



# Terms of Reference

## BICYCLE ADVISORY COMMITTEE

### 1. PURPOSE

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

- Implementation of actions identified in the Horsham 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.

### 2. RESPONSIBILITIES

The Bicycle Advisory Committee is an Advisory Committee of Council and has been established under the framework of the *Local Government Act 1989*, S3 (1) 'definition' and S76AA 'Assembly of councillors'.

The Committee is empowered to do the following:

- Recommend development
- Provide feedback regarding suggested changes or modifications
- Identify and report public risk issues
- Consult with users and with the local community so that, where possible, funding allocations and improvements reflect the intent
- Disseminate information to user groups and people

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.

### 3. MEMBERSHIP

The Committee shall consist of a minimum of six people, selected from the following groups:

Committee membership shall consist of:

- Horsham Rural City Council, Councillor (1)
- Community representatives - Cycling (3)
- Health Sector (1)
- Wimmera River Beautification (1)

Ex Officio: Manager Infrastructure (or delegate)  
Project Officer, Sustainability and Recreation

#### 3.1 Selection

Community members will be selected through an application process, advertised in local newspapers and on Council's website.

Applications should include details of community involvement, previous experience of committee membership, and connection to cycling and recreation.

If the number of applications does not exceed the number of vacancies, the Council's delegated Officer will approve nominations. In the event of more than the required number of applicants for the available positions, nominations will be forwarded to Council for determination.

The Manager, Infrastructure will invite representatives of designated sectors, (Health and Wimmera River) to be members of the Advisory Committee.

#### 3.2 Council endorsement of nominations

Recommendations regarding the filling of any vacancies of the Committee will be submitted to Council for approval, subject to the requirements of 3.0 being met.

#### 3.3 Specialist advice

Individuals and groups may be invited to attend Advisory Committee meetings to provide specialist advice. They must not be involved in the decision making process and cannot vote on any issue.

#### 3.4 Council Officer

A Council Officer will attend all meetings.  
Council Officers are not members of the Advisory Committee and shall not vote.

### 3.5 Term of Office

Membership shall generally be for a term of two years.

A meeting shall be held in November, of each second year, when Committee membership shall be declared vacant.

Members may apply for re-nomination to the Committee for a second or subsequent term.

### 3.6 Resignations

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

If a vacancy occurs within two months of the end of the term of the Committee, (two years) the vacancy will not be filled. In all other instances, the vacancy will be filled to reflect the composition of the Committee as identified in Section 3.

## 4. ROLES AND RESPONSIBILITIES

### 4.1 Council

Council will:

- Document minutes of each scheduled meeting and distribute minutes to members
- Ensure the confirmed and signed copy of the minutes is forwarded to [council@hrcc.vic.gov.au](mailto:council@hrcc.vic.gov.au)
- Ensure a Council officer or delegate is present at all committee meetings, wherever possible
- Advertise in local newspapers and on Council's website for nominations for community representatives
- Notify the Committee of approved committee membership
- Publicise on Council website the agreed schedule of meetings
- Provide regular reports to Council regarding Committee recommendations
- Provide timely feedback (and if applicable timelines) of Council's consideration of recommendations approved by Committee;
- Assist with identifying funding opportunities
- Respond to requests/letters from the Committee within 15 working days
- Provide additional support as required to ensure the effective operation of the Committee
- Each two years or earlier if required, review the function and purpose of the Committee and determine if the committee will continue.

## 4.2 Committee

The Committee will:

- Identify an elected Chairperson and Deputy Chairperson to be the liaison person between the Committee and Council;
- Develop a schedule of Advisory Committee meetings and notify the Council representative;
- Share information with the broader community;
- Confirm the accuracy of minutes at the next meeting of the Committee. The Chairperson must sign a copy of the confirmed minutes;
- Actively participate in activities that support the achievement of the Purpose of the Committee.

## 4.3 Attendance at meetings

It is expected that members will attend all meetings. In the event of a Committee member missing a meeting they should contact the Chairperson with notice of their absence and this will be recorded in the minutes.

If the member of the Committee misses two consecutive meetings without explanation the Chairperson will contact the member to determine if they wish to continue their participation on the Committee.

If a member resigns from the Committee, their position will be filled (see Section 3.6).

## 4.4 Confidentiality

Information discussed, received, used or created by the Committee may be confidential. A Committee member must not disclose, discuss or otherwise make public confidential information, unless authorised by the Officer supporting the Committee.

Council may terminate a Committee member's appointment if they have been found to breach confidentiality requirements.

## 4.5 Conflicts of Interest

Conflicts of interest must be declared.

In the event of a conflict of interest, the declaration must be recorded in the minutes.

## 4.6 Media

The Chairperson is empowered to be spokesperson for the activities of the Committee.

In the absence of the Chairperson, the Infrastructure Manager is empowered to be the spokesperson for the Committee.

Media releases, flyers, brochures, pamphlets or other sources of information distributed by the Committee must be first approved by the Infrastructure Manager, or nominee.

#### **4.7 Chairperson**

All members of the Bicycle Advisory Committee are eligible to be elected to the position of Chairperson.

Voting will be by a show of hands.

The Chairperson is elected for a two year term and is eligible for re-election if that person re-nominates and is accepted for a second or subsequent term on the Committee.

A Deputy Chairperson should also be nominated and will perform the duties of the elected Chairperson if the Chairperson is absent or unable to perform their duties.

### **5. OPERATING PROCEDURES**

#### **5.1 Meetings**

At the beginning of each calendar year, the Committee will agree on a regular schedule of meetings.

Meetings will be held every second month.

Additional, special meetings will be called as required. Committee members must be provided with two days' written notice of a special or additional meeting and the purpose of the meeting must be clearly stated.

#### **5.2 Quorum and Decision Making**

The quorum is a minimum of four members.

No formal business will be conducted by the Committee unless a quorum exists. If a quorum is not present, the Chairperson may decide that the committee meet for discussion only.

Consensus decision making is preferred. However, all members are entitled to vote and a matter may be voted upon at the discretion of the Chairperson. Committee members shall have one vote. The Councillor must vote.

If there is an equal division of votes, the Chairperson or Deputy Chairperson shall have a second or casting vote.

### 5.3 Councillor report

The Councillor must report the key issues of each meeting to the next practicable meeting of Council.

### 5.4 Recommendations and Actions

The Manager Infrastructure will authorise actions within his/her delegated authority and will refer other recommendations and requests to Council departments and/or Council for discussion and approval.

## 6. EVALUATION AND REVIEW

The composition, activities and Terms of Reference of the Committee will be reviewed at least every two years, or as required.

The results of any review shall be reported to Council prior to the second year of operation or earlier, if a quorum is unable to be formed for three successive meetings.

The report shall consider:

- The Committee's achievements;
- The Purpose and Responsibilities of the Committee;
- Composition of the Committee;
- Whether there is a demonstrated need for the Advisory Committee to continue;
- Any other relevant matter.

### 6.1 Cessation

An Advisory Committee ceases to exist at the conclusion of the period specified in the Terms of Reference, unless Council resolves that it continue.

Council may also disband a Committee following a review at any time during its operation.

## 7. RESPONSIBILITY

Responsible Officer:      Manager Infrastructure

## 8. DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment
01	7 August 2017	Council	• New Terms of Reference