
**SAFE AND SUSTAINABLE TRANSPORT REFERENCE GROUP
UPDATE**

1. Purpose of report

To provide an update on the operation of the Safe and Sustainable Transport Reference Group (SASTRG) during the 2013 calendar year and an indication of planned SASTRG activities over the coming year

2. Executive summary

There have been two SASTRG meetings this calendar year; in April and in June. There are two remaining meetings this year, on the 18th September and the 11th December. The meetings have been well attended this year, with a range of attendees allowing for a good range of discussion across a number of different topics.

3. Recommendations

Officers recommend that the Committee:

1. *Receive the information.*
2. *Note that the Safe and Sustainable Transport Reference Group (SASTRG) continues largely unchanged in 2013, with membership and attendance remaining static.*

4. Background

The SASTRG, established in 2001, provides the Council with advice and feedback on safe and sustainable transport issues. The purpose of the SASTRG (as stated in the 2008 Terms of Reference, attached as Appendix 2) is to be a “primary forum for providing advice, a sounding board and peer review on road safety and sustainable transport issues to the Council”.

5. Discussion

5.1 Meeting content and frequency in 2013

The SASTRG have met twice so far in 2013, with another two meetings scheduled for September and December 2013. Both the meetings have been well attended, with between 10 and 12 attendees. Attendees regularly include their own agenda items; these are often topical to items that are in the media at the

time, or which have involved some discussion. A list of attendees and agenda items is included in appendix 1.

5.2 Safe and Sustainable Transport Grants

The SASTRG also have some input into the Safe and Sustainable Transport Grants process. This grant is offered by Wellington City Council as part of the Safe and Sustainable Transport programme. The grant is open twice a year to community groups or individuals. This grant has been distributed six times since 2010, and offers funding for programmes which aim to improve cycling or walking safety. Grant recipients have been varied, from a Lions Club offering vehicle and driver checks for older drivers, to online short films promoting 'safe routes' for cyclists through Wellington.

5.3 Consultation and Engagement

The group provides an opportunity to engage with members of local organisations and advocacy groups who have an interest in safe and sustainable transport.

5.4 Financial considerations

Incidental costs incurred through the running of the SASTRG are funded by the road safety operational budget.

5.5 Climate change impacts and considerations

None of the issues or initiatives contained in this report has climate change impacts or considerations.

5.6 Long-term plan considerations

None of the issues or initiatives contained in this report will impact on Wellington City Council's Long Term Plan.

6. Conclusion

This report provides a summary of the activities of the SASTRG in 2013. It is expected that the group will remain largely unchanged for the remainder of 2013.

Contact Officer: Paul Barker, Safe and Sustainable Transport Manager

SUPPORTING INFORMATION

1) Strategic fit / Strategic outcome

This activity supports Council's overall vision of Wellington Towards 2040: Smart Capital, including 2. Connected City; allowing for ease of movement of people and goods.

2) LTP/Annual Plan reference and long term financial impact

The SASTRG is managed within existing budgets.

3) Treaty of Waitangi considerations

There are no Treaty of Waitangi implications for this report.

4) Decision-making

This report does not require a significant decision

5) Consultation

a) General consultation

No general consultation has been undertaken for this report.

b) Consultation with Maori

No consultation with Maori has been undertaken for this report.

6) Legal implications

There are no legal implications for this report.

7) Consistency with existing policy

The activities of the Safe and Sustainable Transport Reference Group are consistent with existing policy and support ongoing transport policy development.

Appendix 1

Attendees

Name	Organisation	April Meeting	June Meeting
<i>Cllr Pepperell</i>	<i>Wellington City Council</i>	<i>Absent</i>	<i>Present</i>
<i>Jeff Scoringe/Natalie Hazelwood</i>	<i>New Zealand Transport Agency</i>	<i>Present</i>	<i>Present</i>
<i>Jo Vilipaama</i>	<i>Accident Compensation Corporation</i>	<i>Present</i>	<i>Absent</i>
<i>Rosemary Cole</i>	<i>Accessibility Advisory Group</i>	<i>Present</i>	<i>Absent</i>
<i>Mike Mellor/Mishra Suryaprakash</i>	<i>Living Streets Aotearoa</i>	<i>Present</i>	<i>Present</i>
<i>Byron Cummins</i>	<i>Bikers Rights of New Zealand</i>	<i>Present</i>	<i>Present</i>
<i>Hayley Goodin</i>	<i>Regional Public Health</i>	<i>Present</i>	<i>Present</i>
<i>Simon Kennett/Susan Hutchinson-Daniel</i>	<i>Greater Wellington Regional Council</i>	<i>Present</i>	<i>Present</i>
<i>Senior Sergeant Richard Hocken</i>	<i>New Zealand Police</i>	<i>Present</i>	<i>Absent</i>
<i>Alex Gray</i>	<i>Automobile Association</i>	<i>Present</i>	<i>Absent</i>
<i>James Burgess/David Laing</i>	<i>Cycle Aware Wellington</i>	<i>Present</i>	<i>Present</i>
<i>Paul Barker</i>	<i>Wellington City Council Officer</i>	<i>Present</i>	<i>Present</i>
<i>Emma Hope</i>	<i>Wellington City Council Officer</i>	<i>Present</i>	<i>Present</i>
<i>Joelene Noble</i>	<i>Wellington City Council Officer</i>	<i>Present</i>	<i>Present</i>

