

This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Town of Cottesloe Active Transport Working Group, established by Council.

## 1. Name

The name of this Group is 'Town of Cottesloe Active Transport Working Group'. All references to 'Group' in this charter mean 'Town of Cottesloe Active Transport Working Group'.

## 2. Establishment

This Group is established by Council to provide advice and feedback to the Council itself. It is not a "committee" for the purposes of section 5.8 of the Local Government Act 1995.

## 3. Purpose

To increase active transport within the Town by providing access to appropriate infrastructure and activities.

## 4. Terms of Reference

To advise Council on the infrastructure and policy requirements to increase active transport within the Town.

## 5. Membership

Membership of this Group will generally comprise of:

- Three Town of Cottesloe Elected Members; and
- Up to four community representatives,

however Council will appoint members at its sole discretion.

Vacancies for the community representatives will generally be advertised in the local papers, the Town of Cottesloe webpage and notice boards. Council will then select and appoint new members.

Community representation is valid for two years, until the person resigns, the Group is disbanded or the next Ordinary Council Election, which ever happens first. Nothing prevents an existing member re-nominating.

Organisations that provide representatives are free to select and endorse their representative as per their governing rules and processes. Council will endorse each organisation which provides a representative following each Ordinary Council Election. Organisations will be able to be represented until they write to the Town formally requesting to be relieved of representation on the Group, the Group is disbanded or Council resolves to amend the representation on the Group.

## 6. Meetings

### 6.1 Annual General Meeting

Nil

### 6.2 Group Meetings

Meetings shall generally be held every two months, unless a special meeting of the Group is called for a specified purpose. The time and place of the meeting is to be agreed by the Group.

### 6.3 Quorum

As the group has no delegated authority, there is no requirement for a quorum to be present. However, it is generally accepted that fifty percent of appointment members should be present to endorse the Minutes of a previous meeting.

### 6.4 Voting

As this group has no delegated authority, any recommendation or comment provided shall require the support of 50% of the members present.

### 6.5 Minutes

The Town's administration will provide a record of each meeting to the next ordinary meeting of the group. These records may be used by Council when considering recommendations forwarded to Council for consideration.

### 6.6 Who acts if the presiding member is unavailable

In the event the presiding member (and deputy presiding member) of the group is unable to attend a meeting, a ballot shall be called by the most senior staff member present for a chair for that meeting.

### 6.7 Meetings

Meetings will not ordinarily be open to the public to attend and participate in. The group, can however, request a public meeting if they believe it will assist in their work.

### 6.8 Public Question Time

As the Group has no delegated powers (section 5.24 of the Act), there is no specific provision for public question time.

### 6.9 Members' Conduct

Council Members of the Group shall be bound by the following

- The provisions of section 5.65 of the Act;
  - Town of Cottesloe *Standing Orders Local Law 2012*;
  - Town of Cottesloe Code of Conduct;
  - *Local Government (Rules of Conduct) Regulations 2007*; and
  - Regulation 34C of the *Local Government (Administration) Regulations 1996*,
- with respect to their conduct at meetings and their duty of disclosure.

Elected Members and Officers of the Town of Cottesloe will be bound by these provisions, relating specifically to their participation in the Group, at all times.

**6.10 Secretary**

The Chief Executive Officer (or their nominated representative) shall undertake the following secretarial duties;

- Attend and note the issues and ideas put forward.
- Provide the administrative support required to present the outcomes of the meeting to Council for consideration where required.

**6.11 Presiding Member**

The members (voting) will elect a presiding member (and deputy presiding member) at the first meeting after these positions become vacant for any reason. The voting on and appointment of the presiding member and deputy member shall be in accordance with the provisions of section 5.12 of the Act.

**6.12 Meeting attendance fees**

Nil

**7. Delegated Authority**

This Group has no delegated authority.

**8. Endorsement**

This Charter was endorsed by the Town of Cottesloe Council at its meeting on 29 October 2019.