

# **Terms of Reference for Southland Cycling Governance Group**

## ***Background***

On behalf of the Southland District Council, Invercargill City Council, Gore District Council and Environment Southland, Venture Southland was asked to coordinate and advance a common Southland Cycling Strategy for the region. TRC Consultants were engaged to draft the Southland Cycling Strategy following community consultation. The draft strategy was presented to all Councils and it has been agreed that the Governance Group be formed to provide strong leadership for this strategy. The Southland Cycling Strategy Governance Group has been established to complete the consultation process and advance the strategy.

The Southland Cycling Governance Group (SCG) is a working group of council representatives from Invercargill City Council, Gore District Council, Southland District Council, Environment Southland and community representatives from the Southland region to join and participate.

The group's purpose is to provide a regional coordinated approach to promote cycling and to support the goals of the Southland Cycling Strategy.

The Strategy goals are:

- Support improvements in basic infrastructure to encourage more people to cycle
- Support the development and promotion of a suite of high quality cycling experiences
- Support implementation of programmes to encourage people to cycle and raise safety awareness
- Support community cycling activities and participation based events
- Support the rejuvenation of competitive cycling events
- Support development of local cycle commissionable tourism products and partnerships
- Providing strong leadership, communication and cooperation
- Work with and consult key stakeholders

## ***Membership***

The Southland Cycling Governance Group (SCG) members comprise of:

- four regional/district council elected representatives (Southland District Council, Invercargill City Council, Gore District Council and Environment Southland)
- three community representatives

Councils will also nominate staff to provide support to the SCG, these are non-voting representatives.

### ***Objective***

To provide a regionally coordinated approach to promote cycling within Southland.

### ***Vision***

To provide quality safe cycling infrastructure and increase cycling participation so that the people of Southland will gain in health, quality of life and appreciative use of their outstanding natural environment.

Cycling opportunities will contribute to Southland's socio-economic and population development by increasing the attractiveness of the region as a family friendly place to live and visit.

### ***Meeting Schedule***

The SCG will meet bi-monthly for the first 12 months, but may meet more regularly depending on need and on the work to be undertaken or the issues to be addressed. After the first 12 month the Governance Group can decide on meeting intervals going forward. Members will be advised, in advance, of the meeting schedule in advance.

### ***Role and Functions***

The role and functions of the Southland Cycling Governance Group are as follows:

1. to review and complete the consultation process of the Southland Cycling Strategy and make recommendations for change, if necessary;
2. identify priority areas of the Southland Cycling Strategy and set three, five and ten year goals;
3. to coordinate and drive implementation of the Southland Cycling Strategy for the region of Southland;
4. to consult and work with Southland cycling groups, Councils and other key stakeholders to advance the uptake of cycling and improvement of cycling infrastructure in Southland;
5. ability to align the region on a common Cycling Strategy and ability to leverage Government funding;
6. support identification and application for funding opportunities where they fit within the strategy;
7. to build a framework to enable and guide community groups pursuing advancement of cycling activities in alignment with the Southland Cycling Strategy;
8. to make recommendations to Councils relevant to the Southland Cycling Strategy and provide update on progress and long-term planning. Councils will retain all funding decisions;

9. to encourage preparation and implementation of regional cycling planning studies, when necessary;
10. to consider and submit on cycling-related policies, plans and consultation documents issued by the Ministry of Transport, New Zealand Transport Agency, regional/district councils and other relevant organisations as considered appropriate;
11. to liaise with the Ministry of Transport, New Zealand Transport Agency, regional/district councils, and other interested parties on cycling matters, and advise the Council on any appropriate new initiatives as considered appropriate;

### ***Members' responsibilities for reporting back to the organisation they represent***

Each Council elected member of the SCG is expected to report back regularly to their organisation on matters discussed at Committee meetings, on the Southland Cycling Strategy priorities for the region, its objectives and other content.

Community Representatives may be required to represent and liaise with a number of groups with the Governance Groups agreement. Representatives may be asked to establish clear communication channels with other community groups to ensure that key information (as agreed with the Governance Group) is provided to the appropriate stakeholders in a timely manner.

### ***Terms of Membership***

Should a vacancy occur in the membership of the SCG, the member representing a Council shall report this to the next meeting of his/her Council, which shall then invite the organisation to nominate a replacement to the Group.

Community representatives are to be invited through a public nomination process, the Governance Group will consider and select the most suitable person (s) via a vote utilising consensus agreement. Should a vacancy in the Community Representative occur, a public invitation of a suitable replacement will be made.

### ***Decision Making***

Decisions are to be made via a consensus approach. No decision is able to be made where commitment of costs or responsibility for costs is directed without the specific agreement of that Council or Group.

Venture Southland will coordinate the administration of the Governance Group. Allocation of any additional resources required delivering the Southland Cycling Strategy and or specific projects identified by the Governance Group, for implementation by Venture Southland will be presented to Venture Southland's Joint Committee.

***Adopted by the Southland Cycling Governance Group (SCG) 18 July 2017.***