

14.3 ACTIVE TRAVEL REFERENCE GROUP

Objective Reference:

Authorising Officer: Louise Rusan, General Manager Community & Customer Services

Responsible Officer: David Jeanes, Group Manager City Planning & Assessment

Report Author: Tim Mitchell, Principal Transport Planner

Attachments: 1. Active Travel Reference Group - Terms of Reference [↓](#)

PURPOSE

To seek a Council resolution to evolve the current advisory group known as the “Redlands Bicycle Advisory Committee (RedBAC)” in favour of creating a new Active Travel Reference Group.

BACKGROUND

The RedBAC, which has been in existence since 2000, was an external stakeholder-based advisory group in Redlands Coast, established to act as a forum that would allow clear and direct communication between the general community, business, Council and the State Government on all matters associated with cycling in the city. The advisory group has not been convened since 2015.

There is an opportunity to revive an active travel focussed group that has a broader focus capturing all micro-mobility modes including walking, cycling and emerging technologies such as e-bikes and e-scooters.

Widening the scope from only cycling to all active travel and micro-mobility modes may result in a more diverse group which could result in a more effective engagement process and allow focus on specific topics, for example, walkability.

ISSUES

The establishment of a new Active Travel Reference Group aligns with two objectives of the *Redlands Coast Transport Strategy* (transport strategy), being “Leadership and Governance” and “Positive Education and Behaviour” as well as being consistent with the defined Active Travel priority for Council-led initiatives in the transport strategy.

A draft Terms of Reference (Attachment 1) has been developed to clearly articulate the scope and function of the proposed Active Travel Reference Group.

The primary purpose of the reference group is to:

- Work with Redland City Council officers to contribute their expertise and local knowledge about active travel;
- Share knowledge and understanding of key issues affecting active travel across the city; and
- Advocate to all levels of government on opportunities or projects that provide an active travel benefit to the Redlands Coast.

It is proposed that the members of this reference group will:

- Be briefed on Council and State projects relevant to active travel.
- Contribute advice, information and insight on active travel based on personal and professional knowledge and experience of local conditions and community economic, cultural, historical

and environmental considerations.

- Independently review and comment on existing technical data, and any relevant active travel research or initiatives.
- Share information and reports on the progress and direction of the planning process to relevant community networks.

The officer recommendation is to evolve the RedBAC to create a new Active Travel Reference Group, with a Councillor nominated to act as Chairperson.

STRATEGIC IMPLICATIONS

Legislative Requirements

There are no relevant legislative requirements.

Risk Management

The purpose of the Active Travel Reference Group is to enhance connections between Council and the community by providing a forum for discussions surrounding Active Travel in the city.

Establishing a group that has a broad project capability will ensure greater utilisation of individual skill sets and higher levels of engagement between Council and the group.

Financial

There is no specific budget allocated to the Active Travel Reference Group in 2020/21 financial year. There are no sitting fees for the reference group. Any costs associated with the draft Active Travel Action Plan, to be developed by the reference group focusing on the initiatives, actions and projects that promote active travel, would be considered as part of future budget development.

People

Management of the Active Travel Reference Group will be the responsibility of the Transport Planning Unit within the City Planning and Assessment Group, including meeting preparation, note taking and preparing minutes, to be published on Council's website.

It will be the responsibility of the Chairperson to attend all meetings and lead the agenda and discussions of the group.

Environmental

There are no environment implications associated with the establishment of the Active Travel Reference Group.

Social

It is proposed that the Active Travel Reference Group be convened for targeted meetings with a project-specific purpose, to reduce the impact on internal resource and achieve specific outcomes.

Human Rights

There are no known human rights implications associated with this report.

Alignment with Council's Policy and Plans

As identified under the Issues section, Active Travel is a Council-led priority in the *Redlands Coast Transport Strategy*.

The Active Travel Reference Group will be informed of, and involved in, Council's Active Travel related projects and programs.

CONSULTATION

Consulted	Consultation Date	Comments/Actions
Councillor Division 2	Ongoing from late 2019	Value in creating a community reference group with an active travel focus so that Council can engage more effectively at a grass roots level.
Governance Service Manager	September 2020	Terms of reference for community reference groups are to be sent to Council for approval. If Councillors are to be appointed, a resolution is required to appoint Councillors.

OPTIONS

Option One

That Council resolves as follows:

1. To support the creation of the Active Travel Reference Group in accordance with the draft Terms of Reference (Attachment 1).
2. To nominate a Councillor to act as Chairperson for the Active Travel Reference Group.
3. To rebrand the Redlands Bicycle Advisory Group (RedBAC) in favour of the Active Travel Reference Group.

