

# TERMS OF REFERENCE

## MOVEMENT AND TRANSPORT ADVISORY COMMITTEE

August 2022



## PREAMBLE

The *Hunters Hill Community Plan 2022 – 2032* Theme of ‘Connected and Accessible Infrastructure’ sets a goal to: ‘maintain our local infrastructure so people can use, walk, drive, cycle and catch public transport safely and easily.’

We continue to recognise that:

Various modes of transport that are accessible and connected play a major role in keeping our area linked to work, leisure, education and a healthy lifestyle.

A community that can move around easily is essential to the overall prosperity and sustainability of the local government area.<sup>1</sup>

Consideration of Movement and Transport, must recognise that ‘Movement is also a key enabler of places.’<sup>2</sup>

### 1 NAME OF THE COMMITTEE

The name of the committee is: the Movement and Transport Advisory Committee (the Committee).

### 2 STATUS AND COMMENCEMENT OF THE COMMITTEE

The Committee is an advisory committee of Council constituted to achieve the objectives and perform the functions stated hereunder. The Committee has no decision making powers but can make recommendations to Council in relation to matters that come within its functions and on matters referred to it by Council.

The Committee commences on appointment of the first members of the Committee by resolution of Council.

### 3 DEFINITIONS

**Movement** encompasses: ‘Movement of people and goods by any mode ... considering both mobility and local access.

The total movement in a place is made up of trips through that place, to and from that place, and within that place.’<sup>3</sup>

**Transport** includes active transport, being ‘Transport that is human-powered’.<sup>4</sup>

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<sup>1</sup> Hunter’s Hill Council, *Community Strategic Plan: Your Vision for Our Future 2018 – 2028*.

<sup>2</sup> Government Architect NSW, *Aligning Movement and Place*, Issue no. 03 (2019) < <https://www.governmentarchitect.nsw.gov.au/resources/ga/media/files/ga/other/framework-better-placed-aligning-movement-and-place-2019-06-27.pdf> > 6.

<sup>3</sup> Government Architect NSW (GANSW) and Transport for NSW (TfNSW), *Practitioner’s Guide to the Delegation to Movement and Place: Implementing Movement and Place in NSW*, Issue no 0.1 (March 2020) < <https://www.governmentarchitect.nsw.gov.au/resources/ga/media/files/ga/manuals-and-guides/practitioners-guide-to-movement-and-place-2020-06-04.pdf?la=en> > 66.

<sup>4</sup> Ibid, 64.

## 4 OBJECTIVES

The objectives of the Committee are:

- (a) To assist Council in providing 'safe, affordable, accessible and sustainable transport systems for all and improved road safety,'<sup>5</sup> including in:
  - (i) Council's dealings with Transport for NSW in maintaining, improving or expanding public transport;<sup>6</sup>
  - (ii) The movement 'needs of those in vulnerable situations, women, children, persons with disabilities and older persons',<sup>7</sup> including safe and sustainable access to schools and the movement needs of the economically vulnerable;
  - (iii) The allocation of the 'physical and temporal road user space to safely and equitably support the movement of people and goods and place objectives';<sup>8</sup>
- (b) To assist in the 'delivery of safe, integrated, reliable, accessible and connected walking and cycling infrastructure'<sup>9</sup> by Council or where proposed by Transport for NSW within the Municipality;
- (c) To assist Council in providing for movement for physical activity and recreation and access to opportunities, services, goods and amenities;
- (d) To assist Council in the improvement of safe connectivity across multiple modes of transport including pedestrian, bicycle, other active transport, wheelchair or other assistive devices, public transport and other vehicles; and
- (e) To promote equity of access to all, independent of age, ethnicity, economic status, and physical ability.

In the delivery of these objectives the Committee should:

- (f) Utilise the expertise, experience and local knowledge of the community to assist in the delivery of appropriate safe local movement and transport outcomes; and
- (g) In the delivery of such outcomes recognise that movement is a key enabler of places.

## 5 FUNCTION

The functions of the Committee are to:

- (a) Consider and advise on movement and transport matters referred to it by Council, making recommendations where appropriate;

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<sup>5</sup> United Nations Sustainable Development Summit, *Transforming our world: the 2030 Agenda for Sustainable Development*, GA Res 70/1, 70<sup>th</sup> sess, Agenda items 15 and 116, UN Doc A/RES/70/1 (25 September 2015) < <https://undocs.org/en/A/RES/70/1> > Sustainable Development Goal 11 Make cities and human settlements inclusive, safe, resilient and sustainable, Target 2.

<sup>6</sup> Ibid.

<sup>7</sup> Ibid.

