



TERMS OF REFERENCE

HINCHINBROOK ROAD SAFETY ADVISORY COMMITTEE

1. Purpose

The role of the Hinchinbrook Road Safety Advisory Committee is to provide strategic direction and leadership to ensure positive road safety outcomes for the Hinchinbrook Shire Community is achieved, including the reduction of death and serious injury throughout the State and Local Road Network.

The Hinchinbrook Road Safety Advisory Committee sets out to achieve the goals outlined in the *Hinchinbrook Road Safety Advisory Committee Implementation Plan 2021-2023*.

2. Scope

The aim of the Advisory Committee is:

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

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

- Provide a means of participation and communication between the community and Hinchinbrook Shire Council 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; and
- Develop programs and initiatives that target specific groups and road safety issues in the community.

3. Membership

Members are appointed as an Advisory Committee and shall consist of but not limited to the following organisation:

- Hinchinbrook Shire Council;
- Department of Transport and Main Roads Representative;
- Queensland Police Service;
- Queensland Fire and Emergency Services;
- Queensland Ambulance Services;
- Canegrowers;
- Wilmar Sugar;
- Hinchinbrook Bus Services;
- Community Representative; and
- State Emergency Services.

A nominated proxy member may attend in place of the endorsed representative member.

Community representatives are determined by the Hinchinbrook Shire Council.

3.1 Participating Organisations

Nominated member organisations will be contacted by Hinchinbrook Shire Council and invited to identify their representative for the Committee.

3.2 Specialist Advice/Community Representatives

Individuals may be invited to attend Advisory Committee meetings on an adhoc basis to provide advice. They must not be involved in any decision making process and cannot vote on any issue, and following their specific involvement are excused from the meeting.

3.3 Council Officer

A Council Officer will attend all meetings.



4. Roles and Responsibilities

4.1 Council

Council will:

- Document minutes of each scheduled meeting and distribute minutes to members;
- Ensure a Council officer or delegate is present at all Committee meetings, wherever possible;
- Notify the Committee of approved Committee Membership;
- Provide regular Reports to Council regarding Committee recommendations;
- Provide timely feedback (and if applicable timelines) of Council's consideration of recommendations approved by Committee;
- Assist with identifying funding opportunities;
- Respond to requests/letters from the Committee as per Council's Customer Service Charter;
- Provide additional support as required to ensure the effective operation of the Committee; and
- Each four years or earlier if required, review the function and purpose of the Committee and determine if the Committee should continue.

4.2 Committee

The Committee will:

- Develop a schedule of Advisory Committee meetings and notify the Council representative;
- Distribute information to their member organisations and user groups; and
- Confirm the accuracy of minutes at the next meeting of the Committee. The Chairperson must sign a copy of the confirmed minutes.

4.3 Attendance at Meetings

It is expected that members will attend all meetings. In the event of a Committee member not being able to attend a meeting they should notify the committee in advance giving their apologies and this will be recorded in the minutes.

4.4 Confidentiality

Information discussed, received, used or created by the Committee may be confidential. A Committee member must not disclose, discuss or otherwise make public confidential information, unless authorised by the Officer supporting the Committee.

Council may terminate a Committee member's appointment if they have been found to breach confidentiality requirements.

4.5 Conflicts of Interest

Conflicts of interest must be declared. Any conflict of interest must be disclosed in relation to any issue tabled at the Advisory Committee Meetings before the commencement of discussion in relation to the issue.

In the event of a conflict of interest, the declaration must be recorded in the minutes.

4.6 Media

Only Council's appointed spokespersons are authorised to make statements to the media on behalf of Council. Authorised spokespersons are:

- Mayor official spokesperson;
- Councillors portfolio spokespersons;
- Chief Executive Officer;
- Director relating to their relevant function; and
- Media and Communications Officer.

4.7 Chairperson

The Chairperson will be the portfolio Councillor for Infrastructure and Utility Services.

A deputy chairperson should also be nominated and will perform the duties of the Chairperson if the Chairperson is absent or unable to perform their duties, this will typically be another elected Council member.

5. Operating Procedures**5.1 Meetings**

- The Advisory Group will meet on a regular basis as determined by the committee members.
- The chairperson will preside at all meetings. In absence of the chairperson, the nominated deputy chairperson will chair the meeting.
- Matters requiring Council consideration will be subject to separate specific reports to Council.

It has been nominated that the meetings be held quarterly on the first Wednesday of March, June, September and December, at 10.30am in the Council Chambers.

5.2 Minutes

Minutes shall be recorded by an officer of the Hinchinbrook Shire Council at each meeting and sent to all committee members before the next meeting date for review.

5.3 Quorum and Decision Making

The quorum is a minimum of five representatives being from a minimum of three nominated user groups.

No formal business shall be conducted by the Committee unless a quorum exists. If a quorum is not present, the Chairperson may decide that the Committee meet for discussion only.

Consensus decision making is preferred. However, all members are entitled to vote and a matter may be voted upon at the discretion of the Chairperson. Committee members shall have one vote. The Councillor must vote.

If there is an equal division of votes, the Chairperson or Deputy Chairperson shall have a second or casting vote.

5.4 Correspondence

All ongoing correspondence will be via the Hinchinbrook Shire Council.

Community concerns or complaints that are raised via the Hinchinbrook Shire Council's customer processes will be reviewed prior to inclusion and tabled as general business. If the committee determines that the matter requires further action, it will be logged as an action item and any further correspondence will be dealt with as incoming and outgoing correspondence in future meetings.

6. Evaluation and Review**6.1 Review**

The composition, activities and Terms of Reference of the Committee will be reviewed at least every four years, or as required.

The results of any review shall be reported to Council prior to the fourth year of operation or earlier.

The report shall consider:

- The Committee's achievements;
- The Purpose and Responsibilities of the Committee;
- Composition of the Committee;
- Whether there is a demonstrated need for the Advisory Committee to continue; and
- Any other relevant matter.




6.2 Cessation

Council may disband the Committee following a review or at any time during its operation.

7. Responsibility

Responsible Officer: Director Infrastructure and Utility Services

DOCUMENT HISTORY AND STATUS					
Action	Name		Position	Signed	Date
Approved by Council	Kelvin Tytherleigh		CEO		28/03/2023
Version	4	Initial Version Adopted	30/03/2021	Current Version Adopted	28/03/2023
Maintained By	Infrastructure and Utility Services		Next Review Date		28/03/2025
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