

## **Terms of Reference**

### **Mount Thorley Warkworth Voluntary Planning Agreement Community Committee**

#### **1. Establishment**

The Mount Thorley Warkworth Voluntary Planning Agreement Community Committee (the committee) will be a sunset Committee to assist Council in engaging with the community to implement the Voluntary Planning Agreement (VPA).

#### **2. Authority**

The Committee has been formed on the authority of Singleton Council and will “advise” or “refer” all matters to Council.

#### **3. Functions and Responsibilities**

This committee’s functions are to:

- Recommend to Council a set of principles for the prioritisation of projects which would build sustainability and enhance the quality of life within the community.
- Consult within the community to ascertain the needs and opportunities as they relate to sustainable community projects to be considered for funding from the VPA.
- Utilising the adopted agreed principles and after appropriate consultation with the community, develop a prioritised list of projects.
- Recommend to Council as agreed program of prioritised projects.
- Provide an annual report to Council on the deployment of Councils adopted program of prioritised project.

#### **4. Referral of Matters**

- In exercising its responsibilities, this Committee’s meeting minutes will be reported to Council for information and for adoption of any recommendations.

#### **5. Membership and length of term**

The Committee will be chaired by the Mayor. If the Mayor is absent the General Manager or delegate will chair.

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- Membership of the Committee shall consist of:
    - Two (2) Singleton Council staff members, one of whom will be the General Manager or delegate;
    - One (1) Singleton Council Councillors (who will chair the committee)
    - One (1) Yancoal representative; and
    - Up to five (5) community members and one alternate community member from the areas of Bulga and Milbrodale.
  - Community members shall be appointed by Council following a publicly advertised expression of interest process and a merit based selection process undertaken by a panel approved by Council.
  - The recruitment panel will include an independent community member who is not an applicant and who does not have any conflict of interest with any applicants.

Note: The Singleton Council Code of Conduct and the Officer of Local Government guidelines will be utilised if required to help inform discussions on conflict of interest.

- The Committee will cease on conclusion of the execution of the VPA.

## **6. Operation**

- The Committee shall comply with Council's adopted Code of Conduct and Committees Procedure.
- The Committee will meet at least quarterly at an agreed time and place determined by the Committee. Should the need arise, some meetings may be held via the use of electronic conferencing technologies, at the discretion of the Chair.
- Written notification of meetings must be received seven (7) business days prior to meeting or by collective agreement at a shorter time.
- All decisions and recommendations shall be determined preferably by consensus but if this is unable to be achieved by majority vote of voting members present.
- Whenever the voting on a motion put to a meeting of the Committee is equal, the Chair of the Committee is to have a casting vote as well as an original vote.

## **7. Quorum**

- A quorum will consist of a majority of current voting members.
- If a quorum is not achieved, the meeting will be held over until the following meeting date.

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## **8. Conduct**

- All committee members must comply with the applicable provisions of Council's Code of Conduct in performing their duties and must:
  - Not engage in bullying behaviour (as defined in the Code of Conduct) towards the Chair, other Council officials or any members of the public present during Committee Meetings.
  - Not engage in conduct that disrupts Committee Meetings, or that would otherwise be inconsistent with the orderly conduct of meetings.
  - Disclose the nature of any pecuniary or non-pecuniary conflicts of interest to the Chair as soon as practicable in accordance with Council's Code of Conduct.
- Councillors must comply with the Interactions Between Councillors and Staff Policy at all times and only contact staff that are nominated in the Councillor/Staff Liaison Listing. Should they wish to contact a Council staff member outside of a committee meeting they may only do so via the General Manager or relevant Director.
- It is important for committee members to recognise that meetings are not a suitable forum for making action requests of Council staff. All requests outside of a Committee's Terms of Reference must be made via the appropriate channels ie. Customer Request.

## **9. Conflict of Interest**

- Committee members are required to bring to the attention of the Chair, any conflict of interest or potential conflict they may have with any item of the Committee's agenda at the commencement of the agenda item.
- If a committee member is deemed to have a real or perceived conflict of interest in a matter that is being considered at a meeting, the member will be excused from Committee discussions and deliberations on the issue where a conflict of interest exists.

Note: the Singleton Council Code of Conduct and the Office of Local Government guidelines will be utilised if required to help inform discussions on conflict of interest.

## **10. Meetings**

- Committee meetings are to be carried out in accordance with this Terms of Reference and Council's Committees Procedure.
- Committee members are required to be fully prepared for each meeting and make every reasonable effort to attend or participate in each meeting.

- Committee meetings will be conducted with due consideration for each person with a disability and in an environment which is accessible to all members.

### **11. Observers and Visitors**

- A Councillor who is not a member of a Committee may attend the Committee as an observer. However, the Councillor is not entitled to give notice of business for inclusion in the agenda for the meeting, to move or second a motion (if required), or to vote at the meeting. The Councillor as a courtesy should in advance of the meeting advise the Chair by email of their intention to attend the meeting.
- Other Council staff may attend at the invitation of the General Manager or Director to speak on a particular agenda item. Council staff attending in this capacity cannot move or second a motion at the meeting, or vote at the meeting.
- The Committee may, with the approval of the Chair, invite other persons to attend meetings and participate in discussions, but they will not have any voting rights.

### **12. Agendas and Minutes**

- Agendas and Minutes are to be prepared and circulated in accordance with the Committees Procedure.
- All meeting records are to be recorded in the relevant Records Management system "Content Manager 9" container.
- Minutes will be reported to Council for adoption or for information.

### **13. Evaluation and Review**

- This Committee shall review its Terms of Reference and provide them to Council for adoption at the beginning of each term of Council or when initiated by the Chair.
- The Chair of the Committee will initiate a review of the performance of the Committee at the end of every term of Council. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from the relevant Director and any other relevant stakeholders, as determined by the Chair.