<sup>8</sup> Transport for NSW, *Road User Space Allocation Policy*, CP21000 (27 January 2021) < <https://www.transport.nsw.gov.au/system/files/media/documents/2021/road-user-space-allocation-policy.pdf> >.

<sup>9</sup> Transport for NSW, *Providing for Walking and Cycling in Transport Projects Policy*, CP21001 (2 February 2021) < <https://www.transport.nsw.gov.au/system/files/media/documents/2021/providing-for-walking-and-cycling-in-transport-projects-policy.pdf> >.

- (b) Provide advice to Council in relation to any dealings with Transport for NSW and other agencies on transport or local movement matters;
- (c) Provide advice to Council on movement and transport policies and their implementation including on: Actions relating to movement and transport within the Local Strategic Planning Statement, the Bike Plan, the Disability Inclusion Action Plan and Pedestrian Access and Mobility Plans;
- (d) Provide advice to Council on matters that fall within the Direction 'Connected & Accessible Infrastructure' of the Community Plan and its Operational and Delivery Plans;
- (e) Review and advise on terms of reference of strategic studies and projects as they relate to movement and transport;
- (f) Consider, advise and make recommendations to Council on:
  - (i) Local movement and transport issues;
  - (ii) Safety in School Zones; and
  - (iii) Dealing with equity of access considering all, independent of age, ethnicity, economic status, and physical ability; and
- (g) Review, advise and make recommendations on the Terms of Reference of the Committee.

## **6 MEMBERSHIP OF THE COMMITTEE**

### 6.1 Members and Chair:

Eleven (11) members comprising:

- One Councillor elected by Council to Chair the Committee;
- Two other Councillors elected by Council – One of whom will act as Chair, if the Chair is unable to attend;
- One Hunters Hill resident with suitable knowledge or expertise to represent residents with reduced mobility;
- One Hunters Hill resident with suitable knowledge or expertise to represent cyclists; and
- Up to six Hunters Hill residents with relevant qualifications and/or experience (at least two to be residents of North Ward and at least two to be residents of South Ward).

All Community Members of the Committee should be appointed by public nomination following Policy Guideline 3 of Council Policy No CORP.S.23 Committees Policy.

Community members of the Committee must not be currently serving Hunter's Hill Councillors.

All members of the committee must acknowledge and abide by their responsibilities under [Hunter's Hill Council's Code of Conduct](#).

## 6.2 Selection Criteria

Community representatives of the Committee shall be appointed by public nomination in accordance with Policy Guideline 3 of Council Policy No CORP.S.23 Committees Policy. A community representative must not be a currently serving Councillor.

## 6.3 Term

Members shall be appointed for a term commencing on the date of their appointment by Council until the day before the date of the next General Election of Council.

## 6.4 Vacancies

Council may, at its discretion, approve the filling of any vacancy in the membership of the Committee.

A member absent for three or more consecutive meetings without apology or leave of the Committee shall have their membership position declared vacant.

## 6.5 Removal of Member

Council may at any time remove a member of the Committee but shall observe the principles of natural justice.

## 6.6 Committee Advisors

Non-voting advisors may be invited to attend meetings to advise on specific matters, such as safety in School Zones, where the Principal of the relevant school or their delegate would attend.

## 6.7 Advice and Secretarial Support

The General Manager shall appoint a suitably qualified Council Officer to provide technical advice and secretarial support to the Committee.

# **7 MEETING PROCEDURE**

## 7.1 Quorum

The quorum is a majority of the members of the Committee who are entitled to vote.

## 7.2 Decisions

Decisions will be made by a majority of members present.

## 7.3 Frequency

The Committee will meet not less than every second month and more frequently as required.

## 7.4 Notice of Meetings

The Councillor members of the Committee, in consultation with Council Officer nominated by the General Manager to provide technical advice and secretarial support, will finalise the agenda before each meeting. Members may suggest additional agenda items and may raise at any meeting items not on the agenda.

A notice of each meeting confirming the date, time, venue and agenda will be approved by the Chair of the Committee and forwarded to each member and the General Manager generally not less than three business days prior to the date of the next meeting by the nominated Council Officer.

Meetings may be held in person or by using any combination of in person attendance and technology or combination of technologies, which permits each person participating in the meeting to communicate with every other person participating in the meeting.

## **8 REPORTING**

The discussions, resolutions and recommendations of the Committee will be recorded in minutes kept by the Council Officer nominated by the General Manager.

The nominated Council Officer will prepare and circulate minutes of meetings to all members within a reasonable time after each meeting.

Following each meeting the nominated Council Officer, in consultation with the Chair, provide a report outlining the main discussion topics, including the minutes and recommendations for consideration by Council.