

TERMS OF REFERENCE



Heavy Transport and Freight Working Group

1. INTRODUCTION

The Hindmarsh Heavy Transport and Freight Working Group will strengthen the voice of the Heavy Transport and Freight community by providing advice to ensure Council's broader policy issues and Council Plan and programs reflect the interests of the Heavy Transport and Freight community.

2. OBJECTIVES

The key objectives of the Group are to:

- Provide a representative sample of independent and authentic voices of people from the Heavy Transport and Freight users with an ability to advise on current and emerging issues and priorities;
- Provide feedback and advice to Council on broader policy issues;
- Assist Council to promote the benefits and enhance understanding about the barriers for Heavy Transport and Freight users

3. MEMBERSHIP

The Group shall comprise representatives as follows:

- Hindmarsh Shire Council Mayor or delegate.
- Department of Transport
- Transport providers and users - maximum 14

Representatives of the community, peak bodies and service providers may be invited to attend Group meetings to provide specific advice on an as-need basis.

The quorum for the committee is attendance by at least 50% of independent members, and the mayor or delegate.

The council may terminate the appointment of any Group member if:

- A member's conduct, action or comments bring Hindmarsh Shire Council into disrepute.

CODE OF CONDUCT

Members are required to act honestly and treat others with respect while exercising due diligence and reasonable care.

4. METHOD OF APPOINTMENT

Interested members of the heavy transport community are required request in writing an interest in attending the working party meetings and a decision will be made by consensus at the following meeting.

5. SELECTION CRITERIA

Applications will be assessed against the following criteria:

- Live, work or study, or have a relevant connection with Hindmarsh Shire;
- Knowledge and understanding of the needs and issues relevant to the Heavy Transport and Freight Industry
- Capacity to analyse information and provide advice on issues affecting the Heavy Transport and Freight Industry
- Availability to attend 80% of meetings scheduled throughout the year.

6. CHAIRPERSON

Hindmarsh Shire Council's delegated Councillor will be the chairperson for this meeting and officers will undertake secretariate function.

The officers will call for the agenda and set the agenda in consultation with the chairperson. The chairperson will guide the meeting according to the agenda and time available, facilitating respectful discussions, and acknowledging the value of the diverse views of members.

In the event that the Chairperson is absent, the delegate or Director of Infrastructure Service will assume the role of Chairperson for the meeting.

7. MEETINGS

Meetings may be held face-to-face, online or a combination of both.

A call to the membership for agenda items will be issued two weeks prior to the meeting, and the agenda will be distributed at least one week prior to the meeting.

The Group will meet four times per year.

An alternative time, day or location of the meeting can be arranged as agreed by the Group.

8. REPORTING

The Group will have no formal reporting requirements.

Recommendations and requests arising from meetings may be presented to Council for consideration.

9. AUTHORITY

The Group is a working group and does not have executive powers or authority to implement actions in areas over which the CEO or Council has legislative responsibility. The Group does not have any management functions and cannot involve itself in management processes or procedures. The Group supports officers to shape the future direction of infrastructure renewal/upgrade program to facilitate heavy transport and freight productivity improvement. The Group is not an Advisory body as it does not meet the framework of Advisory Committee Policy.