WAVERLEY
COUNCIL

Waverley Cycling Advisory Committee
Terms of Reference

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The Waverley Cycling Advisory Committee (Committee) aims to increase cycling participation throughout the local community by advising and assisting Waverley Council to better plan, build, maintain and coordinate its cycling infrastructure and community encouragement programs.

The Committee is advisory-only, with no delegation to make decisions on behalf of Council.

Objectives

The objectives of the Waverley Cycling Advisory Committee are to:

1. Ensure better cycling outcomes are achieved for the Waverley community, as measured by:
    - Increased **cycling participation** throughout the local government area (LGA) and the eastern city district
    - Increased cycling participation amongst women, children, seniors and minority groups.

2. Enhance consultation between Council and the bike-riding community to advise and assist Waverley Council to better:
    - **Plan** for cycling networks, infrastructure and facilities
    - **Build** and maintain quality cycling infrastructure and facilities
    - **Encourage** cycling participation across the community including schools, businesses, families, individuals and visitors to the LGA
    - **Coordinate** efforts across different organisations including state and federal government agencies and representatives, the bicycle industry including share bike operators, neighbouring councils, and non-government organisations.

Background

Council's transport plan, Waverley's People, Movement and Places, commits Council to a transport hierarchy that puts pedestrians first, followed by people on bicycles, public transport, service vehicles, shared mobility and then private motor vehicles. The transport plan includes a range of signature projects and actions related to cycling including a network of separated cycleways, secure bike parking facilities at Bondi Junction interchange, bike parking throughout the LGA, facilitating active travel to schools, and continuing to roll out the Waverley Bike Plan.

Public consultation on the transport plan revealed overwhelming community support for increased cycling infrastructure, in particular for separated cycleways which were ranked by the community as the highest priority transport project for Council.

In order to implement the cycling-related actions of Waverley's People, Movement and Places, Council resolved to establish a Cycleway and Bike Facilities Committee (20 March 2018, Notice of Motion CM/8.9/18.03).

The Committee is open to members of the public who have a connection to the Waverley LGA and wish to advance the cause of everyday cycling participation throughout our community.

Terms of Reference

The Committee will review its Terms of Reference at its first meeting and may recommend amendments. These Terms of Reference articulate how the Committee will advise and assist Council to better plan, build and maintain, encourage and coordinate, in order to increase cycling participation across the whole community as follows:.

1. **PLAN** for a comprehensive network of cycling infrastructure and facilities, including input on:

    1.1. Waverley Bike Plan (2013) and Cycling Strategy (forthcoming) as part of Waverley's People, Movement and Places

    1.2. Broader regional cycling network with neighbouring councils and relevant state and federal government agencies

    1.3. Cycleway and bicycle facility issues involving significant planning proposals and development applications being reviewed by Council

    1.4. Recommendations on appropriate bicycle-related projects in the draft budget processes for Council and relevant state government agencies

    1.5. Strategies to increase transport mode share of cycling

    1.6. Integrate with other modes of transport, such as bike parking at train stations, ride share and so on.

2. **BUILD AND MAINTAIN** quality cycling infrastructure, including input on:

    2.1. Council's monthly Traffic Committee meetings on cycling-related matters

    2.2. Cycling-related capital works projects by Council

    2.3. Maintenance of Council and other agencies' infrastructure that may impact on bicycle riders

2.4. Feedback on Council's performance in delivering quality cycling infrastructure, and implementing the transport hierarchy.

3. **ENCOURAGE** cycling participation amongst the whole community, including through promoting and encouraging:

   3.1. Cycling and active travel to all of our primary and secondary schools

   3.2. The benefits of cycling for residents, businesses, visitors, tourists and the broader community

   3.3. Cycling for transport within and beyond our LGA

   3.4. Cycling for healthy lifestyles, recreation and fitness

   3.5. Increased awareness of cycling infrastructure, services and other support provided by Council

   3.6. Addressing the needs of the broader community to enable them to cycle, in particular children, teenagers, women, seniors and other minority groups.

