| **CHARTER**  **ROADS FOCUS GROUP ADVISORY COMMITTEE** | | |
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| **1.** | **Name of Committee:** | **Roads Focus Group Advisory Committee** |
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| **2.** | **Purpose:** | * To gain an understanding of practices and policies relating to roads in the Moyne Shire. * To provide a forum for discussion regarding issues relating to roads in Moyne Shire. * To act as a conduit between Council and the community to identify issues and share information regarding issues relating to roads in Moyne Shire. |
| **3.** | **Membership:** |  |
|  | 1. Basis | Mayor |
|  |  | 2 Councillors |
|  |  | Up to 8 Community Representatives |
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|  | 1. Quorum | 6 members |
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|  | 1. Term 2. Chairperson | Term of Council  The Committee shall appoint its own chairperson  The appointment of the chairperson will be made at the first meeting of the committee and annually from thereon. |
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| **4.** | **Meeting Frequency:** | The Committee shall meet every second month. Venue for the next meeting to be confirmed at the conclusion of each meeting. |
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| **5.** | **Voting:** | All recommendations proposed by the committee will be voted on.. |
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|  |  | The Chair of the Committee will have the casting vote if there is a tied vote.  Recommendations endorsed by the committee will be forwarded to Council for consideration before being acted upon. |
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| **6.** | **Accountability:** | Signed Minutes to be forwarded to Councilor Portal and Moyne Shire Records Office following each meeting.  Completed Assembly of Councillors form to be completed following each meeting and forwarded to the Executive Assistant for inclusion in the next Council Report.  Future meeting dates to be placed on the Councilor Calendar. |
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|  |  | To table the minutes of Committee meetings at the following Ordinary meeting of the Council. |
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|  |  | To submit any recommendations to the following Ordinary meeting of the Council. |
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| **7.** | **Responsibilities:** | * To advise Council of various road maintenance policy issues that Group members are or have been made aware of. * To participate in the review of the Moyne Shire Council’s Roads Asset Management Strategy.. * To participate in the review of the Moyne Shire Council’s Roads Management Plan. * To participate in the annual review of Moyne Shire Council’s budget including long term rehabilitation, sealing, gravel re-sheeting, maintenance, road safety and intersection programs. * To provide advice to Council regarding the expenditure of the State Government’s Country Roads and Bridges Program and other discretionary roads funding. * To participate in the review all road safety policy issues. |
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The Common Seal of the **MOYNE SHIRE COUNCIL** )

was hereunto affixed this……………………..…day )

of……………………..2013 in the presence of: )

Councillor

Chief Executive Officer