

Terms of Reference for the Central NSW Integrated Transport Group (CNSW ITG)

Adopted

At the inaugural meeting of the CNSW ITG held on Monday 8 November 2021.

Purpose

These Terms of Reference set out the role, composition and operations of the Central NSW Integrated Transport Group (CNSW ITG) noting that there is an opportunity to inform the progression of the Joint Organisation and build its relationships with State and Federal agencies while aligning priorities with the following:

- Community Strategic Plans of member councils
- NSW Government 20 Year Regional Economic Vision
- NSW Government Regional Economic Development Strategies
- NSW Government, Central West and Orana Regional Transport Plan
- State Infrastructure Plan: Building Momentum 2018-28
- Central NSW JO Strategic Plan

Guiding Principle

We know and recognise that the best outcomes occur when they are based on collaborative and researched advice.

Role

1. To identify synergies and opportunities for future partnering between the region and State and Federal agencies on
 - a. Regional roads strategic planning and methodologies
 - b. Funding of roads
 - c. State Owned Roads strategic planning
2. To share information and provide feedback to stakeholders adding value from a collaborative approach; and
3. To influence the regulatory, funding and planning frameworks.

Chair and Membership

The Group will consist of representatives from

- Central NSW Joint Organisation (CNSWJO) Board
- CNSWJO Road Technical Committee
- TfNSW
- DPIE Planning
- Department of Infrastructure Transport Regional Development & Communications
- RDA Central West
- ARTC
- Western Sydney Representatives

The Chair of the Group will be elected from the representatives listed above on an annual basis.

Representatives from additional key stakeholder groups may be invited to join the Group where appropriate.

Reporting

Reporting arrangements will be met by stakeholders according to their delegation and reporting processes.

The Regional Integrated Transport Group will:

- Note that “Chatham House Rules: apply
- Issue any communique or media release from an agreed approach at the meeting and include this as a standing agenda item

Collective outcomes

The Group will come together with intent to improve our region as a co-hort, by the effectiveness of existing agencies coming together and working together.

Meetings shall allow the sharing of updates from each agency, but also the sharing of issues and items that can be discussed opening in this forum, and to allow each agency to contribute freely in discussion and share how their agency can assist in this area.

Accountability of assigned deliverables to each agency will come from the group as a collective.

Organisation Structure



The structure of the organisation has been established as 'spheres of influence'. We all work under a funding framework that we can't change, but we want to influence it as a part of this group.

The Central NSW Integrated Transport Group (CNSW ITG) may create sub-committees where deemed appropriate, where resourcing would need to be discussed.

Meetings

Meetings will be held quarterly in a central location. Meetings will commence at 10am with lunch provided at the conclusion. Meetings will aim to finish before 3pm in order to allow for travel.

Ideally these meeting will be held in person where possible, or otherwise, can be held via IT platforms. Meeting dates will be set 12 months in advance, and if and where individuals cannot attend, then they have the responsible to have a nominated delegate attend in their absence and report on their items.

Minutes and Agendas

Agendas of the Central NSW Integrated Transport Group (CNSW ITG) meetings will be distributed to members at least 7 days prior to the meeting date.

Minutes of the Central NSW Integrated Transport Group (CNSW ITG) will be distributed to members within 7 days following the meeting and tabled for discussion at the next meeting.

Minutes will only capture agreed actions.

TfNSW shall take on the role for these actions.