

## **Terms of Reference: Nelson/Tasman Active Transport Forum**

**Adopted: 23 July 2007**

### **Mission:**

To advance active transport.

### **Objectives:**

1. To enhance intersectoral communication and coordination between active transport stakeholders
2. To support positive action on regional cycling, walking and public transport issues.
3. To increase the knowledge base of active transport stakeholders.

### **Mechanisms/ Functions:**

- Provide and encourage regular networking and information sharing opportunities
- Provide opportunities for forum members to increase their knowledge and expertise
- Support members to undertake collaborative projects and initiatives
- Support members input into and feedback on plans and strategies
- Communicate and engage with decision makers to build awareness and understanding of the importance of walking and cycling
- Increase awareness of active transport issues
- Support the formation of a walking advocacy group and other relevant groups

### **Delegated authority:**

None

### **Meeting Frequency / protocol**

- Quarterly (or as required) for a maximum of two hours with lunch served after meetings
- Membership is not exclusive and is open to others as the need arises
- The terms of reference will be reviewed as necessary
- Agendas will be prepared and circulated at least one working week prior to the meeting
- Meetings will be minuted

### **Forum Principles**

The forum

- Holds that working collaboratively is a strength and creates unique opportunities
- Wherever possible makes decisions through consensus provided the matter has been included on the agenda (NB: Non agenda items will not result in decisions at that meeting).
- Has a strategic rather than operational focus
- Recognises the importance of good practice

**Membership:** Refer to appendix 1

**Relevant Strategies/ policy context:** Refer to appendix 2

**Key roles:** Refer to appendix 3

## **Appendix 1**

### **Membership**

Membership of the group will be open to but not limited to:

#### ***Territorial Authorities (staff and councillors)***

- Nelson City Council
- Tasman District Council

#### ***Agencies***

- Nelson Marlborough District Health Board (NMDHB)
- New Zealand Transport Agency (NZTA) (formerly Land Transport New Zealand (LTNZ) and Transit New Zealand)
- New Zealand Police
- Sport and Recreation New Zealand (SPARC)

#### ***Non-Governmental Organisations***

- Regional Sport Trust (Sport Tasman)

#### ***Walking and Cycling Community Stakeholders***

- Bicycle Industry of New Zealand (Bianz) representative
- BikeNZ
- Cycling Advocates' Network (CAN)
- Bicycle Nelson Bays
- Living Streets Aotearoa (LSA)
- Traffic engineering consultants
- Recreation and Physical Activity consultants
- (NB: Bike Nelson is the Regional Sporting Organisation (RSO) for cycling in Nelson. Its membership comprises each of the Tasman Cycling Clubs with a nominated representative from each of the following:
  - Nelson MTB Club
  - Cycling Nelson
  - Star and Garter Wheelers
  - Nelson BMX Club
  - Cycling Tasman Academy
  - Nelson/Marlborough Cycling Centre
  - Representative linking to Bicycle Nelson Bays

As an RSO, Bike Nelson offers regional representation for the interests of cycling as determined by the member clubs, and provides an effective link with BikeNZ as cycling's National Body.

## **Appendix 2**

### **Relevant Strategies, Plans, and Reports**

- New Zealand Transport Strategy (2002)
- Getting There - on foot, by cycle Strategy (Ministry of Transport, February 2005)
- Getting There - on foot, by cycle Strategic Implementation Plan (Ministry of Transport, 2006-2009)
- Nelson / Tasman Regional Physical Activity Plan (2006),
- Top of the South Regional Physical Activity Strategy (2006)
- Nelson Regional Land Transport Strategy
- Tasman Regional Land Transport Strategy
- Pedaling Along – Nelson City Council Cycle Strategy (2006)
- Stepping Out - Nelson City Council Pedestrian Strategy (2005)
- TDC Cycle and Pedestrian strategy
- Nutrition and Physical Activity Plan
- No Exception Strategy (2005)

## **Appendix 3**

### **Key Roles**

#### **Road Safety Coordinators – Nelson City Council and Tasman District Council shared**

- Coordinates the agenda by liaising with the chairperson to consider and set the agenda
- Sends agenda to the Administrator for inclusion with the forum invitation
- Liaises with the Facilitator and Administrator as required

#### **Facilitator/ Chair person**

- Liaises with the Coordinators to consider and set the agenda
- Ensures the meeting runs to time and keeps to the agenda
- Works with the Coordinators to identify and confirm co-facilitator/s as required for next meeting
- The position of Chairperson is to be reviewed annually

#### **Administrator – NCC**

- Sends out forum invitations
- Collates attendees and apologies list
- Takes the minutes on the day and writes up the minutes
- Updates the database following each forum and as required
- Undertakes other administrative duties as appropriate
- Liaises with Coordinator as required

#### **Delegation of Key Roles and Responsibilities for the period: 1 July 2007 - 30 June 2008**

- Nelson City Council and Tasman District Council will alternate the coordination role; provide lunch for two forums, and the venue for all forums
- Community and Public Health will provide funding/support for professional development.