



KINGBOROUGH BICYCLE ADVISORY COMMITTEE

TERMS OF REFERENCE

1. The Committee

The name of the committee shall be the Kingborough Bicycle Advisory Committee (hereinafter referred to as the 'Committee') appointed as an advisory committee to the Kingborough Council under Section 24 of the Local Government Act, 1993.

2. Definitions

- (a) 'Council' means the Kingborough Council.
- (b) 'Committee' means the Kingborough Bicycle Advisory Committee

3. District

The Committee shall operate within the Kingborough municipality.

4. Aims

The intention and purpose of the Committee is:

- (a) To provide advice and assistance to Council on bicycle issues, including the implementation and regular evaluation and review of the Kingborough Bicycle Strategy/Plan.
- (b) To encourage and promote the use of bicycles in Kingborough for transport and recreation.
- (c) To be aware of existing and potential bicycle issues and to address these by developing, implementing and evaluating appropriate bicycle strategies as approved by Council.
- (d) To engage and foster community involvement in bicycle matters.
- (e) To work with other bicycle users, Council and Government to provide better facilities and improved safety for cyclists.

5. Objectives

The Committee will endeavour to achieve its aims through the following:

- (a) Being a point of consultation on issues regarding Council, regional and State activities and projects and how they impact on the bicycle needs of the community.
- (b) Identifying priorities for planning and development of on-and off-road bicycle facilities for the community.
- (c) Identifying and advising Council and others of bicycle issues in Kingborough.

- (d) Providing feedback on relevant issues to organisations such as DIER and Tasmania Police as approved by Council.
- (e) Identifying and seeking funding opportunities to implement bicycle projects.
- (f) Assisting in the development of Council policies and procedures relating to bicycles.
- (g) Facilitating implementation, regular evaluation and review of the implementation of Council's Bicycle Plan.
- (h) Providing input to a Greater Hobart Bike Plan and planning of the Hobart Regional Arterial Bicycle Network.
- (i) Encouraging the use of bicycles as a mode of transport as well as for recreational purposes.

6. Membership

Members are appointed as an advisory committee to Council and shall comprise of the following:

- (a) Councillor representative appointed by Council as Chairperson.
- (b) A Cycling South representative (1)
- (c) Community representation (7)

7. Support

- (a) The General Manager shall appoint a Council staff member from the Infrastructure Division to the Committee who shall act as the Executive Officer to the Committee.

8. Tenure of Appointment

- (a) Terms of office for Councillors shall be in accordance with the *Local Government Act 1993*.
- (b) Community members shall hold office for a period of two (2) years expiring 31 December.

In the event of the resignation of a community member during their term of office, Council may appoint a community representative to complete the term of office.

A member may renominate for consecutive terms of office.

- (a) If a member fails to attend three (3) consecutive meetings of the Committee without apology, his/her membership shall be automatically terminated unless prior leave of absence has been granted by the Committee.

9. Management

- (a) The Committee has the authority to establish sub-working committees as required to address specific purposes of the Committee. The sub-groups are to report back to the Committee.
- (b) The Committee has the authority to second individuals from outside the Committee on a voluntary basis for their expert advice.
- (c) The Chairperson is responsible for the proper conduct of the Committee.

- (d) The Committee has no delegated powers and has no authority to implement its recommendations without the approval of Council.
- (e) The Mayor shall be the spokesperson for any matter for which the Committee may wish to publicise.

10. Meetings

- (a) The Committee will meet on a bi-monthly basis as approved by Council.
- (b) The quorum at any meeting shall be fifty percent (50%) plus 1 of the Committee membership in accordance with the *Local Government (Meeting Procedures) Regulations 2005*.
- (c) A meeting may only transact business if a quorum is present.
- (d) The Minutes shall as a minimum address each of the sections of the agenda, and record all formal decisions of the Committee.
- (e) Committee Minutes will be provided to Council following each meeting.
- (a) Matters requiring Council consideration will form a recommendation to Council within the Minutes and must be formally passed by the Committee.

11. Voting

- (a) Committee members are entitled to vote at a Committee meeting. Meeting observers and Council staff will not have voting rights.
- (b) Where decisions are required by the Committee, the Chairperson will seek to bring Committee members to a consensus decision. Where a consensus cannot be reached, the issue will be put to a vote.
- (c) The Chairperson will rule on the vote.
- (d) A majority vote will determine in favour of the matter and will be considered the opinion of the Committee.
- (e) A tied vote will result in the proposed decision being defeated.
- (f) A member present may request that their dissent be recorded with the minutes.
- (g) If any member of the Committee calls for a division, then the votes of all members will be recorded.
- (h) Members must be present to be able to vote on an issue.
- (i) The Councillor appointed to the Committee will be considered to be advising Council on the views of the Committee only when those views are the views expressed by the majority of Committee members.

Dated 8 August 2016

Approved by Council

Minute No. C329/15-16