



Strathbogie Shire Roads Advisory Committee Charter

Endorsed by Council: TBA

STRATHBOGIE SHIRE COUNCIL

CHARTER OF THE ROADS ADVISORY COMMITTEE

1. CONSTITUTION

- 1.1 The Strathbogrie Shire Council ("Council") has resolved to appoint a Roads Advisory Committee ("Committee").
- 1.2 The Council will review the Roads Advisory Committee within 12 months after the election of Councillors; which is every four (4) years.

2. OBJECTIVES OF THE COMMITTEE

The objectives of the Committee are:

- To advise Council on the development and review of policy and strategy relating to the road network;
- To advise Council on policy relating to the management of roadsides; and
- To advise Council on potential advocacy priorities regarding road safety issues and initiatives of community benefit.

3. TERMS OF REFERENCE

The role of the Committee is to carry out the following functions:

- To participate in the development of Council's Road Asset Management Plan and Road Management Plan.
- To participate in the development of levels of service for road infrastructure.
- Respond to issues referred by Council to the Committee associated with issues pertaining to traffic, freight and safety.

4. COMMITTEE MEMBERSHIP

- 4.1 The Council has resolved that the Committee shall consist of the following representatives:
 - Councillors x Two
 - Council Officers x Two (Manager Assets and Manager Infrastructure)
 - Community representatives (Three by expression of interest)
 - VicRoads Representative.
- 4.2 The Council or Committee may second people with technical expertise as required for a temporary period.
- 4.3 A "Duty Statement" that outlines the criteria including skills and experience required of community members to be considered for appointment to this Committee is attached to this Charter.

5. TERM OF APPOINTMENT

- 5.1 Public members hold their appointment in their own right whilst members nominated by a particular group will represent that group.
- 5.2 Public members of the Committee appointed for a period of two (2) years shall be eligible for re-appointment to the Committee for a further term of two (2) years each.
- 5.3 A member of the Committee may resign his/her position at any time.
- 5.4 The Committee is empowered to declare a Committee member's position vacant if he/she fails to attend three (3) consecutive meetings without leave by resolution duly passed.
- 5.5 The Council shall appoint another person to fill any vacancy caused by the resignation of any member of the Committee.
- 5.6 Any person appointed to fill a vacancy on the Committee shall hold office for the unexpired portion of the previous member's term of office.

6. NOMINATION OF MEMBERSHIP

- 6.1 The Council shall invite nominees by expression of interest not less than one (1) month prior to the date of the termination of the term of office of the representatives.
- 6.2 Council has the right to veto any nomination if the nominee is deemed to be unsuitable for the purpose of the Committee.

7. CHAIRPERSON

- 7.1 The Council will appoint a Councillor as Chairperson of the Committee to preside at all meetings at which he/she is present.
- 7.2 In the absence of the Chairperson, the Committee may elect one of the members to preside as Chairperson at the meeting.
- 7.3 The role of the Chairperson shall be:
 - (a) To chair all meetings of the Committee.
 - (b) To act as the liaison person between the Committee and Council.

8. SECRETARY

The Committee is to be serviced with the administrative and technical support provided by Council.

- 8.1 The Chief Executive Officer shall appoint a Council Officer to act as Secretary to the Committee.
- 8.2 The Secretary shall prepare the agenda and minutes for each meeting of the Committee and shall distribute, or arrange to be distributed, copies of the agenda and minutes to members of the Committee and Council.

9. REPORTING

9.1 The Committee shall submit its minutes to Council for inclusion in the next available Council Meeting Agenda.

10. DELEGATIONS

10.1 This Committee has no delegated powers to act on behalf of Council or commit Council to any expenditure until resolved explicitly by Council.

11. FINANCES

11.1 This Committee has no delegated authority to expend monies.

12. INSURANCES

12.1 The Council shall arrange and maintain a portfolio of insurances to cover all possible risks, including a Personal Accident Policy of committee members, a Voluntary Worker's Policy and an Indemnity Policy for committee members.

13. MEETINGS OF THE COMMITTEE

13.1 All meetings of the Committee shall be conducted in accordance with Council's Local Law No. 1.

13.2 The Committee shall meet at least quarterly at a date and time to be determined at the first meeting. Additional meetings may be convened at the discretion of Council.

14. QUORUM

14.1 A quorum is formed when a simple majority of members of the Committee is present at a meeting.

15. REVIEW

15.1 The Council shall carry out regular reviews of the Committee's Charter.

15.2 The Council may carry out a special review of the Committee's Charter at the request of the Committee.

15.3 The Council shall consult with the Committee prior to the making of amendments or alterations to the Committee's Charter.

16. PECUNIARY INTERESTS

16.1 Members of this Committee are not obliged to submit returns of pecuniary interest as there is no delegated power to the Committee.

17. CODE OF CONDUCT

- 17.1 Councillors on this Committee are to abide by the *Councillor Code of Conduct, 21 February 2017*
- 17.2 Council Officers on this Committee are to abide by the *Staff Code of Conduct CEO Directive*
- 17.3 Community Representatives are to abide by the *Staff Code of Conduct CEO Directive and Voluntary Workers Policy, DATE.*

This Strathbogie Shire Council Roads Advisory Committee Charter is made on behalf of Strathbogie Shire Council by its Chief Executive Officer under the authority of the Instrument of Delegation.

SIGNED by **Steve Crawcour**
Chief Executive Officer of the Strathbogie Shire Council

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Dated: