



# Transport Working Group (TWG) Terms of Reference (TOR)

AUTHOR			
Name	Position	Signature	Date
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ENDORSEMENT			
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First Name, Surname	Director, Transport Planning, <i>council name</i>		
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	<i>Others as required</i>		

## 1 Introduction & Purpose

The Transport Working Group (TWG) has been established to enable SINSW to share project information with both council (abbreviation) and Transport for New South Wales (TfNSW) in order to:

- Increase awareness of upcoming projects in the planning phase to minimize surprises when planning applications are made
- Identify potential issues related to projects
- Work through solutions to risks and problems raised in the TWG forum to enable improved planning applications that respond to the needs of all parties in a transparent and positive way

The working group is intended to cover projects within the council under the SINSW delivery program of works. It will also involve other projects from across the SINSW portfolio that are located within the council boundary.

The School Community Group area is from eagle eye and the Asset Management Unit contact is from eagle eye.

The TWG is initially formed to review school project name and may consider the road safety, school and public bus service planning and active transport planning for additional projects within the LGA or region as required.

## 2 Meeting Frequency

To start with, meetings will be held on a fortnightly basis.

This is so stimulus projects can conduct an inception meeting gathering TfNSW and council information about key issues, data collection, modelling requirements, plans, risks and infrastructure / operational concerns.

A subsequent meeting will be scheduled within a fortnight for the project and transport consultations to demonstrate the project progress resolving issues identified during the inception meeting and arising from early design work. This will afford the TWG time to discuss the proposed resolutions and provide additional information for the project team to revise the school design before the subsequent working group. This would afford the resolve to respond to identified issues in prior to preparation of final deliverables.

Prior to the SSD or CDC lodgment, another fortnightly meeting will be conducted to present the resolved transport proposal and capture any feedback to revise the Transport Assessment and draft School Transport Plan prior to submission.

It is expected that the TWG meeting frequency will gradually decrease over time – dropping to monthly or quarterly. The TWG could continue to address transport concerns for existing schools, providing council and TfNSW with a governance group to address school travel demand and transport planning for school sites.

## 3 Rules of the TWG

### **Conduct during meetings**

SINSW propose to use the TWG to bring projects to council and TfNSW for consideration during the project development and documentation stages of delivery. This is intended to create a safe, confidential environment for senior representatives of state and local transport agencies, operators and departments to consider existing transport issues and any potentially arising or exacerbated by the increasing school demand requiring the project.

#### *Respect*

It may be that different viewpoints are discussed within the TWG. It also may be that different roles, agencies and operating responsibilities result in differing priorities for TWG participants. By attending, or signing into the online TWG, participants agree to treat participants with respect and courtesy.

#### *Confidentiality*

It is essential that the discussions and presentations be treated in confidence by all parties. Confidential student data informs transport decision-making but must be respected as the actual residential location for a minor. As public servants, our Duty of Care to these students must extend to safe treatment of their data. It may also be the case that council and TfNSW wish to discuss the progress of plans, strategies or project timeframes in the planning or delivery stage.

The TWG is a forum to assist the project team in developing options and provide council and TfNSW with a mechanism to capture local feedback. This will inform the development of solutions rather than a 'fixed' option, developed without input and documented extensively at the SSD, CDC or DA stage. Confidentiality is paramount.

### **Attendance and timing**

Meeting invites are to be sent out a minimum of 1 week in advance of the session, to enable each party to send representatives. Ideally two weeks notice will be given for all meetings.

Invitees should accept or decline the electronic invite and send the response to the meeting organizer so that total attendee numbers are known in advance. If we are unable to get sufficient attendance from any of the parties involved (SINSW, TfNSW or council), the meeting will be rescheduled.

It is acceptable to send apologies up to 1 hour before the meeting, and if no apologies are received then attendance will be expected.

The meetings will start on time. A one minute timeframe will be allowed for the host to greet attendees, and then the first order of business will be addressed.

If the purpose of the meeting is achieved before the time expires, the meeting can be closed early.

If the purpose of the meeting is not achieved by the expiry of the invite, a subsequent meeting may be scheduled.

### **Conduct during meetings**

The host or other nominated chair will facilitate the conversation and invite people to speak in an orderly fashion. Where questions need to be asked or ad hoc comments shared, people should do so by raising their virtual hand (or other silent signal depending on what meeting tool is being used), so that the host can bring them into the conversation without people talking over each other.

All attendees should remain on mute while not speaking.

The 'text chat' function should be used to share relevant and useful information, or to request clarification on an item that has been discussed.

## 4 Content and context of the TWG

### **Intended content**

The TWG has been established to cover the following ground:

- Raise awareness of the upcoming projects in the council area
- Float design options, transport solutions and expected impacts of the projects on the transport network so that they can be worked through and modified to minimize comments and objections when formal planning applications are lodged
- Respond to issues raised by Council or TfNSW about existing schools and facilitate discussions with the correct contacts within SINSW to deal with them

### **Not included**

The TWG is not intended to serve these functions:

- Shortcut the planning application process in any way whatsoever
- Replace any existing communication channels or formal governance that is currently in place
- Create silos between Council or TfNSW departments