



GLEN EIRA
CITY COUNCIL

Terms of Reference	
1. Name	Strategic Transport Advisory Committee
2. Classification	Advisory Committee
3. Background	<p>To provide assistance to Council in the preparation and implementation of Council's Integrated Transport Strategy.</p> <p>Council is seeking a diverse representation from the community for the committee.</p>
4. Function and Role	<p>To provide advice and recommendations to Council in relation to strategic transport planning, including:</p> <ul style="list-style-type: none"> - Providing advice on the implementation of an Integrated Transport Strategy - Facilitating understanding of transport initiatives emerging in Glen Eira - Leading community engagement, including holding public forums to gain comprehensive community involvement of strategic transport topics. - Considering urban design initiatives to achieve high quality pedestrian friendly public realm outcomes. - Provide advice on significant State Government projects such as grade separation projects. - Providing advice on Council's advocacy roles - Making recommendations on policy issues where appropriate, and - Reporting back to Council
5. Term of Committee	Ongoing
6. Membership and Term of Membership	A minimum of (3) three Councillors Councillors to be appointed annually by Council.

	<p>A minimum of (3) three community representatives being non-voting members, with a strong connection to Glen Eira.</p> <p>All Advisory Committee members are required to hold a current valid Working with Children Check.</p> <p>Community members may include:</p> <ul style="list-style-type: none"> - Transport Planning professionals - Planning professionals - Urban Design Professionals - Public and Community advocates, - Experts in all ability access, - Enthusiasts of walking, cycling and alternative transport forms <p>Appointment of members shall commence on the date of the resolution appointing them and end on the earlier of:</p> <ul style="list-style-type: none"> - The expiration of two years; - The cessation of the committee; - The member(s) resigning; - Council resolving to remove the member from the Committee.
<p>7. Chairperson and Term of Chairperson</p>	<p>Chairperson: A Councillor appointed by the Committee annually.</p> <p>If the Chairperson is not present at the commencement of the meeting, the members present may appoint a Councillor member to be the acting Chairperson for that meeting.</p>
<p>8. Voting Rights</p>	<p>Councillors only have voting rights, with Chairperson having casting vote.</p>
<p>9. Quorum</p>	<p>Two (2) Councillors and two (2) community members</p>
<p>10. Conduct of Members</p>	<p>Meetings of the Committee will be treated as an Assembly of Councillors. Councillors' Code of Conduct applies. The conflict of interest and confidentiality provisions in the <i>Local Government Act 2020</i> apply to all members.</p>

11. Role of Council Staff Attendee(s)	<p>Officers to attend in an advisory capacity to provide advice and assistance to members</p> <p>Executive Officers to the Committee Council Officers who may also attend meetings include,</p> <ul style="list-style-type: none"> ▪ Director Planning and Place ▪ Manager City Futures ▪ Manager Sustainability and Infrastructure ▪ Coordinator City Transport and Place Design
12. Meeting Frequency	<p>At least three (3) times annually</p> <p>All meetings have a Hybrid option where members can join virtually if unable to attend in person as long as appropriate notice is given (minimum of 24 hours) to the meeting organiser.</p>
13. Reporting Requirements	<p>Advisory Committee minutes and recommendations will be submitted to the next appropriate Ordinary Council Meeting for consideration.</p>
14. Other Relevant Information	<p>Council may cease a committee or update the Terms of Reference at any stage by Council Resolution.</p>
15. Committee Contact Details	<p>Director Planning and Place</p>
16. Date of Council Approval of Terms of Reference	<p>5 September 2023</p>
17. Date of Next Review of Terms of Reference	<p>November 2024</p>