

TERMS OF REFERENCE
LOGAN BICYCLE ADVISORY COMMITTEE

PURPOSE

The primary purpose of the Logan Bicycle Advisory Committee (BAC) is to:

- (a) advise Logan City Council on matters of importance relating to cycling as an alternate means of transport and for recreation;
- (b) take a lead role in education and promotion of cycling in Logan City;
- (c) develop a comprehensive strategy for the future of cycling in Logan City, including infrastructure, promotion, maintenance and safety education; and
- (d) co-ordinate cycling activities across Council.

SCOPE AND LIMITATIONS

This Advisory Committee deals with all matters associated with the Logan Bicycle Strategy, 1999. The Logan Bicycle Advisory Committee makes recommendations to the City Roads Infrastructure Committee. The Logan Bicycle Advisory Committee has no delegated authority.

The main functions of the Committee are to:

- (a) receive reports from the Chief Executive Officer and appropriately delegated officers;
- (b) consider the material in the reports from the Chief Executive officer and appropriately delegated officers; and
- (c) formulate recommendations to the Infrastructure Committee in respect of cycling in Logan City.

RESPONSIBILITIES

Council at its Ordinary Meeting held on 31 March 2009 resolved that in accordance with Sections 452 and 453 of the *Local Government Act 1993*, a Bicycle Advisory Committee be appointed to provide recommendations to Council related to upgrading the City's bicycle system.

MEMBER ROLES

Members of the Logan Bicycle Advisory Committee are expected to:

- (a) attend scheduled meetings of the Logan Bicycle Advisory Committee or provide a suitable proxy;
- (b) report the Logan Bicycle Advisory Committee's discussions to the members of their organisation;
- (c) communicate with their organisations and convey their issues and views to the Logan Bicycle Advisory Committee;

- (d) provide feedback to their organisation on the progress of the Logan Bicycle Advisory Committee; and
- (e) work as part of a team and respect the views of other Logan Bicycle Advisory Committee members.

PRINCIPLES AND PROTOCOLS

In order to deliver on our strategic objectives and our planned bicycle activities the Bicycle Advisory Committee members must work in a collaborative but assertive manner in raising concerns, agreeing on tasks and actioning tasks. Members recognize the shared accountability and shared responsibility.

All Bicycle Advisory Committee members will ensure there is appropriate and suitable representation at Bicycle Advisory Committee meetings unless alternative arrangements such as apologies and reports have been submitted prior to the meetings.

Logan Bicycle Advisory Committee members shall share information by circulating any information prior to the meeting thereby allowing fellow members time to consider the information.

MEMBERSHIP, CHAIRPERSON AND VOTING

Membership of the Logan Road Safety Advisory Committee be appointed as follows:

Chairperson: Councillor R B Lutton
Members: Councillor L C Bradley
Principal Transportation Planner
Infrastructure Engineer
Traffic Engineer
Sport and Recreation Planner
Parks Program Leader Planning and Design
Two representatives from Dept of Transport and Main Roads
Representative of Bicycle Queensland (Logan Bicycle User Group)

QUORUM

The Quorum for the Logan Bicycle Advisory Committee be five (5) members.

MEETING FREQUENCY

The frequency of these meetings is quarterly on the alternate Wednesday in the week of the Ordinary Council Meeting, commencing at 9.00am, unless otherwise determined by the Deputy Chief Executive Officer - Infrastructure Services in consultation with the Chairperson.

AGENDA DISTRIBUTION TIME

The agenda for this committee will be distributed in accordance with s450 (Notice of Meetings) of the *Local Government Act 1993*.

CONDUCT OF MEETINGS

The Logan Bicycle Advisory Committee operates in accordance with s457 (Committee meetings) and part 3 of Local Law No. 1 (Meetings) 1997.

RECORDING OF MINUTES

Council at its Special Council meeting held 18 May 2009 resolved that the Logan Bicycle Advisory Committee shall be exempted from keeping of minutes in accordance with Section 459(3) of the *Local Government Act 1993* and only report to the Infrastructure Committee on its recommendations in accordance with Section 459(4) of the Act.

CONFLICT OF INTEREST

In accordance with s229(3)(Councillor's role) and s244 (Exclusion from meeting of councillor with material personal interest) of the *Local Government Act 1993*, committee members must declare their interest, whether Material or Personal, and vacate the committee room when debate or discussions are held.

SUPPORTING LEGISLATION

This document should be read in conjunction with the following:

- *Local Government Act 1993*; and
- Local Law No. 1 (Meetings) 1997.

This document should be read in conjunction with the following Council policies:

- Appointment of Local Government Committees at Post-Election Meetings;
- Days and Times for Local Government Committee Meetings;
- Open Local Government Committee Meetings; and
- Order of Business for Local Government Committee Meetings.

Adopted by Council on 2 June 2009