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## WARRUMBUNGLE ROAD NETWORK ADVISORY GROUP TERMS OF REFERENCE

### Council Portfolio

Technical Services.

### Establishment

The Committee is established under section 355 of the *Local Government Act 1993* (NSW):

*'A function of a council may, subject to this Chapter, be exercised: (b) by a committee of the council.'*

### Purpose

The Committee has as its primary purpose responsibility to provide recommendation to Council on planning and priorities for Council's road network.

Core responsibilities of the Committee are to:

- provide input to the Delivery Program Strategies and Operational Plan Actions aligned with the Committee;
- consider the potential social, economic, environmental and financial impacts of Committee recommendations;
- engage the community and stakeholders on matters being considered by the Committee;
- consider and advise Council on any matter referred to the Committee; and
- provide input into the strategic direction of Warrumbungle Shire Council.

Core duties of the Committee are to:

- provide input into the strategic policies and plans that relate to the road network.
- seek information and feedback from the community on road network matters.
- provide comments and advice around the needs and wants of the Community at the strategic level.
- make recommendations to Council on any matter related to the strategic direction of the road network.

### Term

The Committee will dissolve at the Council election in September 2024. Council may by resolution dissolve the Committee at any time.

### Membership

Committee representation will be comprised of the following:

- Two Councillors, one of whom will be the Chairperson, as elected by Council
- Up to five (5) community representatives that represent the whole Shire including: urban road users, rural road users, heavy vehicle operators, bus operators, farmers
- Representative of the Local State Member of Parliament
- Representative of the Local Federal Member of Parliament
- Director Technical Services (non-voting)
- Manager Road Operations (Executive Officer) (non-voting)

### Quorum

Quorum is half plus one of the membership. No business will be transacted by the Committee unless a quorum is present.

If, within half an hour of the appointed start time of the meeting a quorum is not present, the meeting is to stand adjourned to the same place and time of the same day in the following week.

### **Meeting Schedule**

Meetings will be quarterly, or as determined by the Chairperson in consultation with the Committee, at locations and times determined by the Committee.

### **Executive Officer**

The Executive Officer will be the Manager directly responsible for the organisational function of the Committee. The Executive Officer will be a non-voting position.

The Executive Officer:

- provides executive support to the Committee;
- is responsible for preparing the meeting agenda and minutes;
- is responsible for preparing a report to Council containing the minutes and, if applicable, providing staff comment of the recommendations of the Committee; and
- provides to the Committee the outcome and resolutions of Council regarding each recommendation.

### **Agenda**

Agendas will be determined by the Chairperson. As a minimum, agendas will include the following standard items:

- opening of meeting and apologies;
- confirmation of previous minutes and matters arising;
- review of outstanding actions;
- specific items varying from meeting to meeting;
- general business; and
- formal close of meeting.

The Executive Officer will circulate the agenda and supporting material at least three business days before a meeting. Any supporting material or papers that are confidential will be clearly marked as such and remain confidential to members.

The Executive Officer will also send meeting reminders and minutes to members.

### **Reporting**

Directly to Council by recommendation recorded in meeting minutes.

### **Code of Conduct**

Council's Code of Conduct applies to members of the Committee.

### **Code of Meeting Practice**

Council's Code of Meeting Practice will guide the meeting procedures of the Committee.

### **Delegations**

The Committee has no Council delegations.

### **Financial Arrangements**

Unless expressly resolved by Council the Committee has no powers to commit or expend any Council funds.

### **Media Liaison**

The Mayor is the designated media spokesperson for Council.

**Vacancies**

Vacancies may arise during the term of the Committee. If a vacancy does occur, the Committee will seek expressions of interest to fill the vacancy.

**Relevant Policies/Documents**

*Local Government Act 1993 (NSW)*

Warrumbungle Shire Council Code of Conduct

Warrumbungle Shire Council Code of Meeting Practice

Warrumbungle Shire Community Strategic Plan

Delivery/Operational Plan

Copies of these and other documents are available on Council's website at [www.warrumbungle.nsw.gov.au](http://www.warrumbungle.nsw.gov.au) or from the Committee Executive Officer.