

# ROAD SAFETY ADVISORY COMMITTEE

## TERMS OF REFERENCE

### 1. BACKGROUND

- 1.1 By this Terms of Reference document, the Ballarat City Council (**Council**) establishes the Road Safety Advisory Committee (**Committee**).
- 1.2 Council will establish from time to time various Advisory Committees. The purpose of the Committee is to provide Council with expertise in relevant matters to assist its decision making for the Ballarat Community.
- 1.3 The Committee has the functions and responsibilities as set out in this Terms of Reference document. The Terms of Reference document sets out the structure and basis on which the Committee can make recommendations to Council.
- 1.4 A Road Safety Advisory Committee was established (Council Meeting 9 April 2003) to oversee the implementation of the Road Safety Strategy 2000. This committee ceased to continue meeting post 2004. The Committee was re-established on 14 June 2006 to assist in the renewal of the initial Road Safety Strategy.
- 1.5 This Terms of Reference document is authorised by a resolution (R141/19) of Council passed on 12 June 2019.

### 2. PURPOSE

The Committee is established for the purpose of:

- 2.1 Acting as a Steering Committee for the delivery of the Road Safety Strategy 2015-2020 and future iterations.
- 2.2 Assisting Council to meet the guidelines provided by VicRoads for Local Government to support the re-development of the strategy.
- 2.3 Representing Council on the RoadSafe Community Road Safety Council for Central Highlands.

### 3. OBJECTIVES

The objectives of the Committee are:

- 3.1 To endeavour to improve safety and provide a better understanding of road safety issues/initiatives for motorists, cyclists, pedestrians and the wider community.
- 3.2 To endeavour to implement actions that result in overall increased community safety.
- 3.3 To review the previous strategy and implement the 2015/20 City of Ballarat Community Road Safety Strategy; The 2015-2020 strategy was adopted by Council on 24 February 2016 and is due to be reviewed in 2020.

- 3.4 To be involved in current and proposed development of strategic traffic management and transport plans including, Ballarat West PSP, Ballarat Road Safety Strategy, City of Ballarat Road Hierarchy Review and other strategies as occur from time to time.
- 3.5 To support young driver education programs within the community (L2P Learner Driver Mentor Program, Ballarat South Rotary Club, etc).
- 3.6 To review and advocate for any proposed changes to speed zone signage throughout the Municipality.

#### **4. ROLES AND RESPONSIBILITY**

- 4.1 The role of the Committee is:
  - 4.1.1 Supporting the delivery of the City of Ballarat 2015/20 Road Safety Strategy;
  - 4.1.2 Managing the implementation and ongoing review of the 2015/20 City of Ballarat Road Safety Strategy;
  - 4.1.3 Review of other Strategic Road Safety Issues and Initiatives;
  - 4.1.4 Review of Road Safety Funding Project Bids and priorities in relation to road safety;
  - 4.1.5 Review and development of Council policy and procedures in relation to road safety;
  - 4.1.6 Improving coordination of road safety efforts in the municipality and region by facilitating and/or supporting education and consultative programs; and
  - 4.1.7 Reporting on Road Safety Issues/Initiatives undertaken in conjunction with RoadSafe Central Highlands Inc, Community Safety Committee, external stakeholders/partners and within Council.
- 4.2 Committee members are expected to keep confidential all sensitive, commercial and personal information that the members encounter while being a member of the Committee.

#### **5. MEMBERSHIP**

- 5.1 The Committee will consist of a minimum of 12 members comprising of:
  - 5.1.1 Two (2) Councillors (Chair and substitute Chair)
  - 5.1.2 Executive Manager Development Facilitation, City of Ballarat
  - 5.1.3 Coordinator, Traffic and Transport, City of Ballarat
  - 5.1.4 Coordinator Parking Services
  - 5.1.5 Executive Manager, Engaged Communities
  - 5.1.6 Victorian Police Representative

