



City of
Norwood
Payneham
& St Peters

TRAFFIC MANAGEMENT & ROAD SAFETY COMMITTEE

TERMS OF REFERENCE

1. ESTABLISHMENT

- 1.1 The Council has established the Traffic Management & Road Safety Committee (the Committee) pursuant to Section 41 of the *Local Government Act 1999*.
- 1.2 These Terms of Reference were adopted by the Council on 20 January 2025.

2. PURPOSE

- 2.1 The purpose of the Committee is to consider traffic management and road safety related matters within the City and either advise or determine such matters within their delegated authority.

3. FUNCTIONS AND RESPONSIBILITIES

- 3.1 Matters may be referred to the Committee by the Council in response to a petition received. or any other circumstance that the Council considers necessary. In any other circumstances, relevant matters may be referred to the Committee by the person acting in the role of Manager, Traffic & Integrated Transport.
- 3.2 The Committee may:
 - 3.2.1 make a final determination on traffic management issues in accordance with the requirements of the Council's Local Area Traffic Management Policy (the Policy) and within the delegated powers and functions that the Council has made to the Committee; and
 - 3.2.2 consider proposals and consultation feedback to inform recommendations to the Council regarding traffic and parking which seek to improve traffic management and road safety throughout the City.

4. DELEGATED AUTHORITY

- 4.1 The Council has delegated certain powers and function under the *Road Traffic Act 1961* (and related statutory Instruments) to the Committee, limited only to those in the attached Instrument of Delegation. The Committee has no other delegated powers or functions on behalf of the Council.
- 4.2 As requested by the Council, or where a matter cannot be resolved by the Committee using a delegated power or function from the Council, the Committee will make a recommendation to the Council or to the Manager, Traffic & Integrated Transport.

5. MEMBERSHIP AND CONDITIONS OF APPOINTMENT

- 5.1 The Committee has six (6) Members comprising of three (3) Elected Members and three (3) Specialist Independent Members, all of whom will be appointed by the Council. Specialist Independent Members cannot be an Elected Member or staff member of the City of Norwood Payneham & St Peters.

- 5.2 The Specialist Independent Members will have skills, experience, and knowledge in relation to traffic management and road safety.
- 5.3 The term of appointment for all Members of the Committee will be as determined by the Council, and each Member is eligible for re-appointment to the Committee by the Council.
- 5.4 Remuneration will be paid to each Special Independent Member of the Committee (based on a set fee per meeting attended) as determined by the Council.
- 5.5 Prior to the Council appointing Independent Members to the Committee, a Selection Panel appointed by the Chief Executive Officer will evaluate potential candidates with consideration given to the requirements of Clause 5.2 of these Terms of Reference before making a recommendation to the Council.
- 5.6 The appointment of Independent Members will be subject to the endorsement of the Selection Panel's recommendation by the Council.

6. PRESIDING MEMBER

- 6.1 The Council will appoint the Presiding Member of the Committee.
- 6.2 If the Presiding Member of the Committee is absent from a meeting, then the Members present will determine by resolution who will preside at the meeting.
- 6.3 The role of the Presiding Member of the Committee is to:
 - 6.3.1 oversee and facilitate the orderly conduct of Committee Meetings in accordance with the *Local Government Act 1999* and the *Local Government (Procedures at Meetings) Regulations 2013*, and any other procedures relevant to the Committee.
 - 6.3.2 ensure that the Guiding Principles set out in Regulation 4 of the *Local Government (Procedures at Meetings) Regulations 2013*, are observed during Committee Meetings and that all Committee Members have an opportunity to participate in discussions in an open and responsible manner.

7. MEETINGS

- 7.1 Ordinary Meetings of the Committee will be convened not less than four times per year.
- 7.2 The Committee will approve a schedule of Meetings for each year and Special Meetings will be convened as needed for urgent matters.
- 7.3 Meetings will be held in the Mayor's Parlour, Norwood Town Hall, unless otherwise notified.
- 7.4 Notice of each Committee Meeting confirming the venue, time, and date, together with an Agenda of items to be discussed, shall be forwarded to each Member of the Committee, no later than three (3) clear days before the Meeting.
- 7.5 If there is no business for the Committee to consider, prior to Notice of a Committee Meeting being forwarded to Committee Members, the Chief Executive Officer may cancel a scheduled meeting of the Committee, in consultation with the Presiding Member, and advise all Committee Members via email.
- 7.6 Subject to the operation of Section 90 of the *Local Government Act 1999*, and in accordance with the requirement of Section 132 of the *Local Government Act 1999*, the Agendas and Minutes of the Committee Meeting will be published on a website as determined by the Chief Executive Officer.
- 7.7 In accordance with Section 88 of the *Local Government Act 1999*, Notice of Meetings of the Committee must be displayed at the Principal Office of the Council and on a website determined

by the Chief Executive Officer, and must continue to be published and kept on display until the completion of the relevant Meeting.

- 7.8 The quorum for a Meeting of the Committee shall be four (4) Members of the Committee, with at least two (2) of those Members present being Specialist Independent Members.
- 7.9 The Chief Executive Officer may adjourn a scheduled meeting of the Committee, in circumstances where sufficient apologies have been received to indicate a quorum will not be achieved for the scheduled Meeting.¹
- 7.10 Meetings of the Committee must be conducted in accordance with the *Local Government Act 1999* and Parts 1, 3 and 4 of the *Local Government (Procedures at Meetings) Regulations 2013*.
- 7.11 All decisions of the Committee shall be made based on a majority decision of the Members present.
- 7.12 Each Member of the Committee at a Meeting will have one (1) vote. The Presiding Member will have a deliberative vote and does not, in the event of an equality of votes, have a casting vote.
- 7.13 Minutes of the Committee Meetings shall be circulated within five (5) days after a Meeting to all Committee Members and to all Members of the Council.
- 7.14 Deputations may be made to the Committee based on the following conditions:
- 7.14.1 A person or persons wishing to appear as a deputation to a Committee Meeting must deliver to the Principal Office of the Council a written request to the Committee at least four (4) hours before the scheduled start time of the Meeting. A request may provide in person, or emailed to townhall@npsp.sa.gov.au.
- 7.14.2 A deputation request must be on a matter relevant to the role and function of the Committee.
- 7.14.3 The Presiding Member of the Committee may refuse to allow a deputation to appear at a Committee Meeting.
- 7.14.4 The Chief Executive Officer must take reasonable steps to ensure that the person or persons who requested a deputation are informed of the outcome of the request.
- 7.14.5 If the Presiding Member of the Committee refuses to allow a deputation to appear at a Committee Meeting, the Presiding Member must report the decision to the next Committee Meeting.
- 7.14.6 Persons granted a deputation may speak to the Meeting for a maximum of five (5) minutes unless further time is allowed with leave of the Meeting.

8. REPORTING

- 8.1 A report will be presented to the Council Meeting following each Meeting of the Committee which will contain recommendations from the Committee for the Council to consider for determination as well as any other matters considered by the Committee by way of the Committee Minutes being attached to the Report.

9. TERM OF THE COMMITTEE

- 9.1 The Committee is established for the Council term and will be wound up without further action by the Council at the conclusion of the term of the Committee.

¹ *Local Government (Procedures at Meetings) Regulations 2013*, Regulation 7(1)