

# BICYCLE ADVISORY COMMITTEE

## TERMS OF REFERENCE

### 1. SCOPE

The Bicycle Advisory Committee was established as a special committee of the Northern Midlands Council on 28 June 2021 (min. ref. 212/21) pursuant to section 24 of the *Local Government Act 1993*.

### 2. PURPOSE

The Bicycle Advisory Committee ('the Committee') has been established to provide advice and recommendations on:

- Preparation of the Northern Midlands Council: Municipal Bicycle and Shared Path Plan; and
- Implementation of actions identified in the Northern Midlands Council: Municipal Bicycle and Shared Path Plan that include:
  - Planning for the development of bicycle pathways and routes which link key assets of our municipality;
  - Prioritisation of developments, ensuring changes are coordinated and reflect the needs of the community and users;
  - Improvements to the safety of users and community members accessing the bicycle pathways;
  - Opportunities to increase participation in cycling usage across the municipality.

### 3. PARTIES TO THE AGREEMENT

This agreement is between the Northern Midlands Council and the members of the Bicycle Advisory Committee.

### 4. MEMBERSHIP

Membership of the Bicycle Advisory Committee shall comprise of a of eight (9) members.

Members are appointed for a term of two (2) years (term of membership).

Members are to comprise of:

- Two Northern Midlands Council Councillors;
- One Health Sector Representative;
- One Recreation Sector Representative;
- Four Community Members representing the Cycling Community;
- Works Manager or Delegate.

The Northern Midlands Council will, at its next Ordinary Meeting, following a local government election, appoint Councillor representatives to the Bicycle Advisory Committee.

The Works Manager will invite representatives of designated sectors (Health and Recreation) to be members of the Advisory Committee.

Community Members will be selected through an application process. Applications are to include details of: community involvement, previous experience of committee membership and connection to cycling and recreation.

Prior to the expiration of each membership term, membership is to be advertised at least 6 weeks, but no more than 8 weeks prior to expiration of the term, as follows: in the Northern Midlands Courier newspaper, on Council's website and via social media.

Should the number of applications for membership exceed the number of vacancies, Council's Executive (comprising

Mayor, Deputy Mayor and one Councillor) will determine the successful applicants in consultation with the Councillor representative/s to the Committee.

Membership is to be ratified by the Northern Midlands Council at an ordinary Council meeting prior to the commencement of the term of membership.

Community membership will be subject to current registration as a Council Volunteer and as such the contract with Council as a Volunteer extends to membership of the Committee; with Volunteer registration and induction to be completed prior to the commencement of membership.

In the event that insufficient applications are received to fill the number of vacancies, Council will, periodically, re-advertise the positions in the Northern Midlands Courier Newspaper, on Council's website and via social media.

Applications for the Committees with less than 4 community members can be made at any time; however, applications will not be accepted for ratification within the final 3 months of a two-year term. In all other instances, the vacancy will be filled to reflect the composition of the Committee as identified in Section 4: Membership.

At the conclusion of the term of office, members are eligible to reapply for membership of the Committee.

The Committee shall have the power to appoint from within the membership the following officers:

- Chairperson; and
- Vice Chairperson.

All officers shall be appointed at the Inaugural General Meeting and thereafter at the Biennial General Meeting held at the commencement of the two-year term.

The office of a member becomes vacant if the member is absent from 3 consecutive ordinary meetings of the Committee.

Council will give consideration to an application for an extended leave of absence which has been endorsed by the Committee on a case by case basis.

Committee members who resign should submit their resignation in writing to the Chairperson.

## **5. ROLES AND RESPONSIBILITIES**

The Bicycle Advisory Committee is an Advisory Committee of Council and has been established in accordance with section 24 of the *Local Government Act 1993*. The Committee is empowered to do the following:

- Recommend development of bicycle tracks and shared pathways;
- Provide feedback regarding suggested changes or modifications to bicycle tracks and shared pathways;
- Identify and report public risk issues relevant to bicycle tracks and shared pathways;
- Consult with users and the local community so that, where possible, funding allocations and improvements reflect the needs of bicycle tracks and shared pathways users;
- Disseminate information to user groups and interested parties relevant to bicycle tracks and shared pathways.

