



Hon Rachel Nolan MP
Member for Ipswich



Minister for Transport

Our ref: MC54425

1 FEB 2011

Mr Paul French
Co-convenor
Brisbane Central Business District Bicycle User Group
GPO Box 2104
Brisbane Qld 4001

Dear Mr French *Paul*

Thank you for your letter of 17 December 2010 about the Queensland Bicycle Council (QBC). I apologise for the delay of my response.

I have enclosed the QBC terms of reference as requested. QBC meetings are held quarterly. Future meetings will be held around April, July and October, although no dates have been set at this stage. This is to allow QBC the necessary flexibility to respond to development timeframes of the new *Queensland Cycle Strategy*, which is due to be released for consultation in early 2011. I anticipate that a more regular schedule of meetings will be established for the QBC once the strategy is finalised and implementation has commenced.

The QBC secretariat is led by Ms Robyn Davies, Program Manager (Pedestrian and Cycling Facilities) in Road Safety and System Management Division from my department. Ms Davies can be contacted at:

Safer Roads Unit
PO Box 673
Fortitude Valley Queensland 4006
Telephone: 3253 4563
Email: Robyn.C.Davies@tmr.qld.gov.au

As you have noted, Bicycle User Group (BUG) membership of the QBC is set on a six monthly rotational basis. The chair of the QBC is currently working with Bicycle Queensland to establish a more comprehensive approach to BUG involvement to make sure that the interests of users from across the state are represented. Bicycle Queensland will be in contact with all BUGs in the near future. You have requested that a CBD BUG representative be able to attend the QBC meetings as an observer. I welcome attendance by BUGs as observers but with a limit of two per meeting as there are physical space constraints in the usual meeting venue. I would see it as the role of Bicycle Queensland to coordinate attendance by observers so that as many BUGs from around the state as possible have the opportunity to be observers over time.

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On the matter of increasing meeting transparency, I am advised that the previous State Cycle Committee distributed minutes of its meetings to all BUGs. I see merit in your suggestion that the QBC minutes be published electronically and will request that endorsed meeting minutes be posted on my department's website at www.tmr.qld.gov.au.

You have requested that all bicycle user groups receive an email notification of upcoming QBC meeting agendas. Please note that it is not general practice to send the agendas of advisory councils to non-members. I am concerned it would be unnecessarily confusing to those who received the agenda as to whether they were invited or not. I consider it the responsibility of Bicycle Queensland to liaise with BUGs and to represent BUG interests on the QBC. Bicycle Queensland can then seek to have topics and issues placed on the agenda for discussion, appreciating that it is a forum for progressing strategic issues. Bicycle Queensland has indicated to the department that it will establish this approach formally for future meetings.

If you require further information, please call Ms Robyn Davies on the abovementioned contact details. Ms Davies will be pleased to assist.

Yours sincerely

A handwritten signature in blue ink, appearing to be 'R. Nolan', enclosed within a circular scribble.

RACHEL NOLAN MP
Minister for Transport

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QUEENSLAND BICYCLE COUNCIL

TERMS OF REFERENCE

1. INTRODUCTION

- 1.1 The Queensland Bicycle Council provides advice to Government, through the Minister for Transport or delegate on the development and implementation of the Queensland Cycle Strategy (QCS). The Council encourages a coordinated and integrated government approach to cycling in Queensland and provides stakeholders from Government and the cycling community input into decisions made by Government.

2. OBJECTIVES AND ROLES

- 2.1 The objectives of the Council are to:

- contribute to the review of the Queensland Cycle Strategy;
- steer and monitor implementation of the Queensland Cycle Strategy;
- encourage greater integration of cycling as a transport mode within the transport system;
- foster a sustained increase in the level of cycling participation in Queensland; and
- promote improved safety and security for cyclists.

- 2.2 To achieve these objectives, the Council will:

- monitor quarterly reports from lead agencies on QCS implementation actions and report progress annually;
- encourage the development of partnerships between Government, industry, cycling organisations and the community on initiatives that impact on cycling;
- provide an effective consultative forum for cyclist organisations and Government;
- advise Government on methods to improve road safety and security for cyclists;
- advise Government on methods to improve infrastructure and facilities for cyclists;
- championing responsible road use by cyclists and other road users through legislation, education and training;
- review and advise lead agencies on policy and legislation relevant to cycling;
- support the integration of cycling into the Government's economic, land use, health, education, environment, climate change and transport strategies;

- championing public awareness of the health, lifestyle and other benefits to individuals and society provided by cycling.

