



# BADGERYS CREEK AIRPORT TASKFORCE CHARTER

Adopted: 29 October 2014

TRIM: 258547.2014-001



## BADGERYS CREEK AIRPORT TASKFORCE CHARTER

### 1. NAME

Badgerys Creek Airport Taskforce Charter

### 2. INTERPRETATION

For the purpose of this charter:

- a) "Council" means the Liverpool City Council and
- b) "Member" means a member of the Taskforce.

### 3. STATUS OF TASKFORCE

Advisory Taskforce (Committee)

### 4. PURPOSE

The Badgerys Creek Airport Taskforce will have the job of identifying and advocating for the infrastructure, land-use planning, business attraction and investment needed to gain the best outcomes for the Liverpool community. The Taskforce will lead and advocate Council's position with Federal and NSW government and key private sector and community stakeholders

### 5. FUNCTIONS

The role of the Taskforce is to develop and lead Council's response to the Badgerys Creek Airport in the following areas:

- a) Investigating opportunities to maximise economic potential and minimise any adverse impacts associated with the Badgerys Creek Airport;
- b) Advocating for the best interests of the Liverpool community and influencing State and Federal government planning regarding the Badgerys Creek Airport;
- c) Engaging with key external stakeholders regarding the proposed Airport; including State and Federal government agencies, the Western Sydney Airport Alliance, the Western Sydney Regional Organisation of Councils, the National Growth Areas Alliance, property owners and local business and community groups.
- d) Monitoring and reviewing State and Federal government activity regarding the Badgerys Creek Airport; and
- e) Making recommendations to Council on strategic action issues associated with the Badgerys Creek Airport proposal and relevant development applications and planning proposals.

### 6. OUTCOMES

The Badgerys Creek Airport Taskforce aims to achieve the following outcomes:

- a) Ensure the timely and adequate provision of local infrastructure to support Sydney's second airport and associated development

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- b) Provide community input into Council decision-making in relation to Sydney's second airport
- c) Maximise local economic growth and job creation opportunities
- d) Management and mitigation of potential impacts: traffic, future aircraft noise, air quality, community health, water quality, lifestyle and amenity.

### 7. TASKFORCE DELEGATIONS

- a) The Taskforce shall not have the power to incur expenditure.
- b) The Taskforce does not have the power to bind the Council.
- c) The Taskforce can make recommendations to the Council or another committee of the Council on all relevant business presented before it. Recommendations of the Taskforce will generally be presented to the Council in written form, accompanied by a report from relevant Council officers. Recommendations made by the Council Taskforce may or may not be adopted by Council.
- d) Recommendations made by the Taskforce which are determined by the Chief Executive Officer to be substantially operational in nature will be dealt with by the relevant Director and the Coordination Working Group, with monthly reports to be provided to the Taskforce.

### 8. MEMBERSHIP

#### 8.1 Councillor representation

The Mayor (or delegate), the Deputy Mayor and five Councillors (with a sixth alternate).

In accordance with Clause 263 of the Local Government (General Regulation) 2005, a Councillor who is not a member of the Taskforce is entitled to attend, and speak at, a meeting of the Taskforce, however, the Councillor is not entitled to give notice of business for inclusion in the agenda, to move or second a motion at the Taskforce meeting or to vote at the meeting.

#### 8.2 Council staff representation

The Chief Executive Officer (or delegate) shall assign relevant staff as non-voting members to the Taskforce, usually from the planning, assets, economic development or marketing and communications disciplines.

Staff required to attend the Taskforce will participate equally with others in terms of discussion and debate.

#### 8.3 Community and Business representation

- a) One (1) representative of the New South Wales Business Chamber (or delegate);
- b) Six (6) representatives of local business and/or local community

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### **8.4 Support staff**

A council officer will attend meetings to provide administrative and other support to the Taskforce. Administrative support is provided for the preparation of the agenda, recording of the minutes and distribution of the agenda and business papers.

### **8.5 Chairperson & Deputy Chairperson**

The Chairperson of the Badgerys Creek Airport Taskforce is the Mayor.

The election of a Deputy Chairperson will occur at that first meeting of the new Taskforce.

The role of the Chairperson is to preside at a meeting of the Taskforce. In the absence of the Chairperson, the Deputy Chairperson shall preside at the meeting.

If the Chairperson is not able or willing to preside at a meeting of the Taskforce, the Taskforce will elect a member of the Taskforce to be Acting Chairperson for that meeting.

