

Quality of Life Mayoral Reference Group

Terms of Reference

HPE RM (TRIM) reference: 18/46895

Reference Group established:	29 March 2016, Council Min No 67
Terms of reference endorsed by the Council:	29 March 2016, Council Min No 67
Reference Group extended for 12 months	28 March 2017, Council Min No 81
Amended terms of reference endorsed by the Council:	28 March 2017, Council Min No 81
Reference Group extended for 18 months:	27 March 2018, Council Min No 99
Amended terms of reference endorsed by the Council:	27 March 2018, Council Min No 99
Amended terms of reference endorsed by the Council:	30 April 2019, Council Min No 102

1. Purpose and Role

The purpose of the Quality of Life Mayoral Reference Group is to provide a mechanism for the Council to engage the community in ongoing discussion and information sharing in relation to the proposed Western Sydney Airport and raising of Warragamba Dam wall which, if they proceed, would significantly impact on Blue Mountains communities and the Greater Blue Mountains World Heritage Area.

As a Mayoral reference group, the Quality of Life Mayoral Reference Group does not:

- act on behalf of the Council;
- make decisions on behalf of the Council;
- represent the Council.

All decisions of the Quality of Life Mayoral Reference Group will be framed and recorded as recommendations of the Reference Group to the Council. Those recommendations will be conveyed to the Council by the Council Support Officer following each Quality of Life Mayoral Reference Group meeting.

2. Establishment and dissolution of the Quality of Life Mayoral Reference Group

The Council may, through resolution of the Council, establish the Quality of Life Mayoral Reference Group for the purposes it sees fit. The Council retains the right to dissolve the Quality of Life Mayoral Reference Group at any time by resolution of the Council.

3. Term of Quality of Life Mayoral Reference Group

The Western Sydney Airport (WSA) Mayoral Reference Group was initially operational for a period of 12 months from 29 March 2016. In accordance with resolutions of the Council the WSA Mayoral Reference Group was operational for a further 12 months from 28 March 2017, and then a further 18 months from 27 March 2018.

In accordance with a resolution of the Council on 30 April 2019, the Quality of Life Mayoral Reference Group will be operational until December 2020. The group may be dissolved sooner as determined by the Council. A further resolution of Council would be required to extend the operation of the Quality of Life Mayoral Reference Group.

4. Conduct, governance and confidentiality

Councillors, council officers and all Quality of Life Mayoral Reference Group members must comply with the Council's Code of Conduct. Reference Group members will be issued with a copy of the Council's Code of Conduct on endorsement to the Reference

Group's membership by the Council and at such times as the Code of Conduct is reviewed.

Reference Group members will notify the Chair and Council Support Officer immediately upon identifying any real or perceived conflicts of interest. They will also be required to sign an annual statement regarding conflicts of interest and confidentiality agreement upon commencement of membership, which statements shall be updated annually.

The Reference Group's governance processes are set out in these terms of reference.

5. Membership

The membership of the Quality of Life Mayoral Reference Group comprises:

- All Councillors
- BMCC General Manager or delegate as FOWSA representative
- Eight community representatives
- Harry Burkitt – Colong Foundation

The Chair of the Quality of Life Mayoral Reference Group is the Mayor.

Any member may resign from the Quality of Life Mayoral Reference Group Title by writing to the Chair.

Quality of Life Mayoral Reference Group membership is reported to Council at the commencement of a new term of the Council. Any changes in the community representative membership during the term are to be endorsed by Council resolution. Membership is terminated by resignation or automatically following non-attendance for two consecutive meetings without prior leave of absence. Membership may also be terminated due to a breach of the Code of Conduct, if so recommended as a result of a Code of Conduct review.

5.1 Register of Quality of Life Mayoral Reference Group members

Council will maintain a register of members. The register of members will contain the following information for each Quality of Life Mayoral Reference Group member:

- Name and contact details (contact details for Quality of Life Mayoral Reference Group purposes only and not for public release); and
- Dates of commencing and vacating membership.

