



KALGOORLIE-BOULDER ROADWISE COMMITTEE - TERMS OF REFERENCE

1. Name

Kalgoorlie-Boulder RoadWise Committee

2. Aim

To contribute to the long term vision of eliminating road crashes as a major cause of premature death and injury, through increased community support, partnerships and participation in the Western Australia road safety initiatives.

3. Membership

- Elected member of the City of Kalgoorlie-Boulder Council
- Engineering Services Team Leader – City of K-B.
- Representative from the Department of Transport.
- Representative of Main Roads Western Australia.
- Representative of Royal Automobile Club of Western Australia.
- Representative of Western Australia Police.
- Representative of School Drug Education and Road Aware.
- Community Member/s.
- WALGA's RoadWise Program – Goldfields – Esperance Road Safety Advisor
- Representative of St Johns Ambulance
- Representative of DFES
- Representative of a City Secondary School
- Representative of Local Community Groups
- Manager Infrastructure Services- City of Kalgoorlie-Boulder
- Representative of Local transport/mining companies

4. Membership notes:-

- Special guests may be invited to attend committee meetings as determined by the RoadWise Committee.
- Each voting member must nominate a proxy within their agency or organisation to attend if the appointed member is absent.
- Members representing agencies and organisations that can no longer participate in the committee shall advise the RoadWise Committee of their resignation and nominate an alternative representative for membership.
- Committee membership will be reviewed annually.
- New members may join the RoadWise Committee via resolution of the committee.
- Associate Members have access to minutes and agenda and can attend meetings as observers. They must attend at least once per year to keep their membership current.



5. Meeting Management

- Chairperson

The Chairperson shall be an elected member or other representative of the City. In the absence of the Chair, the Deputy Chairperson shall Chair the meeting.

- Quorum

Quorum will consist of the Chairperson, or Deputy Chairperson and four (4) committee members.

6. Administration

- Administration Assistant

The City of Kalgoorlie-Boulder will provide an Administration Assistant to attend meetings of the RoadWise Committee.

- Minutes / Agendas

The Administration Assistant shall be responsible for preparing agendas and minutes of all business transacted at each meeting.

The agenda will be issued to members one week prior to the scheduled meeting.

Meeting minutes will be made available to Council by way of information at the first Council meeting of the month. Best endeavours will be made for the meeting minutes to be forwarded to Committee members **no later** than two (2) weeks after the meeting.

A Financial Report shall be submitted to the Committee at the meeting each month by the City of Kalgoorlie-Boulder- Infrastructure representative.

7. Schedule

Meetings will be held at 9.00am on the third Tuesday of the month.