



COLAC OTWAY ROADS ADVISORY COMMITTEE - TERMS OF REFERENCE

The Terms of Reference for the Colac Otway Road Advisory Committee are as follows:

1. Establishment of the Colac Otway Roads Advisory Committee

The Colac Otway Roads Advisory Committee terms of reference were confirmed by Council on 25 July 2016.

The Advisory Committee and its Terms of Reference shall be reviewed within 6 months of the election of a new Council. The Advisory Committee shall be made up of Council appointed representatives and invited representatives. The appointed members will be appointed by the Council at an Ordinary or Special Meeting of the Council.

2. Responsibilities of the Colac Otway Roads Advisory Committee

The Colac Otway Roads Advisory Committee will not have a decision making role.

The primary responsibility of the Colac Otway Roads Advisory Committee will be to provide comment and feedback to Council in relation to the strategic management of Council's road assets.

The purpose of the Advisory Committee is as follows:

- a) Consider and comment on transport issues and concerns from local community groups
- b) Identify elements of the road network that require maintenance and renewal activities
- c) Identify strategic improvements to the road network from both a safety and capacity perspective;
- d) Input into review of appropriate service level standards across the road network and contribute to continuous improvement
- e) Provide advice on planned reviews of Council's Road Management Plan
- f) Input into advocacy highlighting traffic and transport needs within Colac Otway Shire toward gaining State and Federal Government funding opportunities
- g) Participate in promoting to the wider community the importance of an effectively managed road network
- h) Provide advice to Council on inquiries, studies and issues related to traffic, transport and parking matters
- i) Input into traffic, transport and parking related investigations and provide advice to Council on issues as requested on a case basis.

The Advisory Committee will have no authority to direct operational activities, Council staff, or road users.

3. Appointment of Members

The Colac Otway Roads Advisory Committee will consist of individuals or representatives from the following:

- Councillor (*Appointed Member and Chairperson*)
 - Councillor (*Appointed Member*)
 - Council Officer - General Manager Infrastructure and Leisure Services (*Appointed Member*)
 - Council Officer – Manager Assets and Project Delivery (*Appointed Member*)
 - Council Officer – Manager Services and Operations (*Appointed Member*)
 - Small Communities Representative - up to 2 (*Advertised Community Member*) (Appointed through EoI process and endorsed by Council)
 - Apollo Bay Community Representative (*Advertised Community Member*) (Appointed through EoI process and endorsed by Council)
 - Colac Community Representative up to 3 (*Advertised Community Member*) (Appointed through EoI process and endorsed by Council)
 - CFA Representative (*Invited Member*)
 - Ambulance Victoria Representative (*Invited Member*)
 - SES Representative (*Invited Member*)
 - Victoria Police Representative (*Invited Member*)
 - VicRoads Representative (*Invited Member*)
 - Dairy Farmers Industry Representative (*Invited Member*)
 - Timber Industry Representative (*Invited Member*)
- a) Appointed Member - Shall be appointed by Council.
 - b) Invited Member - Shall be invited and nominated by their representative organisation.
 - c) Advertised Community Member/s - Appointed by Council at an Ordinary meeting after the conduct of a public advertising process calling for expressions of interest.

4. Colac Otway Roads Advisory Committee Procedures

- The Councillor appointed as Chairperson shall chair at the meetings of the Advisory Committee.
- The meetings will be held in Colac at a time and venue notified by the Chairperson, taking into account the availability of members and officers. Normally the meetings would occur at the Colac Otway Shire Offices, 2 – 6 Rae Street, Colac, during normal business hours.
- Council will provide administration support for the preparation of meeting agendas and recording of minutes.
- The Committee will generally meet two (2) times per year. The actual meeting times will be determined by the Chairperson in consultation with the members of the committee.
- The Advisory Committee shall meet at other times as required and requested, subject to two (2) or more Advisory Committee members requesting in writing that the Chairperson arrange a meeting to discuss one (1) or more specific items of business and availability of Council officers.
- Members may send delegates in their place if they are unable to attend, subject to the approval of the Chairperson
- An agenda for each meeting will be prepared by a council officer and forwarded to members at least four (4) days prior to a meeting.
- The Committee is advisory in nature and intended to represent a spectrum of users as such the minutes of meetings will contain resolutions if adopted unanimously or reflect the diversity of views at the meeting if there is no unanimity.
- Recommendations to Council need to be moved and seconded by members of the Advisory Committee.
- Recommendations to Council will be endorsed through a majority vote from the Advisory Committee. Where there is a tied vote, the Chairperson shall use their casting vote to either approve or reject the recommendation.

- If any member of the Advisory Committee is removed for any reason, then the member shall be replaced as soon as practical after following due process.

The Minutes of each Colac Otway Roads Advisory Committee meeting shall be emailed to Councillors as soon as practicable following adoption.