



# Cycling Advisory Group Terms of Reference

## 1. Name

The name of the group shall be the Cycling Advisory Group (hereafter referred to as the “Group” in this document).

## 2. Purpose

The purpose of the group is to provide the local community with an opportunity to provide regular input to the City on cycling infrastructure and policy implementation in the City of Stirling.

## 3. Aims and Objectives

The group aims to be aware of existing and potential issues relating to cycling and to address these by developing, implementing and evaluating appropriate strategies. The group also aims to engage and foster community involvement in cycling matters.

The group will endeavour to achieve its aims through the following objectives: -

- Consider the needs of all cyclists who cycle in the City of Stirling including beginners, experienced cyclists and those that cycle for recreation or as a means of transport;
- Provide a means of participation and communication between the community and the City of Stirling on matters pertaining to cycling.
- Review concepts and designs for cycling projects and routes as funding becomes available.
- Raise awareness of cycling issues and initiatives for local communities.
- Provide feedback on new initiatives and products as they become available.
- Identify cycling issues and pursue and review strategies that can be adopted by the City of Stirling, the Department of Transport and Main Roads WA.

## 4. Membership

Membership of the group shall comprise the following:-

- City of Stirling officers (up to 3)
- Department of Transport representative (1)
- WestCycle representative (1)
- Community representatives (up to 2)

A nominated proxy member may attend in place of the endorsed representative member. Maximum total membership is 7 members.

Nominations are called for community representatives via an advertisement placed in the community newspapers and the City’s website.



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## 5. Meetings

The group will meet on the second Wednesday of the month, bi-monthly unless otherwise determined by the nominated members. The quorum at any meeting shall be five voting members.

The group should be chaired by a City officer. The chairperson will preside at all meetings and is responsible for the proper conduct of the group. In the absence of the chairperson, a person elected by the quorum will assume the chair.

The group has the authority to establish sub-working groups as required, to address specific purposes of the group. The group has authority to second individuals from outside of the group on a voluntary basis for their expert advice.

If a member fails to attend three consecutive meetings of the group, their appointment shall be automatically terminated unless a leave of absence has been granted.

## 6. Minutes

Minutes shall be recorded by an officer at the City at each meeting and sent to all members before the next meeting date.

## 7. Delegation

The group performs an advisory function and does not have any delegated authority