5.2 Formal nomination process

Community representatives will be endorsed by the Council following a public expression of interest process and selection by the Mayor and Deputy Mayor. The Council may endorse additional community representatives as alternate community representatives. Alternate community representatives may attend a meeting of the Quality of Life Mayoral Reference Group either when a community representative is unable to attend or at the discretion of the Chair. The community representatives serve on the Quality of Life Mayoral Reference Group in a voluntary capacity.

5.3 Leave of absence

Quality of Life Mayoral Reference Group members may apply for a leave of absence to the Quality of Life Mayoral Reference Group Chair. This leave of absence will be recorded in the minutes of the meeting. Quality of Life Mayoral Reference Group members will continue to receive communications relating to the Quality of Life Mayoral Reference Group during a leave of absence unless they express otherwise.

5.4 Attendance of non-members

Other community representatives or guests may be invited by the Chair to attend meetings of the Quality of Life Mayoral Reference Group from time to time when a specific purpose is nominated.

Standing invites will be provided to:

- The Mayor of Blacktown;
- Local State and Federal members; and
- Wollondilly Shire Council Mayor and Deputy Mayor - Part 1 of the meeting only (see meeting structure below)

An invited guest who is not a member of the Quality of Life Mayoral Reference Group is not entitled to:

- a) Give notice of business for inclusion in the agenda for the meeting;
- b) Move or second a motion at the meeting; or
- c) Vote at the meeting.

6. Quality of Life Mayoral Reference Group Structure and Duties

The following positions are considered standing Quality of Life Mayoral Reference Group positions:

6.1 Chair

The role of the Chair is to manage meetings of the Quality of Life Mayoral Reference Group by:

- Directing debates;
- Ensuring that members are afforded the opportunity to address the meeting equally; and
- Ensuring that resolutions are understood by the members.

Additional functions of the Chair include:

- Ensuring that the terms of reference are maintained and followed;
- Assisting the staff representatives in preparing meeting agendas and reports;
- Welcoming and inducting new members;
- Mediating disputes between members; and
- Calling special meetings when required to address time critical matters.

6.2 Deputy Chair

The Chair may nominate a Councillor as Deputy Chair to act as Chair when required.

The role of the Deputy Chair is to support the Chair in their functions and to act as Chair during periods of absence. It is expected that the Deputy Chair will have a sound understanding of the functions of the Quality of Life Mayoral Reference Group and the role of Chair.

6.3 Council Support Officers

The Quality of Life Mayoral Reference Group is supported by the Council Support Officer who is not a member of the Quality of Life Mayoral Reference Group. The Council Support Officer is an employee of the Council who provides the secretariat support to the Quality of Life Mayoral Reference Group and also supports the Quality of Life Mayoral Reference Group to meet the administrative, reporting and financial requirements of the Quality of Life Mayoral Reference Group.

Furthermore, the Council Support Officer will provide advice and support to the Quality of Life Mayoral Reference Group to comply with the Council's policy and procedures. In particular, the Council Support Officer will act as the Quality of Life Mayoral Reference Group secretary, to ensure:

- Meeting agendas are prepared and distributed via email;
- Meeting minutes are taken and distributed;
- Reporting obligations are met, including the preparation of reports to Council;
- Quality of Life Mayoral Reference Group minutes, documentation, correspondence and reports are saved to the Council record;
- The register of members is maintained; and
- Quality of Life Mayoral Reference Group and public access to information is actioned, in consultation with the Council Information Officer, as required under the *Government Information Public Access Act 2009* (NSW).

The Council Support Officer may be substituted from time to time with an alternative Council staff member, as required.

No funding or resourcing is available for the Council Support Officer to undertake projects on behalf of the Quality of Life Mayoral Reference Group Title, and any projects would have to be considered separately by Council.

7. Quality of Life Mayoral Reference Group Meetings

7.1 Meeting frequency and structure

The Quality of Life Mayoral Reference Group will meet quarterly. The meetings will be structured around the annual reporting requirements.

