



COMMITTEE CHARTER

Rural Roads Advisory Committee

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| Date adopted by Council | 24 February 2025 |
| Minute number | NM.02.2 - 25/022 |
| Endorsed by | |
| CM Ref | CD-10/25 |
| Due for review | At the expiry of the term of the current Council |
| Responsible officer | Director Infrastructure Services |



Purpose and Objectives

The purpose of the Roads Committee is to track the effectiveness of Council's Road Maintenance Program and provide suggestions on operational and strategic improvements.

The sub-committee is established to undertake the following functions and reports directly to Infrastructure Services Committee on a 6-monthly basis:

- The committee is responsible to assess our road maintenance processes, policies and Asset Management Plans to identify areas for improvement, and ensure that the program meets the community's safety and infrastructure needs.
- Discussions on individual CRMs or improvements to a specific road is not within the scope of this committee, however, the overall process improvement can be recommended.
- The scope of road matters should be outside of what is already reported in Infrastructure Services Committee meeting

Membership

The membership of the Sub-Committee shall be as follows:

- Two (2) Councillors plus one alternate
- Up to Eight (8) members from the community – spread across Aberdeen, Scone, Murrurundi, Merriwa and Cassilis. At least one from each community.

Councillors may appoint additional members to the sub-committee by resolution at a Council Meeting.

Where the Mayor isn't elected to a committee they may attend and vote only in the absence of a voting committee member.

The General Manager or their nominee(s) will be non-voting advisors to this committee.

Chair Person

The Committee chairperson is to be a Councillor elected by the Sub-Committee.

Quorum

A quorum shall consist of a majority of members, including at least one Councillor.

Roles and Responsibilities

Committee members shall make every effort to attend Committee meetings. Where a member is absent for three consecutive meetings without registering an apology their position will be declared vacant.

No member of the Committee is able to make media or public comment on behalf of the Council at any time.



Meetings

Meetings of the sub-committee is 6 monthly or as determined by the chair with two (2) weeks' notice provided.

Face-to-face meeting is recommended.

Acceptable alternative meeting format for minor issues can include electronic meetings where the advice of the members is sought via email. This allows items to be considered as they arise and may reduce response time.

The committee will attempt to reach consensus of decisions. In situations where it appears that a consensus cannot be reached upon a recommendation, it will be necessary for the chairperson to call a vote on the proposed recommendation. The vote shall be by a show of hands. In cases of a tied vote, the chairperson will have a second or casting vote. Any dissent may be recorded at the request of the dissenter(s).

Meetings will be conducted in accordance with the principles of the Code of Meeting Practice and Code of Conduct.

Agenda & Minutes

The business papers (including the Agenda and Minutes) shall be completed by a member of the committee and distributed to all members and to other persons 5 days prior to the meeting date (in accordance with Council policy). Some administrative support can be sought from Council.

Minutes of the meeting shall be referred to Infrastructure Services Committee for consideration and recommendations from the sub-committee shall be effective only after adoption by Council.

Venue

Meetings shall be held in different townships in the order of Scone, Merriwa and Murrurundi with the first meeting at Scone Administration Centre.

Version History

| Version No. | Date | CM Ref | Reason for Review |
|-------------|-----------|----------|---|
| 1 | 24/2/2025 | CD-10/25 | Notice of Motion put forward to establish committee due to request by rural ratepayers within the community |
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