

Road Safety Advisory Group Terms of Reference

1. Name

The group will be known as the “Road Safety Advisory Group” (‘group’).

2. Purpose

The purpose of the group is to encourage and promote to all road users within the City of Stirling, the safer use of roads.

3. Aims and Objectives

The group aims to be aware of existing and potential road safety issues and to address these by developing, implementing and evaluating appropriate strategies. The group also aims to engage and foster community involvement in traffic safety matters.

The group will endeavour to achieve its aims through the following objectives:

- Provide a means of participation and communication between the community and the City of Stirling on matters pertaining to road safety.
- Raise community awareness of road safety issues and initiatives for local communities.
- Facilitate community planning, development and implementation of road safety programs and promotions.
- Develop programs and initiatives that target specific groups and road safety issues in the community.
- Identify road safety issues and pursue and review road safety strategies that can be adopted by the City, WALGA RoadWise, Main Roads WA, the RAC and WA Police Service.
- Identify Black Spot projects, crash problems and locations, and poor road user behaviour, and develop new (or utilise existing) initiatives to address these.
- Provide feedback on relevant issues to organisations such as WALGA RoadWise, the Road Safety Commission and WA Police Service.
- Identify and seek funding to implement road safety projects.

4. Membership

The membership of the group shall include:

- Up to four City of Stirling Councillors;
- A City of Stirling Senior Traffic & Transport Officer;
- The City of Stirling Road Safety Officer;
- A WA Police Service representative;
- A Main Roads WA representative;
- A recognised motorcycle safety group representative; and
- Up to four Community representatives.

A nominated proxy member may attend in place of the endorsed representative member. Maximum total membership is 14.

Councillors and community representatives are determined by Council and elected for a term of two years in line with the local government elections.

Nominations are called for community members for advisory groups via an advertisement placed in the community newspapers.

5. Meetings

The group will meet on the first Wednesday of the month, bi-monthly unless otherwise determined by the nominated members. The quorum at any meeting shall be five voting members. If a member fails to attend three consecutive meetings of the group, their appointment shall be automatically terminated unless a leave of absence has been granted.

The chairperson will preside at all meetings and is responsible for the proper conduct of the group. In the absence of the chairperson, a person elected by the quorum will assume the chair. The group should be chaired by a City elected member if possible.

The group has the authority to establish sub-working groups as required, to address specific purposes of the group. The group has authority to second individuals from outside of the group on a voluntary basis for their expert advice.

A City officer from the City of Stirling will support the group.

6. Minutes

Minutes shall be recorded by an officer at the City at each meeting, uploaded to the Councillor Portal and sent to all members before the next meeting date. Agendas and Minutes will also be made available on the City's website.

7. Delegation

The group performs an advisory function and does not have any delegated authority.