

Share the Road (STR) Campaign – Key Partner

Draft Terms of Reference (Nov 24 2015)

“Making safer roads for heavy vehicle drivers & bicycle users.”

1. **Date** **Jan 2013 – June 30th 2018**

2. **Background**

2.1 The STR Campaign is following on from the 2013-2015 RST Safer Journeys for those who Cycle: Road User Workshop project. Key Partners will replace the Working Group from the 2013-2015 contract. The role of the Working Group was to be a sounding board in order that the voice of relevant sector stakeholders could emerge in this contract. Constructive suggestions were made over the 4 meetings which have given shape to the direction the campaign is now taking. A number of the Working Group members have been asked to become Key Partners in the new contract.

2.2 Cycling Action Network (CAN) will establish a Key Partner Group in conjunction with New Zealand Transport Agency (NZTA) to achieve the joint goal of working with the Cycling, Bus and Heavy Transport sectors to achieve the outcomes of the STR Campaign (“**Key Partners**”).

2.3 **STR Key Partner Group**

The Key Partners will be responsible for championing STR messages and initiatives in their sectors. The group will comprise approximately ten members who will represent the following sectors and organisations:

- (a) Heavy Transport Operators, Associations;
- (b) Bus and Coach Operators, Associations;
- (c) Cycling Action Network;
- (d) Driver Training Institutions;
- (e) NZ Police;
- (f) Accident Compensation Commission;
- (g) Local Territorial Authorities
- (h) Cycling New Zealand.
- (i) NZ Transport Agency

3. **Membership selection and co-option**

- 3.1 CAN will be responsible in conjunction with the NZ Transport Agency in selecting the initial members.
- 3.2 The Key Partner members may invite relevant persons from their organisations to participate in activities that assist in achieving the outcomes of the STR Campaign or in consultation with CAN/NZ Transport Agency take their place.

4. **Roles and responsibilities**

- 4.1 The primary role of the Key Partners are to:
 - (a) Advise, provide feedback, expertise, and support for the Bus, Heavy Haulage and Cycling Sectors pertaining to the;
 - (i) Development of standardised STR programmes within their organisations and provide advice and feedback
 - (ii) Providing recommendations about the Toolbox Resources to ensure the resources are adding value to their training and promotion activities
 - (b) Play a role in supporting the Cycle Safety Panel Recommendations that relate to the interaction between heavy vehicles and people on bicycles.
- 4.2 The CAN Campaign Manager will be responsible for:
 - (a) Developing and maintaining relationships with Key Partners
 - (b) Providing any assistance they require that will assist them champion STR messages and initiatives in their organisations and programmes.
 - (c) Ensuring that any meetings organised are held in accordance with this terms of reference and that all relevant information is circulated prior to each meeting and after each meeting.

5. **Term**

- 5.1 The term of appointment of a **Key Partner** shall be from Jan 2016 to June 30th 2018, with a review at the end of 2016 to look at how the outcomes are meeting the STR objectives.
- 5.2 If a Key Partner appointed in accordance with clause 3.1 resigns before his or her term expires, CAN in conjunction with the NZ Transport Agency will be responsible for appointing a replacement member.

6. **Operating Principles**

- 6.1 STR Key Partners will act in the best interests of the Campaign.
- 6.2 No STC Key Partner will bring stakeholders into disrepute in any way.
- 6.3 Meetings of the combined group will occur at least annually. The STR Manager will meet face to face with members during the year as required.

7. **Authority**

- 7.1 No STR Key Partner, either individually or collectively will commit NZTA or CAN or member organisation to any activity or financial expense.

8. **Definitions**

“**NZTA**” means the New Zealand Transport Agency.

“**Safer Journeys strategy**” is the government's strategy to guide improvements in road safety over the period 2010 to 2020. The strategy's vision is a safe road system increasingly free of death and serious injury and introduces the Safe System approach to New Zealand: <http://www.saferjourneys.govt.nz/>

“**CAN**” means Cycling Action Network.

“**Terms of Reference**” means this document.