Terms of Reference

Roads Advisory Group Community Committee

1. Purpose

The Roads Advisory Group Community Committee ("the Committee") is established by Council to provide a structured forum for community representatives, stakeholders and Council to identify, discuss and advocate for improvements to the road transport network within the local government area.

The Committee will support Council by:

- Identifying and prioritising road infrastructure needs and opportunities.
- Providing community perspectives on road and transport issues.
- Supporting evidence-based advocacy for road infrastructure funding and investment.
- Promoting road safety, accessibility, connectivity and network resilience.
- Facilitating communication between Council, government agencies, industry and the community.

2. Objectives

The objectives of the Committee are to:

1. Represent community interests regarding road infrastructure and transport connectivity.
2. Assist Council in understanding local and regional road network issues.
3. Identify and prioritise road infrastructure projects for advocacy purposes.
4. Support Council's strategic planning and infrastructure investment objectives.
5. Advocate for funding from State and Federal Governments and other funding bodies.
6. Promote safe, efficient and sustainable transport outcomes.
7. Strengthen collaboration between Council, the community and key stakeholders.

3. Functions

The Committee may:

- Review road-related issues referred by Council.
- Consider community concerns regarding road infrastructure and safety.
- Identify road infrastructure priorities and advocacy opportunities.
- Review transport studies, strategies and planning documents.

- Recommend advocacy positions and submissions for Council consideration.
- Facilitate community and stakeholder engagement on road matters.
- Monitor progress of agreed advocacy priorities.

The Committee is advisory only and has no delegated authority to make decisions on behalf of Council.

4. Scope

The Committee's scope includes:

- Local roads and road infrastructure.
- Regional and State-controlled roads affecting the local government area.
- Road safety improvements.
- Freight and agricultural transport routes.
- Transport connectivity and access.
- Infrastructure resilience and disaster recovery.
- Advocacy for transport and road infrastructure funding.

The Committee will not:

- Determine Council policy.
- Consider individual development applications.
- Investigate operational complaints that are managed through Council's standard customer request processes.
- Direct Council staff, contractors or consultants.
- Exercise powers delegated to Council or the Chief Executive Officer.

5. Membership

The Committee shall comprise:

- Up to three (3) Councillors, representing each ward, appointed by Council.
- Up to ten (10) community representatives appointed by Council.
- Representatives of key stakeholder groups, as determined by Council.
- Relevant Council officers acting in an advisory and administrative capacity.

Council will seek membership that reflects:

- Geographic diversity across the municipality.
- A broad cross-section of community interests.
- Relevant lived experience, knowledge or expertise.

- Transport, freight, business, agricultural and community stakeholder interests.

6. Appointment and Term

- Members will be appointed by Council resolution.
- Community members will normally be appointed for a term of two (2) years and may be reappointed.
- Casual vacancies may be filled by Council for the remainder of the term.
- A member may resign at any time by providing written notice to Council.
- Council may terminate an appointment where a member:
    - Breaches these Terms of Reference.
    - Breaches Council's Code of Conduct.
    - Fails to disclose a conflict of interest.
    - Breaches confidentiality obligations.
    - Fails to meet attendance requirements.

7. Chairperson

- The Chairperson shall be appointed by Council.
- The Chairperson is responsible for:
    - Presiding over meetings.
    - Maintaining orderly and respectful discussion.
    - Ensuring meetings are conducted in accordance with these Terms of Reference.
    - Endorsing agendas and meeting records.
    - Presenting Committee recommendations to Council where required.

In the absence of the Chairperson, members present may elect an Acting Chairperson for that meeting.

8. Meetings

- Meetings will be held at least quarterly, or as determined by Council.
- Additional meetings may be convened by the Chairperson where required.
- Meeting agendas and supporting documentation will be circulated prior to meetings where practicable.
- Minutes will be prepared and maintained by Council.
- Meetings may be held in person, electronically or through a combination of both methods, as determined by Council.

9. Quorum

A quorum shall consist of:

- Fifty percent (50%) plus one of the appointed membership; and
- At least one Councillor member.

Where a quorum is not present, discussion may occur; however, no formal recommendations may be made.

10. Decision-Making

The Committee will seek to operate by consensus wherever possible.

