

Traffic Environment Advisory Group (TEAG)

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, the Strategic Asset Performance business unit will host a regular Traffic Environment Advisory Group (TEAG) meeting on behalf of Gladstone Regional Council and Department of Transport & Main Roads.

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 Group (TEAG):-

- Provides a technical forum for information sharing, consideration of traffic related matters impacting the Gladstone Region (excluding speed limit considerations), and assisting the respective road authority in the decision making process.
- Considers and presents the community's issues/concerns/ideas.
- Make technical based 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).

Endorsement of Traffic Environment Advisory Group Matters

Traffic related matters will be investigated by the relevant Road Authority, signed off by the Responsible Officer, and submitted to the TEAG for endorsement. The Group will review the Officer's recommendations to ensure they are consistent and credible with standards and common practice. The TEAG's recommendation should be considered by the relevant Road Authority when deciding whether to implement a Minor or Major matter (as detailed under "Consideration").

The TEAG will attempt to reach consensus when considering an Officer's recommendation, however the relevant Road Authority ultimately is responsible for making the final decision and implementing accordingly.

Consideration

Issues to be considered by the TEAG 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) where the Road Authority requires advice or feedback from other parties.
- 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 where the Road Authority requires advice or feedback from other parties.
- Discussion of enforcement issues (hotspots, current operations, future operations) and road safety education opportunities/priorities.
- Review of directional, advisory and advertising street signage where the Road Authority requires advice or feedback from other parties.

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 TEAG (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:-

- TEAG 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).

To assist with the implementation of recommendations endorsed at the TEAG, two (2) categories exist to define authority levels for making decisions:-

- **“Minor”** - to be programmed and implemented by the Business's General Manager Strategic Asset Performance at his/her discretion when:-
 - :- The estimated cost of work is less than \$30,000;
 - :- The Councillor representative/s attending the TEAG meeting agree that the matter is deemed “Minor”; or
 - :- It is anticipated that the matter is not “sensitive” to the community.
- **“Major”** – are referred to the Business's General Meeting to allow the Business to consider the community interest and funding implications prior to endorsement or referral back to the TEAG when:-
 - :- The estimated cost of work is more than \$30,000;
 - :- The Councillor representative/s attending the TEAG meeting agree that the matter is deemed “Major”; or
 - :- It is anticipated that the matter is “sensitive” to the community.

- Prior to the implementation of a 'Major' recommendation from the TEAG, the Business 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 the Business believes the Community Interest or funding has not been adequately considered, the matter may be referred back to TEAG for further consideration.

Membership

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

| Organisation | Title |
|--|--|
| Gladstone Regional Council | Councillor |
| | Councillor |
| | General Manager Strategic Asset Performance |
| | Manager Engineering Asset Solutions |
| Department of Transport and Main Roads | Principal Engineer |
| | Senior Advisor (Road Safety) |
| | Senior Designer (Road Safety) |
| | Manager (Passenger Transport Operations) |
| Queensland Police Service | Officer in Charge, Calliope Road Policing Unit |

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 TEAG 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:-

| Organisation | Attendees |
|--|------------------|
| 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 Group are a technical forum and 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 Group meetings are:-

| Organisation | Title |
|--|--|
| Gladstone Regional Council | Manager Asset Design |
| | Senior Engineer – Asset Solutions |
| | Team Leader Local Laws |
| Department of Transport and Main Roads | Senior Permit Officer |
| Queensland Police Service | Sergeant - Senior Traffic Officer, Calliope Road Policing Unit |

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 General Manager Strategic Asset Performance will be the Chairperson.

The Manager Engineering Asset Solutions will be the Chairperson in the absence of the General Manager Strategic Asset Performance.

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 Group, 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 coordination and preparation of the technical matters brought before the Group.

Meetings

Frequency

In order to ensure timely reporting and actioning of issues and items, five (5) meetings will be scheduled to 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 Group 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 are considered confidential and 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 Group Members.

Agenda items may be put forward by any Group Member.

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

- Minor Matters - for consideration and decision making by the General Manager Strategic Asset Performance; and
- Major Matters - for recommendation to the Business's General Meeting for Council 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).

Dormant Items

The TEAG can agree to transfer items documented in the Minutes under “New Agenda Items”, “General Business Items” or “Outstanding Items” to the “Dormant Items” section within the Minutes, if the item is unable to be marked as “completed” within six (6) months of the agreed action, in accordance with “Completed Items” (as above).

Transferring of these items can only be approved by the TEAG when:-

- It has been identified that no further updates are required at the TEAG meeting until the action has been completed; and
- A review date has been allocated.

It will be the responsibility of the Secretariat to ensure the “Dormant Item” is raised at the TAG meeting on or after the review date (whichever is sooner).

Once the “Dormant Item” action is completed, it can be removed from the Minutes.

Minutes

Minutes are considered confidential and 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 Group 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 TEAG, they will be distributed by the Secretariat to all stakeholder organisations.

All minutes will be made available to Councillors upon request and are to be recorded in the Business’ Record Keeping System, ECM, under file subject RD4.4. for consideration.

Funding

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

The Group has no direct access to funds.

Costs related to minor matters for local government roads will be at the discretion of the General Manager Strategic Asset Performance 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 the Business's General Meeting for appropriate consideration and approval. Reports must include information on existing funding with the Long Term Financial Plan and how it is proposed for expenditure to be funded.

Costs related to recommendations/endorsements from the Traffic Environment Advisory Group 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 TEAG 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 changes etc) as required by the Chairperson.

History

| Date | Resolution No | Description |
|------------------|---------------------------------------|----------------------------|
| 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 |

Gladstone Regional Council
Traffic Environment Advisory Group (TEAG)
Terms of Reference

| | | |
|-----------------|--------------|----------------------------|
| 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 |
| 18 June 2019 | | Terms of Reference amended |