

# WALKING WA

## Terms of Reference

### ***1. Role of Committee***

The Committee, WALKING WA, exists to promote strategies to increase walking in Western Australia.

The Committee's main roles include:

- supporting at a strategic level, the implementation of ongoing Western Australian initiatives such as *Perth Walking*, walking initiatives associated with the *Physical Activity Taskforce* and the *Sustainability Policy*;
- advising the Government (Minister for Planning and Infrastructure), through the Director General, Department for Planning and Infrastructure, on the progress of various strategies and initiatives; and
- advising on policies and strategic initiatives that enhance walking, including making formal submissions and representations to reviews of policies and programs.

The Committee's Terms of Reference are consistent with the goals of the Australian Pedestrian Charter.

### ***2. Background***

*Perth Walking: The Metropolitan Region Pedestrian Strategy* was the first strategy to be produced that clearly identified the importance of walking as a transport mode, and its benefits for health and recreation.

Subsequently, other major government initiatives have commenced which have a direct bearing upon walking and pedestrians and take a more whole-of-Government/community approach. The *Physical Activity Taskforce* comprises senior officers across Government and community agencies who have developed targets and implementation plans to increase physical activity levels across the Western Australian population. A number of these targets are directly related to walking, such as the priorities of developing physical and social environments, communication and building community capacity.

The *Sustainability Policy* draws upon extensive research findings across many Western countries to provide guidelines to ensure that our sustainable resources are used and enjoyed by all Western Australians, without causing irreparable damage for future generations. A reduced use of motor vehicles and increased walking/pedestrian activities will greatly improve our sustainable resources.

The Committee has a key role to play in supporting these strategies and taking initiatives that promote and highlight the importance of walkers/pedestrians.

### **3. Vision**

The Committee's vision is:

to achieve a substantial increase in the number of West Australians who choose walking for transport, health and recreation.

### **4. Objectives**

The key objectives of the Committee are to:

1. increase knowledge and awareness of professional leaders within the community of the benefits of walking;
2. liaise with consumers within the local community on walking issues;
3. influence the development of strategic and local walking plans;
4. promote the continued provision and maintenance of safe and secure walking environments; and
5. seek opportunities to develop partnership initiatives with agencies involved in walking.

### **5. Key Tasks**

The Committee's key tasks with regard to walking policies and strategies are to:

- contribute to the development of strategic plans in State and Local governments;
- assist the integration of various walking programs in representative agencies;
- communicate/share information;
- recommend priorities and funding options for walking initiatives; and
- celebrate and reward achievements.

### **6. Indicators of Success**

The Committee will evaluate its success by the following indicators and measures:

	<b><i>Objectives</i></b>	<b><i>Indicators</i></b>	<b><i>Measures</i></b>
1.	Increase knowledge and awareness of professional leaders	Sharing sessions with professional groups	Frequency of information sharing initiatives (e.g. seminars and presentations)
2.	Liaise with consumers	Specific sharing sessions established with consumer groups	Number/type of program (e.g. focus group meetings)

	<i>Objectives</i>	<i>Indicators</i>	<i>Measures</i>
3.	Influence development of walking plans	Specific walking and health programs in State and local government	Number/type of program
4.	Promote walking environments	Increase in walking as a mode for transport, health and recreation	Survey results/Evaluation reports
5.	Seek opportunities to develop partnership initiatives	Closer agency and community cooperation and advocacy	Frequency of partnership initiatives (e.g. joint projects)

## ***7. Composition and Authority of the Committee***

- An independent Chairperson chairs the Committee.
- The Committee comprises representatives of key stakeholder organisations as shown in the member list (see Attachment 1).
- The Committee reports to the Government (Minister for Planning and Infrastructure) through the Director General, Department for Planning and Infrastructure.
- The Committee has an advisory role, but does not have a statutory base or any specific decision-making responsibilities.

## ***8. Responsibilities of Chairperson***

The Chairperson will:

- chair Committee meetings, which will be held approximately quarterly (two-monthly in the initial stages);
- guide the development and coordinate the assessment of proposals and initiatives;
- liaise with key stakeholders, including government and non-government organisations; and
- At all times exercise the degree of care and diligence in the performance of his/her duties that could reasonably be expected of a person in such a position.

## ***9. Responsibilities of Members***

Agreed member responsibilities are to:

- serve the best interests of the Committee;
- report interests back to own organisation;
- take concepts of Committee to local governments and regional bodies; and
- participate in walking.

## ***10. Managing the Committee Meeting Agenda***

The Chairperson will manage the agenda to ensure that the items listed for discussion are appropriate and are addressed at an appropriate level.

Protocols for bringing items to the attention of the Committee include the following:

- The Committee will work on policy/strategy level issues rather than individual cases that are the manifestation of them.
- Specific issues may be referred to working or standing groups (rather than trying to work through complex issues in full Committee). Reporting-back mechanisms will be established for decisions and actions as appropriate.
- Operational issues will be handled directly through the relevant operational agency(ies) before being raised at Committee level.

### ***11. Working outside Committee Meetings***

Working or standing groups will be established, where appropriate, to progress specific issues.

Working or standing groups may co-opt people who are not members of the Committee but who have particular expertise or ability to influence outcomes.

### ***12. Forward Planning and Reporting***

Each year the Chairperson will develop short-term (12 month) and long-term (say, 3 year) forward programs to guide its work. In addition, the Chairperson will annually review the Committee's achievements and provide a report to the Minister for Planning and Infrastructure through the Director General, Department for Planning and Infrastructure.

### ***13. Committee Support***

The Department for Planning and Infrastructure will provide executive, administrative and secretarial support to the Committee.

### ***14. Tenure***

- The term of appointment of the Chairperson will be initially for a period of two years with the possibility of an extension.
- Committee membership will be reviewed annually (by the Director General, Department for Planning and Infrastructure) to ensure it continues to have appropriate membership.