Traffic Environment Advisory Group

(TEAG)

TERMS OF REFERENCE

Background

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).

Purpose

The purpose of the Traffic Environment Advisory Group (TEAG) is to:

- Provide 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.
- Consider and present the community's issues/concerns/ideas.
- Make technical based recommendations to resolve traffic related matters.
- Identify opportunities for cross-agency road safety initiatives and campaigns.
- Advise the relevant road authority of the outcomes/actions.

TEAG does not consider speed related issues (management of speed) as these are considered by the Speed Management Committee (SMC).

Decision Making

Traffic related matters will be investigated by the relevant Road Authority, signed off by the Responsible Officer, and submitted to the TEAG for endorsement. TEAG will review the officer's recommendations to ensure they are consistent and credible with standards and common practice. 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.
- 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.
- 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).

Recommendations endorsed by TEAG will be referred back to the relevant authority for delivery, in line with established investment and delivery processes, with a requirement for the authority to provide viability of delivery timeframes to the Group.

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
	Manager 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 (or delegate) 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. Attendance in person is preferred, however remove access via Teams will be provided where requested.

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.

Meeting Procedure

Format of the meeting is:

- Welcome
- Record attendance and apologies
- Note the "Email Adopted" Minutes from the last meeting
- Seek endorsement for Terms of Reference amendments
- Review the status of Action Items from previous meetings
- Officer Reports
- New Discussion 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 Discussion 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 (i.e. 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 Discussion 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 TEAG 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 Councils 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 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.

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.

Amendment 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
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	G/19/3808	Terms of Reference amended
7 December 2021	TBC	Terms of Reference amended