

CHARTER

Community Consultative Committee

ACCESS & INCLUSION

1 Establishment

This Committee was formally established by resolution of Mosman Council on 19 February 2013.

2 Terms of Reference

2.1 Purpose

This Committee has been established to provide advice and recommendations to Council in relation to issues of access and inclusion, particularly as they relate to people with disabilities in Mosman.

In formulating its advice and/or recommendations, the Committee will consider:

- The draft Community Strategic Plan for Mosman – MOSPLAN
- Reports on Council's performance against the Community Strategic Plan
- Council projects, plans or policies exhibited for public comment, or otherwise relevant to the Committee's deliberations
- Matters referred to the Committee by Council
- Any other items presented or submitted to the Committee by Council staff

2.2 Scope & Limitation of Powers

This Committee is an advisory body – members do not have the authority to instruct staff or make decisions on Council's behalf.

3 Membership

- 3.1 Membership of the Committee is limited to a maximum of eight (8) voting members.
- 3.2 Up to two (2) members of the Committee are to be Councillors of Mosman Council.
- 3.3 Up to four (4) members of the Committee are to be community representatives, appointed on merit following a call for expressions of interest. Community representatives should be able to demonstrate personal experience, interest and/or qualifications in matters relevant to accessibility. This includes people with a disability and other community members with a particular interest in the Committee's Terms of Reference.

- 3.4 Up to two (2) members of the Committee are to be staff members of Council, including the General Manager or his/her delegate (Manager Community Services) and one other staff member nominated by the General Manager (Manager Assets & Services).
- 3.5 Community representatives may serve on only one Community Consultative Committee at any time, other than in exceptional circumstances.
- 3.6 Appointment of Councillor and community representatives will be made by Council for the full Council term (commencing after each local government election), or as otherwise determined.
- 3.7 In order to appoint community representatives, Council will advertise for expressions of interest. All expressions of interest will be assessed in a Councillor Workshop and a recommendation regarding appointment will subsequently be made to Council.
- 3.8 Any vacancy occurring in the membership of the Committee shall be filled, for the balance of time period, in the same manner as members are appointed or through a selection of previous applicants if applicable.
- 3.9 Other Councillors and staff of Mosman Council may also attend meetings of the Committee. They will attend meetings in an advisory capacity only and will not be voting members of the Committee.
- 3.10 The Chairperson may at any time issue an invitation to other relevant stakeholders to attend a meeting of the Committee.

4 Chairperson

- 4.1 By virtue of office the Mayor is ex officio Chairperson of all Committees
- 4.2 The Council may determine to appoint another Councillor (being a member of the Committee) as Chair.

5 Quorum

A quorum for a meeting of the Committee shall be a majority of voting members, provided that at least one (1) Councillor representative is also present.

6 Voting

- 6.1 Decisions of the Committee are generally to be by consensus.
- 6.2 Where a consensus cannot be reached, each member of the Committee shall have one vote, and decisions of the Committee shall be by simple majority

7 Meetings

- 7.1 Meetings of the Committee shall generally be held three (3) times a year, with the need for further meetings (not exceeding six (6) in total per annum) to be determined by the Chair.

- 7.2 Minutes of each meeting of the Committee shall include details of all matters considered, including any recommendations, and shall be submitted to the next available meeting of Council.
- 7.3 Meetings of the Committee shall generally commence at 6pm, or as otherwise agreed by a majority of members.
- 7.4 The venue for Committee meetings shall generally be the Harnett Meeting Room, Level 1, Mosman Civic Centre.

8 Notice of Meetings

Notice for every meeting of the Committee shall be forwarded to each member of the Committee at least six (6) days prior to the date of the meeting.

9 Administrative Support

All administrative support required by the Committee shall be provided by Council staff, including but not limited to, the coordination and circulation of agendas and minutes, and the coordination of meeting times and venues.

10 Term

The Committee will be constituted for an initial period of up to two (2) years. Subject to review after two years the Committee will continue to operate until the next local government election or until such time as it is otherwise dissolved by resolution of Council.

11 Tenure

Community members of the Committee shall be appointed for a period of up to two (2) years, or as otherwise determined.

Notwithstanding the above, all members will cease to hold office at each local government election or if the Council otherwise resolves to dissolve the Committee.

12 Code of Conduct and Conflict of Interests

Conflicts of Interests are referred to in Part 4 and 5 of the Mosman Code of Conduct. All members of the Committee must acknowledge and abide by their responsibilities for these parts as well as the full Mosman Council's Code of Conduct. This Code is available at the following link: [Mosman Council Model Code of Conduct.pdf](#).

13 Amendments to Charter

The Charter for this Committee may only be amended by resolution of Council.

14 Adoption & Review

This Charter was adopted by Mosman Council on 19 February 2013.

The Charter by amended by resolution of Council on 7 July 2020.

The Charter was adopted by Mosman Council on 3 December 2024.