

# Transport Community Reference Group Charter



**Sunshine Coast™**  
COUNCIL

Our region.  
**Healthy. Smart. Creative.**

# Transport Community Reference Group Charter

## Purpose

Assist the Sunshine Coast Council to receive direct feedback on proposed new policy and initiatives from the community on all aspects of achieving a sustainable<sup>1</sup> transport system that will enhance the lifestyle of the Sunshine Coast.

## Our Values

- Respect for each other
- Being our Best
- Working as One Team
- High Standards
- Service Excellence

## Role

**Work together** as a cohesive team to provide feedback on Council's proposed activities and opportunities for creating the integrated transport outcomes for connecting communities in support of Council's Corporate Plan, Vision and Goals.

## Responsibilities & Team Commitments

1. Play a key role in advising on the implementation and delivery of Council's Integrated Transport Strategy.
2. Create a partnership between community and council representatives to obtain a balanced view with input from a wide cross-section of stakeholders.
3. Discuss transport initiatives to benefit the travelling community in the short and longer term.
4. Enable Council advocacy efforts to reflect community views.
5. Raise awareness of the range of transport related strategies and projects and ensure they reflect community needs.
6. Representatives to advocate for sustainable transport in the community either individually or through their organisation.

## Principles

1. Consistency with Council's Corporate Plan, Vision and Goals
2. Taking a "best for organisation" / "best for community" approach
3. Focus on finding solutions, not describing the problems
4. Challenge our own and each other's thinking and practice for continual improvement
5. Work hard to make decisions consistently, ethically professionally and efficiently
6. Work collaboratively with trust, transparency and integrity

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<sup>1</sup> As outlined in the Sunshine Coast Council Integrated Transport Strategy

## Membership

Council representatives:

- Councillor Baberowski, Division 1 – Community Portfolio (Transport) Councillor - Chair
- Councillor Johnston, Division 5 – Service Excellence Portfolio
- Other Councillors (standing invite)
- Council officers from Built Infrastructure Group

Community representatives covering a range of interests and including coastal and hinterland representation may include:

- |  |                                   |
|--|-----------------------------------|
| Schools (Parents P&C, students, teacher) | Public Transport users            |
| Business sector (Chamber of Commerce)    | Sunbus & BusLink                  |
| Cycling community                        | Disability sector                 |
| Tourism sector                           | Taxi industry                     |
| Seniors                                  | Home and Community Care           |
| Youth                                    | Sunshine Coast University or TAFE |
| Freight industry                         | Emergency Services                |
| Development community                    | RACQ / Road Users representative  |
| Environmental sector                     | Health sector                     |
| Courier industry                         |                                   |

Membership must reflect the community impacts of travel. Other guests and council officers may be invited to attend to present or provide advice as necessary.

Community members will be appointed for a 12 month period with membership then reviewed annually, but always at the discretion of Council.

## Meeting Structure

The Chair will:

- Be responsible for chairing the meetings generally in accordance with the agenda and agreed meeting protocols.
- Take the role of spokesperson for this group.
- Brief Council or other Transport Groups as required.
- Ensure the meeting remains focussed and encourage contribution from all.

Members will:

- Participate to the full extent of their abilities and be a productive member of the group.
- Put forward individual or group views but maintain a regional perspective.
- Be expected to demonstrate the following courtesies -
  - High standard of personal behaviour and demonstrate respect for others;
  - Enable members to express views without interruption or derogatory comment; and
  - Only one member speaking at a time.
- Be expected to have the time and ability to communicate with members of the sector they represent.
- Have no formal authority or delegated powers from Council under the Local Government Act.

- Raise any issues related to conflict of interest with the Chair as soon as possible. Should the Chair decide there may potentially be a material personal interest or conflict of interest, the member may be required to either not take part in any discussions, or not be present for that discussion.
- Be cognisant they may occasionally be exposed to restricted information and must not disclose, make improper use or take advantage of this information. Any restricted information will be identified to members.

Council Officers will:

- Administration support will be provided by Council. Meeting notes will be taken and distributed.
- Provide background information as necessary for discussion.
- Ensure an appropriate level of involvement of technical and professional staff at meetings.

## Meeting Protocols

- Meetings to be held approximately every 3 months, on a week day.
- Location for meetings will usually be in the Eddie de Vere Building, Nambour (Large Committee Room) but may transition to virtual meetings for some or all meetings, as necessary.
- Length of meetings to be approximately 2 hours duration (from 9.30 to 11.30 am).
- Items for the agenda can be submitted up to 7 days prior to the meeting. An agenda will be compiled and distributed at least 3 days prior to the meeting. Representatives can submit items at any time to the nominated contact point for consideration by the Chair for inclusion in the agenda.
- Meeting to be chaired by Chair or alternative as nominated by the Chair.
- Total membership is expected to be between 15 to 20 persons.
- A quorum shall consist of the Chair (or alternative), two council representatives and four community representatives.

## Reporting

Agenda and meeting notes will be distributed by the Secretariat to group members with items for its consideration highlighted.

Items for consideration by other groups can be issued via the meeting notes.

## Authority

The Charter of the **Transport Community Reference Group** has been reviewed and approved by the CEO and may be amended from time to time.

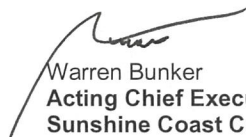
Recommended



Tom Jamieson  
Group Executive, Built Infrastructure  
Sunshine Coast Council

Date 10 July 2020

Approved



Warren Bunker  
Acting Chief Executive Officer  
Sunshine Coast Council

Date 11. Aug 2020



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