



# INNER WEST COUNCIL

## AGENDA

**Group name:** Transport Advisory Committee  
**Date:** Monday 21 November 2022  
**Time:** 6.00pm – 7.30 pm  
**Venue:** Level 6 (Room 2), Inner West Council's Ashfield Service Centre  
(260 Liverpool Road, Ashfield)

### Index

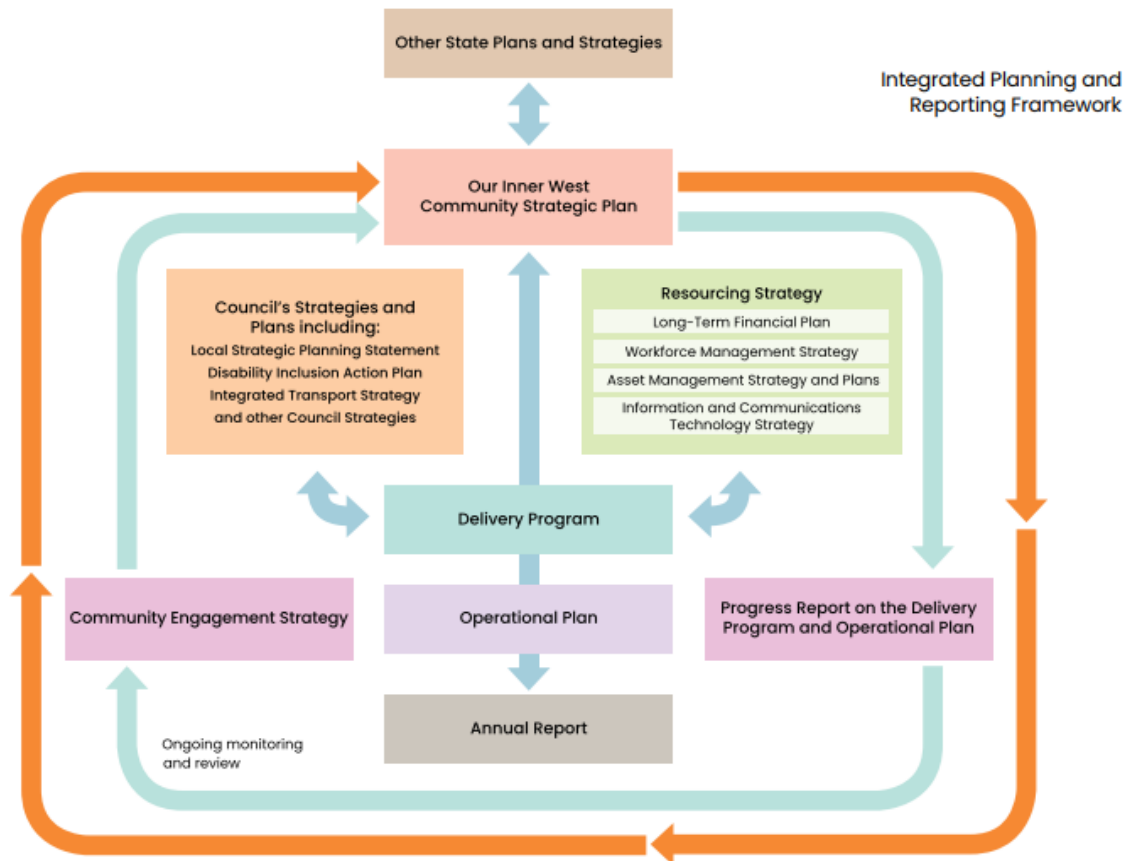
1. Welcome & Acknowledgement of Country
  2. Apologies & Disclosures of Interest
  3. Selection of Committee Chair
  4. Overview of Community Strategic Plan
  5. Consideration of Transport Advisory Committee Terms of Reference
  6. Transport advisory Committee- Policy Challenges
  7. General business
- 6.1 Future Meetings 2022

Close of meeting

***NEXT MEETING – 12 December 2022***

## ITEM 4 - Overview of Community Strategic Plan

Council's *Community Strategic Plan* (CSP) was adopted in June 2022 after an extensive community consultation programme. This plan is part of the integrated planning and reporting framework prescribed by the NSW state government.



The *Inner West CSP* has five strategic directions:

1. An ecologically sustainable Inner West
2. Liveable connected neighbourhoods and transport
3. Creative communities and a strong economy
4. Healthy, resilient and caring communities
5. Progressive, responsive and effective civic leadership

And includes a four-year delivery plan.

It is further supported by the *Resourcing Strategy* which comprises four key components

1. Long Term Financial Plan
2. Asset Management Strategy and Plans
3. Information and Communications Technology Strategy
4. Workforce Management Strategy

The following link provides access to the Inner West CSP:  
[file:///C:/Users/kenw/Downloads/Community%20Strategic%20Plan%20-%20Our%20Inner%20West%202036%20-%20adopted%20June%202022%20\(2\).pdf](file:///C:/Users/kenw/Downloads/Community%20Strategic%20Plan%20-%20Our%20Inner%20West%202036%20-%20adopted%20June%202022%20(2).pdf)

## **ITEM 5 – Consideration of Terms of Reference**

The following *Terms of Reference* (included following) are presented for the information of the Transport Advisory Committee. The Committee's overall structure and purpose have been finalised and adopted by Council; however the Committee's advice is requested regarding the **additional red text included in the text box** within the Purpose Statement.

