Schools Precincts Safety Community Reference Group

Terms of Reference

1. Background

The City of Prospect Integrated Transport Plan 2025-2035, endorsed by Council in December 2025, establishes a clear strategic framework to develop a safe, efficient, and sustainable transport network. The Plan identifies 124 priority actions across 19 strategies, with a significant number directed specifically at school precincts.

On 28 October 2025, Council resolved to convene a round-table community forum on parking enforcement in school areas and to review current policy settings for expiation notices for driving and parking offences within Council's control.

Giving effect to those resolutions, Council administration delivered the Schools Parking and Traffic Community Forum at Payinthi on 11 February 2026. The forum was attended by representatives from all six schools within the City of Prospect, affected residents, the Royal Automobile Association (RAA), South Australia Police (SAPOL), and Elected Members.

At the forum, the Mayor committed to the establishment of an ongoing Schools Precincts Safety Community Reference Group (CRG) to maintain the collaborative momentum generated through the forum and to provide a continuing mechanism for stakeholder input into school precinct safety initiatives.

2. Purpose

The Schools Precincts Safety Community Reference Group is an advisory group to Council. Its purpose is to provide a forum for meaningful dialogue, feedback and input from schools, residents, and key stakeholders to improve parking, traffic and pedestrian safety within the City of Prospect's school precincts, in support of the vision and objectives below.

Vision

Safer, calmer and more accessible school precincts across the City of Prospect, supported by a shared understanding between Council, schools, residents and partner agencies.

Objectives

- Progress the school-aligned actions of the Integrated Transport Plan 2025-2035 through structured stakeholder engagement.
- Balance child safety, parking compliance, and fair access to residential streets during peak drop-off and pick-up times.
- Identify and prioritise interventions across the three themes of Design (physical space), Behaviour (enforcement and education), and Demand (volume reduction).
- Support Council's 2026-27 and future budget settings with evidence-informed, community-led input.
- Strengthen partnerships with external agencies including SAPOL, RAA, the Department for Infrastructure and Transport, and the Department for Education.

3. Functions

The functions of the Schools Precincts Safety CRG are to:

- Facilitate feedback from schools, residents and other stakeholders on the achievement of the vision and objectives set out above.
- Serve as a sounding board for administrative decisions in relation to the delivery of school precinct safety initiatives, including design changes, enforcement approaches and educational campaigns.
- Comment and provide opinion on reports, plans and requests from Council relating to school precinct safety.
- Support advocacy to State Government agencies for improvements to State-controlled infrastructure and enforcement settings relevant to school precincts; and
- Review and reflect on the effectiveness of initiatives implemented in the preceding six months and propose refinements for future activity.

4. Meetings and Operations

Meetings will be scheduled in advance and held in person at Payinthi, 128 Prospect Road, Prospect (TK Room), with specific dates to be determined once the CRG is established and may be amended from time to time.

The CRG will meet on a six-monthly (twice-yearly) basis. Meetings will typically be timed to align with the rhythm of the school year, with one meeting held early in the school year and a second meeting held mid-year to inform the annual Council budget cycle.

Agendas, meeting minutes, and relevant materials will be circulated to members at least three (3) days in advance to ensure effective preparation and participation.

Minutes of meetings will be recorded and distributed to members within seven (7) days following a meeting and will otherwise be made available to Council to inform decision-making in relation to school precinct safety matters.

Meetings of the CRG will be held in public. Ward Councillors who are not members of the CRG may attend as observers. Observers are not entitled to contribute to discussion except where expressly invited by the Chair.

Quorum will consist of a minimum of four members, at least two of whom must be school or community/resident representatives.

5. Membership

The Schools Precincts Safety CRG will comprise up to 18 members as set out below:

Chair	Director City Works & Presentation
Deputy Chair	Manager Assets & Maintenance
Staff	Director City Strategy, Community and Culture Manager Development and Regulatory Services Senior Traffic Engineer
Elected Members	City of Prospect Mayor City of Prospect Councillors (x2)

School representatives	One nominated representative from each of the six schools within the City of Prospect:
	• Blackfriars Priory School • Nailsworth Primary School • Prescott College • Prospect North Primary School • Prospect Primary School • Rosary School
Community representatives	Up to four community/resident representatives* appointed by the Chief Executive following a public expression of interest process.
Observers / subject matter experts	Representatives of the Royal Automobile Association (RAA), South Australia Police (SAPOL), the Department for Infrastructure and Transport (DIT) and the Department for Education may be invited to attend as observers or subject matter experts.

(*) NOTE: Community representatives are intended to be genuinely representative in how they approach their role. They are expected to engage with and listen to other members of their community and advance the views of those they represent within the CRG. This may mean that they advance views that are sometimes contrary to their own.

6. Roles and Responsibilities of Members

Members are required to:

- Actively participate in meetings via attendance, discussion, review of minutes and other relevant documents.
- Support and contribute to open discussion and respectfully encourage and listen to the contributions of others.
- Liaise with their community or school networks to inform themselves of a broad range of views.
- Represent the views of a broader remit of people (and not just their own).
- Respect confidentiality, objectivity, and the principles of constructive dialogue and cooperation; and

Members who are not Council employees or Council Members are considered volunteers of the Council.

7. Membership Appointment, Term and Removal

School representatives

Each of the six schools within the City of Prospect will be invited by the Chief Executive Officer (or delegate) to nominate a representative to the CRG. Schools may formally advise a proxy should their official representative be unable to attend individual meetings.

Community representatives

Community representatives will be appointed by the Chief Executive Officer of the City of Prospect following a public registration of interest process. The Chief Executive Officer will place a high priority on achieving broad community representation, including residents of

streets most directly affected by school drop-off and pick-up activity, and carers of children attending schools within the City of Prospect.

Term

The term of membership is until 30 June 2028, unless the Council resolves to disband the CRG at an earlier time or to extend its term.

Removal

A member of the CRG may be removed from office by the Council on the grounds that:

- The member was absent, without leave from the CRG, for more than three consecutive meetings of the CRG: or
- The member has acted in a manner that is inconsistent with the functions of the CRG, or the roles and responsibilities of members as specified herein.

The determination as to whether a member's conduct constitutes grounds for removal from office will be made by the Chief Executive Officer. The Chief Executive Officer will observe the principles of natural justice in making any decision to remove a member of the CRG from office and the member will be given an opportunity to comment in relation to any adverse allegations against the member and in relation to any proposal that he/she be removed from office. Any comments made by the member will be considered by the Chief Executive Officer before a decision is made.