



Sustainable Transport Reference Group

1. NAME

Sustainable Transport Reference Group

2. STATUS

Special interest group set up by resolution of North Sydney Council.

3. ESTABLISHED

Established: 27 November 2012 (Sustainable Transport Reference Group)
4 November 2011 (Active Transport Sub-committee)
14 August 2002 (Pedestrian Sub-committee)
1 July 1992 (Bicycle Sub-committee)

Reconstituted: 2 September 2013 (Min. No. 560)

Note: Reference Groups are reconstituted in September each year.

4. AIMS

- 4.1 To promote public, active and alternative transport modes to reduce the reliance on private vehicle use in and through the North Sydney local government area.
- 4.2 To consider sustainable transport options in the context of North Sydney's status as a key access point to the Sydney Harbour Bridge.
- 4.3 To provide a forum to consider alternative sustainable transport options with a view to:
 - a) promoting all forms of sustainable transport, including but not limited to, public transport, walking, cycling, car pooling and car share;
 - b) providing advice and recommendations on sustainable transport management in the North Sydney local government area, with a specific focus on sustainable transport priorities contained within Council's key policy documents, corporate planning documents and environmental sustainability;
 - c) coordinating community input with that of other key organisations involved in sustainable transport management;
 - d) assisting with the monitoring and review of programs, projects and initiatives that lead to improved and sustainable transport management in accordance with best practice;
 - e) providing input on engineering, enforcement, encouragement and education initiatives related to all facets of sustainable transport within North Sydney

- and its neighbours;
- f) raising awareness in the community about sustainable transport options; and
 - g) assisting Council to improve environmental sustainability.
- 4.4 To work with the Police, Roads and Maritime Services (RMS), public transport authorities, local stakeholder groups (including but not limited to pedestrian and bicycle groups) and Council, to facilitate a collaborative approach to improving sustainable transport facilities and promoting sustainable transport options at a community/local level.
- 4.5 To assist with the development of sustainable transport strategies that encourages the use of public and alternative modes of transport.
- 4.6 To assist with the development of strategies that increase connectivity between active transport options (such as walking and cycling) and other modes of transport (including public transport).
- 4.7 To assist Council in meeting its sustainable transport objectives under its various plans and policies (including the Community Strategic Plan, North Sydney Council Sustainable Transport Action Plan and Greenhouse Action Plan).

5. SCOPE

- 5.1 The functions of the Sustainable Transport Reference Group shall include but not be limited to:
- Input into Council's strategic plans, specifically with respect to sustainable transport;
 - Consideration and discussion of improvements to facilities and networks for a variety of sustainable transport options; and
 - Input into the design of pedestrian and bicycle facilities and networks.

6. QUORUM

- 6.1 The quorum is four participants - including at least three citizen members.
- 6.2 The designated Councillor as elected by the Council will chair the Reference Group. In the absence of the elected Councillor, another Councillor will chair the Reference Group. In the absence of a Councillor the senior Council Officer present shall take the chair.

7. POWERS OF COMMITTEE

- 7.1 The Reference Group does not have the power to incur expenditure.
- 7.2 The Reference Group does not have the power to bind the Council.

8. MEMBERSHIP

- 8.1 All elected Councillors shall be ex officio members of all Reference Groups.
- 8.2 There is no limit to the number of Citizen Members. Citizen Member eligibility includes:
- a) individuals - North Sydney residents; and
 - b) representatives from community organisations/groups working with the community in North Sydney, with a maximum of two representatives from any one group.
- 8.3 Representatives from the NSW Police Service, the RMS and the local State Member of Parliament (for the location of the issue to be voted upon) shall be members of the Reference Group.
- 8.4 All Working Group members shall have equal voting rights.
- 8.5 Citizen members will be determined annually by advertising, calling for expressions of interest for the positions in the local media and on Council's website. Representatives will be selected on the basis of their stated experiences/skills/interest of relevance to the Reference Group.

9. TIMETABLE FOR MEETINGS

- 9.1 Four meeting will be held per year as published in Council's Schedule of Meetings.
- 9.2 Meetings will be limited to a maximum duration of one hour and 15 minutes unless the Reference Group meeting decides to continue the meeting until a later time or the completion of business, where possible.
- 9.3 Extraordinary meetings to be called as required.
- 9.5 Agenda items be called for four weeks prior to scheduled meeting date.
- 9.6 If there are insufficient items/reports on the agenda (as determined by the General Manager) a scheduled meeting may be deferred or cancelled up until three days before the meeting. Councillors and citizen members will be notified of the cancellation. Council's website will also be updated accordingly.

