



Mount Lawley Primary School Parents and Citizens' Association Incorporated

TRAFFIC MANAGEMENT GROUP

TERMS OF REFERENCE

1 NAME

- 1.1 The Group shall be called the "Mount Lawley Primary School Parents & Citizens' Association Incorporated Traffic Management Group".
- 1.2 For convenience the Group may be referred to as "the Traffic Management Group" or "the TMG".

2 COMPOSITION

- 2.1 The composition of the TMG is unrestricted and may change as volunteer availability and activities dictate.
 - (a) Membership is by nomination for consent by existing members of the TMG.
 - (b) The TMG must include at least one person who is a financial member of the P&C Association.
 - (c) The President of the P&C Association shall be ex officio a member of the TMG.
- 2.2 The Leader of the TMG will be by mutual agreement of its members.
- 2.3 In the event of any dispute regards the composition of the TMG, the dispute shall be resolved at a General Meeting of the P&C Association.

3 RESPONSIBILITIES AND POWERS

- 3.1 The TMG shall be responsible for specifically identifying and coordinating volunteer, students and other resources to assist the Mount Lawley Primary School (School) with ensuring there is appropriate oversight and attention on School traffic management matters.
- 3.2 Subject to the Constitution and Rules of the P&C, and the continuing approval of the P&C, the TMG shall have the power to:
 - (a) Work collaboratively with the School to deliver an effective School Traffic Management Plan.
 - (b) Engage with the School community on a regular basis to determine traffic priorities.
 - (c) Educate the students and community on key traffic management matters such as road safety, kiss'n'drive protocol, informal traffic flow arrangements around the school etc.
 - (d) Champion initiatives that encourage utilisation of alternatives to driving.
 - (e) Work collaboratively with external parties (e.g. Department of Education, Department of Transport, City of Stirling) to improve traffic infrastructure and other associated traffic matters.
 - (f) Recruit TMG representatives to ensure ongoing sustainability of this group.

4 DUTIES OF THE LEADER OF THE TRAFFIC MANAGEMENT GROUP

- 4.1 The Leader when present, shall preside at all meetings of the TMG. In the event the Leader is absent the meeting shall elect a chair for the occasion.
- 4.2 The Leader shall use best endeavours to ensure that members of the TMG abide by these Terms of Reference and that activities are conducted in accordance with these Terms of Reference.
- 4.3 The Leader shall ensure that a report of the activities of the TMG is presented to each General Meeting of the P&C Association (or to an Executive Committee Meeting) and at such times as directed by the General Meeting of the P&C Association (or as directed by the President of the P&C Association).

5 MEETINGS

- 5.1 Meetings of the TMG shall be at such times and places as determined by itself provided that at least one meeting shall be held in each term of the school year.

6 QUORUM

6.1 For a meeting of the TMG the quorum shall be those in attendance.

7 ALTERATIONS TO THESE TERMS OF REFERENCE

7.1 All proposed amendments to these Terms of Reference must be approved by a General Meeting of the P&C Association.

7.2 When these terms of reference are altered, the table below must be updated.

Version	Status / changes	Date of approval
1	Original version	18 June 2020

END