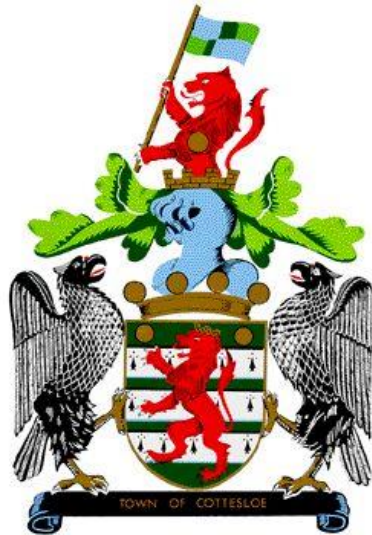


# TOWN OF COTTESLOE



## BIKE PLANNING COMMITTEE MINUTES

**MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE  
109 BROOME STREET, COTTESLOE  
4.30PM, TUESDAY, 12 JUNE 2018**

**MAT HUMFREY  
Chief Executive Officer**

14 June 2018

DRAFT

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**1. DECLARATION OF MEETING OPENING / ANNOUNCEMENT OF VISITORS**

Cr Sadler declared the meeting open at 4.30pm and welcomed Mr Glover.

**2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS OF THE LANDS**

Cr Sadler acknowledged the traditional owners of the lands.

**3. ATTENDANCE****Committee Members Present**

Cr Helen Sadler	Presiding Member, Elected Member
Cr Lorraine Young	Elected Member
Mr Mark Powell	Community Representative
Mr James Atkinson	Community Representative

**Officers Present**

Mrs Denise Tyler-Hare	Manager of Projects
Ms Elizabeth Nicholls	Senior Administration Officer

**In Attendance**

Martyn Glover	City of Nedlands	left at 5.00pm
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**Apologies**

Mr Mat Humfrey	Chief Executive Officer
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**4. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING****Minutes 8 May 2018**

Amendments:

- A rationale be added to Item 7.2 to explain why the Committee varied from the Officer Recommendation.

**Moved Cr Sadler, seconded Mr Powell**

**The Minutes of the meeting of the Bike Planning Committee minutes held 8 May 2018 be confirmed subject to that above amendments.**

**Carried 4/0**

**Minutes 29 May 2018**

Amendments:

- Minor amendments to Item 7.1 in the paragraph outlining the goal of the amended brief.
- Minor amendments to the Committee Recommendation to accurately reflect the decision of the meeting as suggested by the Chief Executive Officer.

Moved Cr Young, seconded Mr Atkinson

The Minutes of the meeting of the Bike Planning Committee minutes held 29 May 2018 be confirmed subject to the above amendments.

Carried 4/0

**5. DECLARATION OF INTERESTS**

Nil.

**6. PRESENTATIONS**

**6.1 Bay Road to Broadway Cycling Project**

Presentation by Mr Glover, City of Nedlands, Director of Technical Services.

*Mr Glover left the meeting at 5.00pm*

**7. OTHER BUSINESS**

**7.1 Bike Planning Committee Charter**

**OFFICER RECOMMENDATION**

Moved Cr Sadler, seconded Mr Atkinson

That the Bike Planning Committee recommend that Council **ADOPT** the draft Bike Planning Committee Charter.

Carried 4/0

**7.2 Revised Brief – Bike Routes Plan**

The Revised Brief has been provided to the Committee for consideration.

**OFFICER RECOMMENDATION**

That the Bike Planning Committee recommend to Council to **ENDORSE** the revised brief for tender.

**COMMITTEE RECOMMENDATION**

Moved Cr Young, Seconded Cr Sadler

That the Bike Planning Committee recommend that Council:

1. **DEFER** the Bike Routes Plan pending further information from the Department of Transport.
2. **CONTACT** the Department of Transport offering to provide the Town's existing bike plans and relevant documents
3. **PURSUE** early engagement with the Department of Transport to advance the Town's bike planning.

Carried 4/0

### Rationale

Further information has been received from the Department of Transport that a tender will be awarded in a month for a metropolitan bike routes plan including work that would otherwise be covered by the Town's Bike Routes Plan.

### 7.3 Visuals – Bike Infrastructure

Mr Powell presented his ideas to the Committee regarding bike infrastructure.

### 8. ACTION LIST

Updated 14 June 2018.

### 9. NEXT MEETING

Tuesday 10 July 2018, 5.00pm.

### 10. MEETING CLOSURE

Cr Sadler declared the meeting closed at 5.55pm.

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This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Town of Cottesloe Bike Planning Committee, established by Council pursuant to Section 5.8 of the *Local Government Act 1995* (the Act).

## 1. Name

The name of this Committee is 'Town of Cottesloe Bike Planning Committee'. All references to 'Committee' in this charter mean 'Town of Cottesloe Bike Planning Committee'.

## 2. Establishment

This Committee is established under the provisions of the *Local Government Act 1995*, particularly section 5.8 of the Act.

## 3. Guiding Principles

This Committee is established with its guiding principles in accordance with the *Local Government Act 1995*, sections 5.8 to 5.25.

