG) is a voluntary group which advises the Kāpiti Coast District Council (Council) on road safety matters on the Kāpiti Coast.
- ii. the purpose of the RSAG is to provide a forum where members of the group can provide Council with feedback and advice aimed at achieving safer journeys through education, improved transport networks and infrastructure design.

### 2. CONSTITUTION & MEMBERSHIP

The membership of the RSAG is:

- i. two Councillors;
- ii. one representative from each of the following groups:
  - Accessibility Advisory Group;
  - Kāpiti Cycling Inc;
  - New Zealand Transport Authority;
  - Mana Coaches;
  - Uzabus;
  - Older Persons' Council;
  - Road Transport Association of New Zealand;
  - Greater Wellington Regional Council;
  - Kāpiti Mobility Scooter Club;
  - New Zealand Police;
  - Grey Power;
  - Accident Compensation Corporation;
  - Age Concern;
  - Tāngata Whenua; (up to three representatives)
  - Kāpiti Youth Council; and
  - OK (Ōtaki to Kāpiti) Principals.

- iii. Council Officers (in regular attendance):
  - Transport Safety Coordinator;
  - Cycleways, Walkways and Bridleways Coordinator; and
  - Roading Network Planner Team Leader.
- iv. community representatives will be confirmed at the first meeting of each triennium.
- v. other Council staff supporting the RSAG may also attend when required or invited by the group.
- vi. changes to the individuals nominated by each of the community representatives shall be agreed by the group.
- vii. the RSAG may invite other members with an interest in road safety to the meetings as agreed by the group.

### **3. CHAIR**

- i. the Chairperson will be either of the two Councillors.
- ii. if no Councillor is able to attend the meeting, the group will nominate a Chairperson.

### **4. OBJECTIVES**

The objectives of the RSAG are to:

- i. proactively identify and advise the Council Access and Transport team on road safety issues and matters;
- ii. disseminate road safety information to the groups they represent and other relevant partners;
- iii. track road safety issues and matters raised by the RSAG and monitor achievements and outcomes.

### **5. SCOPE OF ACTIVITY**

The RSAG will:

- i. establish and maintain relationships with key community and other organisations with which this Advisory Group works;
- ii. consider and provide advice into the development of the Road Safety Action Plan;
- iii. consider and provide advice to the Council Access and Transport team on road safety including road design;
- iv. participate in Council-led public consultation processes;
- v. report to the Strategy and Planning Committee on activities at the end of each financial year and/or as required during the financial year to scheduled meetings of that Committee;
- vi. through the Chairperson, advise the Group Manager Infrastructure Services of any other issues of concern that need to be addressed to improve the efficiency and effectiveness of the RSAG.

**6. VOTING RIGHTS**

- i. voting rights during meetings are limited to members listed in paragraph 2 (with the exception of Council officers).
- ii. decisions from the RSAG shall be formed by way of majority vote.

**7. QUORUM**

A quorum is:

- i. one Councillor
- ii. four community representatives; and
- iii. one Council officer.

**8. MEETING FREQUENCY and ADMINISTRATION**

- i. meetings will be held three monthly, unless determined otherwise by the RSAG.
- ii. the Council will provide administrative support, compiling agendas, writing and issuing minutes, and providing other administrative and advisory support to the RSAG.

**DEFINITIONS**

“Road” means as defined in the Land Transport Act 1998.

## KĀPITI ROAD SAFETY ADVISORY GROUP TERMS OF REFERENCE (CURRENT)

# Kāpiti Road Safety Advisory Group

### Terms of Reference

## KĀPITI ROAD SAFETY ADVISORY GROUP

### 1. PURPOSE

- i. The Kāpiti Road Safety Advisory Group (Advisory Group) is a voluntary group which advises the Environment and Community Development Committee of road safety matters on the Kāpiti Coast.
- ii. The purpose of the Advisory Group is to provide Council with feedback and advice from key community road user groups aimed at achieving safer journeys through education and improved roadway and adjoining pathway design & infrastructure.

### 2. OBJECTIVE

The key objectives of the Advisory Group are to:

- i. Inform the Environment and Community Development Committee (E&CDC) of road safety issues.
- ii. Advise the Environment and Community Development Committee on road safety matters.
- iii. Provide input into the consultation process for maintenance and capital works projects.
- iv. Disseminate road safety information to relevant partners.
- v. Provide input into the Road Safety Action Plan.
- vi. Track road safety issues and matters raised by the Advisory Group and monitor achievements and outcomes.

### 3. CONSTITUTION

The membership of the Advisory Group shall be as follows:

- Two members of the Environment and Community Development Committee
- Two representatives of the Kāpiti-Mana Police
- Two representatives from Kāpiti Coast District Council

One representative from:

- Disability Reference Group
- Cycleways, Walkways and Bridleways Reference Group
- Kāpiti Youth Council
- New Zealand Transport Agency
- OK (Ōtaki-Kāpiti) Principals
- Accident Compensation Corporation
- Emergency Medical Service
- Age Concern
- Grey Power

- i. The Advisory Group may also co-opt or invite members as agreed from other relevant groups.
- ii. The Chair of any meeting of the Advisory Group must be one or other of the two members of the Environment and Community Development Committee.

#### **4. MEETING FREQUENCY**

Quarterly or as and when required.

#### **5. QUORUM**

A quorum is four members of the Kāpiti Road Safety Advisory Group (including one member from the Environment and Community Development Committee).

#### **6. SCOPE OF ACTIVITY**

The scope of activity for this Advisory Group is to:

- i. Establish relationships with key community organisations with which this Advisory Group works.
- ii. Hold and attend meetings and take minutes.
- iii. Track road safety issues and matters raised and monitor achievements and outcomes.
- iv. To consider and advise the Access and Transport delivery teams within the Council on road safety regarding road design, maintenance and capital work projects.
- v. Provide focus and advise priorities for the improvement of Road Safety generally in the Kāpiti Coast District.
- vi. Report back from the Environment & Community Development Committee and Access and Transport delivery teams on the specific observations and advice submitted by the Advisory Group.
- vii. Make recommendations to the Environment and Community



Development Committee and/or the Chief Executive in relation to events, issues, reports, plans and subdivisions for the purpose of enhancing road safety on the Kāpiti Coast.

**7. ROLES & FUNCTIONS**

The Advisory Group is delegated the following roles and functions:

- i. To consider and advise the Access and Transport delivery teams within the Council on road safety including road design, maintenance and capital works projects.
- ii. Report back from the Environment & Community Development Committee and Access and Transport delivery teams on the specific observations and advice submitted by the Advisory Group.
- iii. Make recommendations to the Environment and Community Development Committee and/or the Chief Executive in relation to events, issues, reports, plans and subdivisions for the purpose of enhancing road safety of the Kāpiti Coast.
- iv. Report to the Environment and Community Development Committee and/or the Chief Executive on activities at the end of each financial year and/or as required during the year to scheduled meetings of the Committee.

**8. DEFINITIONS**

Road means road carriageway together with roadside pathways and driveways.