

Phillip Island Integrated Transport Study

Community Reference Group

Terms of Reference 2018

Background

In October 2012 the Victorian Government provided funding towards the development of a Phillip Island Integrated Transport Study. This Study was to inform State Government and Council planning for all forms of traffic on Phillip Island and San Remo through to 2030.

The Study is a joint project involving Council, the Department Economic Development Transport, Jobs and Resources (DEDJTR) and VicRoads. The study area includes the mainland corridor from Cowes through to the Bass Highway (including Anderson Link Road and Phillip Island Rd to Anderson).

In order for PIITS to achieve its best outcomes it was deemed appropriate to have a Working Group and a Community Reference Group. Both groups were formalised in September 2014.

In October 2015 Council supported a review of the governance of PIITS which included a variety of aspects including a review of the terms of reference for both the Working Group and Community Reference Group.

Vision

The vision for PIITS is for a transport network that supports the ongoing development of Phillip Island and San Remo into a year round destination in a safe, prosperous and sustainable way and providing all residents, businesses and visitors the opportunity to access, enjoy and share in Phillip Island's unique attractions.

Governance

A governance structure has been created to seek to deliver the best outcomes possible in the most collaborative working arrangement for the benefits of the community.

Terms of Reference of the Steering Group and Working Group

The Community Reference Group Terms of Reference should be read in conjunction with the Terms of Reference for each of the Steering Group and the Working Group.

Purpose of Community Reference Group (CRG)

The Community Reference Group's purpose is to support the implementation of PIITS and, in so doing, offer input concerning PIITS priorities and seek to maintain effective community interaction for PIITS initiatives.

Objectives

- Act as a community voice for PIITS and its implementation
- Influence aspirations and expectations of the community regarding PIITS

- Provide feedback on the prioritisation of PIITS recommendations via the Working Group
- Provide suggestions, advice or recommendations to the Working Group for consideration regarding communications for various aspects of PIITS
- Support PIITS within the community where appropriate.

Membership of Community Reference Group

The community based reference group has been formed by Council invitation to stakeholder groups and by general invitation to the community.

The size of group should be of the order of twelve members, all of whom shall have voting rights, plus a BCSC Officer Representative and an elected Councillor.

The CRG shall have the flexibility to fill a vacancy that may arise and to make additions where this is seen as desirable, subject to Council endorsement.

CRG membership will be reviewed and endorsed every two years throughout PIITS implementation to ensure there is appropriate community representation.

Meetings

- Meetings of the CRG will occur every three months on the agreed dates and times as per the agreed meeting schedule
- Meeting schedules will be finalised on an annual basis and circulated to CRG members
There may from time to time be a need to reschedule a meeting
- The membership can agree to additional meetings as required

Meeting Roles and Responsibilities

Members

- Members will be responsible for preparing all materials presented at the CRG Meeting, the completion of tasks as delegated at the meeting and documented in the meeting minutes
- Members will also be responsible for compliance with the standards of conduct agreed for the meeting
- Members are expected to represent the aspirations of their community rather than individual interests and contribute using their knowledge and expertise
- Members will have the responsibility to convey the views of those they represent in a fair and unbiased manner
- On some occasions, the CRG may deal with items of a confidential nature. Members are expected to deal with such items and issues with confidentiality, discretion and sensitivity.

Responsibilities of Council

- Council will provide an elected Councillor to chair the CRG meetings
- Council will provide a staff member to attend the quarterly CRG meetings
- The Council representative shall provide advice as to communication pathways
- Council will demonstrate Council's staff values of Customer Focus, Continuous Improvement, Pride, Integrity, Respect and Commitment
- Council will provide advice to the Community Reference Group on how their feedback has been considered and implemented by Council
- Council will ensure that correspondence is distributed to members in a timely manner
- Record and distribute minutes of quarterly meetings
- Arrange for the provision of a meeting space

Organisational and Administrative Structure of CRG

- A Chairperson (Elected Councillor)
- BCSC Officer Representative

Appointed by the members shall be

- A Vice Chairperson
- A Secretary
- A Communications Officer

Additionally, the group may choose to create a number of sub-groups based on the various foci of PIITS. These shall meet as required and provide input to formal CRG meetings for discussion and determination.

Such sub-groups shall have a convenor and consist of members with an interest in that particular area.

The CRG membership shall determine the filling of these positions every two years.

Roles of "Officeholders"

Chairperson

This person shall:

- Be an elected Councillor
- Be the acknowledged team leader of the CRG

- Chair meetings
- Seek to ensure there is good communication with and between members of the CRG
- Provide a communication link to Council

Vice Chairperson

The Vice Chairperson shall:

- Provide support to the chairperson
- Fulfil the roles of the chairperson in his/her absence
- Ensure that required tasks (some delegated to other members) are performed in a timely manner

Secretary

The Secretary shall:

- Maintain a data base of members, showing mobile phone numbers and email contacts
- Maintain a designated record of meeting attendance
- Record and distribute minutes of meetings in the absence of Council Officer
- Liaise with the Communications Officer and chairperson with respect to outgoing correspondence
- Maintain files of incoming and outgoing correspondence, agendas and meeting minutes

Communications Officer

Communications Officer shall:

Convene the associated sub-group as required.

- Utilise a range of media options in promoting an awareness of PIITS and associated activities to the community and beyond.
- Liaise with the Secretary and chairperson with respect to incoming and outgoing correspondence, the meeting agenda and required notifications to members

Note: From time to time there may be the need for other members to substitute for absent members in essential roles.

Notifications:

- Requests for items to be included in an agenda should be made to the chairperson no later than one week prior to a meeting.
- A meeting agenda (and meeting reminder) will be emailed to members at least four days before a meeting.

Review

Members of the CRG and Council will review the Terms of Reference, membership and objectives every two years.

Phillip Island Integrated Transport Study

Working Group

Terms of Reference 2016

Background

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Governance

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The Working Group

The Working Group will consult the Community Reference Group, and make recommendations to the Steering Group. The Working Group shall continually assess priorities, allocate actions, monitor progress and integrate clear and realistic initiatives for the short, medium and long term objectives and forming of forward programs.

Objectives

- Prepare a work plan in consultation with key agencies to progress actions identified in PIITS
- Monitor progress
- Continually review PIITS work plan
- Report to Steering Group
- Work in conjunction with Community Reference Group to implement PIITS actions and the work plan

Membership of the Working Group

The Working Group is comprised of PIITS stakeholders. Agencies represented are

- Bass Coast Shire Council
- VicRoads
- Public Transport Victoria (PTV)
- Transport for Victoria (TfV)

Meetings

The Working Group shall meet quarterly and as required progress priority actions. Meeting schedule to be finalised annually.

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Phillip Island Integrated Transport Study

Terms of Reference

Steering Group 2016

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Purpose of the Steering Group

To promote an integrated approach to prioritisation and implementation of priority actions for Phillip Island Integrated Transport Study vision.

Objectives

- Facilitate cooperation of key agencies
- Endorse the assessment and revision of forward program and integrated resourcing for prioritisation
- Promote an integrated approach to implementation of priority actions
- Guide the detailed development of priority actions

Membership of the Steering Group

The Steering Group is comprised of senior management from PIITS stakeholders. Agencies represented are

- Bass Coast Shire Council
- VicRoads
- Public Transport Victoria (PTV)
- Transport for Victoria (TfV)

Meetings

The Steering Group shall meet twice a year in March/April and September/October period. Meeting schedule to be finalised annually.