Option Two

That Council resolves as follows:

1. To support the creation of the Active Travel Reference Group.
2. Not to nominate a Councillor to act as Chairperson for the Active Travel Reference Group.
3. To rebrand the Redlands Bicycle Advisory Group (RedBAC).

Option Three

That Council resolves as follows:

1. To not support the creation of the Active Travel Reference Group.
2. That the Redlands Bicycle Advisory Group (RedBAC) remain as the main advisory group for cycling related matters.

OFFICER'S RECOMMENDATION

That Council resolves as follows:

1. To support the creation of the Active Travel Reference Group in accordance with the draft Terms of Reference (Attachment 1).
2. To nominate a Councillor to act as Chairperson for the Active Travel Reference Group.
3. To rebrand the Redlands Bicycle Advisory Group (RedBAC) in favour of the Active Travel Reference Group.

Attachment

Redland City Council

Active Travel Reference Group - Terms of Reference

Executive summary

Redlands Coast has potential to become a vibrant active travel city with an idyllic location along Moreton Bay. Active Travel is the term given to undertaking a journey or trip by means of walking, cycling or wheelchair (basically under one's own volition).

The Active Travel Reference Group (reference group) has been created to engage with local stakeholders and community groups to identify and address initiatives that can promote and improve active travel options and participation. The reference group has a broad purpose that will be utilized to participate in a range of active travel projects which may include investigating/scoping opportunities relevant to active travel, wayfinding, strategic planning consultation or active travel initiatives.

The footprint of the reference group will primarily be bound by the Redland City Council Local Government Area, however there may be instances where advice may be sought from the group regarding cross boundary connections.

The key deliverable of the reference group is to help develop an action plan focusing on the initiatives, actions and projects that promote active travel. The reference group will also advocate to State Government, industry bodies and representatives as well as neighbouring local authorities for the delivery of significant projects and initiatives across the active travel network in Redlands Coast.

Background

The Redlands Coast Transport Strategy (strategy) identifies active travel and behaviour change as top priorities across the city. Key objectives of the strategy that help inform the reference group are:

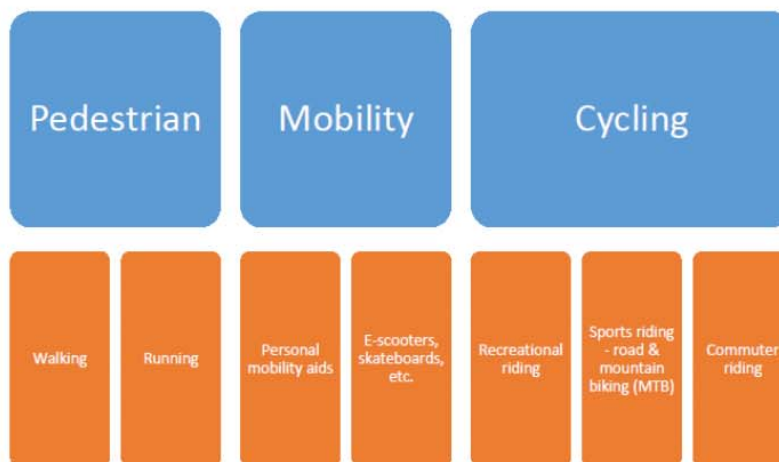
- Advocate on behalf of the community to deliver transport solutions
- Develop and maintain a strong culture of genuine, innovative and representative engagement
- Improve collaboration and strengthen partnerships between community, business and governments
- Support the development of high quality built environments which encourage active transport use
- Develop a network of complete, integrated and appealing active transport networks with supporting facilities.
- Increase travel behaviour change initiatives
- Reduce the need for private vehicle use

The strategy identifies active travel as a Council led priority. The principles that will guide active travel through this priority are defined as:

- Reduce reliance on private vehicles
- Provide connections and ease of movement between centres, corridors and neighbourhoods.
- Develop and maintain an active travel network that is a viable transport choice for residents and visitors.
- Investigate opportunities to create a Redlands Coast Safe Cycling Precinct.

Attachment
Redland City Council
Active Travel Reference Group - Terms of Reference

There are many different modes of active travel and to provide clarity in how each mode fits within the active, elements have been grouped into an overarching theme. Grouping active travel modes into particular themes assists in understanding how active travel components relate to each other.

**Purpose**

The primary purpose of the reference group is to:

- Work with Redland City Council officers to contribute their expertise and local knowledge about active travel.
- Share knowledge and understanding of key issues affecting active travel across the city.
- Advocate to all levels of government on opportunities or projects that provide an active travel benefit to the Redlands Coast

Roles and Responsibility

Members of this reference group will:

- Be briefed on Council and State projects relevant to active travel;
- Contribute advice, information and insight on active travel based on personal and professional knowledge and experience of local conditions and community economic, cultural, historical and environmental considerations;
- Independently review and comment on existing technical data, and any relevant active travel research or initiatives;
- Share information and reports on the progress and direction of the planning process to relevant community networks.

