

## Terms of Reference

Local government and, on occasion, state government agencies will brief the community on individual projects, conduct community consultation and receive immediate feedback on progress and project development; also providing the community with a regular avenue through which information can be disseminated.

### Meetings

- Quarterly
- Invited State Agencies and Council Projects for presentation to the community
- Collaborative consultation, question time on presented projects, open session on issues in the area, and workshops on individual projects, as appropriate
- Generally no more than three (3) projects are presented at any one reference group meeting.

### Venue

Different venues throughout the Mid Mountains area, dependent on the items to be discussed, *and*

- taking in to account involvement of the smaller villages
- light refreshments, tea and coffee

### Operational

Written invitations requesting items for the agenda will be sent three weeks in advance to:

- Ward representatives
- Relevant state agencies
- Identified community groups and associations

An agenda for the Reference Group will be:

- distributed to the same stakeholders two weeks in advance, *and*
- published in *The Blue Mountains Gazette*.

### Report-back and Actions Arising

Key Reference Group discussion points and any actions arising to be disseminated to:

- Participants
- Ward Councillors
- Group and Branch Managers
- Mid Mountains project managers, *and*
- Uploaded to the Council's website
- Placed in the Gazette 'News & Public Information'.

### Reference Group Review

A functional review of the Mid Mountains Sustainability Reference Group will be conducted after a minimum of three (3) forums, where the findings of the review will be presented to the Council for consideration and a forward plan established.