

LOGAN CITY COUNCIL

TERMS OF REFERENCE *LOGAN ROAD SAFETY ADVISORY COMMITTEE*

PURPOSE

The Logan Road Safety Advisory Committee provides direction and leadership on the functional responsibilities listed below.

SCOPE AND LIMITATIONS

This Committee deals with technical traffic matters on the City's road network and all matters associated with traffic issues. The Logan Road Safety Advisory Committee makes recommendations to the City Roads Infrastructure Committee meeting. The Logan Road Safety Advisory Committee has no delegated authority.

The main functions of the Committee are to:

1. Receive reports from the Chief Executive Officer and appropriately delegated officers.
2. Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers.
3. Formulate recommendations to the City Roads Infrastructure Committee.

RESPONSIBILITIES

Council at its Special meeting held on 18 May 2009 resolved that in accordance with Sections 452 and 453 of the *Local Government Act 1993*, a Logan Road Safety Advisory Committee be appointed to consider technical traffic matters on the City's road network.

ROLES

1. Develop the strategic directions for road safety in Logan City by June 2009 by:
 - (a) co-ordinating the development and implementation of a road safety strategy;
 - (b) development of road safety policy, to develop strategies for major road safety issues; and
 - (c) influencing and maintaining consistency with the National and State Road Safety Strategy.

2. Identify and co-ordinate implementation of priority road safety actions by:
 - (a) encouraging organisations and groups in the community to participate in the development and implementation of road safety strategies and policy;
 - (b) implement an effective road safety project evaluation and prioritisation process; and
 - (c) develop an annual Road Safety Priorities Program.

3. Evaluate implementation of the Road Safety Strategy and supporting action plans by:
 - (a) ensuring an appropriate reporting process, including monitoring of project effectiveness, is implemented;
 - (b) monitoring implementation of the Road Safety Strategy and its effects on road safety performance in Logan and advising Logan City Council for Road safety and the community on performance.

PRINCIPLES AND PROTOCOLS

In order to deliver on our strategic objectives and our planned road safety activities, the Logan Road Safety Advisory Committee members must work in a collaborative but assertive manner in raising concerns, agreeing on tasks and actioning tasks. Members recognize the shared accountability and shared responsibility for success.

All Logan Road Safety Advisory Committee members will ensure there is appropriate and suitable representation at Logan Road Safety Advisory Committee meetings unless alternative arrangements such as apologies and reports have been submitted prior to the meetings.

Logan Road Safety Advisory Committee members shall share information by circulating any information prior to the meeting thereby allowing fellow members time to consider the information.

MEMBERSHIP

The membership of the Logan Road Safety Advisory Committee be appointed as follows:-

Chairperson: Councillor R B Lutton
Members: Councillor L C Bradley
Deputy Chief Executive Officer - Infrastructure Services
Road Infrastructure Planning & Design Manager
Principal Traffic Engineer
Principal Transportation Planner
Two representative of Department of Main Roads
A representative of Queensland Transport
A representative of the Royal Automobile Club of Queensland (RACQ)
A representative of the Logan District Traffic Branch
A representative of the Logan Central Police Station
A representative of the Slacks Creek Police Station

A representative of the Browns Plains Police Station
A representative of the Loganholme Police Station
A representative of the Beenleigh Police Station
A representative of the Jimboomba Police Station
A representative of the Jimboomba Police Forensic Crash Unit

QUORUM

Council at its Ordinary meeting of 13 May 2008 (Minute No. 114/2008) resolved that the quorum for Council's standing committees be fixed as follows:

'That the quorum of the Logan Road Safety Advisory Committee be four (4) members.'

FREQUENCY

The frequency of these meetings is quarterly on Wednesday in the week of the Ordinary Council Meeting, commencing at 9.00am, unless otherwise determined by the Deputy Chief Executive Officer - Infrastructure Services in consultation with the Chairperson.

AGENDA DISTRIBUTION TIME

The agenda for this committee will be distributed in accordance with s450 (Notice of meetings) of the *Local Government Act 1993*.

CONDUCT OF MEETINGS

The Logan Road Safety Advisory Committee operates in accordance with s457 (Committee meetings) and Part 3 of Local Law No. 1 (Meetings) 1997.

RECORDING OF MINUTES

Council at its Special meeting of 18 May 2009 (Minute No. 160/2009) resolved as follows:

'That Advisory Committees be exempt from the keeping of minutes in accordance with Section 459(3) of the *Local Government Act 1993* and only report to the City Roads Infrastructure Committee on its recommendations in accordance with Section 459(4) of the Act.'

CONFLICT OF INTEREST

In accordance with s229(3)(Councillor's role) and s244 (Exclusion from meeting of councillor with material personal interest) of the *Local Government Act 1993*, committee members must declare their interest, whether Material or Personal, and vacate the committee room when debate or discussions are held.

SUPPORTING LEGISLATION

This document should be read in conjunction with the following:

- Local Government Act 1993; and
- Local Law No. 1 (Meetings) 1997.

This document should be read in conjunction with the following Council policies:

- Appointment of Local Government Committees at Post-Election Meetings;
- Days and Times for Local Government Committee Meetings;
- Open Local Government Committee Meetings; and
- Order of Business for Local Government Committee Meetings.

Adopted by Council on 2 June 2009.

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