Attachment

Redland City Council

Active Travel Reference Group - Terms of Reference

Goals

A suite of active travel goals have been defined to assist with providing greater context to the formation of the reference group, being:

Theme	Goal
Health and Fitness	Healthier community Decrease health costs Positive benefits to mental health Avoid/ decrease negative impacts of mental health Reduce injury and falls
Education	Increase tolerance between road/ path/ trail users Increase knowledge of local area and community
Decrease car usage	Improve the "liveability" of the Redlands Coast Decrease/ avoid road congestion Improve road safety and reduce injury Better for the environment, less pollution Reprioritise public space allocation - free up parking spaces/ ease the need for more parking and increase public space
Improve community connectivity	Increase human interaction Get to know your neighbour/ neighbourhood
Economic benefits for travellers	Lower commuting costs Savings on vehicle running costs 1 car household vs 2 car household
Economic benefits for Local Businesses	Increase in those shopping locally Increase in active travel tourists (e.g. cyclists, runners and hikers from out of the area) Direct revenues from active travellers (e.g. bike shops, cafes) Indirect revenues from having greater pedestrian/ active travellers in the business zones
Economic benefits for Government agencies	Relative benefits of costs of active travel infrastructure vs car infrastructure Potential savings on health care costs

Project Manager

The overarching project manager for the Active Travel Group has been nominated as the Principal Transport Planner for the Transport Planning Unit.

Composition

- A nominated Councillor will chair the reference group.
- It will involve members drawn from the local community, community groups and professional members of our community.

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Redland City Council

Active Travel Reference Group - Terms of Reference

- The members will represent a cross section of interests and be in a position to represent and provide feedback to larger community networks.
- Councillors can nominate members. Membership may include Traditional Owners and professional and research bodies.
- State Government representatives will also be invited to participate in the Reference Group.
- A maximum of 10 members can be members of the group at any one time.

Selection Process

All appointments to the reference group, including replacement appointees, will reflect the following attributes:

For individuals.

Selected representation based on:

- Professional knowledge and experience;
- Strong local participation in active travel and knowledge of key issues impacting active travel across the city;
- Strong connection to the community and demonstrated willingness and ability to communicate objectively on these projects to other members of their community.

For organisations.

Sample sector representation that reflects key local interests from among but not restricted to:

- Bicycle Queensland
- Redlands Cycling and Multisport Club
- Sharks Triathlon
- Walking groups
- Chamber of Commerce
- Other relevant community groups.

The final make-up of the reference group will be ratified by Chair and Project Manager.

Frequency of meetings

Meetings for this reference group are expected to be held on as needs basis. Consultation with members of the reference group will determine suitable times for these meetings. It is expected meetings will occur twice yearly as a minimum.

Protocols

To ensure effectiveness, the following meeting protocols will apply in relation to all meetings:

- Reference group members will respect the role of the Chair in the conduct of meetings;
- All members will respect the right of every member of the reference group to speak and put forward their views;

Attachment
Redland City Council
Active Travel Reference Group - Terms of Reference

- Members will comply with the Chair's decisions in relation to allocation of time to agenda items;
- Minutes will be taken at each meeting and made available via e-mail to the group and on Council's corporate website.
- An annual evaluation will be carried out to assess the effectiveness of the meetings.

Reference group context

While the reference group will act as an important forum, it must be noted that the group does not have authority to approve or refuse elements of a plan or make policy decisions. The role of the reference group is to provide advice and local knowledge to Council and to represent the needs of the community in the development of the specific active travel project, plan or initiative.

Timing and Appointment

All members of the reference group will be appointed until it is deemed by the Chair, Project Manager, General Manager Community and Customer Services or the Executive Leadership Team that the format or tenure of group is no longer required. The reference group will be established for a two year period.

Ending an Appointment

Reference group members' appointment may be ended on the basis of one of the following:

- Resignation;
- Regular non-attendance at meetings (members will be considered to have vacated their position on the reference when they have been absent from three consecutive meetings without an apology);
- Failure of a reference group member to respect confidentiality requirements;
- Repeated failure by a reference group member to adhere to the protocols.

Confidentiality

From time to time reference group members may be asked to review and comment on draft documentation and/or technical data that have not been formally considered by the Council. Members will be notified in advance of any confidential items requiring discretion and members will not disclose confidential items under any circumstance, without prior written approval from the Chair and Project Manager.

Payment for Service

There are no sitting fees for the reference group.

Contact with the Media

Media enquiries relating to the work of the reference group are to be managed according to Council's corporate media policy guidelines.

All media requests are to be directed to Council's Communication, Engagement and Tourism Group on media@redland.qld.gov.au or Phone: 3829 8726.