10. MEETING PRACTICES AND PROCEDURES

- 10.1 The provisions of Council's *Code of Meeting Principles and Practices* shall apply.
- 10.2 Council Officers will distribute soft copies of the draft minutes to Reference Group members within one week of the meeting. Reference Group members will have one week to advise Council Officers of any errors or omissions from the minutes.

- 10.3 The minutes of a Reference Group meeting can only be confirmed and adopted by resolution of that Reference Group, passed at a subsequent meeting of that Reference Group. A motion or discussion in respect of the Minutes shall not be in order except as to their accuracy as a record of proceedings. Minutes may not be amended to reflect second thoughts on a resolution - changes may only be made if the accuracy of the resolution is found to be at fault; as per the *Code of Meeting Principles and Practices*.
- 10.4 A report on the proceedings of Reference Group meetings are to be submitted to the next available meeting of Council for endorsement, including all recommendations. Any Councillor, irrespective of whether that Councillor is a member that Reference Group, may be the mover or seconder of a motion to confirm the proceedings of a Reference Group meeting.
- 10.5 Reference Group members and the 'Keep Informed' distribution list (refer to 10.8) will be provided with copies of the agenda/business paper of the-meetings two weeks prior to each meeting date. The agendas and minutes of all meetings will also be made available from Council's website.
- 10.6 Registrations to speak by non-members (i.e. members of the public) must be made by 12 Noon on the day of the meeting, by contacting Council's Governance Coordinator on 9936 8154. Each speaker is limited to three minutes per agenda item. These items will then be brought forward, in agenda order, and dealt with before items in which there is no interest from the public gallery.
- 10.7 All Reference Group members and attendees (including speakers) shall register their name on the attendance record provided at the meeting.
- 10.8 Non-members attending for the first time will include an e-mail/postal address on the attendance record for the receipt of minutes of the meeting they attended, and must indicate they wish to receive agendas and minutes for future meetings.

11. CONDUCT PROTOCOLS FOR PARTICIPANTS

- 11.1 All Councillor Reference Group members are required to observe the provisions of Council's *Code of Conduct - Councillors and Staff*.
- 11.2 All Citizen Reference Group members are required to observe the provisions of Council's *Code of Conduct - Volunteers and Community Representatives*.
- 11.3 All Reference Group members as well as other participants are expected to observe the following protocols:
- 11.3.1 General Responsibilities:
- a) Be courteous to other participants, Council staff and Councillors;
 - b) Help to create an environment that is free of harassment and discrimination; and

- c) Protect the health, safety and welfare of yourself and others at meetings and related activities.

11.3.2 Declarations of Interest:

- a) Speakers at Reference Group meetings may have a personal (non-pecuniary) or financial (pecuniary) interest in matters being discussed by the Reference Group.
- b) Participants are required to disclose any interest in a matter under discussion, particularly when the interest is one of a pecuniary nature. Such declarations will be noted in the minutes.
- c) A conflict of interest does not mean that you will be barred from participating in a meeting. Instead, it allows others to understand your position and prevents criticism of Council activities or decisions at a later date.
- d) If you are paid lobbyist representing an individual or group, you are required under Council's *Lobbyist Policy* to declare your role and to register as a lobbyist on Council's *Lobbyist Register*.

11.3.3 Gifts or Benefits - Participants should not offer to a Councillor or Council staff member a gift or benefit that is:

- a) designed to gain advantage for yourself or a group you represent; or
- b) may be perceived by the public to give advantage to you or a group you represent.

11.3.4 Alcohol and Drugs - Reference Group members and participants shall not attend meetings whilst under the influence of alcohol or other drugs that could impair your ability or cause danger to the safety of yourself or others.

12. PRIVACY

- 12.1 All Reference Group members are required to observe the provisions of Council's *Code of Conduct - Standards for Volunteers and Community Representatives* relating to their access to personal and confidential information.

13. ACCESS TO COUNCIL CODES, POLICIES AND GUIDELINES

- 13.1 Related Council Codes, Policies and Guidelines, including the *Code of Meetings Principles and Practices*, *Code of Conduct for Councillors and Staff*, *Code of Conduct - Standards for Volunteers and Community Representatives* and *Lobbyist Policy* may be viewed on [Council's website](#) and/or hard copies may be obtained upon request from Council's Corporate Planning and Governance Department.