

Terms of Reference for the Canterbury Active Transport (CAT) Forum

Background

Worldwide, as travel patterns, transport policies, and urban planning have become more oriented toward motor vehicles, the use of walking and cycling for transport has declined. This orientation towards motor vehicles has also resulted in inequities between the provision for walking and cycling and that for motor vehicles. These inequities have contributed to a range of unfavourable social, economic, and environmental outcomes including physical inactivity, negative environmental impacts, decreased social connectedness, traffic congestion, and others. Without major changes to the way we manage transport and land use, increasing congestion and the associated effects will erode the quality of life for future generations¹.

A concerted and collective action is required between the education, environment, health, and transport sectors, and others, to ensure that walking and cycling can flourish as modes of transport and that our transport systems support and encourage their use.

The inaugural Canterbury Active Transport Forum was held in February 2007. The aim was to bring different sectors together to encourage information sharing and cross sector action in Canterbury. At this meeting, attendees endorsed the forum and supported the development of the following terms of reference.

Aim

To advance Active Transport² goals³ in Canterbury.

Goals *[taken from Getting there – on foot, by cycle, February 2005]*

1. Community environments and transport systems that support walking and cycling
2. More people choosing to walk and cycle, more often
3. Improved safety for pedestrians and cyclists

Objectives

1. To enhance intersectoral communication and coordination between active transport stakeholders specifically education, environment, health, tourism, and transport
2. To encourage decision makers to take positive action on regional cycling and walking issues
3. To increase the cross discipline 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
- Encourage members to undertake collaborative projects and initiatives
- Encourage input into and feedback by member organisations on the development of new and existing plans and strategies
- Communicate and engage with decision makers to build awareness and understanding of the importance of walking and cycling
- Profile active transport to promote the benefits and highlight the issues
- Support the formation and work of the Canterbury Active and Passenger Transport Working Group⁴(APTWG), and the work of other groups as outlined in relevant strategies and plans

Frequency and Length of Meetings

- Quarterly for two hours with an additional 60 minutes for lunch prior to the start of the forum to enable further networking opportunities
- The ATWG intends to meet one month prior to Canterbury Regional Transport Committee (RTC)

¹ Canterbury Regional Land Transport Strategy 2005-2015, Page 9

² Active Transport refers to walking and cycling

³ As contained within the strategies, plans, reports in Appendix 3

⁴ The Canterbury Active and Passenger Transport Working Group is established under the auspices of the Regional Transport Committee (RTC)

meetings. Where possible, the Canterbury Active Transport Forum will be held two weeks prior to the APTWG meetings to enable timely feedback to this group prior to RTC meetings

Group Principles

The group

- Holds that working collaboratively is a strength and creates unique opportunities
- Acknowledges the Treaty of Waitangi and the importance of working in partnership with Maori
- Recognises Canterbury's cultural diversity and needs
- Aims to reduce inequalities through collaborative and collective action
- Intends to be strategic rather than operational in nature
- Recognises the importance of good practice

Protocols

- Membership is not exclusive and is open to others as the need arises. However prospective members must represent an organisation and/or a community of interest and agree to support the terms of reference
- The terms of reference will be reviewed annually
- Recommendations for agenda items, guest speakers, or presentations for future meetings are welcomed and invited from forum members

Membership

Refer to Appendix 1

Guiding Principles for Walking and Cycling

Refer to Appendix 2

Relevant Strategies/Plans/Reports

Refer to Appendix 3

Key Roles

Refer to Appendix 4

Appendix 1

Group Membership

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

Canterbury Regional Council and Territorial Authorities (staff and councillors)

- Environment Canterbury (ECan)
- Territorial Authorities:
 - Ashburton District Council
 - Christchurch City Council
 - Hurunui District Council
 - Kaikoura District Council
 - Mackenzie District Council
 - Selwyn District Council
 - Timaru District Council
 - Waimakariri District Council
 - Waimate District Council

