

	<h2>Traffic Management Working Group</h2> <h3>Terms of Reference</h3>
<p><b>Key Focus Area</b> Liveability</p>	<p><b>Relevant Council Delegation</b> 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 three (3) Council Members, one (1) senior representative from each of the planning team, community safety team and engineering team.
3. 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.
4. All memberships expire at the end of the group's initial term of 12 months.

### Roles and Responsibilities

5. The Group has no delegated powers.
6. The Group has no authority to implement its recommendations without resolution of Council.
7. Each member of the Group is responsible for attending meetings and reviewing relevant material to enable informed discussion.
8. 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.
9. With CEO approval, employees of the Town may conduct necessary research suggested by the Group.

### Meeting procedures

10. The Group will meet as required but at least every quarter.
11. The Group will elect a Chair at its first meeting.
12. Meetings of the Group are generally closed to the public. Attendance is permitted through invitation or prior approval by the Chair.

13. An informal Agenda and Minutes will be prepared by an employee of the Town who is part of the Group.

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