

INTEGRATED TRANSPORT ADVISORY COMMITTEE (ITAC)



TERMS OF REFERENCE

Directorate:	Assets and Engineering
Responsible Officer:	Strategic Transport Planner
Approval Date:	24 November 2015
Review Date:	31 December 2018

PURPOSE:

The purpose of the Integrated Transport Advisory Committee (ITAC) is to assist Council to advocate and implement transport initiatives, including proposals, projects, strategies and policies relating to transport. The committee will aim to work in a strategic and collaborative manner with the community and relevant stakeholders in order to facilitate improvements in transport services and infrastructure.

This includes the consideration of all forms of public and private transport modes, including light and heavy rail, buses (Bus Rapid Transit), cycling, walking and any vehicle/bicycle sharing-schemes.

OBJECTIVES:

The Integrated Transport Advisory Committee's objectives are to:

- Provide a forum where key stakeholders and the community can meet to discuss topics relating to transport and provide support and input to Council on various transport initiatives;
- Provide assistance to Council on advocacy to the State and Federal Government on transport matters;
- Assist in the identification, development and review of transport proposals;
- Support the development of transport education programs and events;
- Extend the reach of transport deliberations to the wider community; and
- Contribute to the preparation and implementation of community marketing and advocacy campaigns.

The desired outcomes of the Committee are to:

- Maintain Council's ongoing advocacy for the provision of Rail to Doncaster by 2029 by maintaining the 'Yes to Doncaster Rail' campaign brand;
- Facilitate the delivery of bus infrastructure and service improvements, including Bus Rapid Transit (BRT);

- Identify improvements to Park and Ride facilities, and seek to address car parking issues occurring as a direct result of public transport demand;
- Explore opportunities to address traffic congestion and impact to public transport, cycling and walking efficiency on Doncaster Hill;
- Contribute towards improving cycling infrastructure and the bicycle network;
- Contribute towards the improvement of pedestrian infrastructure and the pedestrian network and facilities throughout the municipality; and
- Address other transport related matters (including projects and strategies) that arise and provide input into any strategies, plans or policies being prepared by State or Federal Government.

MEMBERSHIP:

Councillors The Mayor and one Councillor from each other Ward (three Councillors in total)

The Councillor Representatives will be appointed at the Annual Meeting of Council. The Councillor Representatives are eligible for reappointment at the discretion of Council. Any vacancy that occurs mid-term will be referred to Council for the appointment of a replacement representative until the next Annual Meeting.

Council Officers Director Assets and Engineering and/or Manager Engineering and Technical Services

 Director Planning and Environment and/or Manager Economic and Environmental Planning

 Manager Community Relations and Marketing

 Strategic Transport Planner

 Traffic and Transport Engineer

Community and Business Representatives

A maximum of six (6) community and/or local business members will be appointed.

Representatives should broadly support sustainable transport initiatives and have a general understanding and appreciation for the key fundamentals of transport planning, with a demonstrated track record of advocacy for transport improvements preferred. The selection of community representatives will endeavour to establish a broad interest base across the different modes of transport, including rail, bus, cycling and walking.

Inaugural representatives will be recruited via an advertisement in the local press and Council's website. Community and business representative vacancies will be advertised if and when necessary and successful replacement members will be appointed with Council endorsement.

Council will have the right to review and reconsider the membership of any representative who fails to attend two (2) or more consecutive meetings, without reasonable cause or notification for their absence.

Other stakeholders

The Committee may from time to time co-opt additional representatives to provide expertise to carry out the roles and functions of the group, and invite stakeholders from a range of government and private organisations (such as Transdev, VicRoads, Public Transport

Victoria (PTV), RACV, Department of Economic Development, Jobs, Transport and Resources).

APPOINTMENT OF A CHAIRPERSON:

The Chairperson shall be appointed by Council and shall be a Councillor Representative. The Chairperson shall be elected for a period of 12 months and will be reviewed annually immediately following Councillor appointments to committees.

In the absence of the Chairperson, any other Committee Councillor shall be appointed acting Chairperson for the period of the Chairperson's absence.

MEETING PROCEDURES:

The Committee will meet on a quarterly basis between February and November, at a time and place determined by the Committee.

Meetings will be for a period of two (2) hours or less and are not required to be open to the public.

QUORUM:

The quorum for a meeting will be half the number of members plus one, including one Councillor Representative.

AGENDA AND MINUTES:

An appointed Council Officer will prepare agendas, issue notices for each meeting and ensure all necessary documents requiring discussion or comment are attached to the agenda. An agenda will be provided at least seven (7) days prior to the meeting.

The minutes of the Integrated Transport Committee will be prepared by a Council Officer. The minutes will be circulated to members within ten (10) days after a meeting. The minutes will be submitted to the next meeting of the Committee for confirmation/amendment as appropriate.

REVIEW:

The Committee will continue to conduct its activities for a term of three (3) years and expire on 31 December 2018, unless by prior resolution by Manningham City Council. At the expiry of this term, Council will assess the future of the Committee.

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