Agencies

- | | |
|--|---|
| <ul style="list-style-type: none"> • Accident Compensation Corporation (ACC) • Aoraki Polytechnic • Canterbury District Health Board (CDHB) • Christchurch Polytechnic (CPIT) • Department of Conservation (DOC) • New Zealand Transport Agency (NZTA) • Lincoln University • Ministry for the Environment | <ul style="list-style-type: none"> • Ministry of Education • Ministry of Health • Ministry of Tourism • Ministry of Transport • New Zealand Police • Sport and Recreation New Zealand (SPARC) • University of Canterbury |
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Non-Governmental Organisations

- Combined Owner Drivers Association (CODA)
- Enviro Schools
- Health Sponsorship Council (HSC)
- New Zealand Automobile Association (AA)
- Regional Sport Trust (Canterbury West Coast Regional Sport Trust)
- Road Transport Association
- Royal New Zealand Foundation of the Blind (RNZFB)

Walking and Cycling Community Stakeholders

- Bicycle Industry of New Zealand (Bianz)
- BikeNZ
- Canterbury Mountain Biking
- Cycle Tour Operators New Zealand (CTONZ)
- Cycling Advocates' Network (CAN)
- Ground Effect
- Living Streets Aotearoa (LSA)
- Living Streets Aotearoa (LSA) Canterbury branch
- Papanui Cycling
- Pegasus Cycling
- Rail Trail Trust Community Project

- Spokes Canterbury
- Squeaky Wheel: A Voice for South Canterbury Cyclists
- Sustainable Otautahi Christchurch (SOC)
- Sustainable Business Network (SBN)
- The Pines and Kairaki Beaches Association (Inc)
- Traffic engineering consultants

Appendix 2

Guiding Principles⁵

Guiding principles for walking

These guiding principles provide a set of values to help position the role of walking within the overall land transport system:

- walking is a vibrant, healthy and fundamental part of life
- walking is an integral part of the land transport system
- walking, for every journey, should be safe, pleasurable and convenient
- all walking needs to be catered for, both “walk-only journeys” and those that link in with other modes, especially public passenger transport
- everyone should be able to use the street environment to access their destination irrespective of gender, age or ability
- recreational walking is recognised as potentially providing the stimulus to encouraging more walking for everyday activities
- our communities should be designed so that walking is a prime means of access
- routes should be well signed, connected, convenient, comfortable and convivial.

Guiding principles for cycling

These guiding principles provide a set of values to help develop provisions for cycling that are integrated within the overall land transport system (For a detailed explanation of these principles refer to Appendix 7 of RLTS)

- cycling is an integral part of the land transport system
- land-use planning should facilitate cycling, especially for short trips
- each of the following methods will need to be used to achieve an increase in levels of cycling: engineering, education, enforcement, and encouragement.
- cycle routes should be coherent, direct, attractive, safe and comfortable
- to improve the land transport system for cyclists, follow the five-step approach to identify the most appropriate measure:
 1. Reduce traffic volumes.
 2. Reduce traffic speeds.
 3. Intersection treatment and traffic management.
 4. Reallocation of carriageway space.
 5. Specific cycle facilities.
- all cycling needs to be catered for, both “cycle-only journeys” and those that link with other modes such as urban buses, coaches, trains, planes and ferries
- the road network can be used by cyclists, therefore, area-based treatments are just as important to cyclists as site or route-based treatments
- non-roading corridors form important elements of cycle route networks (e.g. alleyways, parks and reserves, shared walkways, rail corridors, and closed roads)
- cyclists with varying levels of experience and confidence have different needs
- a range of policies and programmes should be used to promote cycling (e.g. land-use planning, public health programmes, travel demand management, parking management, secure cycle parking or tourism promotion).

⁵ Source: Canterbury Regional Land Transport Strategy 2008-2018 (pages 104 -108).

