



# Kingborough

## KINGBOROUGH ROAD SAFETY COMMITTEE

### TERMS OF REFERENCE

#### 1. The Committee

The name of the committee shall be the Kingborough Road Safety Committee (hereinafter referred to as the 'Committee') appointed as an advisory committee to the Kingborough Council under Section 24 of the *Local Government Act, 1993*.

#### 2. Definitions

"Council" means the Kingborough Council.

"Committee" means the Kingborough Road Safety Committee.

#### 3. District

The Committee shall operate within the local government boundaries of the Kingborough municipal district.

#### 4. Aims

The intention and purpose of the Committee is:

- (a) To encourage and promote to all road users the safer use of roads.
- (b) To be aware of existing and potential road safety issues and to address these by developing, implementing and evaluating appropriate road strategies.
- (c) To engage and foster community involvement in traffic safety matters.

#### 5. Objectives

The Committee will endeavour to achieve its aims through the following:

- (a) Facilitate community planning, development and implementation of road safety programs and promotions.
- (b) Develop programs and initiatives that target specific groups and road safety issues in the community.
- (c) Identify road safety issues, pursue and review road safety strategies that can be adopted by the Council and other road safety organisations.
- (d) Provide feedback on relevant issues to organisations such as the Department of State Growth, the Road Safety Task Force and Tasmania Police as approved by Council.
- (e) Identify and seek funding opportunities to implement road safety projects.

## **6. Membership**

Members are appointed as an advisory committee to Council and shall comprise of the following:

- (a) Councillor representative from the Kingborough Council appointed by Council as Chairperson
- (b) Department of State Growth representative (1)
- (c) Kingston Police representative (1)
- (d) Kingborough Police & Citizens Liaison Group representative (1)
- (e) Kingborough Access Advisory Committee representative (1)
- (f) Channel Cluster – State schools representative (1)
- (g) RACT representative (1)
- (h) Kingborough Bicycle Advisory Committee representative (1)
- (i) Community representatives (7)

## **7. Support**

The General Manager shall appoint a Council staff member to the Committee who shall act as the Executive Officer to the Committee.

## **8. Tenure of Appointment**

- (a) Terms of office for Councillors shall be in accordance with the *Local Government Act, 1993*.
- (b) Community members shall hold office for a period of two (2) years expiring 31 December from the year of their appointment.

In the event of the resignation of a community member during their term of office, Council may appoint a community representative to complete the term of office.

A member may re-nominate for consecutive terms of office.

- (c) If a member fails to attend three (3) consecutive meetings of the Committee, his/her appointment shall be automatically terminated unless leave of absence has been granted.

## **9. Management**

- (a) The Committee has the authority to establish sub-working committees as required to address specific purposes of the Committee.
- (b) The Committee has authority to second individuals from outside of the Committee on a voluntary basis for their expert advice.
- (c) The Chairperson is responsible for the proper conduct of the Committee.
- (d) The Committee has no delegated powers and has no authority to implement its recommendations without approval of Council.
- (e) The Mayor shall be the spokesperson for any matters for which the Committee may wish to publicise.

## 10. Meetings

- (a) The Committee will meet on a bi-monthly basis as approved by Council.
- (b) In the event of the Chairperson's absence, an Acting Chairperson will be elected from the Committee members.
- (c) The quorum at any meeting shall be fifty percent (50%) plus 1 of the Committee membership in accordance with the *Local Government (Meeting Procedures) Regulations 2005*.
- (d) A meeting may only transact business if a quorum is present.
- (e) The Minutes shall as a minimum address each of the sections of the agenda, and record all formal decisions of the Committee.
- (f) Committee Minutes will be provided to Council following each meeting.
- (g) Matters requiring Council consideration will form a recommendation to Council within the Minutes.

Dated 23 December 2014

Approved by Council Minute No. C420/17-14