



**Maribyrnong**  
CITY COUNCIL

# **Maribyrnong Active Transport Advisory Committee**

## **Terms of Reference**

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### Version Control

Date	Version	Revision Description
29 May 2018	1	City Development Special Committee May 2018
26 October 2021	2	City Development Delegated Committee October 2021

## 1. Purpose

The aim of the Maribyrnong Active Transport Advisory Committee (the Committee) is to provide Council with ongoing community input into Council and State Government provision of active transport, infrastructure projects, advocacy and partnership opportunities.

## 2. Objective

The Committee is a formal advisory body to Maribyrnong City Council. Its primary objective is to provide strategic advice to Council on Active Transport (walking, cycling and public transport access) issues affecting the community, and inform Council on decision making in relation to policy, program, and service delivery.

The Committee's objectives are to:

- Provide advice on delivery of cycling and walking strategies and other relevant Council programs or policies.
- Inform Council of issues relating to improving conditions and safety for cycling and walking and promoting active transport in the municipality.
- Provide advice to inform the development of projects and programs that encourage a culture of active transport in Maribyrnong, so that people make more trips by foot, bicycle and public transport.
- Provide advice on the development of a high quality network of routes accessing popular destinations both within Maribyrnong and the larger Metropolitan network that are suitable for use by those of all abilities, ages and backgrounds.
- Support Council in advocating to key partners and relevant bodies to prioritise funding of active transport projects and programs.
- Support Council in achieving its goals as outlined in any endorsed Council strategy or policy (i.e. *Maribyrnong Cycling Strategy 2020-2030*).
- To strengthen linkages between interest groups, the community and Council.

The Committee is advisory in nature and has no decision making authority.

## 3. Membership, Eligibility and Attendance

### 3.1 Structure

The Committee will consist of up to 10 members:

- Councillor (chair);
- Six community representatives (two from each Ward);
- Representative from Victoria University;
- Representative from Victoria Walks; and
- Representative from a cycling club/group representing the interests of those who live, work or study in the City of Maribyrnong (i.e. Bicycle Victoria, BikeWest or Westside Cycle Club).

Guests may be invited to attend meetings as required and directed by the Chair.

The Councillor will be appointed at an Ordinary Council Meeting in November of each year. A second Councillor will be appointed as a proxy to attend and chair meetings if the appointed Councillor cannot attend.

### 3.2 Responsibilities of the Chair

The Chair shall be responsible for the proper functioning of the meeting. The responsibilities of the Chair include:

- Guiding the meeting according to the agenda and time available.

- Facilitating discussions, with care not to enter into operational matters and ensuring members understand these are outside the scope of the committee.
- Assisting members to abide by the Code of Conduct (see below), including taking action in case of breaches.
- Where appropriate, updating Council on the progress and discussions of the Committee, e.g. through reports at Council meetings.
- Perform a representative and leadership role on behalf of the Committee at events and Council activities as agreed with the Mayor.

### 3.3 Officer Support

A Council officer shall provide administrative support to the Committee. The appointed Council officer will be the Manager responsibility for delivering Active Transport (or their Delegate).

The Council officer will seek agenda items a minimum of two weeks before the next scheduled Committee meeting. The Council officer will then prepare an agenda which will be forwarded to the Committee members by email five working days before the scheduled meeting. If the Committee does not provide any agenda items then the meeting may be cancelled at the discretion of the Chair.

The Council officer will record minutes of each meeting which will be provided to Committee members within two weeks after a scheduled meeting, including details of proceedings and clearly expressed actions (where applicable) and include relevant documentation as attachments where necessary.

### 3.4 Tenure

Appointments to the Committee will be for a period of two years. Three months prior to the end of the term, the administering officer will review appointments and subsequently seek nominations through a public nominations process.

Community representatives will have the option to reapply for a further two years. Representatives from organisations are not subject to term limits, but may be substituted at the discretion of that organisation in consultation with the Chair.

Applications will be considered by the City Development Delegated Committee.

Casual vacancies (outside of the regular two year period) may be filled by a selection panel which includes the appointed Councillor (Chair), proxy Councillor and Council's Chief Executive Officer.

The following criteria will be considered when selecting Committee members:

- Ability to represent the interests of pedestrians and cyclists in Maribyrnong e.g. past experience, demonstrated commitment to community involvement.
- A willingness to share ideas and expertise and support active transport in its various forms.
- Understanding of the local community and its urban environment, and issues related to improving active transport facilities in Maribyrnong.
- Links with relevant groups or organisations e.g. community groups, bicycle user groups, clubs, or schools.

If at the end of any 12 month period any Committee member has attended less than half of the meetings in that period will be retired and nominations will be sought for their replacement.

### 3.5 Eligibility

Membership is open to people who live, work or study in the City of Maribyrnong. The committee should reflect as far as possible the diversity of the Maribyrnong community. Members will be recruited through a public nomination process with applicants asked to respond to relevant selection criteria.

### 3.6 Meeting Details

Meetings will be held at the Maribyrnong City Council Offices, online or an alternative venue as determined by the Chair. The Committee meets bi-monthly for two hours (during business hours). Additional meetings may be held at the discretion of the Chair.

## **4. Advice to Council**

The role of the Committee is to provide advice to Council. It does not have any authority or decision-making powers. It is up to the Council officer to follow up on the Committee's actions, including deciding on the most appropriate means to report back on it to Council or internal departments, in consultation with the Chair.

The Committee does not have an operational role and may not direct Council staff in the performance of their duties.

## **5. Conduct of Committee**

Members will:

- Act honestly and treat others with respect.
- Exercise reasonable care and diligence.
- Not make improper use of their position or make improper use of information acquired because of their position.
- Come prepared to meetings, which may involve reading relevant documents, understanding the issues as much as possible and bring views of community when requested.
- Listen to ideas and views of others during meetings without interrupting.
- Give due regard to the needs of pedestrians and cyclists equally.
- Represent the Maribyrnong community.
- Provide feedback in relation to items discussed at the meeting no later than 2 weeks after the meeting unless alternatively agreed upon with the Chair.

Where there is a requirement for confidentiality, this is to be noted in the minutes. If a matter arises in communication outside of a meeting (e.g. provision of a draft policy ahead of a meeting) all members must keep the matter confidential.

It is the responsibility of committee members to disclose any conflict of interest. Any member who has disclosed a conflict of interest must leave the meeting during the discussion. Any conflict of interest must be recorded in the minutes.

Members of the Committee are not authorised to speak to the media or make public statements on behalf of the Committee or Council, unless the member is a Councillor and has express permission from the Mayor. In that case, any engagement with the media will be in accordance with Council's standard media and communications policy.

Members are authorised to disclose general information such as objectives of the Committee, membership procedures, committee members, list of activities and information in regard to any issues that have already been previously dealt with and approved in the Committee's discussions.

## **6. Reporting and Review**

If deemed necessary, the Chair will arrange a delegates report at the next Ordinary Council Meeting after each Committee meeting.

Operations of the Committee will be evaluated bi-annually before the expiry of the existing Committee to ensure that the Committee is achieving its intended objectives.

Results of the evaluation will be reported and submitted to Council detailing the Committee's activities and achievements.

The Terms of Reference for the Committee will be reviewed every two years and any changes will require the endorsement of Council.