Where consensus cannot be reached:

- Recommendations may be determined by a simple majority of members present.
- Each member shall have one vote.
- The Chairperson shall have a casting vote if required.

Committee recommendations are advisory only and are subject to Council consideration and approval.

11. Reporting

The Committee shall:

- Provide advice and recommendations to Council through meeting minutes and reports.
- Report annually to Council on activities, achievements and advocacy outcomes.
- Ensure recommendations align with Council's strategic objectives and infrastructure priorities.

12. Member Conduct

Members must:

- Act honestly, respectfully and in the public interest.
- Comply with Council's Code of Conduct.
- Treat fellow members, Council staff and stakeholders with courtesy and respect.
- Support constructive and collaborative discussion.
- Refrain from behaviour that may bring the Committee or Council into disrepute.

13. Non-Payment of Members

Membership of the Committee is voluntary.

- Community representatives shall not be entitled to sitting fees, wages, allowances, honorariums or other remuneration.
- Members are responsible for their own costs associated with attending meetings unless otherwise approved by Council.
- Council may provide meeting facilities, administration, approved training and reimbursement of authorised expenses where approved in advance.
- Appointment to the Committee does not create an employment, contractual or agency relationship with Council.

This clause does not apply to Councillors receiving statutory remuneration or Council employees acting within their employment duties.

14. Confidentiality

Members must maintain the confidentiality of information obtained through their participation on the Committee.

Members must:

- Treat confidential, sensitive or privileged information as confidential.
- Not disclose confidential information without Council authorisation.
- Not use confidential information for personal, financial or commercial benefit.
- Comply with applicable privacy and information management requirements.
- Refer media enquiries regarding Committee business to Council's authorised spokesperson unless otherwise approved.

Confidential information may include:

- Draft reports and submissions.
- Funding applications and negotiations.
- Commercially sensitive information.
- Personal information.
- Information provided in confidence by stakeholders or government agencies.

Confidentiality obligations continue after a person's membership ceases.

A breach of confidentiality may result in suspension or removal from the Committee.

15. Conflict of Interest

Members must act in the public interest and avoid situations where personal interests conflict, or could reasonably be perceived to conflict, with their responsibilities as Committee members.

Members must:

- Declare any actual, perceived or potential conflict of interest as soon as it arises.
- Disclose the nature of the conflict to the Chairperson.
- Ensure the conflict is recorded in the meeting minutes.
- Not participate in discussion, recommendations or voting relating to the matter unless otherwise determined by the Chairperson.
- Comply with Council's Conflict of Interest Policy and Code of Conduct.

Examples of conflicts may include:

- Financial interests in businesses affected by Committee recommendations.
- Employment or contractual relationships with affected organisations.
- Property ownership directly impacted by proposed road projects.
- Family, personal or business relationships that could influence decision-making.

Members must not use their appointment to obtain personal, financial or commercial advantage for themselves or any associated person or organisation.

Failure to disclose a conflict of interest may result in removal from the Committee.

16. Meeting Attendance

Members are expected to actively participate in the work of the Committee.

Members must:

- Attend scheduled meetings whenever reasonably possible.
- Notify Council or the Chairperson if they are unable to attend.
- Submit an apology in advance where attendance is not possible.
- Review meeting papers prior to meetings.

A member who is absent from three (3) consecutive meetings without an accepted apology may have their membership reviewed by Council and may be removed from the Committee.

Attendance records will be maintained by Council.

Persistent non-attendance or failure to actively participate may result in Council reviewing the member's appointment.

17. Administrative Support

Council will provide:

- Secretariat and administrative support.
- Meeting coordination.
- Agenda and minute preparation.
- Technical advice and information.
- Record keeping and reporting support.

18. Review of Terms of Reference

These Terms of Reference shall be reviewed by Council every two (2) years, or earlier if required, to ensure they remain effective and relevant.

19. Dissolution

The Committee may be amended, suspended or dissolved at any time by resolution of Council.

Initial Advisory Priorities

The Committee may consider matters including:

- State and Federal road funding advocacy.
- Road safety and blackspot programs.
- Freight network improvements.
- Bridge upgrades and asset renewal.
- Disaster resilience and recovery projects.
- Regional transport connectivity.
- Strategic road corridor planning.
- Community access and mobility improvements.