



## **Bunbury RoadWise Committee**

### **Notice of Meeting and Agenda Thursday 4 February 2016**

#### **Committee Terms of Reference**

The **Bunbury RoadWise Committee** is to make recommendations to Council based on the following Terms of Reference:

#### **1. Formation, Meetings and General Procedures**

- 1.1 The formation and conduct of the Bunbury RoadWise Committee is to be as determined by the Bunbury City Council in accordance with the requirements of the Local Government Act 1995 and any statutory requirements e.g. Section 20 of the City of Bunbury Standing Orders Local Law; except the requirement of the Standing Orders in relation to the 'quorum' for the meeting.
- 1.2 The quorum for a meeting of the committee to be one (1) Chair and four (4) of the filled number of positions of membership on the committee, allowing for proxy members.
- 1.3 Executive staff are to become voting members automatically.
- 1.4 The term of membership on the committee shall be a two-year period with membership reviewed and elections held for members to coincide with biennial Local Government Elections.
- 1.5 Members shall act in the best interests of the committee and their represented organisation at all times.
- 1.6 The committee to meet regularly at intervals sufficient to administer its affairs.
- 1.7 Any requests for public comment made to the committee members by the media shall be referred to the committee's Presiding Member or in his/her absence, the Deputy Presiding Member.
- 1.8 The Committee is an Advisory Committee of the Bunbury City Council and as such its recommendations will be presented to Council for consideration and a decision.
- 1.9 Minutes of Bunbury RoadWise Committee Meetings shall be presented to Council on a regular basis to keep the Council informed of the committee's activities.
- 1.10 The Bunbury RoadWise Committee shall not direct Council Officers.

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- 1.11 Members of the general public will be encouraged to make written submissions to the committee for discussion at meetings.

The committee may call upon consultants or special guest speakers from time to time to attend meetings and provide advice, but it should be noted these persons will not be entitled to vote at the meeting.

**2. Aims and Objectives**

The Bunbury RoadWise Committee will work with the Peel South West Road Safety Committee and Road Safety Council to:

- 2.1 Prepare, implement and evaluate a local road safety action plan.
- 2.2 Engage the local community (including individuals, community groups and government and commercial organisations) on matters relating to road safety issues.
- 2.3 Establish and maintain an effective network of road safety stakeholders within the area.
- 2.4 Use road safety statistics and state wide campaigns to increase the community awareness of major road safety issues in the area.
- 2.5 Coordinate agency responses to identify road safety issues in the area in partnership with the community.
- 2.6 Provide information and feedback to Local, State and all levels concerning road safety issues relevant to Bunbury.
- 2.7 Identify and become involved in programs, projects and initiatives, including funding.
- 2.8 Promote Bunbury RoadWise and its programs to the community.
- 2.9 Delegate tasks amongst members to share the expertise and human resources of the committee.
- 2.10 Evaluate on an ongoing basis, the effectiveness of projects and committee operations.



## Bunbury RoadWise Committee Notice of Meeting

Dear Committee Members

The next Ordinary Meeting of the Bunbury RoadWise Committee will be held in the Ocean Room, City of Bunbury Administration Building, 2-4 Stephen Street, Bunbury on **Thursday 4 February at 1.00 pm.**

Gavin Harris  
**Director, Works and Services**

<b>Agenda</b>
<b>January 2016</b>
Members of the public to note that recommendations made by this committee are not final and will be subject to adoption (or otherwise) at a future meeting of the Bunbury City Council.

*Committee Members:*

Member Name	Representing	Present
Cr Betty McCleary	City of Bunbury Council	
Cr Karen Steele	City of Bunbury Council	Apology
Sgt Craig Clarke	WA Police	
Lyn Gell	St John Ambulance	
Brad Brooksby	Community Member	
Paul Cassidy	Community Member – Main Roads WA	Apology
Alan Roberts	Main Roads WA	Tentative apology
Gavan Hayllar	RoadWise Officer - WALGA	
Lisa Gartrell	SDERA – Road Aware School Consultant	Apology
Keith Harraway	RAC – Manager South West (YDDP)	Apology
Peter Stewart	DFES	Apology

*Support Staff:*

Name	Title	Present
Lorraine Campbell	Engineering Technical Officer (Minutes)	
Nigel Archibald	Acting Manager Engineering	Apology

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**1. Declaration of Opening**

The Chairperson declared the meeting open at \_\_\_\_\_.

**2. Announcements from the Presiding Member**

**3. Attendances**

**3.1 Apologies**

**3.2 Approved Leave of Absence**

**4. Declaration of Interest**

IMPORTANT: Committee members to complete a “Disclosure of Interest” form for each item on the agenda in which they wish to disclose a financial/proximity/impartiality interest. They should give the form to the Presiding Member <u>before</u> the meeting commences. After the meeting, the form is to be forwarded to the Administration Services Section for inclusion in the Corporate Financial Disclosures Register.
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**5. Confirmation of Minutes**

Committee Decision:                      Moved \_\_\_\_\_                      Seconded \_\_\_\_\_

The minutes of the Bunbury RoadWise Committee Meeting held on 10 December 2016, are confirmed as a true and accurate record.

CARRIED/LOST

**6. Petitions, Presentations and Deputations**

**6.1 Petitions**

Nil

**6.2 Presentations**

Nil

**6.3 Correspondence**

6.3.1 Correspondence – Leanne Maher on behalf of Hon John Castrilli MLA  
Letter will be tabled from the City of Bunbury to RAC Community Engagement Officer in support of the Bunbury Choose Respect Inc. team’s efforts for sponsorship.

6.3.2 Gelorup Rise  
Reply email and locality plan from Main Roads will be tabled in response to enquiry from John Kus regarding residents’ concerns about Bunbury Outer Ring Road and Gelorup Rise.

6.3.3 Electronic Graphic Display # Spencer Street  
Five responses will be tabled stating no objection to the proposal.

**6.4 Deputations**

Nil

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**7. Reports**

**7.1 Action Plan Review**

The Bunbury RoadWise Committee Action Plan 2015-2016 will be tabled.

**7.2 “Blessing of the Roads” campaign**

**8. Motions of Which Previous Notice has been given**

**9. Questions from Members**

**9.1 Response to Previous Questions from Members taken on Notice**

**9.2 Questions from Members**

**10. Urgent Business**

**11. Date of Next Meeting**

*7 April 2016*

**12. Close of Meeting**

The Presiding Member closed the meeting at \_\_\_\_\_.

**Actions Required after Meeting**

1. Minutes of meeting to be sent to Council for noting.
2. Items to be raised for Council following requests/recommendations/motions by committee.
3. Any other actions required.