

Northern Beaches Hospital Precinct Consultation Committee

Terms of Reference

1. PURPOSE

The purpose of the committee (the Committee) is to:

- Act in an advisory role to Northern Beaches Council for the implementation of the Northern Beaches Hospital Precinct Structure Plan (the Project).
- Facilitate, engage and enable communication between the community and stakeholders, with an interest in the Project, with Northern Beaches Council and the NSW Department of Planning and Environment.
- Compliment other elements of the broader consultation framework established for the Project.
- Act as another mechanism through which Council and the Project Team can bring items where consultation is required.
- Be a means of identifying innovative ideas that can enhance the precinct planning for Frenchs Forest.

2. OBJECTIVES

The principal objectives of the Committee are:

- To provide a forum for the discussion of precinct planning issues for Frenchs Forest, and
- To ensure that the Committee are informed of project implementation for the Northern Beaches Hospital Precinct Structure Plan.

3. ROLE OF COUNCIL

- Council officers will provide necessary resources to the Committee including administrative support of the Committee. Such support will include facilitating and running the meeting, preparation and distribution of the notice of meeting, agenda and the recording of the minutes.
- Council officers will attend the Northern Beaches Hospital Precinct Consultation Committee meetings to provide information to members and/or to engage members in relation to specific matters regarding the project.

4. COMMITTEE CHARTER

Each Committee operates according to these Terms of Reference and to their relevant Charter (refer Attachment 1). Terms of Reference and Committee Charters are adopted by resolution of Council and may also be amended by Council from time to time.

5. MEMBERSHIP

This Committee is a Council appointed group. Membership of the Committee comprises of up to 12 members representing the following:

- Mayor (Chair)
- 3 Frenchs Forest Ward Councillors
- Minister for Education (or delegate)
- Minister for Health (or delegate)
- Minister for Planning (or delegate)
- Member for Davidson (or delegate)
- General Manager Planning, Place and Community from Council (or delegate)
- Director Urban Renewal from the NSW Department of Planning and Environment (or delegate)
- Chief Executive Officer from the Greater Sydney Commission (or delegate)
- Director Open Space and Parklands from the NSW Department of Planning and Environment (or delegate)

Responsibilities of Members:

All members of this Committee have an obligation to:

- Communicate and seek feedback with their network
- Review relevant documents and provide feedback to the Project Team where necessary
- Objectively consider and actively participate in group deliberations by:
 - Attending all meetings and facilitated workshops scheduled for the Committee
 - Make a positive contribution on behalf of the community and actively engage members of the community about Committee deliberations, and
 - Participate in other workshops that may be attended by the broader community.

6. ELIGIBILITY

Members of groups / associations must possess such skills, expertise, experience or special affiliation as detailed in the relevant Charter.

7. TERM OF OFFICE

To assist with maintaining effectiveness and the continuity of knowledge within the Committee the terms of Councillors and other members have been staggered. The aim is for established members to provide assistance to incoming Councillors after the council election and 12 months later, reciprocally from Councillors to incoming members.

- a) The term of Councillors on the Committee is two (2) years or until election caretaker period (12 months following the election of a new Council).
- b) The term for other members on the Committee is four (4) years commencing within 12 months after the election of Council.
- c) All Councillor memberships will cease during the election care taker period. New Councillors should be appointed to Committees at the earliest opportunity following the election.
- d) The terms above are subject to the conclusion of the Project, when all memberships cease.

8. SUPPORT PROVIDED

- a) Council will provide necessary resources to the Committee. This will include the venue and administrative support such as facilitating and running the meeting, preparation and distribution of the notice of meeting, agenda and the recording of the minutes.
- b) Council's Project Steering Group provides the management of the Project and will be a valuable conduit to the Committee. Specialist staff in the areas of Planning, Transport and Traffic, Finance, Property and Natural Environment will be available to provide expertise. The role of these representatives is to provide:
 - Advice on status of the planning process
 - Advice on broad policy objectives
 - Specialist technical advice
 - Advice on experience from dealing with common issues at other locations.

9. TIMETABLE FOR MEETINGS

- a) The Committee is to meet quarterly (four (4) times) throughout the year.
- b) A meeting will be limited to a maximum of two (2) hours duration unless the Committee resolves to extend the meeting to a particular time or until the completion of business.
- c) The schedule of meeting dates and venues will be provided to the members in an agenda at least 7 days prior to meeting.

10. ATTENDANCE AT MEETINGS

- a) All members are expected to attend the meetings, or otherwise tender their apologies to the Project Coordinator.
- b) No member should be absent for more than two (2) consecutive meetings without first seeking, and being granted leave by the Chair and Governance. Without being granted such leave in these circumstances, the person's membership will be re-evaluated.
- c) The meetings will not be open to other members of the public.

