

TERMS OF REFERENCE

Roads Working Party

1. Purpose

The Roads Working Party has been formed to consider the future utilisation of the road network within our Council area for community access, freight, tourism and agricultural needs.

The Roads Working Party will be known herein, as the Working Party.

2. Roles and Responsibilities

Individual Working Party members will:

- Attend meetings where reasonable possible.
- Contribute to and participate in formulating recommendations to Council.
- Understand the strategic implications and outcomes of initiatives being pursued as part of the project.
- Have a broad understanding of the project, the approach and the objectives.

The Director Assets and Infrastructure Services will:

- take responsibility for overseeing the planning and execution of the project;
- ensure the project's scope aligns with the requirements of the community and/or stakeholders and that these requirements are met;
- keep the project scope under control as emergent issues arise and are considered;
- report on project progress to Council;
- provide Working Party members with guidance and assistance on project business issues as necessary; and
- ensure adherence of project activities to legislative requirements, standards, codes, Council policies, processes, procedures, etc.

The Working Party will report directly to the Director Assets and Infrastructure Services and shall make whatever recommendations to the Director it deems appropriate on any area within its Terms of Reference where in its view, action or improvement is needed. The Director is then responsible for taking the Working Party's recommendations to Council if necessary.

3. Members

Members of the Working Party shall consist of:

- Mayor (Ex Officio)
- Three (3) Elected Members



- Director Assets and Infrastructure Services
- Asset Manager
- Works Manager
- Executive Assistant to the Director Assets and Infrastructure Services (Note Taker)
- A maximum of three (3) community representatives from the agricultural industry
- A maximum of three (3) community representatives from the transport industry

The Director Assets and Infrastructure Services will coordinate the Working Party meetings.

All Elected Members of the Working Party are appointed for the term of Council.

4. Quorum

A quorum for a meeting of the Working Party shall be half the membership of the Working Party. Meetings are to be rescheduled where there is no quorum.

5. Frequency of Meetings

The Working Party shall meet a minimum of four (4) times per calendar year, or as deemed necessary by the majority of the Working Party.

Notice of meeting dates and times will appear in the notes from the previous Working Party meeting and will be displayed on Council's website.

When required, the rescheduling of meetings will be facilitated by the Director Assets and Infrastructure Services and Working Party members notified.

6. Agenda Items

All Working Party agenda items must be forwarded to the Executive Assistant to the Director Assets and Infrastructure Services by Close of Business (COB) ten (10) working days prior to the next scheduled meeting.

The Working Party agenda, with attached supporting documents, will be distributed at least three (3) working days prior to the next scheduled meeting.

The Working Party agenda will be distributed via email to all Working Party members and placed on Council's website for access by the public.

7. Record of Meetings

The Director Assets and Infrastructure Services must keep, or arrange to be kept, notes of every meeting of the Working Party. The notes of the proceedings and meetings of the Working Party must include:

- a) the date, time and location of the meeting;
- b) the names of the Working Party members in attendance;
- c) in relation to each member present, if the member was not present for the entire meeting, the time at which the person entered or left the meeting;



- d) any recommendations the Working Party agree to make; and
- e) any disclosure of interest made by a member.

Full copies of the meeting notes will be distributed no more than ten (10) working days after a meeting has been held.

The Working Party meeting notes will be distributed via email to all Working Party members and placed on Council's website for access by the public.

Notes of the meeting must be placed on the next immediate Council Agenda for any recommendations from the Working Party to be considered by Council.

8. Meeting Procedures

Councillor David Langford will chair the Working Party meetings; however, at their discretion, may choose to nominate an alternate member to chair the Working Party meetings in consultation with the other Working Party members.

9. Decision Making

All recommendations of the Working Party will be made on the basis of a majority of the members present.

Each member of the Working Party present at a meeting must, subject to that person having an interest in the matter, participate in formulating a recommendation at that meeting.

Any member of the Working Party who has a personal interest or a direct or indirect pecuniary interest in any matter before the Working Party (other than an indirect interest which exists in common with a substantial class of persons) must not take part in any deliberations of the Working Party in relation to that matter.

10. Review

These Terms of Reference are to be reviewed during the different phases of the life of the project in consultation with the Director Assets and Infrastructure Services.

Endorsed by Council	Next Review	Version	Record Number	Owner
13/02/2019	December 2022	1	19/2837	Director Assets and Infrastructure Services
08/05/2019	December 2022	2	19/2837[v2]	Director Assets and Infrastructure Services