

## Traffic Environment Advisory Committee (TEAC)

# TERMS OF REFERENCE

---

### ***Purpose***

Road Safety may be defined as a road system of driver behaviour and use of network which aims to protect users against injury or risk as a result of its engineering design, construction and usage. Road Safety may be achieved by managing the following five key elements:-

- Safe speeds;
- Safe road environments;
- Safe vehicles;
- Safe road users (including pedestrians, cyclists etc); and
- The safe interaction of the above elements with adjacent land use.

A safer road environment for all road users within the region can be attained by Local and State Government agencies working closely with elected Local Councillors to:-

- Understand crashes and risks;
- Enforce road rules;
- Minimise unnecessary road signage and thus driver distraction;
- Review and improve the traffic environment based on current technical standards and recognised best practice; and
- Educate road users.

To facilitate the above Gladstone Regional Council will host a regular Traffic Environment Advisory Committee (TEAC) meeting.

### ***Scope***

The Road Authority and Responsible Officer for matters covered by these Terms of Reference is as follows:-

- Local Roads - Chief Executive Officer (or delegate), Gladstone Regional Council.

- State Controlled Roads - District Director (Fitzroy) (or delegate), Department of Transport & Main Roads (DTMR).

*Note: Local Government Association of Qld and the DTMR have agreed on arrangements that define the management responsibilities for the State Authority to a Local Authority when it comes to managing the State and Local Authority road network. This document is titled:-*

*Cost Sharing Based on Responsibilities within State-Controlled Roads" - March 2000 (<http://www.tmr.qld.gov.au/business-industry/Technical-standards-publications/Cost-sharing-based-on-responsibilities-within-state-controlled-roads.aspx>).*

The Traffic Environment Advisory Committee (TEAC):-

- Provides a forum for information sharing and consideration of traffic related matters impacting the Gladstone Region (excluding speed limit considerations).
- Considers and presents the community's issues/concerns/ideas.
- Make recommendations to resolve traffic related matters
- Identifies opportunities for cross-agency road safety initiatives and campaigns.
- Advises the relevant road authority of the outcomes/actions.
- Does not consider Speed related issues (management of speed), these are considered by the Speed Management Committee (SMC).

## **Consideration**

Issues to be considered by the TEAC include, but are not limited to:-

- Review of Road Safety Audits.
- Review of Technical Investigations into traffic related issues (parking, public transport, active transport, intersection performance).
- Assessment of Heavy Vehicle related issues (PBS routes, permits).
- Review and Evaluation of Crash Data (2 monthly summary) from QPS.
- Review proposals to address Blackspot sites (high cost incidents, improving safety of drivers and pedestrians).
- Review proposals to improve road safety around schools (TIDS).
- Review proposals for Bus Stops and Shelters.
- Review plans and strategies for pathways (Pedestrian and Cycles).
- Review proposals for Parking (on-street) related issues.
- Discussion of enforcement issues (hotspots, current operations, future operations) and road safety education opportunities/priorities.
- Review of directional, advisory and advertising street signage.

As a general rule, if the proposed solution to an issue is not going to alter the current traffic environment, but reinforce what is currently in place, the issue does not need to be considered by the TEAC (i.e the installation of an Advanced Warning sign for a "Stop" sign).

Issues may be raised by many sources including, but not limited to:-

- TEAC members and observers; and
- Members of the public via Gladstone Regional Council Customer Service Requests (CSR's) or Department of Transport & Main Roads Customer Feedback Requests (CFR's).

Prior to the implementation of a recommendation from the TEAC, Council has the opportunity to consider whether the Community Interest in a decision has been properly assessed and decide when the recommendation will be funded. Where Council believes the Community Interest or funding has not been adequately considered, the Council shall refer the matter back to the TEAC for further consideration.

The Council has defined recommendations from the TEAC as being "Minor" or "Major" matters.

"Major" matters are where the recommended course of action cost is greater than \$30,000 or the Councillor Representative/s on the TEAC considers the matter to be "sensitive" to the community.

Recommendations considered "Major" and "Minor" in nature:-

- "Major" - are referred to Council (Works & Traffic Committee) to allow Council to consider the community interest and funding implications prior to endorsement or referral back to the TEAC.
- "Minor" - are to be programmed and implemented by Council's Director Engineering Services.

