



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

"Council" means the Kingborough Council.

"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 Cycling Strategy and Action 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 strategies as approved by Council.
- (d) To engage and foster community involvement in bicycle matters.
- (e) To work with other cyclists, 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 cycling needs of the community.
- (b) Identifying priorities for planning and development of on-road and off-road cycling 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 the Department of State Growth and Tasmania Police as approved by Council.
- (e) Identifying and seeking funding opportunities to implement cycling related projects.
- (f) Assisting in the development of Council policies and procedures relating to cycling.
- (g) Facilitating implementation, regular evaluation and review of Council's Cycling Strategy and associated Action Plans.
- (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 representatives appointed by Council as Committee Chairperson and Deputy Chairperson (2).
- (b) A Cycling South representative (1).
- (c) Community representatives – up to eight (8) as appointed by Council.

7. Support

- (a) The General Manager shall appoint a Council staff member 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 until the next Councillor election for Kingborough.
- (b) Community members shall hold office for a period of two (2) years expiring 31 December from the year of their appointment. 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.
- (c) 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.
- (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, unless delegated to the Chairperson, 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 or as approved by Council.
- (b) In the absence of the appointed Chairperson, the Deputy Chairperson shall chair the meeting.
- (c) 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*.
- (d) A meeting may only transact business if a quorum is present.
- (e) The Agenda shall be circulated at least 4 days prior to each meeting.
- (f) The Minutes shall as a minimum address each of the sections of the agenda and record all formal decisions of the Committee.
- (g) Committee Minutes will be provided to Council following each meeting.
- (h) 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) Councillors 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.

Approved by Council: 17 October 2022

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