

CHARTER

Community Consultative Committee

ACTIVE TRANSPORT

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 to assist in reducing reliance on private vehicles and improve amenity for pedestrians and cyclists in Mosman. In providing its advice and/or recommendations, the Committee will consider:

- Funding opportunities for active transport infrastructure which may be recommended to Council
- Initiatives which provide opportunities to enhance or develop regional networks
- The 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 must be able to demonstrate interest and involvement in cycling and/or pedestrian issues, particularly as they relate to Mosman.
- 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 Engineering) and one other staff member nominated by the General Manager.
- 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.
- 4.3 The Chair shall be the conduit via which the Council communicates with the Active Transport Community Consultative Committee.

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 3pm, or as otherwise agreed by a majority of members.
- 7.4 The venue for Committee meetings shall generally be the Harnett Meeting Room or Council Chambers, 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, the coordination of meeting times and venues, and the issuance of any temporary parking permits.

10 Term & Tenure

The Committee will be constituted for the full Council term. 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.

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

11 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](#).

12 Amendments to Charter

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

13 Adoption & Review

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

The Charter was amended by resolution of Council on 22 September 2017.

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

The Charter was adopted by Council on 3 December 2024.

The Charter was further amended administratively by Director Environment & Planning on 26 February 2025.