

Terms of Reference: Smart Transport Advisory Committee

Role of the Committee

The Smart Transport Advisory Committee is established to provide guidance on the development and implementation of a sustainable transportation hierarchy that enhances the health, wellbeing, and liveability of the Ku-ring-gai community while contributing to Council's net zero emissions target.

By prioritising walking, cycling, and public transport over private vehicle use, the Committee aims to create a healthier, more connected community. Its focus is to align Council's transport initiatives with climate targets, promote active and sustainable mobility options, and reduce greenhouse gas emissions, ensuring Ku-ring-gai's transition towards a net zero future.

The Committee will:

- Promote and support a transportation hierarchy that prioritises:
 - Walking, cycling and other micromobility devices
 - Public transport
 - Car-sharing schemes
 - Electric vehicle (EV) transition
- Provide recommendations on integrating sustainable mobility choices into Council policies to create a more efficient, low-emission transport system.
- Encourage active transport options that foster healthier, more ecologically sustainable communities.
- Ensure that public domain initiatives are aligned with smart transport goals and contribute to more sustainable and accessible transportation networks.

Key Focus Areas

- **Active Transport:** Enhancing walking and cycling infrastructure and safety.
- **Public Transport:** Encouraging greater use of public transport and advocating for improved services.
- **Public Domain Initiatives:** Advising on how public spaces can support smart transport and the transportation hierarchy.
- **Car Share:** Expanding access to car-sharing services as a sustainable alternative to car ownership.
- **EV Transition:** Supporting the shift to electric vehicles and the necessary charging infrastructure.

Membership

The Committee will consist of:

- Two Councillor representatives (voting members), appointed by Council as Chairperson and Deputy Chairperson.
- Up to 8 community members (voting members) with expertise or interest in sustainable transport, climate policy, or urban planning

- At least 1 representative from Bike North (voting member)
- 1 representative of pedestrian's interests (voting member)
- External experts or representatives from relevant organizations may be invited to participate on an ad-hoc basis, as determined by the Committee.

Community representatives are to be appointed by resolution of Council following an Expression of Interest process with recommendations based on candidate merit and ensuring diverse representation across the relevant disciplines.

Term of membership

The term of office for committee members will be for the term of Council, plus up to 6 months to allow time for the incoming Council to make new appointments. At the expiration of the term, members will be eligible for re-appointment, subject to referral to Council for its consideration and resolution.

Council may nominate additional applicants to the Committee as reserves to fill vacancies. Members will be appointed in the order recommended by the assessment panel.

Membership of the Committee can be withdrawn by resolution of Council.

If a member misses three (3) consecutive meetings without apology, their membership will be withdrawn and the position will be deemed vacant.

Chairperson

The Chairperson and Deputy Chairperson of the Committee will be Councillors as nominated by Council.

The Chairperson is to be elected by Council for the same period as the term of office of the Mayor. If the Chairperson is not present at the time designated for the meeting, the Deputy Chairperson shall take the responsibilities of the Chairperson.

The Chairperson is to have precedence at the meeting and shall determine the order of proceedings, generally as set out in the agenda.

The Chairperson has the discretion to exclude a member of the Committee if a member displays inappropriate conduct. If this occurs, the matter is to be reported to the next available Council meeting.

Committee Facilitator

A Committee Facilitator (Convenor) shall be appointed by the General Manager. The Facilitator shall be a staff member of Council who will be responsible for coordinating the preparation of agendas, invitations and minutes of the Committee.

The Facilitator shall also be responsible for coordinating any presentations from guest speakers and for considering requests from members of the public to address the Committee in consultation with the Chairperson and other staff.

Delegation

No delegation. The committee is an advisory body only and has no decision-making authority. It cannot commit Council to a course of action or direct Council staff.

Voting

Decisions will be made by a simple majority vote, with the Chair having the casting vote in the event of a tie.

Quorum

A quorum will be established by the presence of at least half the appointed members of the Committee, including at least one Councillor.

Meetings

The Committee will meet quarterly, or as required, based on project demands or Council direction. The Chairperson has the authority to call meetings in accordance with the agreed meeting schedule. A proposed change to this meeting schedule, either ongoing or one-off, should give consideration to operational requirements, and be agreed upon by the majority of Committee members.

Agendas will be distributed at least five (5) business days before each meeting. Minutes of each meeting will be recorded and circulated to members for review and endorsement.

Each meeting will start and finish at the scheduled time. The Chairperson may consider a motion to extend a meeting for up to 30 minutes. Matters listed on the agenda that are not dealt with by the conclusion of the meeting will be carried forward to the next meeting of the committee.

If an issue arises that requires the Committee's input before the next scheduled meeting (e.g., due to time constraints), the matter may be referred informally to committee members for their guidance or advice.

Attendance by audio-visual link

Members of the committee may attend meetings by audio-visual link, in accordance with the Council Advisory and Reference Committee Guideline.

Reporting Structure

The Committee will provide formal recommendations to Ku-ring-gai Council. The recommendations of the committee, so far as adopted by the Council at an Ordinary Meeting of Council, are resolutions of the Council. Recommendations and progress reports will be submitted through the Director of Strategy and Environment for inclusion in relevant Council meetings and decision-making processes.

Code of Conduct

All Committee members are expected to adhere to the Ku-ring-gai Council Code of Conduct. Members must declare any pecuniary or non-pecuniary interests at the start of meetings where applicable. Conflicts of interest will be managed in accordance with Council policies.

All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

Each Committee member shall be provided with Council's Code of Conduct and other related policies that may be applicable to the operation of the Committee.

Confidentiality

Committee members may be privy to sensitive or confidential information, and they are expected to maintain confidentiality in line with Council's guidelines. Breaches of confidentiality may result in removal from the Committee.