

## **Terms of Reference Roads Advisory Committee**

### **1. Establishment**

The Roads Advisory Committee is constituted by Singleton Council as a committee of Council; in accordance with the provisions of Section 260 of the Local Government (General) Regulation 2005.

### **2. Functions and Responsibilities**

The primary responsibilities of the Singleton Roads Advisory Committee will be to provide comment and feedback to Council in relation to strategic management of Council's Roads and Transportation assets (Roads, Bridges, Footpaths, Street Furniture, Ancillary Road Assets).

Functions of the Roads Advisory Committee are:

- a) To review and make recommendations on policy for the roads and transport related infrastructure, in relation to Local Roads (rural and urban) Regional Roads and State roads. In particular:
  - i. Road Asset Management:
    - Road Hierarchy
    - Road Hierarchy related capital works, maintenance and operational standards
    - 10 year rolling capital works program
    - Long Term Financial Plan for Transport and Stormwater
  - ii. Low maintained road management
  - iii. Parking infrastructure
  - iv. Footpaths
  - v. Cycleways
  - vi. Bus routes and facilities
  - vii. Taxi facilities parking infrastructure
  - viii. Urban and Rural Drainage
  - ix. Road openings and closing
- b) To consider and comment on road network issues and concerns from community groups;
- c) To identify elements of the road network that require maintenance and renewal activities;
- d) To identify strategic improvements to the road network from both a safety and capacity perspective;
- e) To provide input into the review of service level standards across the road network and contribute to continuous improvement;
- f) To provide advice on planned reviews of Council's Roads and Transportation Asset Management Plan;

- g) To provide input into advocacy highlighting transport needs within the Singleton LGA towards gaining State and Federal Government funding opportunities;
- h) To participate in promoting to the wider community the importance of an effectively managed road network through informed decision making;
- i) To provide advice to Council on inquiries, studies and issues related to road, transportation and road closure matters;
- j) To provide input into transport related investigations and provide advice to Council on issues as requested on a case by case basis.

*Note: The Roads Advisory Committee does not have a role in relation to Traffic Management and related issues covered by The Local Traffic Committee).*

### **3. Referral of Matters**

In exercising its responsibility, the Roads Advisory Committee must refer all matters on to Council for decision.

The Roads Advisory Committee may refer relevant matters for action or noting to other committees as appropriate.

### **4. Membership and Procedures**

- a) Membership of the Roads Advisory Committee will comprise:
  - The Mayor (Chairperson ex officio), and
  - Two (2) elected Councillors appointed by Council (one to be elected Deputy Chairperson)
- b) Attendees at the Roads Advisory Committee Meetings include:
  - General Manager (ex officio)
  - Director Infrastructure & Planning Services
  - Manager Infrastructure Services (Secretary)
  - Coordinator Assets
  - Coordinator Engineering Services
  - Coordinator Civil Operations
  - Asset Planning Engineer
  - Manager Development and Environmental Services or their representative
- c) The Roads Advisory Committee may invite other persons to attend meetings and participate in discussions.
- d) The role of the Secretary will be to arrange meetings of the Roads Advisory Committee keep records of meetings and refer minutes to Council for consideration.
- e) The Councillor appointments will be reviewed by Council on an annual basis.
- f) Members may send delegates in their place if they are unable to attend, subject to the approval of the Chairperson.
- g) The Committee is advisory in nature and intended to represent a spectrum of users as such the minutes of meetings will contain resolutions if adopted unanimously or reflect the diversity of views at the meeting if there is no unanimity.

- h) Recommendations to Council need to be moved and seconded by members of the Advisory Committee.
- i) Recommendations to Council will be endorsed through a majority vote from the Advisory Committee. Where there is a tied vote, the Chairperson shall use their casting vote to either approve or reject the recommendation.
- j) If any member of the Advisory Committee is removed for any reason, then the member shall be replaced as soon as practical after following due process.
- k) Unconfirmed Minutes of each Roads Advisory Committee meeting shall be tabled at a following Council Meeting via a report from the Manager Infrastructure Services. All minuted items will be made available to Council. Adopted minutes will be made public to the community.

## **5. Operation**

The Roads Advisory Committee shall meet as required at a time and place determined by the Chair with a minimum of four (4) meetings per year. Other meetings may be convened by the Chair.

Members of the Roads Advisory Committee will abide by Singleton Council's Code of Conduct.

## **6. Quorum**

All Committees will be disbanded prior to the commencement of the caretaker period preceding the Local Government Election. At the commencement of the Council term all positions will be declared vacant.

## **7. Decision Making**

Recommendations will be forwarded to Council for a decision.

## **8. Conflict of Interest**

Roads Advisory Committee members are required to bring to the attention of the Chairperson any conflict of interest or potential conflict they may have with any item on the committee's agenda.

If a committee member is deemed to have a real or perceived conflict of interest in a matter that is being considered at a meeting, he/she will be excused from Committee discussions and deliberations on the issue where a conflict of interest exists.

## **9. Members of the public**

Members of the public may address the Committee having received prior permission of the Chairperson and must leave the meeting before the item is discussed.

## **10. Agenda and Minutes**

Agendas and associated documentation will be distributed electronically five working days prior to the meeting.

Any matters to be considered at the meeting will be provided to the Secretary a minimum of seven working days prior to the meeting.

Minutes for each committee meeting are to be prepared. The draft minutes and action sheet of each meeting are to be reviewed by the Chairperson and circulated to all committee members and attendees as soon as practicable. A copy of the minutes, once they have been reviewed by the chairperson, is to be included in the agenda papers for the next Council meeting.

## **11. Evaluation and Review**

This Committee shall review its Terms of Reference at least every four (4) years and report, including a self-assessment of its performance against its Terms of Reference, with recommendations to Council.