

**SOUTHERN & HILLS LOCAL GOVERNMENT ASSOCIATION  
ROAD WORKS PARTY WORKING GROUP**

**TERMS OF REFERENCE**

**1. Role of the RWP Working Group**

- Provide a forum for networking, support and exchange of ideas around local government responding to Transport needs.
- Assist the Southern & Hills LGA to meet any compliance and reporting obligations for the Southern & Hills Regional Transport Plan.
- Support individual councils in implementing of local transport action plans.
- Identify and support opportunities for regional approaches to the planning, development and coordination of programs and activities that respond to regional transport needs and local needs of regional significance.
- Identify potential partners for councils to work with in implementing regional strategic transport needs.
- Work with the Local Government Association SA to further understanding and capacity of councils in transport planning.
- Work with Local Government Association SA to support and develop the Special Local Roads program (SLRP).
- Co-ordinate applications to the SLRP and make recommendations to the S&HLGA Board
- Identify gaps in regional transport needs.
- Support the Southern & Hills LGA in reviewing the Southern & Hills Regional Transport Plan.
- Support advocacy at the local, state and federal levels for funding, programs and services that respond to transport needs.
- Monitor new policy directions and their implications for transport planning and advise the Southern & Hills LGA and councils as appropriate.

**2. Region of Interest**

The region of interest is the area covered by the Southern & Hills LGA (including the local government areas of Kangaroo Island, Yankalilla, Victor Harbor, Alexandrina, Mount Barker and Adelaide Hills noting AHC is in the Metro group for SLRP purposes).

**3. Membership**

Membership will be representatives of member councils of the Southern & Hills LGA and other key stakeholders such as the Local Government Association of SA.

Councils can make their own decisions about the term of office for their nominated representative, but the expectation is that representatives will willingly and regularly attend and contribute.

**4. Roles and responsibilities of members**

Representative of member councils are expected to:

- Attend meetings regularly
- Prepare for meetings
- Be mindful of the potential for a conflict of interest, and to declare such interests as and when they arise

- Represent their council and the region honestly and fairly
- Maintain confidentiality when it is required
- Treat other members with courtesy and respect
- Follow through on agreed actions
- If unable to attend, send a proxy in their absence

## **5. Chairperson**

The Chairperson will be the Executive Officer of S&HLGA

In the absence of the Chairperson the Working Group will appoint a member present to chair the meeting.

## **6. Executive Support**

Executive support will be provided by the Executive Officer of the Southern & Hills LGA and will include issuing notice of meetings, keeping records of meetings and providing other support for the operations of the Working Group.

## **7. Working parties**

The Working Group may appoint working parties as it considers necessary, provided that all actions are approved or confirmed by the Working Group.

## **8. Meetings**

Frequency of meetings will be determined by the Working Group and may vary be varied on an as needed basis.

## **9. Voting**

Decision making will be achieved via consensus.

## **10. Legal status**

The RWP is an advisory subcommittee of the Southern & Hills Local Government Association, which is a Section 43 Regional Subsidiary under the Local Government Act 1999

## **11. Finances**

The Working Group will not operate its own bank account. Funding available to the Working Group will be managed by the Southern & Hills LGA, or a member council may be requested by the Southern & Hills LGA to manage funds on their behalf.

## **12. Reporting**

The Working Group will report to the board of the Southern & Hills LGA through the Executive Officer of the Southern & Hills LGA.

Working Group members will be responsible for reporting back to their nominating councils.