



ROADS ADVISORY COMMITTEE

1. Document Information

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| Version Date | 15 June 2022 |
| Author | Deputy General Manager – Cabonne Infrastructure |
| Owner <i>(Relevant Director)</i> | Deputy General Manager – Cabonne Infrastructure |
| Next Review Date | Within 12 months of new Council election |
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2. Introduction

The purpose of the Cabonne Council Roads Advisory Committee (the committee) is to share ideas and knowledge on the management of the Council road network.

Specifically, the committee will:

- Consider and comment on transport issues and concerns from local community groups
- Input into review of appropriate service level standards across the road network
- Provide comment on policy, strategic plans and works programs relating to road infrastructure
- Participate in promoting to the wider community the importance of an effectively managed road network

3. Term

Elected members continue as members of the committee until:

- The next general election of Council
- The committee is disbanded or completes its purpose in accordance with these terms of reference

Other members continue until the committee is disbanded, completes its purpose in accordance with these Terms of Reference, or at the next general election of Council.

Any casual vacancy in elected members is filled by Council appointment. Any other casual vacancy is filled by the General Manager.

4. Role of the Committee

The committee operates as an 'advisory committee' of Council

5. Key Objective

The committee considers key issues such as the following:

- Policy, strategic plans and works programs for road infrastructure
- Participate in the development and continual review of road infrastructure levels of service
- Priority issues of concern to the community

6. Responsibilities

The Committee may make recommendations to Council on all matters before it. These recommendations are submitted via the minutes of each meeting to Council for consideration.

Substantial recommendations (including any requiring the expenditure of Council funds) are accompanied by a separate report to Council.

Committee recommendations considered purely or substantially 'operational' in nature will be directed to relevant directorates within the Council organisation by delegation of the General Manager.

Advisory Committees do not have the power to incur expenditure, nor do they have the power to bind Council.

7. Membership

Formation of Committee

Membership of the Committee shall comprise the following voting members

- Mayor – As Chair, with one alternate
- Councillor – 1 Councillor, with one alternate
- Council Staff – up to 2, as delegated by the General Manager
- Local Community Representatives – up to 5 with alternates for each, consisting of individuals whom;
 - i. Maintain a broad interest or technical understanding of road infrastructure management
 - ii. Are residents of Cabonne Council Local Government Area
- Local Bus Operators – Up to 2 positions
- Heavy Transport Industry – Up to 2 positions
- NSW Farmers – 1 Position

Other Attendance at Meetings

Attendance of other elected members is permitted; however no voting rights are entitled outside of the committee membership.

The Chairperson and/or the General Manager may invite community representatives, consultants or technical specialists in order to assist with advice to the committee. Invited community members and/or specialist do not have voting rights.

Meetings are not open to the general public.

Additional Council staff may be invited to attend meetings, but do not have voting rights.

8. Meetings

Meeting Schedule

Location, date and time for meetings may be decided by the Chair in consultation with the General Manager. A minimum of two meetings will be held annually, however, additional meetings may be called if required.

Quorum

The quorum for a meeting of the Committee is four (4) members. If a quorum is not present within 15 minutes of the scheduled commencement time, the meeting lapses.

Voting

In general, it is expected the Committee will develop recommendations by consensus. If however voting is required, the Chair has a casting vote.

Proceedings

The administrative provisions of Council's Code of Meeting Practice apply.

General business matters may be raised by members at any meeting without notice, however if the matter is substantial, a report is to be prepared and included on the agenda at a future meeting.

Minutes of each meeting are submitted to the next available Council Meeting.

9. Code of Conduct

All members of the committee are required to observe the provisions of Cabonne Council's Code of Conduct. The Code of Conduct is a series of guiding principles for all people involved with Council and covers such topics as conflicts of interest, gifts and benefits, responsible use of council information and resources, and how to make code of conduct complaints.

Committee members may encounter confidential or personal information retained by Council. If so, members are required to maintain the security of any confidential or personal information and not access, use or remove any information, unless the member is authorised to do so.

Members are not to speak to the media in their capacity as a member of the Committee.

Generally, committee members are required to act lawfully, honestly and fairly in their conduct related to Council. A breach of the Code of Conduct may lead to the member being expelled from the committee.

10. Document Control

These Terms of Reference are reviewed at least at the commencement of each term of Council.

Apart from any inconsequential editing, substantial amendments to the Terms of Reference are approved by Council.

| Date | Description of Changes |
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| 28 June 2022 | Terms of Reference adopted by council – minute number 22/06/18 |
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