

1 INTRODUCTION

Council's network of pedestrian and bicycle facilities are used by people of all ages and various levels of mobility. Council's *Our Wollongong Our Future 2032 Community Strategic Plan* includes 'We have affordable and accessible transport' as one of Council's six goals. 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 policy and strategies relating to bicycle, pedestrian, and inclusive access. The Group comprises Councillors and Officers from Wollongong City Council, Transport for NSW representative and community representatives.

2 AUTHORITY

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

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 Our Future 2032 - Community Strategic Plan*
 - *City of Wollongong Integrated Transport Strategy*
 - Access and movement aspects of the *Disability Inclusion Action Plan*
 - *City of Wollongong Cycling Strategy*
 - *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 relating to cycling and walking as transport choices.
- Making the city's walking and cycling network child friendly and improving connectivity and safety around schools.
- Support and facilitate communication between Council and the local community on accessibility issues.
- Advocate for the community on access issues raised by the community.
- Developing 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 policy and strategies relating to bicycle, pedestrian and inclusive access.

4 COMPOSITION OF REFERENCE GROUP

The Walking, Cycling and Mobility Reference Group membership includes:

- Three (3) Councillors
- One (1) Council officer from the Infrastructure Strategy & Planning Division
- One (1) Council officer from the Community Development & Social Planning Division
- 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
- One (1) Transport for NSW representative
- Two (2) student representatives
- Other external transport experts may be invited to attend and provide advice as required.

A councillor will be elected chair by the Committee from the three (3) councillor members appointed to the Committee. 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 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

6 MEETINGS AND MINUTES

The Group shall meet on an as need basis and no more frequently than quarterly 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. Reimbursement of 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 of the Manager Infrastructure Strategy + Planning. These expenses should relate directly to tasks completed for Reference Group business and will be reimbursed at the discretion of Council.

CHARTER

WALKING, CYCLING AND MOBILITY REFERENCE GROUP



CHARTER ADOPTED ON 18 JULY 2022

SUMMARY SHEET		
Responsible Division	Infrastructure Strategy + Planning	
	Date	Adopted/Endorsed by
Date last adopted	18 July 2022	Council
Date of previous adoptions:	27 August 2018	