4. **COORDINATE** efforts of various organisations:

   4.1. Champion the needs of the whole community

   4.2. Advocate to state and federal government agencies and representatives to ensure better planning and increased funding for cycling infrastructure and facilities

   4.3. Work cooperatively with other councils, government agencies, businesses, schools, cycling industry, and the community to coordinate their collective efforts and maximise outcomes

   4.4. Advance best practice operations of bike share to maximise benefits to the community.

Membership

The Committee has the following membership and structure, totalling 12 members:

Chairperson:

a. Waverley Council Mayor or the Mayor's delegate

Committee Members:

b. Three Waverley Councillors

c. Two representatives of the local bicycle user group BIKEast

d. Five community members who may include (but not be limited to):

- Representative of schools in the Waverley LGA
- Representative for walking and/or disability access
- Representative of the cycling industry such as local bicycle shops or an industry representative for bike share.

Administrative support:

e. Waverley Staff Member.

The community member representatives are members of the public who have a connection to the Waverley LGA and wish to advance the cause of everyday cycling participation throughout our community.

Council will publicly advertise the community member positions and assess the applications for appointment. It is Councils' preference to have a broad representation of a diverse community and will aim for at least 50% representation of women, including those who identify as women, on the Committee. Applicants representing the indigenous community are also encouraged to apply.

The Committee may choose to recommend amendments to this structure and membership with a majority vote.

Principal Responsibilities of Committee Members

- To contribute to achieving the objectives of the Committee
- To attend Committee meetings as required, either in person or teleconference
- To undertake tasks as determined at the Committee meeting, including contributing through electronic communication
- To undertake other duties that may reasonably be determined and agree by Committee members
- If a member is unable to attend a meeting, they may nominate a representative to attend on their behalf

- A Committee member who has been absent from more than three consecutive Committee meetings may be replaced at the discretion of the Committee.

Meetings of the Committee

- The Committee is to meet in person four times a year, on a nominated weekday outside of standard working hours
- A quorum for a meeting will be a minimum of four representatives, and must include at least one elected Councillor
- Decisions will be made by majority vote, being at least 50% of votes taken at a meeting
- Notice of Committee meetings and an invitation to contribute to agenda items will be provided electronically to members at least 10 working days in advance of a meeting
- Meeting agendas and reports will be provided electronically to members at least 5 working days in advance of a meeting
- Meetings will be open to the public as observers
- At the discretion of the Chairperson, members of the public or subject experts may be invited to speak or advise the Committee on issues being considered
- Meeting minutes will be documented by the attending Council Officer and provided electronically to Committee members within 10 working days.

Committee Agenda and Minutes

- Committee Agendas and Minutes are public documents and are published on Council's website.
- Committee Minutes are reported to Council or Council for information. Minutes may include recommendations to Council for consideration.

Declaration of pecuniary interests and participation in meetings

A Committee member who has a pecuniary interest in any matter with which the Committee is concerned, and who is present at a meeting of the Committee at which the matter is being considered, must disclose the interest to the meeting as soon as practicable.

The Committee member must not be present at or in sight of the meeting:

- At any time during which the matter is being considered or discussed by the committee, nor
- At any time during which the Committee is voting on any question in relation to the matter.

A person does not breach this clause if the person did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a pecuniary interest.

Declarations of non-pecuniary conflicts of interests and participation in meetings

A member of the Committee who has a non-pecuniary conflict of interest in any related matter, and who is present at a meeting of the Committee at which the matter is being considered, must disclose the interest to the meeting as soon as practicable.

If a non-pecuniary conflict of interest has been declared there are various options for managing that potential conflict. The option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest, and the significance of the issue being dealt with, including:

- If appropriate, no action is taken where the potential for conflict is minimal. However, the Councillor or Committee members should provide an explanation of how the conflict of interest will be mitigated or minimised, or
- Have no involvement by leaving the meeting and not taking part in a debate or vote on the issue.

Media Protocol

Members of the Committee are not to speak to the media as if they are representatives of the Committee. Only the Mayor or the Chairperson of the Committee is permitted to speak to the media or broadcast on social media on behalf of the Committee.

A Committee member may promote the efforts of Council on social media and other means, but is not to act as if they are speaking or acting on behalf of the Committee without the Mayor or Chairperson's approval.