

# CHARTER

## Community Consultative Committee

### CLIMATE ACTION

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#### 1 Establishment

This Committee was formally established by resolution of Mosman Council on 4 August 2020.

#### 2 Terms of Reference

##### 2.1 Purpose

This Committee has been established to provide advice and recommendations to Council to assist in Climate Action by Council and its Community. In providing its advice and/or recommendations, the Committee will consider:

- Funding opportunities for Climate Action;
- Constructive high level comment and assistance on finalisation of the Mosman Climate Strategy and Action Plan;
- Facilitating and activating the community broadly and deeply around climate change and facilitating community capacity for action;
- Reports on Council's performance against the Community Strategic Plan;
- The draft Community Strategic Plan for Mosman – MOSPLAN;
- Council projects, plans or policies exhibited for public comment, or otherwise relevant to the Committee's deliberations;
- Matters referred to the Committee by Council; and
- 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 six (6) 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 climate science, community engagement, conservation, sustainability or engineering. This includes 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 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 required.
- 3.7 In order to appoint community representatives, Council will advertise for expressions of interest. The selection of the community representatives be achieved by a Councillor Workshop followed by a report from the General Manager to Council.
- 3.8 Any vacancy occurring in the membership of the Committee shall be filled, for the balance of period, in the same manner as members are appointed.
- 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 six (6) times a year, with further meetings to be held as required.
- 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 a term of Council. 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**

Members of the Committee shall be appointed for a term of Council.

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**

All members of the Committee must acknowledge and abide by their responsibilities under Mosman Council's Code of Conduct.

## **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 the 4 August 2020.

The Charter was amended by resolution of Council on 25 January 2022.