

**Mayor and Councillors  
COUNCIL**

23 MARCH 2017

Meeting Status: **Public**

Purpose of Report: For Decision

**CYCLEWAY, WALKWAY AND BRIDLEWAY ADVISORY  
GROUP - TERMS OF REFERENCE REVIEW**

**PURPOSE OF REPORT**

- 1 This report presents for adoption the revised Terms of Reference for Council's Cycleway, Walkway and Bridleway Advisory Group for the 2016-19 Triennium.

**DELEGATION**

- 2 Council has the authority to consider this matter.

**BACKGROUND**

- 3 In accordance with the current process, the Terms of Reference were reviewed at the first Cycleway Walkway and Bridleway (CWB) Advisory Group meeting of the triennium on 6 December, 2016. A draft revised Terms of Reference was prepared and considered at the 14 February, 2017 meeting. The Advisory Group has asked that these now be presented to Council for adoption.

**ISSUES AND OPTIONS**

- 4 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 Terms.
  - b) An Older Persons Representative has been added to the list of representatives. An invitation to appoint one (1) Older Persons representative would be made following the successful adoption of the revised Terms. A volunteer from the Older Persons Council has already expressed an interest in this appointment.
    - i) Subsequent clauses relating to Constitution and Membership were amended to reflect the revised list of representatives.
- 5 Minor changes were made to the Scope and Activity section under 17.4, 17.5 and 17.7:
  - a) Reference to the 'Environment and Community Development Committee' has been changed to 'the delegated Council Committee' to reflect the changes to Committee structure in the 2016-2019 triennium.

## **CONSIDERATIONS**

### Policy considerations

- 6 There are no policy considerations.

### Legal considerations

- 7 There are no legal considerations.

### Financial considerations

- 8 There are no financial considerations.

### Tāngata whenua considerations

- 9 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 shall be made via Te Whakaminenga o Kāpiti.

## **SIGNIFICANCE AND ENGAGEMENT**

### Degree of significance

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

### Consultation already undertaken

- 11 The Chair and members of the CWB Advisory Group provided feedback to staff at the first meeting of the Triennium on 6 December 2016. In response to this feedback, the draft revised Terms of Reference were prepared and presented to the Group at the subsequent meeting on 14 February 2017. At that meeting The Group accepted the Terms of Reference and asked that they be presented to Council for adoption.

### Engagement planning

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

### Publicity

- 13 There are no publicity considerations.

## RECOMMENDATIONS

- 14 That the Kāpiti Coast District Council adopts the Cycleway Walkway Bridleway Advisory Group Terms of Reference, 2016-2019 as attached in Appendix One to this report (CS-17-146).

<b>Report prepared by</b>	<b>Approved for submission</b>	<b>Approved for submission</b>
Jamie Roberts	Sean Mallon	Max Pedersen
<b>Parks and Recreation Planner</b>	<b>Group Manager Infrastructure Services</b>	<b>Group Manager Community Services</b>

## ATTACHMENTS

- Appendix 1    Cycleway Walkway, Bridleway Advisory Group Terms of Reference, 2016-19 (Revised)
- Appendix 2    Cycleway, Walkway, Bridleway Advisory Group Terms of Reference (Current)

## Appendix 1 : Cycleway Walkway, Bridleway Advisory Group Terms of Reference, 2016-19 (Revised with amendments highlighted)

### Cycleway, Walkway, Bridleway Advisory Group Terms of Reference, 2016-2019

#### 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 elected members
  - 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
    - 3.2.9. Older Persons
  - 3.3. One representative from each of the following iwi with whom Council works under a Memorandum of Partnership:
    - 3.3.1. Ngā Hapu o Ōtaki
    - 3.3.2. Te Ātiawa Charitable Trust
    - 3.3.3. Ngāti Toa Rangatira
  - 3.4. Council officers
    - 3.4.1. Group Manager Community Services
    - 3.4.2. Parks and Recreation CWB Officer
    - 3.4.3. 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 paragraphs 3.2 & 3.3. The Chairperson will be determined by the members listed in paragraphs 3.1, 3.2 and 3.3 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 or the group they represent with the new representative approved by members listed in 3.1, 3.2 and 3.3.
7. Invitation to appoint iwi representation shall be made through Te Whakaminenga o Kāpiti.
8. Voting rights during meetings are limited to members listed in paragraphs 3.1, 3.2 and 3.3 provided that each group or each iwi is entitled to one vote.
9. Recommendations from the group shall be formed by way of majority vote.
10. Agendas and minutes of the meetings will be circulated to all Members listed in paragraph 3.
11. Council staff supporting the Advisory Group when required include:
  - 11.1. Parks and Recreation Manager
  - 11.2. Roading Asset Manager
  - 11.3. Group Manager Infrastructure Services
  - 11.4. Executive Secretary Community Services
12. 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

