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## 9 DEVELOPMENT AND INFRASTRUCTURE

### 9.1 COMMUNITY CYCLING CONSULTATIVE FORUM - TERMS OF REFERENCE

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**File No:** *CM20/221*

**Attachments:** *1. Community Cycling Forum Terms of Reference*

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#### SUMMARY

Following the passing of Notice of Motion 975 – Cycling Consultative Forum, officers have formulated a strategy for the establishment of a Community Cycling Consultative Forum.

The establishment of a Community Cycling Consultative Forum presents an opportunity for community representatives, Councillors and Council staff to meet and discuss key issues confronting the cycling community and explore opportunities for increased cycling participation within Mitchell Shire.

A Terms of Reference (Attachment 1) for the Cycling Consultative Forum has been prepared for Council's consideration and endorsement.

A community cycling survey will be formulated to assist officers in the collection of cycling data across the shire to inform forum discussion and the survey will also act as the mechanism for community members to register their interest in the Community Cycling Consultative Forum.

#### RECOMMENDATION

**THAT** Council:

1. Endorses the Terms of Reference for the establishment of the Community Cycling Consultative Forum.
2. Instructs officers to commence a six (6) week community survey engagement process to collect data about cycling participation across the shire and invite expressions of interest for community members to join the forum.
3. Receives a report at a future Council meeting outlining key findings of the forum/s and recommendations for future consideration of Council.

#### BACKGROUND

At its meeting on 18 May 2020, Council passed Notice of Motion: No. 975 - Cycling Consultative Forum. The motion stated:

*THAT Council:*

1. *Initiate a Cycling Consultative Forum comprising community members, engineering and community development staff and interested Councillors to explore options to improve the cycling experience in our Shire.*

## COMMUNITY CYCLING CONSULTATIVE FORUM - TERMS OF REFERENCE (CONT.)

*2. That an action plan on options be presented to Council at the December 2020 Ordinary Council meeting with suggested items for consideration in the 2021-2022 budget.*

This report responds to this motion and presents the Terms of Reference (Attachment 1) and a strategy for the establishment of the Community Cycling Consultative Forum.

## ISSUES AND DISCUSSION

### Scope/ Objectives

The Community Cycling Consultative Forum is a platform through which community representatives, Councillors and Council staff can meet to discuss and identify key issues confronting the cycling community.

It is anticipated that this forum will explore issues relating to the overall cycling experience in the Mitchell Shire and explore the key barriers to participation. The forum will also help to identify opportunities that could be pursued to increase the level of participation and the quality of the cycling experience in the Mitchell Shire.

The forum is advisory in nature and has no decision-making authority. However, the activities of the forum will help to inform Council of the key focus areas for future prioritisation and investment across the Shire.

The key objectives of the forum are to:

- Collect data to establish the types of users and the types of cycling the community currently participates in.
- Collect data that informs on the reasons why people do not participate in cycling.
- Evaluate the existing cycling experience in Mitchell Shire.
- Explore future opportunities to improve the cycling experience in Mitchell Shire.
- Explore future opportunities for the promotion of cycling within the Shire.
- Provide advice to inform the development of projects and programs that encourage a culture of cycling in Mitchell Shire Council, so that more people make more trips by bicycle.
- Provide advice relating to the planning of a high-quality network of routes accessing popular destinations within the Shire.
- Provide advice on prioritisation of projects to address the needs of the cycling community and users of all abilities.
- Support Council in advocating to key partners and relevant bodies to prioritise funding of cycling infrastructure projects and programs.
- Strengthen linkages between cycling interest groups, the community and Council.

### Forum Structure

The Community Cycling Consultative Forum is proposed to convene three (3) times, with each individual meeting to be structured to target specific issues of concern in each of the following geographical areas;

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**COMMUNITY CYCLING CONSULTATIVE FORUM - TERMS OF REFERENCE (CONT.)**

- Seymour and the North Ward region including Puckapunyal, Pyalong and Tooborac.
- Kilmore / Broadford and surrounds
- Wallan / Hidden Valley / Beveridge and surrounds

While each meeting will be designed to have a focus on the relevant geographical area, the structure of each meeting will also allow for broader discussion of a general nature should the need arise.

