

# Northern Integrated Transport Plan

## Steering Committee

### Draft Terms of Reference

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#### **Membership**

Membership of the Steering Committee will comprise representatives from the Department of Infrastructure, Energy and Resources, Northern Tasmania Development, Department of Economic Development, Tourism and the Arts, the Tasmanian Planning Commission, and local government (Launceston City, Flinders Island, West Tamar and Break O'Day councils). It is intended that members will attend meetings in person and proxies will only attend where they are temporarily filling the role of the member and can make decisions on their behalf.

David Spence, General Manager, Infrastructure Strategy, DIER will chair the Steering Committee.

#### **Role**

The Steering Committee will be responsible for:

- approving the process to develop the Northern Integrated Transport Plan, including project documentation (project plan, consultation plan);
- approving the need for, role and membership of a project working group;
- providing comment on key documents, including the draft overview Report, key stakeholder workshop material and the draft Northern Integrated Transport Plan; and
- agreeing the approval process to finalise the Northern Integrated Transport Plan.

As not all councils will be represented on the Steering Committee, other councils may provide comments through Northern Tasmania Development.

The background report, draft and final Northern Integrated Transport Plan will be provided to all councils for comment and approval. The Steering Committee will determine how to resolve any issues arising from this process.

#### **Working arrangements**

##### *Decisions*

Decisions will be by consensus, facilitated through the Chair.

Members may nominate proxies, however proxies must have the ability to make decisions on behalf of the permanent member/organisation.

A quorum of 6 members is required in order to meet, including 3 local government representatives.

### *Meeting schedule*

The Steering Committee will meet at key decision points throughout the process.

Agendas for each Steering Committee meeting will be provided to members at least a week prior to the meeting.

### *Executive and administrative support*

Executive and administrative support for the Steering Committee will be provided by the Infrastructure Strategy Division of DIER, with support from Northern Tasmania Development.

### *Communication*

Northern Tasmania Development will be a key link for communications between councils, the Steering Committee and DIER.

### *Reporting arrangements*

