

### 1 INTRODUCTION

Council's network of pedestrian and bicycle facilities are used by people of all ages and various levels of mobility. Council's *Draft 2018-2021 Delivery Program and Operational Plan* includes Active Transport and Connectivity as one of Council's five Focus Areas for the term of the Plans. The Walking, Cycling and Mobility Reference Group directly supports and enables effective engagement with community stakeholders in achieving Council's programs in these areas. The Group provides advice to Council on the preparation and implementation of bicycle, pedestrian and disability access policies and strategic plans in Wollongong. The Group comprises Councillors from Wollongong City Council, staff representatives and community representatives.

### 2 AUTHORITY

The Walking, Cycling and Mobility Reference Group will provide advice and feedback to Council in developing, implementing and monitoring bicycle and pedestrian strategies and policies.

The Group does not have decision making authority, the power to bind the Council or the power to incur expenditure.

### 3 RESPONSIBILITIES AND FUNCTIONS

The responsibilities and functions of the Walking, Cycling and Mobility Reference Group are to assist and advise Council on:

- Delivery of:
  - *Our Wollongong 2028 - Community Strategic Plan*
  - Access and movement aspects of the *Disability Inclusion Action Plan*
  - *City of Wollongong Bike Plan*
  - *City of Wollongong Pedestrian Plan*
  - Access and movement aspects of the *Ageing Plan*
  - Relevant Council policies
- Promoting cycling and walking for improved health and environmental outcomes
- Access barriers for people with disability, as well as older people and children
- Better understanding issues preventing increases in cycling and walking as transport choices
- Making the city's walking and cycling network child friendly
- Support and facilitate communication between Council and the local community on disability access issues
- Advocate for the community on access issues raised by the community

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## WALKING, CYCLING AND MOBILITY REFERENCE GROUP

- The needs for walking and cycling connections to public transport
- Town centre and neighbourhood planning with respect to provision of suitable bicycle and pedestrian infrastructure
- Priorities for the implementation of policies or strategic plans to support cycling, walking accessibility and connectivity.

#### 4 COMPOSITION OF REFERENCE GROUP

The Walking, Cycling and Mobility Reference Group membership includes:

- Two (2) Councillors
- One (1) Council officer from the Infrastructure Strategy & Planning branch
- One (1) Council officer from the Community Development & Social Planning branch
- Two (2) community members representing bicycle users
- Two (2) community members representing pedestrians
- Two (2) community members representing the access needs of people with a disability
- One (1) community member representing the access needs of families with children
- One (1) community member representing the access needs of seniors
- Other external transport experts maybe invited to attend and provide advice as required.

The Chairperson will be appointed by Council from the councillor representatives. Vacancies that occur on the Reference Group will be filled by nomination. Council staff may be requested to attend meetings as observers, to provide information to the Reference Group or to fulfil an administrative function (e.g. taking minutes). These staff will act as ex-officio members. Term of appointment is to be for the term of the Council 2017-2021 for non-Councillor members and appointed annually for Councillors.

#### 5 OBLIGATIONS OF MEMBERS

Members of the Walking, Cycling and Mobility Reference Group, in performing their duties, shall:

- Act honestly and in good faith
- Participate in the work of the Reference Group
- Perform their duties in a manner that ensures public trust in the integrity, objectivity, and impartiality of the Reference Group
- Exercise the care, diligence and skill that would be expected of a reasonable person
- Comply with the Reference Group Charter
- Comply with Council's Code of Conduct

# CHARTER

## WALKING, CYCLING AND MOBILITY REFERENCE GROUP

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### 6 MEETINGS AND MINUTES

The Group shall meet bi-monthly or more often as required to meet the responsibilities and functions of the Group. A quorum will consist of at least one Councillor, three community members and a Council officer. Meetings will be chaired by the Council appointed chairperson. If the chairperson is absent from a meeting, the first business of every such meeting is to elect a chairperson being the second Councillor member to preside over such meeting.

The Walking, Cycling and Mobility Reference Group has an advisory role to Council and will make recommendations by consensus. In the absence of consensus, advice from the Reference Group may be presented with supporting and dissenting views of members.

### 7 REPORTS

The minutes of Walking, Cycling and Mobility Reference Group meetings will be provided to all Councillors and executive management for information. Minutes will also be distributed to all Reference Group members. Advice and decisions of the Reference Group relating to specific Council strategies or plans will be reported to Council as part of the project reporting process. Any matters arising that require a decision of Council may be reported to Council by the relevant Divisional Manager.

### 8 EVALUATION AND REVIEW

A review of the Walking, Cycling and Mobility Reference Group will be undertaken annually to ensure the purpose, membership and operation of the Reference Group is effective and to make appropriate changes. The review will be undertaken by the Reference Group.

### 9 REMUNERATION AND EXPENSES

There is no remuneration for members. Reasonable expenses incurred by the Walking, Cycling and Mobility Reference Group members in relation to their responsibilities as members of the Reference Group will be met by prior approval. These expenses should relate directly to tasks completed for Reference Group business and will be reimbursed at the discretion of Council.