3. MEMBERSHIP

3.1 Membership of the Queensland Bicycle Council is by invitation from the Minister for Transport or delegate. The following organisations are represented on the Council to provide a wide coverage of perspectives and expertise in this area:

- State Government:
 - Department of the Premier and Cabinet
 - Department of Treasury
 - Department of Transport and Main Roads
 - Department of Education and Training
 - Department of Communities
 - Department of Infrastructure and Planning
 - Queensland Police Service
 - Department of Public Works
 - Department of Queensland Health
 - Department of Employment, Economic Development and Innovation
 - Department of Environment and Resource Management
 - QR Limited
 - TransLink
- Local Government:
 - Local Government Association of Queensland
 - Brisbane City Council
 - Provision is made for rotational representation of other local councils.
- Cycling Organisations:
 - Bicycle Queensland
 - Cycling Queensland
 - Bicycle User Groups (Membership on a 6 monthly rotational basis plus other BUGs invited to discuss particular issues as required).
- Bicycle Industry:
 - Bicycle Industries Australia / Cycling Promotion Fund

- Retailers: Retail Cycle Traders Association (or local retailer nominated by RCTA)
Queensland retailers (Membership on a 6 monthly rotational basis plus other retailers invited to discuss particular issues as required)
- Educational: Represented by Griffith University, Urban Research Program
- Others: National Heart Foundation of Australia
Council of Parents and Citizens' Association

In addition to the core membership, other organisations and individuals will be invited to discuss particular issues.

3.2 The Council shall comprise persons holding executive level positions within their respective organisations. All members should have, or be willing to develop:

- an understanding of and commitment to the objectives of the Queensland Cycle Strategy;
- an ability to function at a strategic rather than operational level;
- well-developed levels of cycling expertise, knowledge of cycling trends and needs, and capacity to effectively represent the interests of stakeholders.

3.3 The Council acts as an advisory body and as such is not responsible for establishing Government policy. Representatives from Government organisations are not able to give at meetings a guarantee that decisions endorsed by the Council will occur. However, the Council has an important role in providing advice to Government, and decisions made by the Council will be taken to the appropriate levels.

3.4 The Council serves as an advisory body to the Minister for Transport or delegate. Members will be required to participate in discussion in an objective and collaborative manner by:

- observing confidentiality and exercising tact and discretion when dealing with sensitive issues.
- disclosing to the Council any possible conflict of interest or commercial or professional advantage to be gained for themselves or another party from membership of the Council.

Any disclosure or intent shall not preclude any member from providing his or her personal view on any matter before the Council.

- acting corporately and supporting strategies and programs formally endorsed by Council. Notwithstanding this, Council acknowledges that where members perform a representative role, of the need for those members to ensure that their respective organisations are informed and consulted on significant issues before Council.
- making the necessary commitment to attend meetings regularly and to ensure that they are fully informed of matters which are the subject of consideration by Council.

3.5 The Chairperson shall be the Deputy Director-General (Policy & Planning) or delegate for terms of up to two years, or as otherwise specified.

The role of the Chairperson includes:

- chairing meetings of the Council;
- ensuring that the Council acts within its Terms of Reference;
- informing the Minister for Transport or delegate of the Council's activities and, where appropriate, providing information and advice.

4. RESOURCING

4.1 Financial and secretarial support to the Council will be provided by Transport and Main Roads.

5. MEETING ARRANGEMENTS

5.1 The Council will meet quarterly. The meetings will be held in Brisbane and may utilise teleconference facilities if required.

5.2 Notice of a meeting shall be forwarded to members no less than 14 days prior to a meeting being held. The Council must record its proceedings through Minutes.

5.3 A quorum consists of the Chairperson plus at least half of the other members. Meetings can proceed without a quorum, but decisions must be ratified by a quorum.

5.4 There will be no sitting fees paid to members. Meeting attendance costs will generally be borne by attendees.

6. WORKING GROUPS

- 6.1 The Council may establish working groups to examine specific issues or manage special projects that arise through the work of the Council. Working groups will enable focussed work to be undertaken and issues progressed between meetings of the Council.

7. ACCOUNTABILITY AND REPORTING

- 7.1 The Council will submit an annual progress report on implementation of the Queensland Cycle Strategy, and work of the Council, to the Minister for Transport or delegate.