



ATTACHMENTS TO MINUTES ORDINARY COUNCIL MEETING

10 FEBRUARY 2021

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**SOUTHERN DOWNS ROAD SAFETY
ADVISORY COMMITTEE
(SDRSAC)
TERMS OF REFERENCE**

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Southern Downs Road Safety Advisory Committee Terms of Reference

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1. Terms of Reference

The Terms of Reference for the Southern Downs Road Safety Advisory Committee (SDRSAC) needs to be read in conjunction with Council's Advisory Committee Policy.

2. Purpose

The purpose of the SDRSAC is to provide Council with strategic guidance and/or recommendations in relation to its regional roads on an ongoing basis. Outcomes from the SDRSAC may also form part of discussions at Traffic Advisory Committee and Speed Management Advisory Committee meetings with other third party organisations.

3. Tenure of the SDRSAC

The SDRSAC will remain operational for the current term of Council, i.e. four (4) years, to be reviewed at the commencement of the next term of Council.

4. Structure of Membership

The SDRSAC shall comprise of six (6) members in total made up of:

- Four (4) - Individual community and/or community organisation representatives from across the region, one of whom is under the age of 25 years (where possible)
- Two (2) - Councillors
- Council personnel as required, for example, Director, Manager and council officers.

Membership of the SDRSAC shall be for the term of the appointed Council unless a recommendation to the contrary is adopted by Council at an Ordinary or Special Council Meeting.

An increase or decrease in the SDRSAC membership must be approved by resolution of Council at an Ordinary or Special Council Meeting.

One month prior to the expiration of a member's term on the SDRSAC, Council shall seek nominations for a replacement, with the successful appointee being approved by Council at an Ordinary or Special Council Meeting.

5. Appointment of Councillors to the SDRSAC

Councillors will be appointed to the SDRSAC by resolution at an Ordinary or Special Council Meeting.

6. Quorum

The quorum for the SDRSAC shall be half the number of members of the SDRSAC, plus one.

7. Duties Entrusted to the SDRSAC

The duties entrusted to the SDRSAC are as follows:

- Promote community ownership and solutions to road safety issues
- Provide a vehicle to lobby Government regarding road safety.

Southern Downs Road Safety Advisory Committee Terms of Reference

- Identify areas of concern or confusion with existing road safety controls and provide remedies where possible.

8. Administrative Support

SDRC will provide administrative support to the SDRSAC by way of distributing the Notice of Meetings, creating and circulating to the members an agenda, taking the minutes of each meeting, circulating to members the minutes of each meeting, writing an agenda report and attaching the SDRSAC minutes and including recommendations made by the SDRSAC to Council for inclusion in the Ordinary Council Meeting Agenda. SDRC will provide appropriate technical advice and administrative support to assist the SDRSAC to meet its obligations.

9. Meetings

The SDRSAC shall meet a minimum of four (4) times per annum.

A schedule of SDRSAC meetings shall be developed and agreed to by the members and additional meetings shall be convened at the discretion of Council.

The meetings will be an opportunity for Councillors to interact with the Group and receive views and opinions on matters relevant to the SDRSAC.

Meetings shall be Chaired by one of the SDRSAC members. The Chairperson may be a Councillor or other member of the SDRSAC determined by the members' majority vote. In the event the Chairperson is unable to attend a meeting, the Chairperson shall nominate an acting chair for that meeting.

Council staff are not permitted to vote or move or second recommendations, but can contribute advice during discussions on any subject.

10. Reporting to Council

The SDRSAC shall report regularly on its activities, provide Council with its guidance and/or make recommendations to Council through the provision of the SDRSAC meeting minutes to Council.

The minutes of each SDRSAC meeting shall be attached to an agenda report to be dealt with accordingly at the Ordinary Council Meeting following the SDRSAC meeting.