

Ku-ring-gai Council

Charter

Councillors Major Projects Consultation Forum

Version Number 1.0

Adopted:

Effective:



Councillors Major Projects Consultation Forum

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Controlled Document Information

Authorisation Details

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Related Document Information, Standards & References

Related Legislation:	None.	
Related Policies (Council & Internal)	Property Development and Investment Policy	Provides the objectives and scope of activities for property development or land acquisition by Council.
Related Documents - Procedures, Guidelines, Forms, WHS Modules/PCD's, Risk Assessments, Work Method Statements, etc	Major Projects Advisory Committee Charter Major Projects Steering Committee	The Major Projects Advisory Committee is an independent advisory Committee responsible for providing advice to Council in support of recommendations made by management in relation to development of Council land. The Major Projects Steering Committee provides Council management governance of all Major Property Development projects from inception through to completion and transfer to operations. This includes property and land acquisitions, divestitures and development activities.
Other References	Code of Conduct	Code of Conduct sets the minimum requirements of conduct for council officials in carrying out their functions. It has specific requirements for managing conflicts of interest.

Version History

Version Number	Version Start Date	Version End Date	Author	Details and Comments
1	TBD	April 2020	Craig Calder	(first version)

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Terms of Reference

Introduction

Ku-ring-gai Council (Council) owns and controls land to provide a range of services that benefit the community of Ku-ring-gai. Uses and values of land and buildings change over time and as a result, Council needs to undertake property development activities to renew existing assets and provide new facilities to meet the needs of its community.

The Councillors Major Projects Consultation Forum (“Consultation Forum”) will provide an opportunity for constructive dialogue between Councillors, management and advisors on the current status of Major Projects and enable input to be regularly provided on key issues and challenges.

This Terms of Reference outlines the objectives, composition, authority and administrative arrangements of the Councillors Major Projects Consultation Forum (“Consultation Forum”).

Objectives

The primary objectives of the Consultation Forum are to:

- Provide Councillors with oversight and transparency of development activities on Council owned or controlled land; and
- Enable a collaborative dialogue between Councillors management and advisors on key issues impacting Major Projects.

Definition of Major Projects

Major Projects are defined as:

- Any property development opportunity involving Council owned or controlled land with a value greater than \$5,000,000; or
- Property development projects designated as Major Projects by Council or the General Manager.

Composition

The Consultation Forum will be open for all Councillors to attend along with relevant members of management and key advisors as required. It will not be open to the public given the commercial in confidence nature of matters discussed.

Terms of Reference

The Consultation Forum has no delegation from Council.

The terms of reference for the Consultation Forum are to:

- Discuss and provide feedback on the annual Property Development and Investment Strategy prior to submission to Council for approval.
- Receive and discuss updates from Management and input from external advisors as required on the progress of Major Projects.
- Consider and provide feedback on the portfolio impact of concurrent Major Projects on Council services, staff and financial position.

Meeting Frequency

Consultation Forums will be held four (4) times annually. Additional Consultation Forums may be called by the Mayor or General Manager.

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Confidentiality and Conflicts of Interest

Due to the commercial nature of Council's Major Projects, unless otherwise indicated all information provided and discussions held in the Consultation Forum is confidential.

Attendees to each Consultation Forum must abide by the Code of Conduct and relevant policies adopted by Council.

Attendees must declare any conflicts of interest at the commencement of Consultation Forum and manage these in a manner consistent with the Code of Conduct adopted by Council.

Terms of Reference Review

Councillors should review the continuing relevance of this Terms of Reference every two years.

Where changes are deemed necessary they will be submitted to Council for endorsement.

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