## **Membership**

The Committee will be made up of the following representatives:-

<b>Organisation</b>	<b>Title</b>	<b>Individual</b>
Gladstone Regional Council	Councillor	Peter Masters
	Councillor	Rick Hansen
	Director Engineering Services	Paul Keech
	Manager Technical Services	Jorge El-Khoury
Department of Transport and Main Roads	Principal Engineer	Kevin Oberg
	Senior Advisor (Road Safety)	Trevor Neumann
	Senior Designer (Road Safety)	Jeff Van Nunen
	Manager (Passenger Transport Operations)	Colleen Williams
Queensland Police Service	Officer in Charge, Calliope Road Policing Unit	Shaune English

In the event of any of the above not being able to attend, the individual can nominate a representative to attend on their behalf (subject to protocols within their own organisation). This attendee must, however, be familiar with the TEAC meeting processes and business.

Advice of an alternate representative must be provided to the Secretariat at least 3 working days prior to the meeting.

The quorum for a meeting is as follows:-

<b>Organisation</b>	<b>Attendees</b>
Gladstone Regional Council	1 Councillor
Gladstone Regional Council	1 Officer
Department of Transport and Main Roads	1 Officer
Queensland Police Service	1 Officer

## **Observers**

Meetings of this Committee are not open to the general public.

Observers (from the Stakeholder organisations) are welcome to attend and contribute to meetings. Regular observers that will be invited to Committee meetings are:-

<b>Organisation</b>	<b>Title</b>	<b>Individual</b>
Gladstone Regional Council	Senior Engineer - Development	Emma Hamilton
	Senior Engineer – Design & Investigations	Pierre Neethling
	Manager Regulatory Services	Brooke Saunders
Department of Transport and Main Roads	Senior Permit Officer	Tracy Davis
Queensland Police Service	Sergeant - Senior Traffic Officer, Calliope Road Policing Unit	VACANT

## **Special Guests**

Other organisations may be invited to a meeting by the Chairperson when the Chairperson considers that an agenda item is relative to the normal function of the respective organisation. Typically these organisations are:-

- Department of Education and Training
- Buslink
- Aurizon
- Queensland Rail
- Queensland Health (Active Transport)
- Queensland Ambulance Service
- Queensland Fire & Rescue Service
- RACQ
- Blue & White Taxis

## **Chair and Secretariat**

Gladstone Regional Council's Director Engineering Services will be the Chairperson.

The Manager Technical Services will be the Chairperson in the absence of the Director Engineering Services.

The Secretariat will be provided by Gladstone Regional Council and will perform the following functions:-

- Prepare agendas, business papers and invitations.
- Book meeting rooms and catering.
- Take minutes and keep action lists up to date.
- Undertake the general administration of the Committee, including the preparation of the following (to be signed off by the Responsible Officer):-
  - Distributing the meeting minutes and following through with the endorsement of the minutes.
  - Gladstone Regional Council Councillor updates prior to any changes being implemented.
  - State and Federal Member updates prior to any changes being implemented (if required).
  - Outgoing correspondence.
  - Media releases.
- Assist the Chairperson with the co-ordination and preparation of the technical matters brought before the Committee.

## ***Meetings***

### **Frequency**

In order to ensure timely reporting and actioning of issues and items, a minimum of five (5) meetings will be held in a calendar year (typically in March, May, July, September, November), on dates to be determined by the Chairperson.

Meetings will only be held in cases where agenda items are properly identified.

Extra ordinary meetings can be undertaken when the Chairperson considers that such is necessary.

### **Venue**

Meeting venue will nominally be Gladstone Regional Council's Calliope Office, 5 Don Cameron Drive, Calliope.

If this venue is not available, advice of a substituted meeting venue will be provided to all members as soon as practicable, and at the latest, when the agenda is issued.

Site visits may be arranged by the Chairperson as required to assist in the understanding of agenda items and assist Committee members to actively contribute to meetings.

### **Agenda**

Notification of upcoming meetings will be provided a minimum of 14 days prior to the meeting.