The forum will consist of 13 -15 members including:

- Two (2) Mitchell Shire Councillors
- Council Officers (3), representing Engineering and Community Development
- Between eight (8) and ten (10) community members representing a balanced mix of gender, ages and geographical representation within the Shire
- Representative from Access and Inclusion Committee
- Director of Development and Infrastructure (chair)

#### Forum meeting dates

Forum meetings will be scheduled for evenings on weekdays. In order to best accommodate the individual needs of forum participants, forum dates will be confirmed once the list of community participants is confirmed.

The forum is not expected to commence until later in the year or possibly early in 2021.

#### Reporting

Following the conclusion of Community Cycling Consultative Forum meeting/s, a report will be presented to Council outlining the key findings and recommendations for future consideration of Council.

### **CONSULTATION**

#### Community cycling survey

In order to establish a baseline of participation data, a community cycling survey will be established. The survey will be open to community for a period of six (6) weeks from end of August to early October.

This survey will help to identify the type of cycling that the community participates in and some of the key barriers to participation.

The outcomes of the community survey will provide an evidence-base for further exploration through the forum.

This survey will also be used as a key mechanism to promote interest in the Community Cycling Consultative Forum. Survey participants will be asked to register their interest in the Cycling Forum and conversely, community members interested in participating in the forum will be asked to complete a survey before registering their interest for the forum.

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**COMMUNITY CYCLING CONSULTATIVE FORUM - TERMS OF REFERENCE (CONT.)**

The Community Cycling Forum and the Cycling Survey will be promoted in parallel to each other to ensure there is wide exposure for both. They will be advertised through appropriate channels including Council's website, social media, local papers and prominent cycling user groups, local schools and youth groups.

**Method of nomination**

Community representatives will be asked to register their nominations for the forum via the Community Cycling Survey.

The following membership criteria will be used in making community appointments to the forum:

- A keen interest in cycling;
- A keen interest in local advocacy;
- Specialist knowledge and experience in the above interests is desirable but not essential;
- A balanced mix of gender, cycling interests, experience, views and attributes to complement other members of the group;
- So far as is practical, an even geographical representation from across the shire among members.
- Capacity to attend and participate in forum group meetings and activities as scheduled;
- Capacity to attend and participate in meetings with elected representative from all tiers of government to promote advocacy efforts; and
- Live, work or study or own land within the municipality.

**FINANCIAL, RESOURCE AND ASSET MANAGEMENT IMPLICATIONS**

The establishment of a Cycling Consultative Forum will be resourced using existing resources. The attendance of community meetings by two senior members of staff along with an estimated 15 hours combined meeting time preparation is estimated to cost approximately \$1,500 per meeting. Internal support for the provision of data and statistics will be sourced via the internal workforce on an 'as needs' basis.

**POLICY AND LEGISLATIVE IMPLICATIONS**

No Implications.

## COMMUNITY CYCLING CONSULTATIVE FORUM - TERMS OF REFERENCE (CONT.)

**RISK IMPLICATIONS**

Risk Ranking is determined using [ROHS201-G1- Corporate Risk Matrix](#). Risk is identified as Low, Medium, High or Very High.

Risk	Risk Ranking	Proposed Treatments	Within Existing Resources?
Scope of the Cycling Consultative Forum may not satisfy all prospective community members	Low	Scope clearly defined in Terms of Reference	Yes

**SUSTAINABILITY IMPLICATIONS (SOCIAL AND ENVIRONMENTAL)**

No implications

**CHARTER OF HUMAN RIGHTS IMPLICATIONS**

The rights protected in the *Charter of Human Rights and Responsibilities Act 2006* were considered in preparing this report and it's determined that the subject matter does not raise any human rights issues.

**CHILDREN AND YOUNG PEOPLE IMPLICATIONS**

No implications

**OFFICER DECLARATION OF CONFLICT OF INTEREST**

No officers involved in the preparation of this report have any direct or indirect interest in this matter.

**CONCLUSION**

Following the passing of Notice of Motion 975, officers have developed a strategy for the establishment of a Community Cycling Consultative Forum.

The Community Cycling Consultative Forum will provide a platform through which community representatives, Councillors and Council staff can meet to discuss and identify key issues confronting the cycling community.

Terms of Reference for the Community Cycling Forum outlining scope, structure and operating arrangements has been prepared for Council endorsement.

Following the endorsement of the Terms of Reference, it is proposed to commence a six (6) week community survey engagement process, to collect data about cycling participation across the shire and invite expressions of interest for community members to join the forum.

Feedback and recommendations from the forum meetings will be presented to Council at a future Council meeting.