This **red text** proposes additional aspects/responsibilities of the Committee, which can be augmented by the Committee at this initial meeting.

Each bullet point sets the initial statement and, to assist the Committee in its consideration, *I have provided an initial suggestion on possible wording (highlighted in yellow)*. This text is purely a suggestion to assist the Committee in considering how it would like to word this section.

The first section of the Purpose Statement has been adapted from the previous Transport Advisory Committee (see below) with the supplementary **red text** provided to offer greater guidance to Committee Members.

### **2. Purpose Statement (Transport Advisory Committee 2019-2022)**

*The purpose of all advisory committees is to support Council to implement the Community Strategic Plan - Our Inner West 2036 through initiatives outlined in Council's Delivery Program and actions outlined in Council's annual Operational Plan and Budget.*

*Advisory committees also contribute to the Community Strategic Plan principle of working together in a way that is creative, caring and just.*

*The Transport Advisory Committee will develop and provide input to:*

- *policies, strategies and plans for sustainable transport for a growing population and a changing environment;*
- *the development of a strategic approach to integrate transport, land use and community development to enhance liveability;*
- *implementation of transport planning and policy;*
- *the development of programs to achieve a balance between sustainable transport and the economic and social vitality of the Inner West LGA.*



## TERMS OF REFERENCE

# TRANSPORT ADVISORY COMMITTEE

(Adopted on ???)

### 1. Scope

The Inner West community has a strong desire for participation in Council's decision-making. Council recognises that local knowledge, ideas and feedback from the community are essential to ensure Council's decision-making improves community wellbeing and long-term sustainability.

Advisory committees and working groups are part of Council's Community Engagement Framework, providing advice and input to support Council's decision-making and actions. Consisting of community volunteers, advisory committees and working groups do not have delegation or decision-making powers.

### 2. Purpose Statement

Advisory committees and working groups contribute to achieving community expectations as set out in the the [Inner West Community Strategic Plan – Our Inner West 2036](#):

*Strategic Direction 5, Outcome 5.3 – people are well informed and actively engaged in local decision making and problem solving*

The key purpose of all advisory committees and working groups is to support Council to review and implement the Community Strategic Plan through Council's [four-year Delivery Program and annual Operational Plan](#).

Advisory committees and working groups provide a purposeful forum to deliberate and problem solve.

All Local Democracy Groups will be allocated one to two appropriate policy challenges for deliberation. Quarterly progress reports on deliberations will be submitted to Council (see point 12).

Council may invite committee nominees to participate in Council activities such as annual grant application evaluations.

The purpose of the Transport Advisory Committee is to develop and provide input to:

- policies, strategies and plans for sustainable transport for a growing population and a changing environment;
- the development of a strategic approach to integrate transport, land use and community development to enhance liveability;
- implementation of transport planning and policy;
- the development of programs to achieve a balance between sustainable transport and the economic and social vitality of the Inner West LGA.

The Transport Advisory Committee will also:

- Provide input into:
  - implementation of objectives and strategies relating to ... (eg the provision of transport to, through and within the Inner West LGA)
  - policies which impact on ..... (all methods of movement, including but not limited to, active transport, public transport, parking, private vehicles, micro-mobility, electric transport and freight/servicing)
  - development and review of Council's strategic plans ... (and policies)
  - development and review of regional plans ... (policies and transport infrastructure projects)
- Serve as a resource for Council in relation to ... (all aspects of transport, including their relationship to land use, public domain and community development)
- Assist in the development of programs ... (to safety and the encouragement of reduced private car dependency)

### 3. Access and Inclusion Statement

Council is committed to an inclusive approach in its local democracy groups. Diversity, equity and accessibility is at the core of our approach to community engagement. A variety of perspectives helps generate better ideas and outcomes for the whole community.

Council specifically encourages people from Aboriginal and Torres Strait Islander communities to apply to join its local democracy groups.

#### **4. Community Engagement Framework**

All of Council's Local Democracy Groups including advisory committees, working groups and other forums are part of Council's Community Engagement Framework, helping to strengthen local participatory democracy. The Community Engagement Framework guides how Council will engage so that a broad range of perspectives are sought and the community has a strong voice in Council's decision-making. Council engages the community in a range of ways including on specific projects. Members of local democracy groups may also contribute input to specific engagements as individuals.

Effective engagement will:

- ensure community needs and expectations are understood and reflected in the decisions and actions of Council
- result in better, more sustainable decisions
- build trust and improve accountability through transparency of decision-making
- value local knowledge and foster local problem-solving
- improve understanding of Council's planning, prioritising and resourcing
- identify critical issues and opportunities early
- optimise use of limited resources and maximise efficient resource allocation.

