

# Cycleway, Walkway, Bridleway Advisory Group

## Terms of Reference, 2022-2025

### 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 and Running
    - 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
    - 3.2.10. Small Wheels

\* Elected Council Members cannot be representative of the listed interest groups.
  - 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. Two representatives from each Council group representing Parks, Open Space and Environment and Access and Transport:

- 3.4.1. Parks, Open Space and Environment Manager
  - 3.4.2. Parks, Open Space and Environment CWB coordinator
  - 3.4.3. Team Leader Roding Asset Manager
  - 3.4.4. Access and Transport Cycleway and Walkway Team Lead
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. The Deputy Chairperson will be one of the community representatives listed in paragraphs 3.2 and 3.3. The Deputy Chairperson will be determined by the members listed in paragraphs 3.1, 3.2 and 3.3 at the first meeting of each triennium.
  7. 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.
  8. When a Deputy has more technical knowledge on a specific issue than the Primary, the Primary may defer their speaking time to the Deputy with the express permission of the Chairperson, and in such cases the Primary would relinquish their speaking rights on that issue.
  9. Invitation to appoint iwi representation shall be made through Te Whakaminenga o Kāpiti.
  10. 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.
  11. Recommendations from the group shall be formed by way of majority vote.
  12. Agendas and minutes of the meetings will be circulated to all Members listed in paragraph 3.
  13. Council staff who manage or deliver specific projects in Council may be requested to attend Advisory Group meetings to share their knowledge and experience on matters of interest to the Group. Council Staff supporting the Advisory Group when required include:
    - 13.1. Group Manager Place and Space
    - 13.2. Group Manager Infrastructure Services
  14. 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**

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

## **QUORUM**

18. The quorum is comprised of; one elected member, plus three community or iwi representatives, plus one Council officer.

## **OBJECTIVES**

19. The objectives of the Advisory Group are to:
  - 19.1. Proactively identify opportunities and issues, and advise on cycling, walking, and equestrian matters on the Kāpiti Coast in general
  - 19.2. Advise on priorities for implementing the Cycleway, Walkway and Bridleway (CWB) Strategy, Network Plan and Activity Management Plan in the Kāpiti Coast District
  - 19.3. Facilitate communication between the council and the community on cycling, walking, and equestrian matters on the Kāpiti Coast, and
  - 19.4. Make recommendations to the Group Manager Place and Space, Group Manager Infrastructure Services and to Council on new opportunities and CWB matters.

## **SCOPE OF ACTIVITY**


20. The Advisory Group will:
  - 20.1. Establish relationships with key community organisations with which this Advisory Group must work
  - 20.2. Provide focus and advise of priorities for CWB in the Kāpiti Coast District
  - 20.3. Advise Council officers in the implementation of priorities and projects particularly with respect to community perspective and input
  - 20.4. Advise on projects and recommend funding allocation to the Kāpiti Coast District Council through the delegated Council Committee and corporate planning processes
  - 20.5. 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 interest group activities on the Kāpiti Coast as required
  - 20.6. Participate in public consultation processes
  - 20.7. Through the Chairperson, advise the Group Manager Place and Space and Group Manager Infrastructure Services of any other issues of concern that need to be addressed to improve the efficiency and effectiveness of the Advisory Group

## **PROCESS**

21. The process for raising and addressing matters through the Group is outlined in Appendix A.
22. Where the Advisory Group has provided advice or recommendations, Council staff will provide timely feedback on progress and whether further information or action is required by the Group.

23. No member of the Advisory Group shall commit the Kāpiti Coast District Council to any form of expenditure or expense without the explicit approval of an authorised Council officer.


**SIGNATORIES**

.....Date *05.09.2023.*

**Bruce Henderson**  
Chairperson, Cycleways, Walkways and Bridleways Group

.....Date *15 Sep 23*

**Mike Mendonça**  
Group Manager Place and Space

.....Date *8/9/23*

**Sean Mallon**  
Group Manager Infrastructure Services

APPENDIX A