The Committee does not have the power to commit Council to any decision or action, or to direct Council staff in their duties. The Committee may make recommendations for consideration by Council, but Council reserves the right to accept or reject recommendations from the Committee. This includes recommendations regarding the expenditure of funds allocated to the Committee, if applicable.

Council will:

- Document minutes of each scheduled meeting and distribute minutes to members;
- Ensure the minutes of the meetings of the Bicycle Advisory Committee are reported to the Northern Midlands Council as an information item to the next Council meeting and published on Council's website;
- Ensure, whenever possible, that a Council officer or delegate is present at all committee meetings;

- Advertise in the Northern Midlands Courier newspaper, on Council's website and via social media for nominations for community representatives;
- Notify the Committee of approved committee membership;
- Publicise on Council website the agreed schedule of meetings;
- Provide timely feedback (and if applicable, timelines) of Council's consideration of recommendations reflected in the Committees minutes and report back to the Committee the outcome of the motions;
- Assist with identifying funding opportunities;
- Provide additional support as required to ensure the effective operation of the Committee;
- The Northern Midlands Council will, at its next Ordinary Meeting, following a local government election, or earlier if required, review the function and purpose of the Committee and determine if the committee will continue.

## **6. MEETING PROCEDURES**

Meetings are to be governed in accordance with the procedures stated below, and in the event, this Terms of Reference is silent in respect to a procedure, reference is to be made to the *Local Government (Meeting Procedures) Regulations 2015* for the appropriate procedure.

Meetings are to be held at a minimum once per quarter.

Meetings are to be held during office hours and duration of the meeting is not to exceed 1.5 hours.

Notice of a meeting is to be given to the members of the Bicycle Advisory Committee at least 4 days but not more than 14 days prior to an ordinary meeting.

A calendar of meeting dates is to be determined and published prior to the commencement of each calendar year.

An agenda for the meeting is to be provided to the members of the Bicycle Advisory Committee at least 4 days prior to an ordinary meeting.

A meeting quorum is a majority of the Bicycle Advisory Committee current membership. For example, if the total number of members is 8, the quorum is 5.

A decision by the Bicycle Advisory Committee is to be made by consensus (half the members present at a meeting, plus one). In the event the decision is split, the Chair is to make the final decision.

Guests (individuals and groups) may be invited to attend Bicycle Advisory Committee meetings to provide specialist advice and may only participate on invitation by the Chair. Guests must not be involved in the decision-making process, cannot vote on any issue and must abide by meeting protocol.

Minutes of an ordinary meeting are to be circulated as soon as practicable after the meeting, but no more than 10 working days following the meeting.

## **7. COMMUNICATION, INFORMATION SHARING AND CONSULTATION**

Councillor and Officer representatives will be participating members entitled to move and vote on any decisions made by the committee.

Minutes of the meetings of the Bicycle Advisory Committee are to be reported to the Northern Midlands Council as an information item to the next Council meeting after the meeting of the Committee.

If the Bicycle Advisory Committee wishes Council to investigate a matter it must put a motion to the Northern Midlands Council for consideration. The Secretary is to have listed in the next Council Meeting Agenda any motions reflected in the Committees minutes and report back to the Committee the outcome of the motions.

Any incoming (or outgoing) official correspondence received (or sent) by the Chair, or the membership on behalf of the Chair, in relation to the Bicycle Advisory Committee, which has not been referred to the Committee by Council or

generated by Council, is to be provided to Council within 14 days of receipt thereof. Correspondence will be recorded by Council and a formal response provided by Council. Approval of any correspondence to be sent by the Bicycle Advisory Committee is to be sought from Council's General Manager.

## **8. REVIEW AND EVALUATION**

Council retains the right to review this Terms of Reference at any time.

At the Inaugural General Meeting and thereafter at the Biennial General Meeting of the Bicycle Advisory Committee held at the commencement of each term of appointment, the Committee is to review the provisions of this Terms of Reference, execute the document and suggest amendments to its content.

## **9. RESOURCES**

The following resources are provided by the Northern Midlands Council to the Bicycle Advisory Committee:

- Secretarial assistance at scheduled bi-monthly meetings, during normal office hours.

### **BICYCLE ADVISORY COMMITTEE**

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CHAIRPERSON

DATE: .....

### **NORTHERN MIDLANDS COUNCIL**

.....  
MAYOR

DATE: .....

WITNESS: .....

.....  
GENERAL MANAGER

DATE: .....