

# TERMS OF REFERENCE

**Committee:** Roadworks Advisory Committee

Shire of  
**Kellerberrin**

**Responsible Officer:** Manager of Works Services

**Version:** Current

## 1. INTRODUCTION

The Council of the Shire of Kellerberrin has established a Roadworks Advisory Committee under the powers given in Section 5.8 of the *Local Government Act 1995* (The Act).

The Roadworks Advisory Committee is established for the purpose of assisting the Council to undertake its role under Section 2.7(2)(a) of the Act to establish and maintain liaison between stakeholders, consider policies associated with the roadworks and oversee development and maintenance of the road networks within the district.

The Roadworks Advisory Committee consists of two elected members appointed by the Council for a term ceasing on the day preceding the ordinary elections held every alternate year. At the first meeting after the ordinary elections, Council shall appoint members for a further term.

## 2. OBJECTIVE

The objectives of the Roadworks Committee are:

- 2.1 To foster liaison and cooperation between the Shire of Kellerberrin and stakeholders associated with the road networks within the district
- 2.2 To provide a normalised, proper and formalised forum for the discussion of issues and the formulation of suggestions and/or recommendations on issues associated with the roadworks and maintenance.
- 2.3 Make recommendations to Council on matters associated with the future development and maintenance of roads.

## 3. MEMBERSHIP

Two elected members, two Shire officers and up to eight community members shall be appointed to the Committee with an additional two elected members appointed as deputy members.

## 4. PRESIDING MEMBER

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the *Shire of Kellerberrin Local Government (Council Meetings) Local Law 2016* and this document.

## 5. MEETINGS

The Committee shall meet at least quarterly and shall report to Council quarterly as a minimum.

- 5.1 Notice of meetings shall be given to members at least three days prior to each meeting.
- 5.2 If any member is absent from three consecutive meetings without leave of the Committee, they shall forfeit their position on the Committee. The Council shall be informed, who will then appoint a replacement for the balance of the member's term of appointment.
- 5.3 The Presiding Member shall ensure that minutes of all meetings are kept in accordance with the *Shire of Kellerberrin Local Government (Council Meetings) Local Law 2016* and presented to Council where all recommendations will be considered.
- 5.4 All members of the Committee shall have one vote. If the vote of the members present is equally divided, the person presiding shall cast a second vote.

## 6. QUORUM

Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not. A recommendation of the Committee does not have effect unless it has been made by a simple majority.

## 7. DELEGATED POWERS

The Roadworks Advisory Committee has been established as an Advisory Committee only and does not have any delegated powers.

## 8. TERMINATION OF COMMITTEE

Termination of the Committee shall be:

- a) In accordance with the *Local Government Act 1995*; and
- b) By a decision of Council.

## 9. AMENDMENT TO THE TERMS OF REFERENCE

This document may be altered at any time by the Council.

## 10. HISTORY

Council Adoption	Date	23 July 2019	Resolution #	MIN125/19
Previous Adoption	Date		Resolution #	