11. MEETING PRACTICES AND PROCEDURES

- a) The Council will ensure that each meeting is properly recorded with the use of minutes, which will be reported to Council.
- b) The quorum for each meeting will be one half plus the Mayor or another Councillor. If a quorum is not present within 30 minutes within the commencement time of the meeting, it will become an informal meeting with no recommendations or decisions made.
- c) The Mayor is the Chair of the Committee or his nominated representative; however workshops may be facilitated by an independent facilitator.
- d) The Chair directs the progress of the Committee meeting. Subject to any determination by the Chair, each item is to be dealt with in the order in which it appears on the agenda. The Deputy Chair performs this role in the absence of the Chair.
- e) The Chair role is to facilitate the conduct of the meetings and ensure the Committee focuses on its primary goal of providing a forum for the discussion of precinct planning issues for Frenchs Forest and to ensure that the Committee are informed of project implementation for the Project.
- f) This committee is advisory in purpose and should have the intention of reaching consensus when endorsing items and recommendations. It has no authority to make decisions on behalf of Council.

- g) It will be at the discretion of the Chair when a matter is to be put to the vote. In such circumstances voting is to be by way of a show of hands. For a vote to be carried the matter must be supported by a majority of members present, with the Chair having a casting vote in the event the vote is tied.

12. MODEL CODE OF CONDUCT FOR COMMITTEES

- a) All members of the Committee are required to observe the adopted Model Code of Conduct and any other policy or requirement applicable to the proper functioning of the Committee.
- b) Members shall act in a professional and responsible manner with the information they obtain.
- c) Members must respect each other (often despite differences) and work together to create an open and trusting atmosphere. The group requires openness and honesty in order to function well and members should feel free to express their opinions and views without fear of recrimination.
- d) A breach of the Terms of Reference may lead to the member being removed from the Committee by the Chair.
- e) Members of Committee do not have the authority to make representations to the media on Council or the Committee's behalf. In accordance with Council's Media Policy, the Mayor is the only person permitted to speak to the media on behalf of the Council and the Committee.
- f) Conflicts of Interest: Council recognises that representatives join such Groups and Committees because of special interests they may have, and Council welcomes their expertise. Nevertheless, it is important that Council understands the basis of advice it receives from the Groups, so members will be requested to declare any organisation they may represent. Disclosures of Conflicts of Interest, particularly pecuniary interests need to be made by members of the Group and recorded in the minutes in accordance with section 442 and 443 Local Government Act 1993.
- g) Confidentiality and Privacy: Members may have contact with confidential or personal information retained by Council. If so, members are required to maintain the security of any confidential or personal information and not access, use or remove any information, unless the member is authorised to do so.

13. COUNCIL VALUES

All members of the Committee and all meeting attendees are expected to observe Northern Beaches Council Values outlined below:

- **Trust**: Because being open brings out our best.
- **Integrity**: Because we are proud to doing what we say.
- **Teamwork**: Because working together delivers.
- **Service**: Because we care as custodians for the community.
- **Respect**: Because valuing everyone is how we make a difference.
- **Leadership**: Because everyone has a leading role.

CHARTER: NORTHERN BEACHES HOSPITAL PRECINCT CONSULTATION COMMITTEE

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| <p>Established: February 2018</p> | <p>Function: To act in an advisory role to Northern Beaches Council for the implementation of the Northern Beaches Hospital Precinct (the Project).</p> |
| <p>Term: Councillors: Appointment for 2 Years or until election care taker period.</p> <p>Stakeholder Representatives: Appointment for 4 years including one year following council election</p> <p>All memberships cease when project concludes.</p> | |
| <p>Quorum and Voting</p> <ul style="list-style-type: none"> The quorum for each meeting will be one half plus the Mayor or another Councillor. If a quorum is not present within 30 minutes within the commencement time of the meeting, the meeting shall become an informal meeting with no recommendations or decisions made. The Committee should have the intention of reaching consensus when endorsing items and recommendations. | <p>Composition/Membership</p> <p>The Chair is the Mayor or his nominated delegate on this Committee. The following Council members will be appointed:</p> <ul style="list-style-type: none"> Mayor and three (3) Frenchs Forest Ward Councillors <p>Membership of the Committee comprises Up to 8 representatives of organisations with expertise and experience in one or more of the following areas:</p> <ul style="list-style-type: none"> Minister for Education (or delegate) Minister for Health (or delegate) Minister for Planning (or delegate) Member for Davidson (or delegate) General Manager Planning, Place and Community from Council (or delegate) Director Urban Renewal from the NSW Department of Planning and Environment (or delegate) Chief Executive Officer from the Greater Sydney Commission (or delegate) Director Open Space and Parklands from the NSW Department of Planning and Environment (or delegate) |
| <p>Reporting Procedures:</p> <p>Minutes of meetings to be reported to Council</p> | |
| <p>Meetings:</p> <ul style="list-style-type: none"> The Committee are to meet quarterly (four (4) times) throughout the year. The schedule of meeting dates will be distributed at the formation of the Committee. Agenda items, time and venue will be provided to the members in an agenda at least 7 days prior to the meeting. | |
| <p>Ex Officio Advisors: Officers of Government and Statutory Corporations or other advisors as required.</p> <ul style="list-style-type: none"> Lead Council Officer: Executive Manager Strategic & Place Planning Business Unit: Strategic & Place Planning | <p>Council Members Appointed:</p> <ul style="list-style-type: none"> Mayor (Chair) Councillor Harrison Councillor Philpott Councillor Sprott |