



REGATTA WHARF

RW Bike sub-committee Terms of Reference

The RW Bike sub-committee's primary role is to review and oversee the RW bike room fitout and operations and make recommendations to the SC. It will at no time progress any actions or commit the SC to any financial expenditure or any course of action, without written approval of the SC. Functions of the Bike sub-committee will include:

- Development and implementation of a bike registration scheme
- Maintenance of an electronic register of registered bike owners contact details and individual bikes registered and update this as changes occur. Note - this register will only be used by the Building Manager and/or Chair of the Bike sub-committee, for the purpose of contacting residents about day to day bike operational issues
- Monitoring of the day to day operations of the bike room
- Resolving any operational issues raised by bike owners on an ongoing basis
- Approving applications for new bike registrations – as delegated by the SC – whilst there are vacant racks available.
- Making recommendations to the SC about additional space allocation for bike storage (or other strategies) should the current bike room reach capacity
- Communicating with bike owners directly or via the RW newsletter at least twice a year
- Conducting bike sub-committee meetings on an “as needs” basis and reporting meeting outcomes and recommendations to the SC
- Working with the Building Manager in regard to the operations of the bike room or any works being undertaken in regard to the bike room