- 5.1.7 VicRoads Representative
  - 5.1.8 Department of Education & Early Childhood Development Representative
  - 5.1.9 SES Representative
  - 5.1.10 CFA Representative
  - 5.1.11 PTV Representative
  - 5.1.12 Community Safety and Wellbeing Officer
- 5.2 The Chief Executive Officer shall appoint a Council Officer to provide administrative support and guidance to the Committee.
- 5.3 Each member of the Committee has and may exercise one equal vote on any question before the Committee for determination.
- 5.4 Councillors, other than a Councillor appointed under clause 5.1.1, who attend a meeting are not to be classed as members of the Committee and do not have voting rights.
- 5.5 Council will revise the membership and voting rights of each Committee member as it sees fit.
- 5.6 A Councillor appointed under clause 5.1.1 will be the Chairperson of the Committee.
- 5.7 Where more than one Councillor is appointed to the Committee, Council will, by resolution, appoint one of those Councillors to be the Chairperson of the Committee.
- 5.8 If a Chairperson is not appointed under clause 5.6 or 5.7, as the case may be, before the Committee's first meeting, the Committee members must appoint a Chairperson at the first meeting.
- 5.9 If the Chairperson is absent from a Committee meeting, the Committee will select a temporary Chairperson to chair the Committee meeting.
- 5.10 Any Councillor can attend meetings of the Committee as an observer.
- 5.11 The Committee will determine if the Community representatives are to be invited or advertised at the first meeting.

## **6. MEETINGS**

- 6.1 Unless Council resolves otherwise, Committee meetings must be conducted in accordance with:
- 6.1.1 Council's Meeting Procedure Local Law (as amended from time to time and adopted by Council);
  - 6.1.2 Part 4, Division 2 of the *Local Government Act 1989*;
  - 6.1.3 The Committee's discretion, as exercised from time to time; and
  - 6.1.4 Council's Community Consultation and Participation Framework.

- 6.2 The Committee will meet every four (4) months, or with such frequency as determined by resolution of Council or, absent such a resolution, with such greater frequency as agreed by the Committee from time to time, with the ongoing time and venue to be determined by the Committee.
- 6.3 The Chairperson will chair all Committee Meetings.
- 6.4 The Chairperson is the authorised spokesperson for the Committee.
- 6.5 The role of the Council Officer appointed under clause 5.2 will include;
  - 6.5.1 maintaining a Register of Committee members, their date of appointment, reappointment and official positions (if any) held as a Committee member;
  - 6.5.2 advising Committee members of term completion dates and their eligibility for reappointment as relevant;
  - 6.5.3 acting as the contact point between Council and the Committee; and
  - 6.5.4 assisting with meeting the Committee's reporting requirements.
- 6.6 A quorum of the Committee will be half of the members plus one.
- 6.7 Voting will be by a majority of votes by a show of hands. Only members in attendance are entitled to vote. The Chairperson shall have the casting vote in the event of an equality of votes.
- 6.8 Sub Committees may be appointed by the Committee and may meet between general meetings and as authorised by the Committee.

## 7. REPORTING

- 7.1 The Committee is responsible for taking proper minutes of all meetings and preparing reports for the Committee's consideration in accordance with:
  - 7.1.1 Council's meeting procedure Local Law (as amended from time to time and adopted by Council);
  - 7.1.2 Part 4, Division 2 of the *Local Government Act 1989*;
  - 7.1.3 any resolution of Council made from time to time; and
  - 7.1.4 the Committee's discretion, as exercised from time to time.
- 7.2 The Committee must prepare and present to Council a report of its activities upon being required to do so by Council and, in any event, at least once per year.
- 7.3 In accordance with the *Local Government Act 1989*, when a Councillor attends a Committee Meeting, this is deemed to be an *Assembly of Councillors* and an Assembly of Councillors Record must be completed as soon as possible by the Council Officer appointed under clause 5.2 or, if that Council Officer is not present, by the Committee Chairperson, and forwarded to the Statutory Compliance Unit for inclusion in the report to Council.  
(Note – this only applies when a Councillor is in attendance.)

## **8. CREATION AND DISSOLUTION**

- 8.1 By these Terms of Reference the Committee:
  - 8.1.1 Is established; and
  - 8.1.2 Has the responsibilities as set out in the Terms of Reference.
- 8.2 These Terms of Reference:
  - 8.2.1 Come into force immediately when the resolution of Council adopting them is made; and
  - 8.2.2 Remain in force until Council determines to vary or revoke them.
- 8.3 The Committee will only be dissolved by resolution of Council.

Dated: 12 June 2019