



# COMMITTEE CHARTER

## Upper Hunter Shire Traffic Committee

Date adopted by Council	24 February 2025
Minute number	25/018
Endorsed by	Senior Management Group – 18 December 2024
CM Ref	CD-96/24
Due for review	At the expiry of the term of the current Council
Responsible officer	Manager Strategic Assets



## Purpose and Objectives

The purpose of the Committee is to advise Council on all matters concerning local traffic regulations in the Shire of Upper Hunter for the betterment of the community.

The committee will:

- Deal with specific powers delegated by the New South Wales Traffic Authority.
- Consider traffic and safety aspects in the determination of all Development Applications on land uses listed in Schedule 2 of State Environment Planning Policy no.11 (SEPP11) as required by that policy.

## Membership

The membership of the Committee shall be as follows:

- A person representing the Local State Member of Parliament
- A representative from the Police Department
- A representative from Transport for New South Wales
- One (1) Council representative

When the Committee is dealing with traffic and safety aspects of traffic generating developments defined in Schedule 2 of SEPP11 the person representing the Local State Member of Parliament may be invited to participate in the meeting as a non-voting member of the Committee.

## Chairperson

The Chairperson of the Committee will be Council's delegate.

## Quorum

There is no need for a specific quorum to allow a Committee meeting to proceed. The advice of Transport for NSW and the NSW Police must be sought to allow Council to exercise its delegated authority.

## Meetings

Meetings will take place quarterly. The time will be determined by the Committee.

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.

Members of the public or other stakeholders may address the committee on agenda items to be considered by the committee. The format and number of presentations is as at the discretion of the Chairperson. Committee debate on agenda items is not open to the public.



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

Committee meetings shall be recorded with copies of agenda and minutes sent to Council. Recommendations from the committee shall be effective only after adoption by Council.

## Venue

Meetings will be held in Scone at the Scone Administration Centre.

## Version History

Version No.	Date	CM Ref	Reason for Review
1	24/02/2025	CD-96/24	New term of Council