Agenda items April 2013

- Community Grants update
- The programme and status of safety improvements to the Golden Mile (Alex Gray – AA)
- Report back on CAW's 'Roll on Wellington' Awards – winners and losers (James Burgess and David Laing, CAW)
- Agency updates
- Safe and Sustainable Transport education update on current main projects

Agenda items June 2013

- 5 minute brainstorm about the next pedestrian safety video (Simon Kennett)
- Traffic signals and pedestrians – (Alex Gray)
- Student feedback from the Students Against Driving Drunk (SADD) conference (Students from Scots College and St Mary's)
- Agency updates
- Safe and Sustainable Transport education update on current main projects (Emma)

Terms of Reference

1. Purpose

The Safe and Sustainable Transport Reference Group (SASTRG) is the primary forum for providing advice, a sounding board and peer review on road safety and sustainable transport issues (walking, cycling and traffic demand management) to the Council.

The SASTRG is an advisory group, however it, will not be considered to be the sole mechanism for representing the community's views on road safety and sustainable transport issues.

2. Advisory role

The role of the SASTRG is to:

- advise on the development and implementation of relevant road safety and sustainable transport projects, programmes and policies
- advise on community concerns and expectations associated with road safety and sustainable transport in Wellington City.
- assist the Road Safety and Travel Plan co-ordinators in their role
- help develop projects that are included in the Council's Long Term Plan and Annual Plan.

The group will not have an independent budget to commission work or undertake activities outside of this advisory role.

3. Membership

3.1 Number and make-up of members

Representatives from 16 organisations and agencies interested in road safety and/or sustainable transport are invited to participate in SASTRG meetings including:

- Greater Wellington Regional Council
- Living Streets Wellington
- Cycle Aware Wellington
- New Zealand Transport Agency
- Police
- Automobile Association
- Accident Compensation Corporation
- Injury Prevention Consultants of New Zealand
- Sustainability Trust
- Alcohol and Liquor Advisory Council
- Regional Public Health
- Aged Concern
- Fire Service
- Bikers' Rights Organisation of New Zealand (BRONZ)
- Driver Training organisation
- Plunket

Other organisations can be asked to participate in SASTRG meetings.

Representatives of the respective organisations and agencies will generally attend meetings as part of their paid role. The Council will provide payment to a maximum of five volunteer groups and not-for-profit groups where their representatives are not paid for their contribution to SASTRG.

Representatives of the Youth Council, Pacific Advisory Group and Accessibility Advisory Group can also be invited to attend meetings where their members' experience and expertise is required.

3.2 Selection of additional members

Groups, organisations and agencies not mentioned above may be included as members of the group (either at the request of the SASTRG, Council or an organisation).

To be eligible, an organisation/group must:

- have a base in Wellington City
- have a city wide focus
- a degree of involvement (or knowledge of) road safety and/or sustainable transport knowledge and practical initiatives
- a demonstrated enthusiasm for road safety and sustainable transport issues
- links into the community and willingness to utilise those links.

Additional members will be selected by Council officers in association with the group's membership.

The group will have at least one appointed Councillor representative, although invitations may be extended to other councillors to participate.

3.3 Chair

The group will be chaired by the Councillor appointed to the group. If the Councillor is going to be absent, members will nominate a Chair for the meeting.

3.4 Members' responsibilities

- Work collaboratively with other members of the group to fulfill the SASTRG's role and responsibilities
- Represent their organisation or agency's perspective to the group
- Share information from their different networks and feed information back to those groups
- Be prepared to participate in project meetings/brainstorming sessions in addition to meetings of the full advisory group
- Raise issues relevant to the group's terms of reference.

4. Reporting

SASTRG will report to the Council's Strategy and Policy Committee in the last quarter of each year. The report will outline work undertaken, attendance and number of meetings held, the group's achievements and any issues or initiatives it wishes the Council to consider further.

The agenda and minutes of the group's meetings will be available on the Council's website.

5. Frequency of Meetings

SASTRG will meet on an as required basis up to a maximum of six times a year. Specific issues may be raised and dealt with electronically (i.e. via email or web-based discussion fora) in between meetings of the full group.

Individual members may also be requested to attend additional meetings if they choose to participate in specific projects or brainstorming sessions.

6. Quorum

At least five of the organisations listed under section 3.1 must be present for the group to have a quorum.

7. Operation

The maintenance and servicing of the group will primarily be the responsibility of the appropriate Council directorate. The group will be supported by an officer who will be responsible for compiling agendas, writing minutes, and providing other administrative and advisory support to the group.

8. Payment

Generally SASTRG members will not receive payment as they attend advisory group meetings in a paid capacity as the representatives of their respective agencies.

The Council will provide payment to a maximum of five volunteer groups and not-for-profit organisations where their representatives are not paid for their contribution to SASTRG. Payment of up to \$440 per group per annum will be made to the group at the end of each financial year. Payment will be appropriately apportioned if the group cannot attend the majority of meetings.

The Council will provide the following support to all members:

- make car parks available in the basement of the Council's buildings upon request
- provide refreshments at the meeting
- other appropriate support as required.

9. Review

The Terms of Reference will be reviewed as required. All changes to the Terms of Reference will be subject to the approval of the appropriate Council committee and Council.