



## Terms of Reference

### 1. Purpose

The Advisory Group is a skills/experience based group that provides advice to WestCycle staff and the WestCycle Board. It is not a decision making body, rather it provides recommendations and input for consideration by WestCycle. The role of the Group is to provide advice that supports WestCycle’s role as the peak body in supporting the vision of ‘More People Riding Bikes more often’.

The Advisory Group

- o Provide advice to the Board and staff about a particular issue or project.
- o Provide input into the implementation of a plan or action.
- o Provide input to assist with a decision process.
- o Provide input into WestCycle’s strategic priorities.
- o Serve as an important link to the community.
- o Support WestCycle’s objects and role.

### 2. Composition

Membership of the Advisory Group:

- a. Will be appointed by WestCycle, including the Chair.
- b. Will comprise a minimum of 4 and up to 8 members, one of whom will be a member of the Board.
- c. Will be appointed for a term of up to 2 years. Shorter terms may apply for achievement of specific project outcomes.
- d. May serve for a maximum of 3 consecutive terms.

### 3. Replacement or termination

A member can resign from the Advisory Group via written advice to the Chair. If any member is unable to continue their role in the Advisory Group, the WestCycle CEO will appoint a replacement.

The Board of WestCycle hold the right to replace, revoke or reallocate a member of the Advisory Group at its sole discretion at any point in time during the term.

As reflected in the Code of Conduct it is an expectation that members will attend Advisory Group meetings. If a member fails to attend 3 consecutive meetings (without leave of absence), the member will have been considered to have vacated the position and will be replaced.

### 4. Conduct & Disclosures of interest

Members of the Advisory Group will be required to sign WestCycle’s Code of Conduct and comply with the policies of WestCycle. Such policies are available on the Advisory Group “Teams “link.

Advisory Group members are not to make public comment or represent themselves as a member of the Advisory Group in order to promote personal opinions.

# Road & Recreation Advisory Group



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Advisory Group members are to disclose any potential or perceived conflict in accordance with the Conflict of Interest Policy.

The Advisory Group will, where appropriate, provide a report to the Board identifying the respective issues and preferred position on a matter.

### 5. Roles & Responsibilities

#### 5.1 Chair

- a. WestCycle will appoint the Chair.
- b. The responsibilities of the Chair include:
  - (i) Liaise with staff and representative Board member regarding the meeting agenda
  - (ii) Facilitating the meeting, enabling discussion and group member input in a considered and timely manner
  - (iii) Ensuring all discussion items end with a decision, action or definite outcome
  - (iv) Acting as the primary point of communication between the Advisory Group and Management staff within WestCycle

#### 5.2 Secretariat duties

- a. Where possible WestCycle will nominate a staff member to provide secretariat duties to the Advisory Group.
- b. In the case a staff member being unavailable the Chair will nominate a member of the Advisory Group to fulfil the requirements.
- c. The Secretariat duties include:
  - (i) Maintaining an up-to-date register of all members of the Advisory Group
  - (ii) Arranging the venue for meetings including catering if required
  - (iii) Recording meeting minutes, and distribution of agenda, previous meeting minutes and papers for discussion prior to the next scheduled meeting
  - (iv) Ensuring the minutes outline any specific items for the Board of WestCycle to consider; and
  - (v) Ensuring meeting notes are provided to the CEO of WestCycle for inclusion in the report to the Board of WestCycle.

#### 5.3 Management team

A WestCycle executive manager will work with the Board and the Chair of the Advisory Group to manage the affairs of the Advisory Group. All correspondence with WestCycle staff shall be directed through this position.

### 6. Meetings

- a. The Advisory Group will seek to hold meetings every quarter during the year and additionally as it considers necessary.
- b. The meetings will be a mix of in person and online meetings.
- c. A quorum will not be required.

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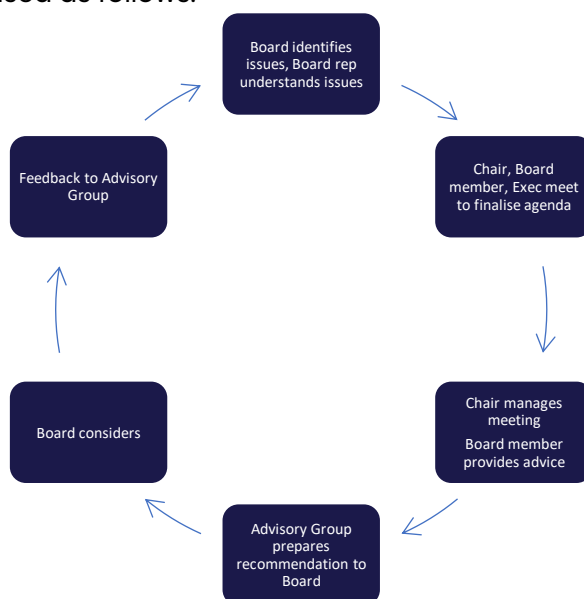


## Terms of Reference

- d. Advisory Group members will be invited to disclose conflicts of interest at the commencement of each meeting.
- e. If the Chair is absent members who are present will select a chair for that particular meeting.
- f. Meetings of the Advisory Group may be held face to face or using any technology which enables members to participate in a discussion.
- g. The notice and agenda of meetings will be prepared by the WestCycle staff in consultation with the Advisory Group Chair and the Board representative and will include relevant supporting papers.
- h. The Advisory Group may invite other people to attend as it sees fit and consult with other people or seek any information which will help it to fulfil its responsibilities.
- i. The Advisory Group Board representative will report to the Board on the Advisory Group outcomes or recommendations.
- j. Notes will be taken of meetings, ratified by Advisory Group members in attendance and tabled at Board meetings.

### 7. Board and Advisory Group engagement

- a. The Board will seek to provide issues for which advice is sought and provide feedback to the Advisory Group on determinations (if any).
- b. The Advisory Group will provide advice to the Board of any emerging issues or stakeholder matters that could impact the purpose of the Advisory Group.
- c. The Board representative will report the outcomes of meetings to the next Board meeting.
- d. The process is summarised as follows.





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### 8. Objectives of Road & Recreation Advisory Group

The objectives of the Advisory Group are to:

- a. Ensure WestCycle is working to benefit the development of road and recreation bike riding in Western Australia by providing input into the development and review of the Board's strategic priorities.
- b. Provide advice to the Board on matters identified by the Board that require Advisory Group input.
- c. Represent the diverse interests of people interested in road and recreation riding.
- d. Encourage and promote road riding in Western Australia with a focus on increasing participation and the inclusion of underrepresented groups.
- e. Bring to the attention of the Board, matters that may impact road and recreational riding
- f. Provide support in the achievement of WestCycle's strategic priorities for the development and advancement of road and recreation riding in Western Australia.
- g. Provide input into WestCycle's interactions and advice to government agencies.

### 9. Advisory Group Performance and Review

To determine whether it is functioning effectively, once each year the Advisory Group shall:

- a. Review this Terms of Reference.
- b. Identify and recommend to the Board KPI's for the forthcoming year.
- c. Prepare an annual report on outcomes achieved during the year for inclusion in the annual report.
- d. Undertake an evaluation of its performance.