The meeting will be split into two parts:

1. Part 1 – Warragamba Dam wall raising
2. Part 2 – Western Sydney Airport

Meetings will be conducted in accordance with these Terms of Reference, or otherwise in accordance with the Council's Code of Conduct if a matter is not covered in these Terms of Reference.

As considered best practice, at the commencement of each meeting the Quality of Life Mayoral Reference Group Chair shall ask for declarations of interest. Declarations will form part of the meeting minutes.

The Chair may call for an extraordinary meeting of the Quality of Life Mayoral Reference Group where this is considered necessary.

7.1 Attendance and quorum for meetings

The quorum for a meeting of the Quality of Life Mayoral Reference Group shall be:

- At least one Councillor member of the Quality of Life Mayoral Reference Group; and
- At least half the other Council appointed members of the Quality of Life Mayoral Reference Group.

The Council Support Officer will not be counted as part of the quorum.

Quality of Life Mayoral Reference Group members are expected to advise of their apology to the Council Support Officer to ensure that there is likely to be a quorum at the meeting, and should also seek a leave of absence. If there will not be a quorum at the meeting, the meeting will be cancelled. The Council Support Officer will contact all members to notify them of the cancellation.

7.2 Agenda

The agenda for each meeting of the Quality of Life Mayoral Reference Group will be determined by the Chair in consultation with the Council Support Officer.

Members of the Quality of Life Mayoral Reference Group may request the Chair or the Council Support Officer to include a nominated item on the agenda. However, the final decision on the matters to be included on the agenda is the decision of the Chair.

7.3 Minutes

The Council Support Officer will take minutes at Quality of Life Mayoral Reference Group meetings and distribute the draft minutes to Quality of Life Mayoral Reference Group members and other persons who attended the meeting. Minutes will be limited to actions and key outcomes.

Corrections or additions may be suggested by any person who attended the meeting. Revised minutes will be distributed to all Quality of Life Mayoral Reference Group members with the agenda and will be ratified as true and correct on or before the subsequent meeting.

Minutes of the Quality of Life Mayoral Reference Group will be made publicly available on the Council's Clear Blue Sky website.

7.4 Meeting venue

The Council Support Officer will arrange an appropriate venue for the meeting. This will usually be at the Blue Mountains Theatre and Community Hub in Springwood, however, other locations may be used from time to time.

7.5 Special Meetings

Additional meetings may be added to the meeting schedule when required to ensure that time-critical decisions can be properly considered. A quorum of attendees must be established prior to the meeting being held. Notice to members of no less than five (5) working days is required.

8. Reports to Council

Following each meeting of the Quality of Life Mayoral Reference Group, the Council Support Officer, in consultation with the Chair, will determine if a report of the Quality of Life Mayoral Reference Group is to be made to the Council. That report will detail the recommendations made by the Quality of Life Mayoral Reference Group to the Council in relation to the matters that have been referred to the Quality of Life Mayoral Reference Group by the Council for consideration.

There is one main report that the Quality of Life Mayoral Reference Group will present to the Council for endorsement annually, being:

Deliverable	Description & content	Timing
Annual report of activities	Report of activities conducted in the previous financial year.	To be presented to Council within three months from the end of the financial year.

9. Media and Quality of Life Mayoral Reference Group public relations

The Quality of Life Mayoral Reference Group as a Council function operates within the provisions of Council's media policy. All media representation, press contact and publications shall be directed through the Council's Communications Officer via the Council Support Officer. Wherever feasible, the Quality of Life Mayoral Reference Group will have discussed the content and reason for media representation prior to the event.

10. Amendment of terms of reference

These terms of reference are to be reviewed every four years. The terms of reference are expected to provide a full overview of the management of all aspects of the Quality of Life Mayoral Reference Group administration and other functions. Any member of the Quality of Life Mayoral Reference Group can request an amendment to these terms of reference, however such a request should be tabled as a Quality of Life Mayoral Reference Group agenda item and any agreed changes recorded in the meeting minutes. To become effective, any amendment to the terms of reference must be endorsed by the Council.