

## Draft Terms of Reference Darebin Bicycle Advisory Committee



### **DAREBIN BICYCLE ADVISORY COMMITTEE DRAFT TERMS OF REFERENCE March 2012**

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#### **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 development;
- 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;

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- 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.

### **4. Membership**

DBAC membership includes people who live, work or study in Darebin. Initial membership will be limited to ten community members, following the first meeting, applications can be made at any stage. The Committee will seek to build and reflect diversity within membership and be inclusive in practice.

Interested community members will be asked to complete an Expression of Interest Application responding to relevant selection criteria. All applications will be reviewed by Council Officers to ensure diversity of membership. Initial membership applications will be presented to the next possible Council meeting for selection, subsequent applications will be reviewed by the Committee, prior to receiving an invite to join the committee.

Membership is encouraged from diverse communities, in order to reflect the Darebin's diversity and best serve the community, and DBAC will be widely promoted accordingly.

Membership of DBAC will include two Councillors (one of whom will fill the role of Chairperson), appointed at its Special Meeting in December each year, and two Council Officers from the Transport Management Team. In addition, other Council Officers will attend meetings as required at the invitation of the Chairperson.

#### **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.

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### **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.
- Strategies for communication back to people who have expressed an interest but who are not present is important - need to keep people connected.
- 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 2 hours. Meetings are normally held at Darebin City Council, Preston.

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

The Chairperson is a Councillor appointed by Council at its Special Meeting in December each year. The Chairperson serves a 12 month term.

The responsibilities of the Chairperson 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. Where the Chairperson is unavailable, this role may be delegated by the Chairperson to another member of the Committee.

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### **5.3 Extraordinary meetings**

An extraordinary meeting may be called by:

- The Chairperson
- By resolution of Darebin City Council
- By written request to the Chairperson 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

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

The DBAC structure and Terms of Reference will be reviewed by Council Officers, members and Councillors after twelve months to ensure the new structure is successful. DBAC may then review its Terms of Reference at the end of each two year cycle. Any proposed changes to DBAC's Terms of Reference following the twelve months, or the bi-annual review will be submitted to Council for consideration and approval.

The August meeting each second year will be set aside for review of the Terms of Reference and DBAC processes in general.

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.