

TWEED PUBLIC TRANSPORT COMMITTEE (Constitution)

1. Relationship of the Committee and Council

The Committee is appointed by Council to provide advice to Council regarding public transport.

2. Membership of the Committee

2.1 Membership of the Committee shall be 10 full members appointed by the Council in accordance with this constitution. There shall also be 6 associate members. In addition any Councillor is eligible to attend as an ex officio member.

2.2 The full members of the Committee will be as follows:

- ❖ Bus Operators (2 representatives – one from Surfside Buslines and another from Parsons Bus Service)
- ❖ One representative from the Northern Rivers Social Development Council
- ❖ One representative from the Ministry of Transport
- ❖ Three community representatives
- ❖ Three Council representatives
 - Traffic Engineer (Chair of Committee)
 - Social Planner
 - Road Safety officer

2.3 Associate membership of the Committee will include members from the following targeted groups:

- ❖ One representative from Tweed Taxis
- ❖ One representative from NSW Police
- ❖ One representative from Blind Citizens Australia
- ❖ One representative from Tweed/Byron/Ballina Community Transport
- ❖ One representative from the Department of Veterans Affairs
- ❖ Tweed Shire Council's ATSIC Liaison Officer

2.4 The decision of the committee at a meeting will be by simple majority of voting members who are present at the meeting.

2.5 Associate Members will receive the agenda and minutes of meetings.

2.6 Associate members will be entitled to attend meetings and contribute to discussions but will not have voting rights.

5. Terms of Reference

- ❖ To provide advice and recommendations to Council on public transport
- ❖ To provide a forum for discussion of public transport solutions
- ❖ To develop public transport initiatives through consultation
- ❖ To provide advice and recommendations to public transport providers
- ❖ To provide a link between Council and public transport providers
- ❖ To promote sustainable and accessible public transport options for Tweed Shire and Regional NSW

3. Committee Chairperson

3.1 The Chairperson of the Committee shall be Council's Traffic Engineer.

4. Conduct of Meetings

- 4.1 The Chairperson shall prepare the agenda and circulate this to members and associate members.
- 4.2 The group shall meet bi-monthly.
- 4.3 All meetings shall be open to members, associate members and Councillors. Others may attend by invitation of the Committee or the Chairperson.
- 4.4 The duration of meetings shall not exceed two hours.
- 4.5 The Chairperson shall engage a Secretary to keep minutes and circulate the agenda and minutes to members and associate members.