



INNER WEST COUNCIL

TERMS OF REFERENCE

TRANSPORT ADVISORY COMMITTEE

(Adopted on 29 November 2018)

1. Scope

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

2. Purpose Statement

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 livability;
- 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.

3. 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.

4. Code of Conduct applies to members.

www.olg.nsw.gov.au/strengthening-local-government/conduct-and-governance/model-code-of-conduct

5. Timing of Meetings

The advisory committee will meet quarterly, generally on the third Monday of the month to minimise clashes with public holidays, with meetings commencing at 6.30pm and concluding at 8.30pm. Meetings will be held at the Ashfield Service Centre. Extraordinary meetings can be convened as necessary.

6. Membership and roles

Community members are selected by a panel of Inner West Council Group Managers following an Expression of Interest process.

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.

Councillors are welcomed members and are encouraged to attend meetings of advisory committees, working groups or forums. Because Councillors are final decision-makers on the elected Council, they are not eligible to propose motions or vote on recommendations at advisory committee meetings; however their knowledge, opinion and input are always welcome.

One or more Council staff members will be appointed as conveners of the advisory committee. The convener 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.

7. Quorum

Although advisory committees are not a decision-making body, a quorum is required for recommendations. The quorum for meetings is 50% +1.

8. 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

9. Agendas

Agendas will be circulated to members one week prior to the meeting. Council may refer items to advisory committees for advice/recommendation by resolution.

10. Media

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

11. Reporting and transparency

A meeting summary will be published on Council's website within seven days of each meeting, referred to the relevant Group Manager and circulated to members.

Recommendations requiring a Council decision and advice requested by Council are reported through a bi-monthly Local Democracy report at the fourth Tuesday Council meetings of March, May, July, September and November.

12. Review

Council will undertake an interim review of the advisory committee structure after one year of operation and a full review at the end of Council term. The review will be reported to Council.

13. Term

The advisory committee will function for the remainder of the elected Council term i.e. September 2020. The new elected Council will determine advisory committee requirements for their term.