Purpose of the forum	To provide a forum through which community representatives, Councillors and Council staff can meet to discuss and identify key issues confronting the cycling community relating to overall cycling experience in Mitchell Shire and explore opportunities for increased cycling participation.
Key objectives of the forum	<p>The key objectives are to:</p> <ul style="list-style-type: none"> <li>• Evaluate the existing cycling experience in Mitchell Shire.</li> <li>• Collect data that informs on the reasons why people do not participate in cycling.</li> <li>• Explore future opportunities to improve the cycling experience.</li> <li>• Explore future opportunities for the promotion of cycling within the shire.</li> <li>• Provide advice to inform the development of projects and programs that encourage a culture of cycling in Mitchell Shire Council, so that more people make more trips by bicycle.</li> <li>• Provide advice relating to the planning of a high-quality network of routes accessing popular destinations within the shire.</li> <li>• Provide advice on prioritisation of projects to address the needs of the cycling community and users of all abilities.</li> <li>• Support Council in advocating to key partners and relevant bodies to prioritise funding of cycling infrastructure projects and programs.</li> <li>• Strengthen linkages between cycling interest groups, the community and Council.</li> </ul>
What the forum will not be able to do.	The forum is advisory in nature and has no decision-making authority.
Relationship between Cycling Consultative Forum and Council	The Cycling Consultative Forum activities will inform Council on the key focus areas in relation cycling that needs to be prioritised to improve the cycling experience within Mitchel Shire.
Forum Structure	<p>The Community Cycling Consultative Forum is proposed to convene three (3) times, with each individual meeting to be structured to target specific issues of concern in each of the following geographical areas;</p> <ul style="list-style-type: none"> <li>• Seymour and the North Ward region including Puckapunyal, Pyalong and Tooborac.</li> <li>• Kilmore / Broadford and surrounds</li> <li>• Wallan / Hidden Valley / Beveridge and surrounds</li> </ul> <p>While each meeting will be designed to have a focus on the relevant geographical area, the structure of each meeting will also allow for broader discussion of a general nature should the need arise.</p> <p>Each Forum meeting will consist of 13 - 15 members including:</p> <ul style="list-style-type: none"> <li>• Two (2) Mitchell Shire Councillors</li> <li>• Council Officers (3) representing Engineering and Community Development</li> <li>• Between eight (8) and ten (10) community members representing a balanced mix of gender, ages and geographical representation within the Shire</li> <li>• Representative from Access and Inclusion Committee</li> <li>• Director of Development and Infrastructure (chair)</li> </ul>
Community membership criteria	<p>The following membership criteria will be used in making community appointments to the Reference Group:</p> <ul style="list-style-type: none"> <li>• A keen interest in cycling;</li> <li>• A keen interest in local advocacy;</li> </ul>

	<ul style="list-style-type: none"> <li>• Specialist knowledge and experience in the above interests is desirable but not essential;</li> <li>• A balanced mix of gender, cycling interests, experience, views and attributes to complement other members of the group;</li> <li>• So far as is practical, an even geographical representation from across the Shire among members.</li> <li>• Capacity to attend and participate in forum group meetings and activities as scheduled;</li> <li>• Capacity to attend and participate in meetings with elected representative from all tiers of government to promote advocacy efforts; and</li> <li>• Live, work, study or own land within the municipality.</li> </ul>
Method of Nomination	<p>Community Cycling Survey will be advertised widely through appropriate channels. Survey participants will be invited to register their interest to be part of the Cycling Consultative Forum.</p> <p>Applications will be reviewed by Council Officers and will be selected based on the membership criteria.</p>
Resignation of Reference Group members	<ul style="list-style-type: none"> <li>• A member of the Forum group may resign at any time.</li> <li>• Any member who resigns or whose membership is terminated may be replaced at the discretion of the Chair with potential member/s to be chosen from the original Expression of Interest process.</li> </ul>
Conflict of Interest	Members will be encouraged to disclose any perceived conflict of interest and/or any interest that may result in personal or financial gain.
Media protocols	Members of the forum are not to speak to the media as if they are representatives of the forum. Only the Mayor or the Chair of the forum is permitted to speak to the media or broadcast on social media on behalf of the forum.
Reporting	Following the conclusion of Community Cycling Consultative Forum meeting/s, a report will be presented to Council outlining the key findings and recommendations for future consideration of Council.