Meeting papers will be issued at least 7 days prior to the meeting date, and will include all advised agenda items, provided items are submitted with an appropriate report. All Gladstone Regional Council Councillors will be notified that the agenda is available for viewing electronically.

In the case of an urgent meeting the Chairperson will seek to give as much notice as possible and distribute agendas as soon as possible.

Telephone or email meetings may be arranged when agendas are small or where matters are urgent. The Chairperson will call such a meeting after a courtesy call to Committee Members.

Agenda items may be put forward by any Committee Member.

Council agenda items will be presented in two categories, which are determined by the Chairperson:-

- Minor Matters - for action by the Director Engineering Services; and
- Major Matters - for recommendation to Council (Works & Traffic Committee) to consider the community interest and determination of works scheduling priority and budget allocation.

### **Meeting Procedure**

Format of the meeting is:-

- Welcome
- Record attendance and apologies
- Note the "Email Adopted" Minutes from the last meeting
- Seek endorsement of the proposed Agenda (in particular Minor or Major matters)
- Seek endorsement for Terms of Reference amendments
- Review the status of Action Items from previous meetings
- Discuss Agenda Items (in particular the definition of Minor and Major items)
- General Business

### **General Business Items**

General Business will occur usually for the purpose of developing a future agenda item. Items provided prior to the meeting, with no report, will be discussed here.

### **Completed Items**

All items raised either as a New Agenda item or General Business item will be allocated a reference number and will not be marked as completed (unless raised for information purposes only) until the following two (2) actions have occurred:-

- The work has been undertaken; or
- A specific funding allocation has been made (ie a long term financial plan or similar); and
- Correspondence has been exchanged notifying the requestor and/or affected property owners/residents of the outcome (if required).

### **Reporting**

The Secretariat is responsible for providing meeting minutes to all attending stakeholder organisations.

The minutes of Committee meetings will be available for information to all Councillors and the Chief Executive Officer, via Council's Record Management System.

### **Minutes**

Minutes will be generated and issued to attending members in draft format, within 7 days of a meeting concluding. Confirmation of the minutes will occur electronically within 14 days of the meeting.

No response by Committee members who attended the meeting, in the stated time period (7 days) will be considered a deemed acceptance of the minutes as issued.

After the Minutes have been adopted by the TEAC, they will be distributed to all stakeholder organisations.

All minutes will be referred to Council (Works & Traffic Committee) for consideration.

### ***Funding***

Expenses incurred by Committee Members, Observers and Special Guests are to be met by their own organisation.

The Committee has no direct access to funds.

Costs related to minor matters for local government roads will be at the discretion of the Director Engineering Services in accordance with Gladstone Regional Council's policies and practices, and subject to the appropriate Council budget item having sufficient funds to undertake the works.

Issues which require more than \$30,000 expenditure are considered major matters and are to be recommended to Council (Works & Traffic Committee) for appropriate consideration and approval.



Costs related to recommendations/endorsements from the Traffic Environment Advisory Committee for state controlled roads will be at the discretion of the District Director (Fitzroy) in accordance with the Department of Transport and Main Roads policies, practices, and funding.

### ***Review***

These Terms of Reference will be reviewed by the TEAC at least biennially or as required otherwise, and within six (6) months after a Council General election is determined.

The Terms of Reference will be updated (i.e. to correct grammar or position and name changes etc) as required by the Chairperson.

## ***History***

<b>Date</b>	<b>Resolution No</b>	<b>Description</b>
21 August 2012	G/12/1179	Terms of Reference adopted
14 March 2013	TEAC Meeting - Item No. T.1.13.6.1	Administrative Change
28 November 2013	TEAC Meeting	Administrative Change
13 March 2014	TEAC Meeting	Administrative Change
12 June 2014	TEAC Meeting	Administrative Change
05 March 2015	TEAC Meeting	Administrative Change
19 May 2015	G/15/2419	Terms of Reference amended
16 July 2015	TEAC Meeting	Administrative Change
3 March 2016	TEAC Meeting	Terms of Reference amended
5 May 2016	TEAC Meeting	Administrative Change
3 November 2016	TEAC Meeting	Administrative Change
2 March 2017	TEAC Meeting	Administrative Change
4 May 2017	TEAC Meeting	Administrative Change