

**LITHGOW CITY COUNCIL  
STRATEGIC LANDUSE PLANNING PROJECTS STEERING  
COMMITTEE  
Terms of Reference**

**Committee name**

Strategic Landuse Planning Projects Steering Committee (“The Committee”)

**Establishment**

The Committee is established under resolution of Council.

**Resolutions**

*Resolution to establish the Committee:* Council Meeting 10 October 2016  
Min No XX

*Resolution to adopt the Terms of Reference:* Council Meeting 10 October 2016 Min  
No XX

**Delegations:**

The Committee has no delegations from Council.

**Financial arrangements:**

Unless expressly approved by Council, via a resolution, the Committee must not commit nor expend any Council funds.

**Councillor membership:**

3 Councillors.

The Mayor, by virtue of holding the office of Mayor, is appointed as a member of all committees established by Council. The appointment of the Mayor as a member of any committee established by the Council need not be taken into account when determining a Quorum for a meeting of the Committee.

**Term of the Committee**

The Committee shall operate for the term of the Council.

**Committee’s responsibilities:**

In relation to any Strategic Landuse Planning Projects referred to it by Council, (and as relevant depending at what stage the project is referred to the Committee), the principal responsibilities of the Committee are:

1. Endorse the Project Scope and Brief

2. Evaluate and recommend the appointment of the consultant to undertake the Project
3. Review and endorse Project Plans
4. Review and endorse Community and Stakeholder Engagement Strategies
5. Review and endorse project deliverables as identified in a Project Plan
6. Endorse final draft Studies or Plan's for recommendation to Council for adoption
7. Resolve any project management issues unable to be resolved by the Project Managers
8. Monitor the Project against time and budget constraints
9. Approve or reject and extra claims by a consultant during the project. NB
  - Any claim for extras can only be approved if within the adopted budget for the project

#### **Committee member responsibilities:**

- Observation and compliance with Council's Code of Conduct
- Observation and compliance with Council's OHS system objectives and instructions

#### **Committee membership:**

The Committee will be comprised of the following representation:

##### Voting members

- 3 Councillors plus the Mayor - ex officio
- A representative of the Western Region Office of NSW Planning and Environment (as required on a project by project basis)
- General Manager (or delegate)

##### Other members

- Group Manager of Environment and Development
- Council's Strategic Land Use Planner (contact officer)

#### **A member ceases to be a member of a Committee if the member (other than the Mayor):**

- (a) Has been absent from 3 consecutive meetings of the committee without having given reasons acceptable to the committee for the members absences.

## **MEETING PRACTICE**

### **Code of Meeting Practice**

The meeting procedures outlined in the Council's Code of Meeting Practice shall guide the meeting procedures of the Committee unless otherwise outlined below.

### **Office holders**

When nominating Councillors to the Committee the Council shall determine who will be Chair and Deputy Chair.

**Frequency of meetings:**

Meetings of the Committee will be held at each Project Milestone as determined by the approved Project Plan.

The chair may call additional meetings as required and notified in accordance with the meeting protocol.

**Meeting protocol:**

- An agenda will be prepared and distributed 3 working days before each meeting, together with the minutes of the previous meeting.
- Agenda items shall be submitted to the Council Contact Officer a minimum of 5 working days before each meeting.

**Minutes and Reports to Council**

The Chair may cause reports to be provided to Council on any activities or requests of the committee.

**Council Contact officer**

Council's Strategic Land Use Planner shall be the Contact Officer to the Committee.

The Contact Officer shall:

- provide executive support to the Committee;
- be responsible for preparing the agenda and minutes of Committee meetings;
- be responsible for preparing a report to the Council as required
- provide to the Committee the outcome and resolutions of the Council regarding the project.

**Council responsibilities:**

Council will provide secretarial support, including typing and distribution of minutes and agenda's.