



CRANBROOK ROADWISE WORKING GROUP

TERMS OF REFERENCE

1 NAME

The group will be known as the Shire of Cranbrook RoadWise Working Group.

2 PURPOSE

The purpose of the working party is to encourage, promote and educate all road users within the Shire of Cranbrook, as to the safer use of roads.

3 AIMS & OBJECTIVES

The working group aims to be aware of existing and potential road safety issues and to address these by developing, promoting and evaluating appropriate strategies. The working party also aims to engage and foster community involvement in traffic safety matters.

The working group will endeavour to achieve its aims through the following objectives:

- Provide a means of participation and communications between the community and the Shire of Cranbrook on matters pertaining to road safety.
- Raise community awareness of road safety issues and initiatives for local communities.
- Facilitate community planning, development and implementation of road safety programs and promotions.
- Develop programs and initiatives that target specific groups and road safety issues in the community.
- Identify road safety issues and pursue and review road safety strategies that can be adopted by the Shire, WALGA RoadWise, Main Roads WA and WA Police Service.
- Identify crash problems and locations. Identify poor road user behaviour and develop new (or utilise existing) initiatives to address these.
- Provide feed back on relevant issues to organisations such as WALGA RoadWise, Road Safety Commission and WA Police Service.
- Identify and seek funding to implement road safety programs.

4 MEMBERSHIP

The membership of the working party shall include:

- Up to two Shire of Cranbrook elected members;

- Shire of Cranbrook CEO and/or CEO representative;
- A WALGA RoadWise representative;
- A WA Police Service representative;
- A Main Roads representative;
- An emergency Services representative from St Johns Ambulance; and
- A Local Bush Fire Brigade representative.

5 MEETINGS

The group will meet on a regular basis every two months or otherwise determined by the nominated members.

The chairperson will be appointed by the working group. The role shall be selected via a nomination/voting process, which is to be undertaken at the first meeting following the local government election cycle, with expiry at the next ordinary local government election. The appointment will preside at all meetings and is responsible for the proper conduct of the group. In the absence of the chairperson or another elected member, a Shire staff member will assume the chair.

If required, the working party has the authority to establish sub-working groups, to address specific purposes of the group. The working party has authority to request individuals from outside the working party on a voluntary basis for their expert advice.

Matters requiring Council consideration will be subject to separate specific reports to Council and will be progressed to Shire staff for inclusion in the Council's agenda..

6 MINUTES

Minutes shall be recorded at each meeting and sent to all members before the next meeting date.

7 DELEGATION

The working party performs an advisory function and does not have any delegated authority.

Reviewed	By Whom	Council Meeting	Completed
10 September 2024	CEO	September 2024	