Appendix 3

Relevant Strategies, Plans, and Reports

- New Zealand Transport Strategy (2008)
- 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)
- Canterbury West Coast Regional Physical Activity Plan (Sport and Recreation New Zealand, SPARC, August 2005)
- Canterbury Regional Land Transport Strategy (2008-2018) (Environment Canterbury)
- Annual Monitoring Report 2008/09: Canterbury Regional Land Transport Strategy 2008-2018 (Environment Canterbury)
- Cycling in Canterbury: Strategy for the development of a regional network of cycle routes (Environment Canterbury, March 2005)
- Cycling Strategy July 2004 (Christchurch City Council)
- Cycling Strategy for Christchurch City 2005 Annual Report (May 2003-June 2005) (Christchurch City Council)
- Pedestrian Strategy for Christchurch City-A Step in the Right Direction (Christchurch City Council, 2001)
- Greater Christchurch Urban Development Strategy
- Greater Christchurch Travel Demand Management Strategy and Action Plan
- Draft Active Transport Strategy Timaru District (Working Draft) (Timaru District Council, updated May 2006)
- Waimakariri District Walking and Cycling Strategy (Waimakariri District Council, October 2005)
- Banks Peninsula District Council Draft Walking and Cycling Strategy and Strategic Plan December 2005 (*now responsibility of CHCH City Council*)
- Ashburton District Council Walking and Cycling Strategy (Ashburton District Council, June 2008)
- Selwyn District Council Strategy (January 2009)
- Hurunui District Council Walking and Cycling Strategy (April 2009)
- Kaikoura District Council Walking and Cycling Strategy (February 2009)
- Urban Design Protocol (2005)

In addition to contributing to the key objectives of the New Zealand Transport Strategy (NZTS), implementing Getting there - on foot, by cycle, the Forum may also contribute to a variety of other Government strategies and policies including:

- Ministry of Health (2000) The New Zealand Health Strategy, Wellington, Ministry of Health
- Minister of Health and Associate Minister of Health (2002) He Korowai Oranga: The Maori Health Strategy, Wellington, Ministry of Health
- Minister of Health and Associate Minister of Health (2002) Whakatataka: Maori Health Action Plan 2002-2005, Wellington, Ministry of Health
- Ministry of Health (2002) The Pacific Health and Disability Action Plan, Wellington, Ministry of Health
- Healthy Eating - Healthy Action:
 - a) Ministry of Health (MOH) (2003a) Healthy Eating-Healthy Action: Oranga Kai-Oranga Pumau-A Background, Wellington, Ministry of Health
 - b) Ministry of Health (MOH) (2003b) Healthy Eating-Healthy Action: Oranga Kai-Oranga Pumau-A Strategic Framework, Wellington, Ministry of Health
 - c) Ministry of Health (MOH) (2004) Healthy Eating-Healthy Action: Oranga Kai-Oranga Pumau-Implementation Plan (2004-2010), Wellington, Ministry of Health
- New Zealand Climate Change Programme
- New Zealand Disability Strategy
- New Zealand Energy Efficiency and Conservation Strategy
- New Zealand Injury Prevention Strategy
- New Zealand Tourism Strategy
- Opportunity for all New Zealanders

- Positive Ageing Strategy
- Road Safety to 2010
- Sustainable Development for New Zealand Programme of Action
- United Nations Convention on the Rights of the Child
- Vehicle Emissions Policy

Appendix 4

A) Key Roles

Coordinator

- Coordinates the agenda by liaising with a small forum sub-group to consider and set the agenda
- Sends agenda to the Administrator for inclusion with the forum invitation
- Follows up with non-responders to invitations
- Receives draft minutes and coordinates with a small sub-group (key stakeholders from each sector and forum presenters) to verify first draft and make changes as required, minutes then sent to the Administrator for emailing to forum members
- Ensures any action points are followed up prior to the next forum
- Liaises with the Facilitator and Administrator as required

Facilitator

- Liaises with the Coordinator leading up to the forum
- Ensures the meeting runs to time and keeps to the agenda
- Works with the Coordinator to identify and confirm co-facilitator/s as required for next meeting

Administrator

- Sends out forum invitations (with agenda and previous meeting minutes attached) to forum members four weeks prior to meeting
- Collates attendees and apologies list
- Takes the minutes on the day and writes up the first draft of the minutes
- Updates the database following each forum and as required
- Undertakes other administrative duties as appropriate
- Liaises with Coordinator as required

B) Delegation of Key Roles and Responsibilities for the period: 30 June 2008 – 30th June 2010

- Environment Canterbury (ECan) will have the coordination role, provide lunch for all forums, and the venue for all forums