If the Chairperson is not present at the time designated for the commencement of a meeting, the first business of the meeting must be election of an Acting Chairperson to preside at the meeting.

The election a Chairperson or Acting Chairperson must be conducted:

- a) By the Chief Executive Officer or, in his or her absence, an employee of Council designated by the Chief Executive Officer to conduct such an election; or
- b) If neither of them is present at the meeting – by the person who called the meeting or a person acting on his or her behalf.

The Chairperson may invite external subject matter experts to participate in meetings from time to time as non-voting members.

## **9. TERM OF OFFICE**

Business and community representatives appointed to the Taskforce will continue as a member for a two year term.

### **9.1 Vacancy**

Should a vacancy occur during the term of appointment, it will be filled by following the normal process for appointments (refer to Section 8, Membership).

### **9.2 Non-Attendance at Meetings**

Ongoing membership of the Taskforce is subject to regular attendance and reasonable apologies. A Taskforce member should notify the Taskforce Chairperson of their planned absence from a meeting.

Any Taskforce member knowing that they will be absent for three or more consecutive meetings should notify the Taskforce Chairperson in writing of the planned absence.

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In the event of a member being absent for three or more consecutive meetings without apology and without the approval of the Taskforce, the Taskforce can vote on whether to declare the member's position vacant, inform the member of the outcome and fill the position as a casual vacancy.

### **9.3 Resignation from Taskforce**

Any Taskforce Member wishing to resign from the Taskforce shall do so in writing to the Taskforce Chairperson.

## **10. QUORUM & RECOMMENDATION MAKING**

The quorum to enable business to be transacted at meetings will be two Councillors.

Observers or visitors at the meeting do not form part of the quorum.

In the absence of a quorum 15 minutes after the advertised start of the meeting, the Taskforce members present may discuss the agenda items although any recommendations made will not become formalised until they have been ratified at the next Taskforce meeting with a quorum present.

Wherever possible, recommendations of the Taskforce will be made on the basis of consensus, i.e. where all present agree. At the discretion of the Chairperson, a vote may be called to resolve a matter. This may occur when consensus cannot be reached or in relation to a matter that is more significant in nature. In such cases, the matter will be resolved by a simple majority of those at the meeting, provided that there is a quorum present. In the event of a tied vote, the Chairperson will exercise the deciding vote.

Taskforce recommendations are not binding on Council. To obtain Council endorsement a Taskforce recommendation must be reported to the Council for their decision.

## **11. GENERAL PUBLIC**

The Taskforce will usually not be open to members of the general public. However, the Taskforce can decide to open the meeting to the public, subject to the agreement of the Chairperson in consultation with the Chief Executive Officer (or delegate). Voting does not extend to members of the general public and is restricted to Taskforce members as referenced in Section 8.

Representatives of organisations or the general community may be invited to address the Taskforce on matters on the agenda.

## **12. TIMETABLE FOR MEETINGS**

The Taskforce will meet monthly.

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A meeting will be limited to a maximum of two hours duration unless the Taskforce resolves to extend the length of the meeting to a particular time or the completion of business.

Extraordinary meetings may be called by the Chairperson of the Taskforce in consultation with the Chief Executive Officer (or his/her delegate).

The location, date and starting time for meetings will be advised on the agenda.

Taskforce meetings can only be held if five (5) working days notice has been given to all members and Councillors.

### **13. MEETING PRACTICES & PROCEDURES**

The administrative provisions of Council's adopted Code of Meeting Principles and Practices shall apply.

The Taskforce will observe any other relevant Council protocols.

Minutes of meetings will be kept in accordance with Council Meeting Procedures and will be administered in accordance with the protocol to be established for each Taskforce.

The minutes of each Taskforce meeting will be submitted to Council's Executive Team for consideration

### **14. INSURANCE COVER**

Taskforce members are covered by Council's personal accident insurance only for attendance at meetings and other activities formally endorsed by the Taskforce.

### **15. CODE OF CONDUCT**

All members of the Taskforce are required to observe the provisions of Council's Code of Conduct and any other policy applicable to the proper functioning of the Taskforce. All new members will be provided with a copy of Council's Code of Conduct and will sign to indicate that they have read and understood their obligations. A breach of the Code of Conduct may lead to the member being excluded from the Taskforce (refer section 13 Disciplinary Action).

