City of Wanneroo

TERMS OF REFERENCE

Updated Ordinary Council; AS01-09/20; AS01-05/26

Title:	***RoadWise Advisory Group***

Purpose and Role

The purpose of this Group is:

To provide a forum for community liaison and strategic advice to the City of Wanneroo on traffic and road safety issues, in alignment with the City of Wanneroo Road Safety Management Plan for the benefit of residents and transport users within the City. Advisory Group: The role of an Advisory Group is to act in an Advisory capacity, providing the City's Administration and the Council with its views and/or proposals relevant to the objectives for which the group was established.

It is put together to get opinions and make recommendations and/ or provide key information and materials to the Council, usually of a strategic nature. It may be ongoing (standing) or ad hoc (one-time) in nature. In operation, the Advisory Group cannot direct City Employees, expend monies, direct Volunteers or do anything, which is the responsibility of the City.

1. Aims & Functions

1.1 Encourage safe use of the City's road network by motorists, pedestrians and bike riders;

1.2 Identify existing and potential road safety problems, and recommend strategies to solve them;

1.3 Engage and encourage interested community members to support strategies to address road safety issues;

1.4 Provide a means of two-way communication and participation between the community and the City of Wanneroo on matters pertaining to road safety;

1.5 Improve inter-agency collaboration and co-ordination;

1.6 Promote safe road use through education and promotion of the Austroads Safe System framework with a Towards Zero focus on influencing and improving road user behaviour. This includes:

- Safe Roads and Roadsides;
- Safe Speeds;
- Safe Vehicles;
- Increasing the awareness of factors affecting driver ability for example driving tired or under the influence of alcohol and drugs;
- Liaising with the WA Police for effectiveness in enforcement.

1.7 Provide feedback to the Department of Transport and Infrastructure on planned legislation and new changes to road rules.

1.8 Identify and recommend funding sources to Council to implement road safety projects.

2. Membership:

2.1 The Advisory Group shall consist of the following representation:

- A minimum of three Council representatives appointed by Council;

- Director Assets or nominees (Traffic Services);
- Main Roads Western Australia (MRWA) Traffic Section Representative (1);
- Western Australian Local Government Association (WALGA) RoadWise Representative;
- A maximum of ten community representatives.

2.2 The community representatives shall;

- Reside or have a business within the City of Wanneroo that has a strong road safety involvement;
- Represent a specific road user group, such as bike riders, emergency services, walking clubs or vehicle clubs;
- Represent a specific section of the community such as seniors, people with disability, schools and community service organisation;
- Have a demonstrated interest/experience in general road safety strategies;
- Have a positive attitude to road safety issues

2.3 Membership shall be for a period of up to two years terminating on the day of the Ordinary Council elections, with retiring members eligible to apply.

2.4 Membership, other than Council Members appointed by Council, shall be appointed or removed by the Director Assets in accordance with the criteria outlined in 2.2. above;

2.5 Members must comply with the City's Code of Conduct.

2.6 The Advisory Group have authority to second individuals from outside the Advisory Group on a voluntary basis, for their expert advice.

2.7 Consideration will not be given to any nomination received from a person who is currently serving as a Council Member of a neighbouring Council.

2.8 Director Assets or nominee (Traffic Services) will attend each meeting as administrative advisors only, and do not form membership of the RoadWise Advisory Group.

3. Chair and Deputy Chair:

3.1. Chairperson:

a) The members of an Advisory Group are to elect a Chairperson and Deputy Chairperson from amongst themselves at the first meeting of the Group.

b) The Chairperson will preside at all meetings.

c) In the absence of the Chairperson, the Deputy Chairperson will assume the Chair, and in their absence, a person is to be elected by the Advisory Group members present to assume the Chair.

d) The Chairperson is responsible for the proper conduct of the Advisory Group.

4. Meeting Procedures:

4.1. Meetings:

a) The Advisory Group shall meet on a regular basis as determined by the nominated Group members.

b) All meeting dates are to be provided in the Council Members Diary, in the 'Wanneroo Wrap' and in the City's Corporate Calendar.

c) A Notice of Meetings including an Agenda is to be circulated to the Group members (including Deputy Delegates) at least 72 hours prior to each meeting where possible.

d) Administration shall ensure that detailed Minutes of all meetings are kept and that copies are made available to all Group members (including Deputy Delegates) as soon as practicable after the meeting. The Minutes are to be available for public inspection.

e) Copies of all Minutes are to be forwarded electronically, through HPE Content Manager (the City's electronic record keeping system), to Council Support and a copy placed on the Council Members Hub Portal.

f) All Agenda and Minutes documentation to be generated through Council's InfoCouncil software reporting system.

g) A Group Recommendation does not have effect, unless it has been made by simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting.

h) All endorsed members (or the proxy or Deputy Delegate attending in lieu of the member) of the Group will have one vote. The Chairperson will have the casting vote and simple majority will prevail.

4.2 Quorum:

A Group meeting may be held without a quorum, but every effort should be made to hold meetings with a quorum present. While every effort will be made to achieve a quorum, if a meeting is held without one, feedback will be sought from the broader membership with the distribution of minutes to ensure all recommendations reflect a representative consensus. The quorum is at least 50% plus one of the number of endorsed members.

4.3 Administration:

4.3.1 Advisory Group Administrator Support

An Advisory Group Administrator for the Group will be provided by the City of Wanneroo. That support person will be the Administration Officer Traffic Services.

4.3.2 Motions on Notice

An Advisory Group member may raise at a meeting any business that the member considers appropriate and which is relevant to the purpose of the Advisory Group in the form of a motion of which seven days notice has been given in writing to the Administration Officer prior to the compilation of the Agenda for that meeting. An Administration Comment is to be added at the end of Motions on Notice and signed off by the appropriate Director.

5. Authority of Establishment

The RoadWise Advisory Group is established as a Group of the City of Wanneroo by resolution of the Council in accordance with these Terms of Reference.

6. Delegated Authority:

4.1 The Advisory Group has no delegated power and has no authority to implement its recommendations without approval of Council.

4.2 The Advisory Group has no delegated authority to commit Council to the expenditure of monies.

4.3 Matters requiring Council consideration will be subject to separate specific reports to Council.

Administration Use Only	
Date of Council Establishment of Group:	
Council Minute – Ref:	
Terms of Reference - HPE Ref:	20/304047V02
HPE Container – Ref:	1446V05

Operational Procedures - HPE Ref:			
Last Review Date:	May 2026	Next Review Date:	October 2027