

Hobart Bicycle Advisory Committee

Terms of Reference

Final – March 2017

(endorsed by the Hobart City Council at its meeting held on 6 March 2017)

Table of Contents

Hobart Bicycle Advisory Committee Terms of Reference.....	3
Scope of Hobart Bicycle Advisory Committee (HBAC).....	3
Objectives.....	3
Role of the Committee.....	3
Committee Membership.....	3
Terms of Office.....	4
Casual vacancies.....	4
Specific Roles of Members.....	4
Role of Chairman.....	4
Group Representatives.....	4
City of Hobart Officers.....	4
Group Agreement.....	5
Duration/Frequency/Meeting content/Rules.....	5
Conduct of meetings.....	5
Progress Reports.....	5
Reports to Council.....	5
Functions.....	5
Acronyms.....	6
Glossary of Terms.....	6

Hobart Bicycle Advisory Committee Terms of Reference

Scope of Hobart Bicycle Advisory Committee (HBAC)

To provide an advisory, reference and support role to the Council on bike riding issues of relevance to the City of Hobart.

Objectives

The specific objectives are:

- To provide a forum where experience, specialist knowledge and skills in the area of bike riding can be exchanged and discussed.
- To facilitate project development and outcomes in conjunction with the City of Hobart and other organisations (for example the Department of State Growth, Tas Police, bike riding related groups).
- To discuss and share relevant information to assist the consideration and resolution of agenda items.
- To consider any issues of concern to bike riding including road safety, road/cycleway/footpath maintenance and other in conjunction with the concerns of stakeholders and other road users.
- To make bicycling a safe, accessible and viable daily transport option in Hobart.
- To facilitate the development of quality bike infrastructure in the Hobart area.
- To develop and periodically review the Hobart Bike Plan for endorsement by the City of Hobart.
- To provide guidance and advice on projects that relate to cycling in the city.
- To assist the City of Hobart determine priorities in funding to improve cycling in Hobart.
- To act as a key discussion place for issues relating to University of Tasmania (UTAS) students and their movements around the city.

The Committee is an advisory body. The City of Hobart will note matters raised by its members but is not obliged to act on them.

Role of the Committee

- The principal role of the Committee is to advise the City of Hobart on bicycle related issues.
- To assist the City in communicating and engaging with bike riding organisations and bike riders in general.
- To provide comment on proposed road and off road projects which affect bike riding.
- To share information relating to bike riding.
- To review the City of Hobart's annual road capital works program to identify any opportunities to improve access for bike riders.

Committee Membership

The membership composition of the Committee shall be:

- A minimum of two Aldermen – as nominated by the Council with one Alderman to be appointed as the Chairman.
- A minimum of two City of Hobart officers – as nominated by the General Manager.

- A representative from Cycling South Inc.
- A representative from Bicycle Network Tasmania.
- A representatives from State Government agencies (Department of State Growth and Tas Police).
- A representative from Royal Automobile Club of Tasmania (RACT).
- Two representatives from UTAS.
- Two representatives from the community or other bicycle related groups – nominations to be sought by Expression of Interest and appointed by the Council.

The method for attaining nominations from the community will be:

- An advertisement will be placed in the local newspapers and the Cycling South newsletter for nominees.

Terms of Office

Committee members are appointed for a four-year period and existing members are welcome to re-nominate for further terms.

Members who are absent for three consecutive meetings may be dismissed at the discretion of the Chairman.

Casual Vacancies

Should a committee member resign before the expiration of their term then the vacancy will be filled using the above method of appointment. A member who is appointed to fill a casual vacancy will serve for the remainder of the term of the former member.

Specific Roles of Members

Chairman

- To help focus members on the purpose and objectives of the Committee.
- To work with members to ensure meetings are productive, and start/finish on time and consensus decisions are achieved where possible.
- To establish and support the Group Agreement”.
- Where the Chairman is not available for a meeting, the second Aldermanic representative will chair the meeting.

Group Representatives

- To act in accordance with the Terms of Reference and the Group Agreement.
- To consider new initiatives for the Committee.
- To provide information for the Committee for consideration.

City of Hobart Officers

- Liaise with the Chairman of the Committee.
- Facilitate any reporting to the Council.
- Provide information to the Committee.
- Provide specialist traffic engineering technical support.
- Provide administrative support for the Committee, including preparation of minutes and agendas.

Group Agreement

- Actively work in partnership throughout the process to ensure that concerns and aspirations are consistently understood and considered.

Duration/Frequency/Meeting content/Rules

- The Committee will meet quarterly but may meet more frequently if needed if unanticipated issues, questions, concerns arise.
- The annual meeting schedule will be confirmed at the first meeting of the calendar year.
- Meetings will usually last 60 minutes, although some meetings may be longer.
- Likely content of the meetings includes feedback on issues raised at the previous meetings, the presentation of a progress report by City of Hobart officers, presentation of a progress report by Cycling South and a discussion on issues raised in those reports.
- The meeting will be minuted and the minutes issued to Committee members within two weeks of the meeting.
- Observers are welcome to attend the meeting at the discretion of the Chairman.

Conduct of Meetings

- A quorum for the meeting will be where there is at least one Alderman and three other committee members present.
- It will be the responsibility of any member who will be absent for a meeting to advise the Chairman in writing prior to the meeting of their absence and may nominate a proxy to attend in their absence.
- Where there is a resignation of a committee member it will be made in writing to the Chairman.

Progress Reports

- Matters arising from the previous minutes, Cycling South and City of Hobart officer's progress reports.

Reports to Council

- The outcomes of the Committee discussions will be reported to the City Infrastructure Committee by the City of Hobart officers.

Functions

- The principal function of the HBAC is to ensure that specific issues and needs of bike riders are considered by the Council in its proposed works whilst giving consideration to other road users.
- The activities of the Committee will be resourced by the City of Hobart.
- Costs related to meetings will be resourced by the City of Hobart.
- The City of Hobart will manage, oversee and facilitate minute taking, the preparation of progress reports, and circulation of information to members and manage the outcomes from Committee meetings.
- City of Hobart officers will be available to provide additional or specialist support as required.

- The Chairman may invite other parties, including but not limited to; other Aldermen, representatives of other interested organisations, specialist consultants and City of Hobart officers to meetings of the Committee. It is advised that these invitations should be limited to no more than two extra people per meeting.

Acronyms

Acronym	Description
HBAC	Hobart Bicycle Advisory Committee
UTAS	University of Tasmania

Glossary of Terms

Term	Description
Progress Reports	Reports presented to the Committee
Council Reports	Reports presented to the Council through the City Infrastructure Committee
Committee	The Hobart Bicycle Advisory Committee
Cycling South	An organisation representing the Councils of Clarence, Kingborough, Glenorchy and Hobart on cycling related issues