## 4. Vision

A bike riding culture and network in Cottesloe that enables people of all ages and abilities to get around easily by bike.

## 5. Terms of Reference

- a. To oversee the development, adoption and implementation of planned bike infrastructure in Cottesloe.
- b. Make recommendations to Council on matters relevant to the Committee.
- c. Provide advice to the Town of Cottesloe upon request about the impact of proposed infrastructure on bike riders
- d. To assist staff upon request in the identification and completion of suitable grant applications to fund implementation of the Town of Cottesloe Bike Plan.
- e. To assist the Town of Cottesloe upon request to liaise with neighbouring Councils for the purposes of integration of the Town of Cottesloe Bike Plan.

The Committee shall agree project approval milestones upon commencement of a project to endorse to the Council for approval. These milestones will be developed with due consideration to the impact on project success, timing, size, budget and risk.

## 6. Membership

At the Ordinary Meeting of Council held 31 October 2017 it was resolved:

*That Council appoints Cr Sadler, Cr Boulter, Cr Pyvis be appointed member and Cr Young as deputy member of the Bike Planning Committee.*

*Carried 9/0*

Membership of this Committee will comprise of:

- Three Town of Cottesloe Elected Members; and
- Two community representatives.

Vacancies for the community representatives will be advertised in the local papers, the Town of Cottesloe webpage and notice boards. Council will then select and appoint new members.

Community representation is valid for two years, until the person resigns, the Committee is disbanded or the next Ordinary Council Election, which ever happens first. Nothing prevents an existing member re-nominating.

## 7. Meetings

### 7.1 Annual General Meeting

Nil

### 7.2 Committee Meetings

Meetings shall be held not more frequently than every month, unless a special meeting of the Committee is called for a specified purpose.

### 7.3 Quorum

The quorum for any meeting of this Committee shall be 50 percent plus 1 members (voting or non-voting) as endorsed by Council at the time of the meeting.

### 7.4 Voting

Shall be in accordance with section 5.21 of the Act, with all members endorsed as voting members entitled and required to vote, subject to the provisions of the Act which deal with Financial and Proximity Interests.

### 7.5 Minutes

The Minutes of the meeting shall be recorded and prepared as per the provisions of section 5.22 of Act.

The content of the minutes shall be in accordance with the *Local Government (Administration) Regulations 1996* section 11.

*The content of minutes of a meeting of a council or a committee is to include —*

- the names of the members present at the meeting; and*
- where a member enters or leaves the meeting during the course of the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting; and*



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- (c) *details of each motion moved at the meeting, the mover and the outcome of the motion; and*
- (d) *details of each decision made at the meeting; and*
- (da) *written reasons for each decision made at the meeting that is significantly different from the relevant written recommendation of a committee or an employee as defined in section 5.70 (but not a decision to only note the matter or to return the recommendation for further consideration); and*
- (e) *a summary of each question raised by members of the public at the meeting and a summary of the response to the question; and*
- (f) *in relation to each disclosure made under section 5.65 or 5.70 in relation to the meeting, where the extent of the interest has also been disclosed, the extent of the interest.*

If the Committee resolves, the minutes may include a table of ‘action items’, summarising the agreed actions.

### **7.6 Who acts if the presiding member is unavailable**

Shall be in accordance with section 5.14 of the Act.

### **7.7 Meetings**

Meetings shall be generally open to the public as per the provisions of section 5.23 of the Act.

### **7.8 Public Question Time**

As the Committee has no delegated powers (section 5.24 of the Act), there is no specific provision for public question time.

### **7.9 Members’ Conduct**

Council Members of the Committee shall be bound by the following

- The provisions of section 5.65 of the Act;
- Town of Cottesloe *Standing Orders Local Law 2012*;
- Town of Cottesloe Code of Conduct;
- *Local Government (Rules of Conduct) Regulations 2007*; and
- Regulation 34C of the *Local Government (Administration) Regulations 1996*,

with respect to their conduct at meetings and their duty of disclosure.

Elected Members and Officers of the Town of Cottesloe will be bound by these provisions, relating specifically to their participation in the Committee, at all times.

Any community member appointed to this Committee is not bound to declare impartiality interests, unlike Councillors and Employees of Local Government. Community members are not bound by the Rules of Conduct Regulations but will be bound by the Town of Cottesloe Code of Conduct.

### **7.10 Secretary**

The Chief Executive Officer (or their nominated representative) shall undertake the following secretarial duties;

- Prepare and distribute meeting papers as required
- Attend and record the Minutes of the meeting

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- Provide the administrative support required to present the outcomes of the meeting to Council for consideration where required.

### **7.11 Presiding Member**

The members (voting) will elect a presiding member and deputy member at the first meeting after these positions become vacant for any reason. The voting on and appointment of the presiding member and deputy member shall be in accordance with the provisions of section 5.12 of the Act.

### **7.12 Meeting attendance fees**

Nil

## **8. Delegated Authority**

This committee has no delegated authority.

## **9. Endorsement**

This Charter was endorsed by the Town of Cottesloe Bike Planning Committee at its meeting on 12 June 2018.

This Charter was endorsed by the Town of Cottesloe Council at its meeting on \_\_\_\_\_.