

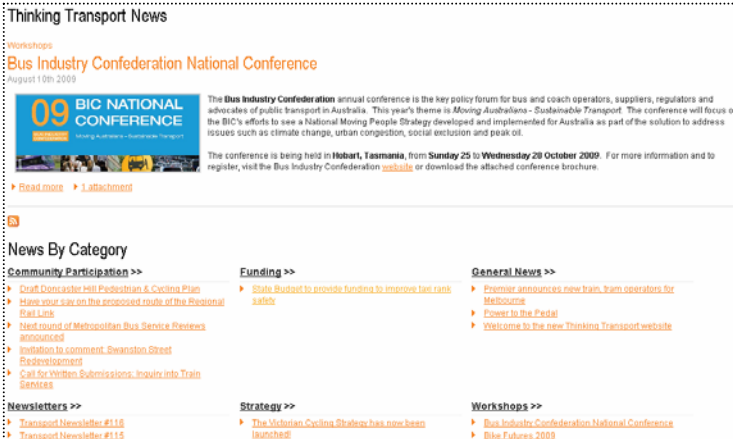
## Using the Thinking Transport website - A Guide for Local Government staff

**Welcome to the Thinking Transport website.** This website has been developed to provide you with a one-stop-shop of transport related information and to provide an easy way for local governments to share their documentation on a wide range of local government transport initiatives from long-term strategies to one-off events. Thinking Transport also provides you with quick access to updates on state government transport related projects and programs.

This guide will help you to navigate through and use the website.

### 1. How can you stay up-to-date?

Thinking Transport provides you with many ways that you can stay up-to-date with the latest news, current issues, literature and events in the world of transport.



The screenshot shows the 'Thinking Transport News' section. At the top, there is a featured article titled 'Bus Industry Confederation National Conference' dated August 10th 2009. Below this, there is a 'News By Category' section with three columns: 'Community Participation', 'Funding', and 'General News'. Each column contains several news items with links to read more. At the bottom, there are sections for 'Newsletters' and 'Workshops'.

Check out the **News** section for the latest events, workshops, conferences, opportunities to make submissions or participate in new strategies or reviews and new funding opportunities.

Visit the **Library** and **Links** sections for a comprehensive database of local, national and international transport information. Here, you will find relevant conference papers, research papers, transport strategies, policy documents and so on.

Both sections provide you with an opportunity to upload and share any materials or websites that you find particularly useful. To do so, simply click on the *Add your Document* (within the Library section) or *Add your Link* (within the Link section) and complete the input form. Fields marked with a red asterisk are mandatory.

### Input form – new Library document

**Create Document**

If posting a research document, please include date of publication in the description field.

**Title: \***

**Author / Source: \***

**Contributor: \***

**Library categories:**

- None selected -

**Description:**

**B I** [List icons]

### Input form – new Link

**Create Link**

This area is moderated. Your submission may not appear on the site immediately.

**Title: \***


**Link Categories: \***

- Please choose -

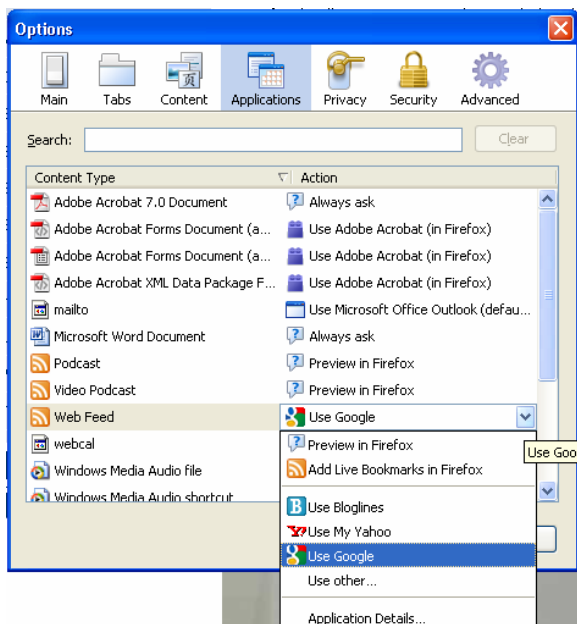
**Body:**

**B I** [List icons]

**RSS feeds** have been set up on *News*, *Library* and *Links*. RSS stands for Really Simple Syndication or Rich Site Summary. It allows you to see when websites have added new content without having to go to the website. Once you subscribe to the RSS feed, the content will come directly to you, rather than requiring you to go to the website.

Pages with the  symbol identify whether a RSS feed is available for that page or not.


To start using RSS feeds, you will need an **RSS feed aggregator or reader**. This software will allow you to receive all your feeds in the one place.



There are many RSS readers available to the public. Web browsers, such as Firefox, allow you to track your RSS feeds in real-time via the browser.

To set this up, head to the *Tools – Options* menu in your web browser. Within the *Applications* section, the *web feed* option will allow you to select the method for receiving your RSS feeds.

Google also provides a free **RSS Reader**. To use this program, all you need to do is create a Google Account and start adding your RSS feeds.

To add a RSS feed, click on the  symbol and follow the directions.

For more information on RSS feeds, check out the YouTube tutorial at the Victoria Online website - <http://www.vic.gov.au/rssfeed.html>

## 2. *Sharing and exchanging transport information*

Thinking Transport builds on the strong culture of information exchange within the sector and provides an easy way to facilitate and support this culture.