Local Democracy Groups include nine advisory committees and four working groups:

##### **Advisory Committees**

1. Aboriginal and Torres Strait Islander Advisory Committee
2. Access Advisory Committee
3. Arts and Culture Advisory Committee
4. Environment Advisory Committee
5. Housing and Affordability Advisory Committee
6. Multicultural Advisory Committee
7. Planning and Heritage Advisory Committee
8. Social Strategy Advisory Committee
9. ***Transport Advisory Committee***

## Working Groups

1. Bicycle Working Group
2. LGBTIQ Working Group
3. Seniors Working Group
4. Young Leaders Working Group

Both advisory committees and working groups are valued parts of Council's local democracy. They comprise interested or expert citizens who meet regularly to deliberate on information and provide ongoing advice to Council.

Working groups are less formal and more action-oriented than advisory committees, for instance they may assist to deliver activities and events while advisory committees are more focused on the provision of strategic advice to inform Council's long-term planning.

## 5. Code of Conduct

Council's Code of Conduct applies to members

<https://www.innerwest.nsw.gov.au/ArticleDocuments/955/Code%20of%20Conduct.pdf.aspx>

## 6. Timing of Meetings

The Transport Advisory Committee will meet **four** times annually, between 6.00pm and 7.30pm, at Ashfield Service Centre, generally on the second Monday of the selected month.

In general, advisory committees and working groups meet four to six times per year as required, in agreement with members. Meetings are held either face-to-face or online as determined by each group.

Meetings should not be held on Tuesday nights to avoid clashes with Councillor briefings or meetings.

## 7. Membership and roles

Advisory committee and working group members are selected by a recruitment panel comprising relevant Council Directors (or their delegates) and three Councillors (determined by Council resolution) following an Expression of Interest process. Groups comprise between 8-15 members. Casual vacancies will be recruited on an ad hoc basis by the Convenor.

Members appoint a Chairperson at their first meeting. Council encourages community members to chair meetings. If the elected Chairperson is absent, members elect a Chairperson for that meeting. If a member resigns, a replacement will be recruited.

Members contribute through subject matter expertise or lived experience. Members are required to attend meetings and provide input on matters of discussion. If members are absent from three consecutive meetings without agreed prior notification to the Chairperson, their membership will lapse and a new member for the group will be recruited.

Councillors are encouraged to attend meetings of advisory committees and working groups. However, Councillors are not eligible to propose motions or vote on recommendations at advisory committees or working group meetings as these forums are for community representation. As elected officials, councillors may be required to make final decision on recommendations at a meeting of Council.

One or more Council staff members will be appointed as convenors of the advisory committee. The convenor will develop the agenda in consultation with members, attend meetings, advise members about Council policy where relevant and take notes of recommendations resulting from agenda items.

## **8. Quorum**

Local Democracy Groups have unique access to Council and ability to influence its decision making. They can play an important role in positively influencing outcomes affecting the whole community. Although advisory committees are not a decision-making body, a quorum is required for recommendations. The quorum for meetings is minimum of 50% of the membership.

## **9. Meeting principles**

Members are expected to:

- participate in discussions and offer opinions and knowledge
- treat others with respect and have due regard to the opinions, rights and responsibilities of others
- act with integrity
- attend each meeting where practical
- declare conflicts of interest
- maintain the confidentiality of information where relevant



## **10. Agendas**

Convenors circulate agendas to members one week prior to the meeting.

If an advisory committee or working group is deliberating on a significant matter, documents may be provided to members with additional notice.

Council may refer items to advisory committees or working groups for advice/recommendation by resolution.

## **11. Media**

The Mayor and the General Manager are the designated media spokespeople for Council in accordance with Council's Media Policy. Advisory committee and working group members may speak to the media about their own views but must not purport to represent Council.

## **12. Reporting and transparency**

Minutes will be published on Council's website within seven days of each meeting.

Manager Corporate Strategy and Engagement prepares a quarterly progress report on all Local Democracy Groups, based on summaries provided by Convenors. The reports will be submitted to Council.

Should recommendations require referral to Council outside the quarterly progress report timeline, Convenors will prepare a separate report.

Convenors will monitor the progress of any recommendation to Council and report the outcome back to the group.

## **13. Term**

The term of the advisory committees and working groups will end in September 2024 in line with the Council resolution of May 2022.

## **ITEM 6 – Policy Challenges**

At its meeting on Tuesday 25 October 2022, Council resolved to allocate policy challenges to each Local Democracy Groups.

The two challenges allocated to the Transport Advisory Committee are:

1. *How do we help to improve air quality and reduce road noise in the LGA by facilitating the uptake of electric vehicles and by other measures, including providing electric vehicle charging for residents who do not have off-street parking?*
2. *Should IWC adopt targets for the percentage of trips by active and public transport, and if so, what should these be?*

## **ITEM 7 – General Business**

**7.1** Future meetings – Committee Members are requested to consider, in advance, whether they wish to:

- return to face-to-face meetings;
- retain the current 6.00pm start time;

Suggestion - Meeting quarterly on the second Monday of the selected month:

- 13 February 2023
- 8 May 2023
- 14 August 2023
- 13 November 2023

***NEXT MEETING –  
12 December 2022***