

**Terms of Reference**



**Purpose of the Reference Group:**

To act on behalf of the broader cycling community in providing feedback, comments and user needs to Council during the development and review of Council policy and practice regarding cycling in Warrnambool.

**Terms of Reference:**

Members of the Cycling Reference Group:

- Provide feedback to Council on proposed actions and initiatives related to cycling.
- Assist Council in responding to the needs of cyclists.
- Engage with Council on new and emerging issues involving cycling.

**Objectives:**

The specific objectives include:

- To provide a forum where experience, specialist knowledge and skills in the area of cycling can be utilised.
- To consider, in conjunction with the concerns of other stakeholders and road users, any issues related to cycling.
- Identify and support external funding opportunities (grants) that benefit cycling in Warrnambool.
- Assist in the development of Policies, Strategies and Plans, through active engagement during the development and preparation of such documents.

**Advisory Committee Structure:**

The Reference Group shall be made up of Council Officers and members of the Community.

- Council Officers:
  - Councillor (1)
  - Manager Recreation and Culture (or their delegate).
  - Manager Infrastructure Services (or their delegate).
  - Other Council officers, as co-opted, depending on the agenda, including but not limited to road safety, design and development, assets, community infrastructure and planning, recreation.
- Community Members

Up to 8 members of the community representing the following cycling interests will be considered for the reference group:

  - Road & Racing
  - Community & Recreational
  - Commuter & Schools
  - Mountain bikes
  - Youth Member

Nominations will be sought via public notice and invites to registered clubs to gain community representation. The selection of committee members will consider overall composition of the committee including gender balance.

If more nominees are received than vacant positions, Council will consider all nominees and make a determination of who will be selected to the Committee.

A quorum will consist of the Chair, one (1) Council Officer and three (3) community members, no later than 10 minutes post the nominated meeting start time, for it to be deemed a formal meeting. If a quorum is not reached within this time, the meeting will be recorded as cancelled.

**Appointment of chair:**

The Chair will be elected with majority support by the community committee members at the first meeting following formulation of the committee. The tenure of the Chair will be no greater than a 12 month period, with the new chair to be elected by the community committee members.

**Meeting frequency:**

Up to four (4) times per annum, held quarterly.

**Secretariat:**

The City Infrastructure & Environment department of Council will act as the secretariat to the reference group.

**Managing conflict of interest:**

Members must be aware of and manage their own conflict (and potential conflict) of interest relating to matters discussed by the reference group, bearing in mind that the group is advisory in nature.

**Reporting regime:**

The minutes, supporting reports and associated records of each meeting will be presented to Council at a Council briefing session.

**Term:**

Each committee member will run for a two-year term, from 1 January through to 31 December.