To get started, you need a user account. To create an account, head to the *Practice* menu and click on the *Register Now* option. From here,

1. Fill in the online form, with the red asterisk indicating a mandatory field.
2. Click on the *Create New Account* button to send the request to the Site Administrator for approval.
3. The Site Administrator may contact you to verify your request.
4. Upon approval, you will receive an e-mail notifying you that your request has been approved.

With your user account in hand, you are now ready to start uploading your information. To do so, follow the steps below.

1. Click *Practice* from the main menu located on the LHS. It's a good idea to browse some existing programs first so you can see how the 'finished product' will look.
2. The *Current Local Government Practice* page will appear. From this page, click on the link to *Login*.
3. From here, your personal menu will appear and select the *Add Council Document* link.
4. The *Post Program to Website* page will appear. Fill in the details of your program or project. Note: fields marked with a red asterisk are mandatory fields. You can attach relevant documents (file attachments section), include links (links section) and an image (e.g. logo or photo) (photo section).

### Post Program to Website

Victorian Local Government staff can use this form to add documents, links and a photo relevant to Council programs and activities being planned or conducted by Victorian Local Governments. Research papers and opinion articles can be moderated, and may not appear on the website immediately.

**Council: \***  
Alpine Shire Council

**Travel Mode: \***  
All transport modes

**Partner Agency:**

**Program Category: \***  
- Please choose -

**Program Name: \***

**Year of publication:**  
- None -

**Description:**

Format: Normal

**B** **I** **U** **abc** **x** **x<sup>2</sup>**

Teaser

**File Attachments**  
Changes made to the attachments are not permanent until you save this post. The first "listed" file will be included in RSS feeds.

**Attach new file:**

The maximum upload size is 20 MB. Only files with the following extensions may be uploaded: .jpg .jpeg .gif .png .txt .doc .rtf .pdf .xls .ppt .docx .xlsx .odt .ods .odg .odp .odg .odp

**Links**

**Title:**  **URL:**

**Title:**  **URL:**

**Contact Details**

**Contact person: \***

**Phone: \***

**Email: \***

**Photo**

**Upload a photo:**

Maximum Filesize: 2 MB  
Allowed Extensions: .jpg .jpeg .png .gif  
Images larger than 640x480 pixels will be scaled

5. Once you're done, click the *submit* button at the bottom of the page.

A message will then appear informing you that the item has been created but not yet published. Publication may take a day or two.

### 3. Modify your information

- [Home](#)
- [News](#)
- [Principles](#)
- [Practice](#)
- [State Government](#)
- [Good Ideas](#)
- [Library](#)
- [Links](#)

Welcome council

- [My Account](#)
- [Add Council Document](#)
- [My Council Documents](#)
- [Logout](#)

### My Programs

Title	
Bus Strategy	<a href="#">Edit</a>

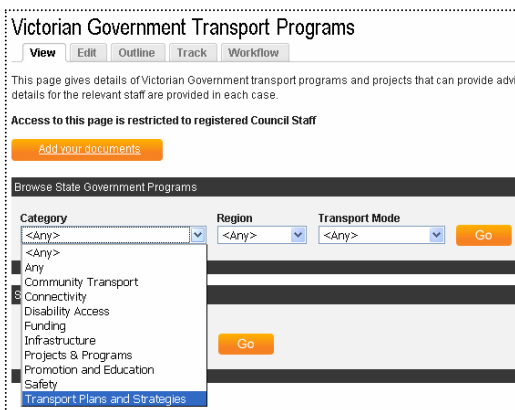
To modify a document that you have previously uploaded, you will need to be logged in. You can log in from either the *Practice* or *State Government* sections.

Once logged in, your personal menu will appear underneath the main website menu on the LHS. To find the document that you need to modify, click on the *My Council Documents* link.

From the list of council documents, find the document you would like to modify and click *edit*. The program input form will appear, allowing you to make the required changes. To save, click on *submit*.

#### 4. State Government information

Thinking Transport provides you with quick access to the latest on state government transport related projects and programs. To access this section, you will need a user account. If you have not previously created an account (i.e. at step 2), select the *State Government* menu option and from the landing page, click on the *Create New Account* link and fill in the input form, with the red asterisk indicating mandatory fields.



With your user account in hand, you can now login to the *State Government* section. Once logged in, you will be able to search for the state government transport project or program that is relevant to you.

The main page provides a search panel, where you can refine your search by *category*, e.g. community transport; by *region*, e.g. interface; and/or by *transport mode*, e.g. bus. A free-form search box is also provided.

#### 5. Looking for some Good Ideas?

The eponymous section is for you. *Good Ideas* aims to showcase the many examples of innovative work that is being done throughout Victoria and to demonstrate how these on-the-ground examples lead to providing greater transport options for local communities.

We would be delighted to add your *good ideas* to this growing library. Simply, send your high-resolution photographs and brief description to the Site Administration via e-mail at [admin@thinkingtransport.org.au](mailto:admin@thinkingtransport.org.au).

#### 6. New to Transport?

The *Principles* section is for you. In this section, you will find general information on the elements of an integrated transport system, strategic issues that should be taken into consideration when developing transport policies for your municipality and the governing transport planning and policy framework. Your contributions and feedback on this section are welcome and can be made via e-mailing the Site Administrator at [admin@thinkingtransport.org.au](mailto:admin@thinkingtransport.org.au).

#### 7. Need Assistance?

Please contact Stacey Bloomfield (Local Government Transport Facilitator) at the Victorian Local Governance Association (VLGA) on (03) 9349 7943 or by e-mail [stacey@vlga.org.au](mailto:stacey@vlga.org.au).