In particular, if a Taskforce member has a pecuniary interest in any matter with which the Taskforce is concerned, and who is present at a meeting of the Taskforce at which the matter is being considered, they must disclose the interest to the meeting and must not be present during any discussion or decision making relating to that matter. Leaving the room is necessary because to remain in the presence of the meeting but refrain from voting is taken to be a vote against the motion (see Clause 251 of the *Local Government (General Regulation) 2005* and Section 14.2(1) of the Code).

A person does not breach the above clause if he or she did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a pecuniary interest.

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A member of the Taskforce who has a non-pecuniary conflict of interest in any matter with which the Taskforce is concerned and who is present at a meeting of the Taskforce at which the matter is being considered, will disclose the interest to the meeting as soon as practicable. If a member of the Taskforce has declared a non-pecuniary conflict of interest, there is a range of options for managing the conflict. The option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest and the significance of the issue being dealt with.

A Councillor or other member of the Taskforce will deal with a non-pecuniary conflict of interests in at least one of these ways:

- a) Where the potential for conflict is deemed minimal, take no action. However, the Councillor or Taskforce member should consider providing an explanation as to why it is considered that only a minimal or non-existent conflict exists.
- b) Where the potential for conflict is more significant, take no part in the matter by leaving the room in which the meeting is taking place and take no part in any debate or vote on the issue, as if the provisions in Section 451(2) of the Act applied.

Taskforce members must act in a professional and responsible manner with any information they obtain as a Taskforce member, especially because the Taskforce requires openness and honesty to function well. Taskforce members should feel free to express their opinions and views without fear of recrimination. It is therefore important that Taskforce members respect each other, often despite differences, and work together to create an open and trusting atmosphere.

It is essential for Taskforce members to accept collective responsibility for Taskforce decisions and remain loyal to those decisions, even when they might disagree with the decision.

### **16. DISCIPLINARY ACTION**

Should a member of the Taskforce breach Council's Code of Conduct, the matter will be referred to Council's Chief Executive Officer for consideration. The Chief Executive Officer may consider a range of sanctions, depending on the nature of the breach. Serious breaches may result in a decision by the Chief Executive Officer to remove the member concerned from the Taskforce. In such cases, the Chief Executive Officer would convene a meeting with the Taskforce Chairperson and the person concerned to discuss the matter prior to the decision being finalised. The member who has committed the breach may be suspended from the Taskforce until the matter is resolved.

### **17. CONFIDENTIALITY & PRIVACY**

Members, through their involvement on the Taskforce, may come in contact with confidential or personal information retained by Council. Taskforce members are required to maintain the security and confidentiality of any such information and not access, use or remove that information, unless authorised to do so.

## **BADGERYS CREEK AIRPORT TASKFORCE CHARTER**

Privacy legislation governs the collection, holding, use, correction, disclosure and transfer of personal information. More information about the legislation can be obtained by contacting Council's Public Officer.

Should a Taskforce member become aware of any breach of the security, or misuse of Council's confidential or personal information, he or she is asked to contact the Public Officer.

All Taskforce members are required to observe the provisions of the Liverpool City Council Privacy Management Policy relating to their access to personal information.

All new members will be provided with a copy of Council's Privacy Guidelines and will sign to indicate that they have read and understood their obligations.

### **18. MEDIA PROTOCOL**

The Taskforce Chairperson is the only person permitted to speak to the media on behalf of the Taskforce, subject to the appropriate provisions of Council's Media Representation Policy.

No other member of the Taskforce is permitted to speak to the media in his or her capacity as a Taskforce member.



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### **AUTHORISED BY**

Council Resolution

### **EFFECTIVE FROM**

29 October 2014

### **DEPARTMENT RESPONSIBLE**

Economic Development

### **REVIEW DATE**

29 October 2016

### **VERSION**

<b>Version</b>	<b>Amended by</b>	<b>Date</b>	<b>TRIM Number</b>
1	Adopted by Council	27 August 2014	128845.2014
2	Council Resolution	24 September 2014	235640.2014-001
3	Council Resolution	29 October 2014	258547.2014-001

### **REFERENCES**

Liverpool City Council: Code of Conduct

Liverpool City Council: Code of Conduct Procedures

Liverpool City Council: Code of Meeting Practice

Liverpool City Council: Councillor Access to Information and Interaction with Staff Policy

Liverpool City Council: Ethical Governance: Conflicts of Interest Policy

Liverpool City Council: Media Representation Policy

Liverpool City Council: Privacy Management Plan