



AITPM INCLUSIVE MOBILITY PROGRAM

STEERING GROUP TERMS OF REFERENCE

29 February 2024

CONTEXT

The Australian Institute of Traffic Planning and Management Ltd (AITPM) is the national association for traffic and transport professionals. As the national association for traffic and transport professionals, the AITPM is focused on leading members to connect, collaborate, and participate to advance their skills, capability and knowledge to support a good transport system and great places.

The AITPM and its members support a vision of a sustainable, efficient, safe and accessible transport system. Inclusivity is a key challenge underpinning this vision and as such the AITPM is introducing a new Program to shape progress towards delivering this vision.

The AITPM Inclusive Mobility Program will establish a framework which will:

- **Elevate the discourse on Inclusive Mobility** – raising awareness of the challenges, opportunities and actions in our industry and our communities
- **Establish and embed processes for collaboration and advocacy** within our industry and with government agencies (including Steering and Working Groups)
- **Drive improvements in standards, guidelines, planning, design and delivery** of infrastructure and services that support inclusive mobility outcomes
- **Enable long-term, meaningful societal change** for our communities, cities, regions where we live, work and play.

PURPOSE, ROLE AND RESPONSIBILITIES

The Inclusive Mobility Program Steering Group is responsible to the AITPM Board and will provide project governance, strategic direction and be a program level decision-making body with the approval of the AITPM Board. The Steering Group will agree key issues and drive program activities and provide project governance, leading the Inclusive Mobility Program Task Group in delivery of activities. AITPM Board endorsement of the key program activities is required.

The Steering Group will set clear objectives for program activities and be outcome driven.

The Steering Group will work proactively with AITPM members, the AITPM CEO and board, industry, and government to engage, advocate and educate to deliver on the Inclusive Mobility Program vision. The responsibilities of the Steering Group will be as follows:

1. Develop a definition for inclusive mobility, develop and agree a vision for the Inclusive Mobility Program, establish a clear set of objectives and actions with priorities.
(Undertaken during initial establishment phase, then set for year and reviewed annually)
2. Determine a clear, prioritised set of activities to ensure progress in line with Program vision
3. Practically advise on priority actions and lean in to contribute and lead to help delivery
4. Raise awareness and facilitate education of AITPM members, representatives, industry professionals and government organisations on vision, issues and activities.
5. Provide advice and guidance for the effective function of the Task Group
6. Proactively engage with representative groups to ensure relevance of Program activities

A Chair will be elected from among the existing members of the Steering Committee, and if no current members are willing or able, the AITPM CEO will seek a Chair via direct selection, or failing that, an expression of interest process.

The Steering Group will have a program level decision-making function to determine key actions and prioritisation. Some key decisions may need to be put forward to the AITPM CEO or Board as recommendations, subject to agreed delegations.

The Steering Group will take the form of online meetings. Email, Teams or Zoom meetings or other forms of virtual communication, will be used to support efficient progress.

A quarterly report will document actions, progress and next steps. It is intended to be a brief, 1-2 page summary document, circulated to the Steering Group and the AITPM Board.

MEETINGS

The Steering Group will meet up to 8 times per annum, with meeting frequency/ timing/ duration to be agreed by members. At least 5 members are required for a meeting, with at a minimum:

- The AITPM Executive Sponsor (The AITPM CEO or their delegate)
- The Steering Group Chair (or their delegate)
- The Steering Group Secretary (or their delegate)
- 1 or more government representatives
- 1 or more technical / industry representatives

Meeting agenda, notes and actions will be reviewed by the Chair, Secretary and Executive Sponsor prior to issue. Meeting notes and actions will be recorded and circulated by the Secretary.

Steering Group members may nominate an appropriate proxy to attend on their behalf, by advising the Chair or Executive Sponsor 2 days prior to the meeting. Proxies are to be kept to a minimum.

Observers or guests (such as technical representatives or Task Group members) may be invited to attend meetings to participate or progress specific items. They are not entitled to participate in decision making of the group unless nominated as a proxy.

MEMBERSHIP

- The Executive Sponsor of the Steering Group shall be the AITPM CEO (or their delegate).

- The Chair will be elected by the members of the Steering Committee.
- The Secretary will be nominated by the Executive Sponsor and the Chair.
- The Chair and Executive Sponsor will ensure the group is representative and diverse.
- Where there is a corporate partner(s) for the support of this program, that organisation will be entitled to nominate a suitable representative for the Steering Committee.
- The Steering Group will have between 8 and 12 members, who have the skills, experience and expertise to lead the AITPM's Inclusive Mobility Program in line with the vision.
- Membership will be reviewed annually to ensure continued focus and participation.