

TERMS OF REFERENCE

Name	City of Melton Transport Community Reference Group
Endorsed by:	Policy Review Panel, 26 June 2017
Approved by:	Council, 24 July 2017
Review date	1 July 2020

1. Purpose

The purpose of this document is to set out the terms of reference, composition and operating arrangements of the Transport Community Reference Group.

2. Scope / Responsibility

2.1. The City of Melton Transport Community Reference Group (Reference Group) has been established to:

- a. Assist Council in prioritising actions from Council's Integrated Transport Strategy – Moving Melton, which reduces reliance on private motor vehicles and develops the state arterial road network serving the City of Melton.
- b. Assist Council to develop and promote advocacy campaigns to the State and Federal Governments to secure funding for improvements to the transport system that reduce reliance on private motor vehicles and develop the arterial road network serving the City of Melton.
- c. Respond to relevant documents and plans provided by Council officers for comment.

2.2. The Reference Group members are expected to have a city wide focus and will assist Council devise advocacy campaigns that:

- a. Make a significant change to the transport system that will improve transport outcomes for a majority of the city's residents such as improvements to the rail service / the upgrade of the Western Highway to Freeway standard etc.
- b. Make a significant improvement to a mode of transport such as increased funding that results in the extension of hours that bus services run / improves the frequency of buses / the creation of a missing piece of infrastructure such as the Outer Metropolitan Ring Road etc.

2.3. Council's capital works program and local transport projects (such as traffic calming, local roads and footpaths, or the location of bus stops) are outside the scope of the Reference Group.

3. Composition

3.1. Membership

3.1.1. Membership of the Reference Group will be made up of the following:

- There are ten community representative positions. Representatives will be selected from the following areas:
 - Residents from the Eastern Corridor;
 - Residents from the Melton Township;
 - Residents from the new residential estates between Melton Township and the Eastern Corridor;
 - Residents from the four smaller townships of Toolern Vale, Rockbank, Diggers Rest and Eynesbury;
 - Local business operators; and
 - Rural landowners.
- Four council officers (the Manager of Engineering Services, the Manager of City Design, Strategy and Environment, and representatives from the Advocacy and City Strategy units).
- Three councillors, one from each ward.

3.2. Terms and method of Nomination

3.2.1. Expressions of interest for appointment as members of the Reference Group shall be called for in local media.

3.2.2. Appointments of community representatives will be made by Council based on the recommendation of a review panel. The review panel will be made up of Council Officers which will include a nominated chairperson, an expert, and an independent.

3.2.3. Suitable members shall be appointed for a period of two years and are eligible for re-nomination.

3.2.4. A position will be deemed to be vacant if a community representative fails to attend for three consecutive meetings. Leave may be negotiated and granted in the event that a member needs to arrange a temporary absence.

3.2.5. If a vacancy occurs during the two year term, it will be filled at the discretion of a sub-committee made up of Council Officers which would include a chairperson, expert and independent. Nominations will occur as per 3.2.1 with appointments made for the remainder of the two year term.

3.2.6. The Councillor members shall be appointed at the annual Special (Statutory) Meeting of Council, or as required if a vacancy occurs.

3.3. Chair

3.3.1. The chairperson will be one of the three appointed Councillors, and will be decided by the appointed Councillors.

3.3.2. In the event that the Mayor is appointed as a councillor representative they will automatically assume the role of chairperson.

- 3.3.3. The chairperson will conduct the business of the meeting including the opening and closing of the meeting, confirming the quorum, and following the agenda.

4. Operating Procedures

4.1. Quorum

- 4.1.1. A quorum for the Reference Group will require attendance at least one councillor, half the number of elected community representatives and two council officers.

4.2. Meetings

- 4.2.1. The Committee will meet six times per year on a bi-monthly basis.
- 4.2.2. Meetings will be held at a mutually agreeable time and meetings will not exceed two hours in length.
- 4.2.3. Agenda items will be called for two weeks prior to the scheduled meeting.
- 4.2.4. The Agenda will be circulated the day prior to the meeting.
- 4.2.5. Minutes will be kept of each meeting. Unconfirmed minutes will be circulated within one week of the meeting. Members will have one week to advise council officers of any errors or omissions from the minutes.
- 4.2.6. If no errors or omissions are identified the minutes will be considered as being confirmed by the members of the Reference Group.
- 4.2.7. The secretary of the Reference Group shall be one of the Council Officers.
- 4.2.8. Council must receive apologies for all meetings at least one business day in advance of the meeting or as soon as practicable. If a quorum cannot be met, Reference Group members will be notified that the meeting is cancelled.

4.3. Reports

- 4.3.1. Confirmed meeting minutes will be presented to an ordinary meeting of Council for adoption.

4.4. Expectations/ Requirements of Members

- 4.4.1. Members are expected to:
- a. Have a city wide focus.
 - b. Declare any interest, pecuniary interest or conflict of interest
 - c. Prepare for and actively participate in committee meetings.
 - d. Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chair.
 - e. Treat information with sensitivity.
 - f. Be prepared to share their (or their households) experience of moving around the City of Melton.
 - g. Be prepared to advocate for improvements to the transport system.

- h. Share information, where appropriate, from their community with the Reference Group.
- i. Share information, where appropriate, from the Reference Group back to their community.

4.5. Powers of the Reference Group

- 4.5.1. The Reference Group is an advisory group and does not have the power to bind the Council.

4.6. Evaluation and Review

- 4.6.1. The Reference Group may recommend amendments to the Terms of Reference. Amended Terms of Reference will be sent to Council's Policy Review Committee for review, then forwarded to the Policy Review Panel, and then adopted at an ordinary meeting of Council.
- 4.6.2. Council will review the Reference Group's role in consultation with the Reference Group at intervals not exceeding 3 years. The review shall consider the effectiveness and structure of the Reference Group.