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

#### QUORUM

16. A quorum is: one elected member, plus three community representatives, plus one council officer.

**OBJECTIVES**

17. The objectives of the Advisory Group are to:

- 17.1. Proactively identify opportunities, issues and advise on cycling, walking, and equestrian matters on the Kāpiti Coast in general
- 17.2. Advise on priorities for implementing the Cycleway, Walkway and Bridleway (CWB) Strategy, Network Plan and Activity Management Plan in the Kāpiti Coast District
- 17.3. Facilitate communication between the council and the community on cycling, walking, and equestrian matters on the Kāpiti Coast, and
- 17.4. Make recommendations to the Group Manager Community Services and the Group Manager Infrastructure on new opportunities and CWB matters

**SCOPE OF ACTIVITY**

18. The Advisory Group will:

- 18.1. Establish relationships with key community organisations with which this Advisory Group must work
- 18.2. Provide focus and advise of priorities for CWB in the Kāpiti Coast District
- 18.3. Advise Council officers in the implementation of priorities and projects particularly with respect to community perspective and input
- 18.4. Advise on projects and recommend funding allocation to the Kāpiti Coast District Council through the **delegated Council Committee**
- 18.5. Consider and make recommendations to the **delegated Council 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
- 18.6. Participate in Council-led public consultation processes
- 18.7. Work with officers to report to the **delegated Council 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
- 18.8. 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**

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

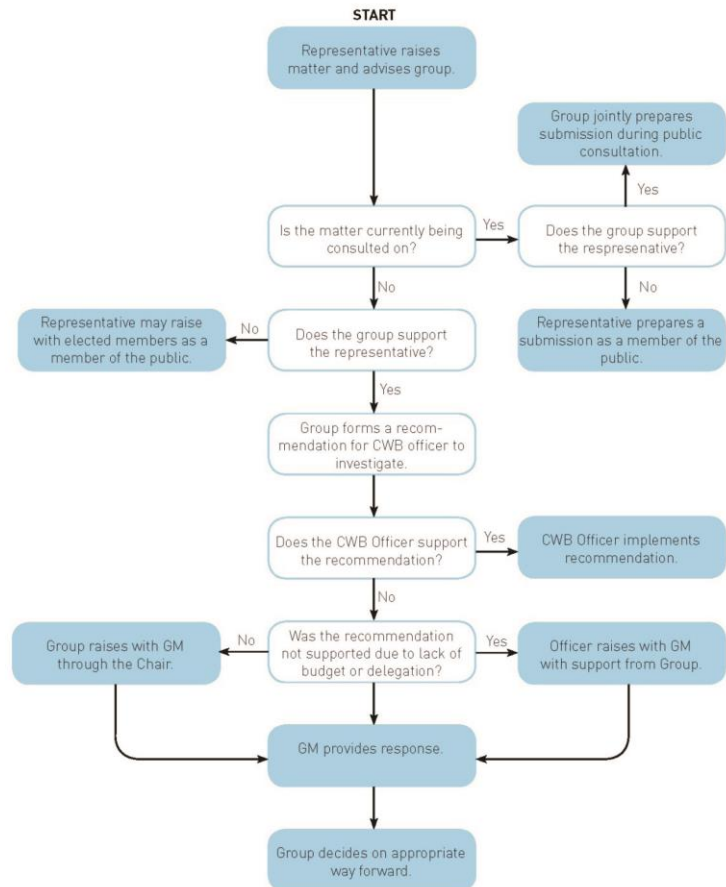
**SIGNATORIES**

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

.....  
Max Pedersen  
Group Manager Community Services

DRAFT

## APPENDIX A





## Appendix 2 : Cycleway Walkway, Bridleway Advisory Group Terms of Reference (Current)

### 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 elected members
  - 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 or the group they represent 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; and Te Whakaminenga o Kāpiti.
  - 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 elected member, 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:

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; and Te Whakaminenga o Kāpiti.
  - 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 elected member, 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:

## APPENDIX A

