

Rushworth Flexible Community Taxi Project

Steering Committee

Terms of Reference

Background

The Rushworth Flexible Community Taxi Project has been developed in conjunction with Regional Association of Neighbourhood and Community Houses (RANCH), funded by the Victorian Department of Transport and overseen by the Rushworth Community House to:

- develop of a sustainable, flexible “taxi” service to meet the transport needs of the Rushworth community
- develop a sustainable community transport model that will provide the Neighbourhood House sector with a community transport model suitable for delivery in other transport disadvantaged rural communities

The project will establish a “community taxi” service that will be able to provide a new 8-seater van which can be booked through the Rushworth Community House with 24hrs notice.

It will be a door-to-door service and will not only include individual bookings but also regular transport services to nearby major or mid-sized town centres.

The service area for taking bookings will be Rushworth and the nearby townships of Colbinabbin and Stanhope.

The project will investigate opportunities to establish a commercial of the service in accordance with the new Commercial Passenger Vehicle regulations.

The establishment of the service will also provide a “pilot project” for the neighbourhood house sector to inform future community transport development.

A Rushworth Flexible Community Taxi Project has been established consisting of a Steering Committee, Project Control Group and a Project Coordinator.

Purpose

The purpose of the Steering Committee is to:

- oversee the Rushworth Flexible Community Taxi Project;
- facilitate the timely delivery of the Rushworth Flexible Community Taxi Project; and
- provide advice to the Rushworth Community House on key strategic goals of the Rushworth Flexible Community Taxi Project.

Role of the Steering Committee

The role of the Steering Committee will be to:

- provide strategic oversight and direction regarding development of the Rushworth Flexible Community Taxi Project and early advice issues;
- secure support and resources, facilitating the removal of any barriers, as required to ensure project success;
- ensure Rushworth Flexible Community Taxi Project objectives, projects and outcomes, are consistent with, and supportive of the Department of Transport and RANCH strategic policy directions;
- monitor the progress of the project to see that project targets and objectives are being met and expected benefits realised;
- assist in conflict resolution and management of high/extreme risks and issues; and
- review and comment on key input studies, reports and major revisions of the strategic plans as they are developed.

Responsibilities of the Steering Committee

It is expected that Steering Committee members will:

- ensure that sound corporate governance is maintained throughout the project;
- understand and represent the interests of project partners;
- check that the Rushworth Flexible Community Taxi Project is making sensible decisions, especially in procurement and in responding to issues, risks and proposed project changes;
- actively participate in meetings through attendance, discussion, and review of minutes, papers and other Rushworth Flexible Community Taxi Project documents; and
- share relevant experience and learnings from other projects which may assist in achieving best practice implementation.

Steering Committee membership

The members of the Steering Committee are:

Name	Position
Nick Buzza	Rushworth Community House Vice President
Donna Clusker	Department of Transport
Christine Borger	Rushworth Community Bank Board of Management
Cass Alexander	Rushworth Community House President
Julie Price	Publican of the Colbinabbin Pub
Lyn Emmett	Stanhope Show, Shine and Swap Meet Secretary
Annie Bromley	Rushworth Community Transport Co -Coordinator
Sue Birch/Lisa Linton	Network Manager of RANCH
Kevin Vivian	Networker RANCH

Additional members may be invited to join the Steering Committee on an as needs basis.

Meetings and reporting

The Steering Committee will:

- meet two-monthly at the start of the project with later frequency being determined by project needs