



## DRAFT DAREBIN BICYCLE ADVISORY COMMITTEE TERMS OF REFERENCE NOVEMBER 2013

### 1. Background

Darebin City Council has a long standing commitment to promoting and supporting cycling within the municipality, as evidenced by investment in cycling in Darebin over the last fifteen years and life of two Cycling Strategies.

The Darebin Bicycle Advisory Committee (DBAC) was established following a request from Council to set up a committee to provide ongoing community input to the State Government and Council into the provision of cycling infrastructure facilities and education programs, and as means of tracking delivery of the Darebin Cycling Strategy (DCS).

### 2. Purpose

DBAC is a formal advisory body to Darebin City Council. Its purpose is to provide strategic advice to Council and inform Council on cycling issues affecting the community, and improve Council decision making in relation to policy, program, and service delivery.

### 3. Objectives

DBAC objectives are to:

- Advise Council on development and delivery of the Darebin Cycling Strategy (DCS) and inform other relevant Council program and policy.
- Inform Council of issues relating to improving the municipality for cycling, and the promotion of cycling.
- Support Council to develop projects that encourage a culture of cycling in Darebin, so that people travelling within or through Darebin make more of their trips by bicycle.
- Advise Council on the development of a high quality network of cycle friendly routes accessing popular destinations both within Darebin and the larger Metropolitan network that are suitable for use by those of all abilities, ages and backgrounds.
- Support Council in advocating to key partners and stakeholders to prioritise investment in cycling.
- Support Council to promote safe behaviour by all modes on roads and paths.
- Assist Council to effectively promote cycling.

DBAC progresses these objectives through the Darebin Cycling Strategy Action Plan that is reviewed and monitored on an annual basis.

## Draft Terms of Reference Darebin Bicycle Advisory Committee

### 4. Membership

DBAC membership includes people who live, work or study in Darebin. The Committee will seek to build and reflect diversity within membership and be inclusive in practice. Membership will be limited to ten community members who are appointed for a two year period.

Interested community members will be asked to complete an Expression of Interest Application responding to relevant selection criteria. Selection criteria are as follows:

- Ability to represent cyclists interests in Darebin. e.g. past experience, demonstrated commitment to community action/involvement.
- An understanding of community engagement and willingness to share ideas and expertise and be involved in supporting cycling in the Darebin community.
- Understanding of the local community and its urban environment, and issues related to the improvement of cycling facilities in Darebin
- A broad representation of the Darebin community will be sought – based on diversity of experience and background.
- Details of representation of organisation. e.g. Cycle Club, Cycle Shop, RACV, community group etc

Length of term and committee renewal applicable to the 10 community members of DBAC:

- Community member positions will be two year appointments, with half the positions (5) being advertised each year from August 2014.
- If at the end of a 12 month term any DBAC member has attended less than half of the meetings in that period they will be retired.
- Former members may reapply for membership.
- Membership applications shall be considered by a selection panel. The selection panel will comprise three DBAC representatives: one officer, one community member and one Councillor.

Members will automatically resign after their two year membership period. As per above, retiring members are eligible for re-appointment to provide continuity. If a member retires during the course of their two year term during February – June, invitations will be sent out to those people who registered interest in being members in the most recent call for memberships. If applications through this process outnumber positions the selection panel will determine membership. At any other time of resignation the additional vacant membership position will be filled through the yearly membership process. If a membership is not filled through advertising, DBAC will target potential members. If applications through this process outnumber positions the selection panel will determine membership.

Membership of DBAC will include three Councillors (who will Co-Chair the meetings), appointed at its Special Meeting in November / December each year, and two Council Officers from the Transport Management Team. Invites will be made to co-opt representatives from Victorian Police and either LaTrobe University or NMIT. In addition, other Council Officers and special guests will attend meetings as required for the matters under discussion or at the invitation of the Chairperson.

## **Draft Terms of Reference Darebin Bicycle Advisory Committee**

### **4.1 Members' responsibilities**

Prime responsibility of DBAC is to inform, advise and support Council on behalf of the community on cycling issues and to build a collaborative relationship with Council. Members are requested to make a commitment to actively contribute to the activities of the Committee.

DBAC's role and input is valued by Council, but DBAC is not a decision-making body. Council receives submissions from a wide range of stakeholders and all submissions are considered through standard Council processes.

DBAC members are encouraged to participate as volunteers to provide expertise for, organise or participate in cycling projects that are relevant to Council's transport priorities. There is no budget allocation for projects of this kind but where possible support will be made available in accordance with Council priorities.

### **4.3 Guiding principles for Members**

- Respect for other committee members.
- Participants represent people who live, work or play in Darebin - they are not there just to represent the organisations they may work for.
- Notes of meetings will be available on the Darebin website.
- Open access is important and the need for continuity of what is discussed.
- Group members can take information and ideas back to the community and outside organisations.
- Commitment to keep to time.

## **5. Meetings**

The Committee meets bi-monthly. Flexible arrangements can be put in place to facilitate participation in the meetings, such as telephone, video or internet hook-ups. Meeting times are determined by the Committee. The duration of meetings is two hours. Meetings are normally held at Darebin City Council, Preston.

### **5.1 The role of the Chairperson**

The role of Chairperson is shared between Councillors appointed by Council at its Special Meeting in November each year. The responsibilities of the Co-Chair include:

- Guiding the meeting according to the agenda and time available
- Providing a report to Council on the business of DBAC
- Perform a representative and leadership role on behalf of the Committee at events and Council activities as agreed with the Mayor.

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### **5.3 Extraordinary meetings**

An extraordinary meeting may be called by:

- The any of the Co-Chairs
- By resolution of Darebin City Council
- By written request to the Co-Chairs from six or more of the community members

### **6. Support to the Committee**

To support the DBAC, Darebin City Council will:

- Resource the administration of DBAC, ensuring bi-monthly meetings and appropriate note taking and reporting
- Consider the recommendations arising from DBAC meetings
- Provide feedback to DBAC about how its recommendations have been incorporated into Council's policy and decision-making
- Place notes of meetings on the Darebin website.

### **7. Reporting and Review**

The DBAC structure and Terms of Reference will be reviewed by Council Officers, members and Councillors annually in August. Any proposed changes to DBAC's Terms of Reference will be submitted to Council for consideration and approval.

At the December meeting of each year a summary document and discussion of DBAC's achievements through the year will be presented to the group by an officer. This document will also be provided to new members. A report of DBAC's achievements will also be made to Council on annual basis.

#### **Further information**

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