

	<h2 style="margin: 0;">Traffic Management Working Group</h2> <h3 style="margin: 0;">Terms of Reference</h3>
<p>Key Focus Area Liveability</p>	<p>Relevant Council Delegation Nil</p>

Objectives

1. The objective of the Traffic Management Working Group (**the Group**) is to bring together key stakeholders to discuss and propose initiatives to manage and reduce traffic congestion in and around the Town of Claremont (**Town**).

Membership

2. The Group shall be comprised of:
 - a. Three (3) Council Members appointed by Council;
 - b. One (1) senior representative from each of the planning team, community safety team and engineering team
 - c. Community representatives from any of the following organisations:
 - Any local school in the Town of Claremont i.e. Christ Church Grammar School, Methodist Ladies College, Freshwater Bay Primary School, Scotch College and St Thomas Primary School);
 - Bethesda Hospital; or
 - a nomination from another organization that is supported by the Chief Executive Officer.
3. All memberships expire on the date of the 2025 local government election.

Roles and Responsibilities

4. The Group has no delegated powers.
5. The Group has no authority to implement its recommendations without resolution of Council.
6. The Group will elect a Chair at its first meeting. The Chairperson is responsible for attending and chairing meetings in accordance with the meeting agenda.
7. If the Chair is unable to attend a meeting, the Group shall select another member to Chair the meeting.
8. Each member of the Group is responsible for attending meetings and reviewing relevant material to enable informed discussion.
9. All members are expected to abide by the Code of Conduct for Council Members, Committee Members and Candidates and to treat each member with due courtesy and respect.

10. With CEO approval, employees of the Town may conduct necessary research suggested by the Group.

Meeting procedures

Meetings

11. The Group will meet as required but at least biannually.
12. Meetings will be convened by the Chief Executive Officer in agreement with the Chair.
13. Meetings of the Group are generally closed to the public. Attendance is permitted through invitation or prior approval by the Chair.

Quorum

14. Quorum for a meeting of the Group shall be simple majority plus one.

Agendas

15. The Chief Executive Officer, or her delegate, will determine the Agenda for each meeting. Members may submit items for consideration and listing on the Agenda at least fourteen (14) days prior to the meeting.
16. All meetings shall be confined to items on the Agenda.

Minutes

17. The Administration will be responsible for preparation of the Minutes.
18. Items considered at the meeting will not be voted upon. The Minutes will record matters discussed and resultant actions.
19. Minutes of the meeting will be distributed to members and Council within fourteen (14) days after the meeting.

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