

Ku-ring-gai Council

Charter

Major Projects Steering Committee

Version Number 1.0

Adopted:

Effective:



Major Projects Steering Committee Charter

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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	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.
Other References	Code of Conduct	Provides direction and requirements for managing conflicts of interest.

Version History

Version Number	Version Start Date	Version End Date	Author	Details and Comments
1	XX March 2018	April 2020	Craig Calder	(first version)

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Charter

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.

Council needs to undertake property development responsibly and with due regard to the risks and benefits of these activities. Decision making, priority setting and portfolio management for Major Property Development Projects will be governed by Council Management through the Major Projects Steering Committee (Committee).

This Charter outlines the objectives, authority, composition, responsibilities, authority and administrative arrangements of the Committee.

Objectives

The primary objective of the Committee is to provide effective governance of Major Property Development projects from inception through to completion and transfer to operations. This includes property and land acquisitions, divestitures and property development activities.

The Committee will oversee all aspects of property development with the focus of Council as a property owner and not a statutory authority in respect of:

- Any development opportunities involving Council owned or controlled land with a project value of greater than \$5,000,000;
- Property development projects defined as Major Property Development Projects; and
- Projects involving Council that are referred to the Committee by Council or Council's General Manager.

Composition

The Committee will be comprised of the General Manager, Director Corporate, Corporate Lawyer, Head of Major Projects and the Director Strategy & Environment. Other Council staff may be included as members of the Committee as required by the General Manager.

The General Manager will be chairman of the Committee unless specifically delegated to another member of staff.

Roles and Responsibilities

The Committee is directly responsible and accountable to Council for the exercise of its responsibilities.

The responsibilities of the Committee in the performance of its role include:

- *Property Development and Investment Strategy*: Review and endorsement to Council of the annual Property Development and Investment Strategy.
- *Property development, land acquisition and disposal transactions*: Review and endorsement to Council for property development projects priority, strategy, scope, budget and procurement approach. Includes land sales and purchases.
- *Governance of property development activities*: Receive and consider updates on project status and performance. Provide Stage Gate approval for Major Property Development Projects. Review and approve significant negotiation protocols and commercial terms for transactions within its scope subject to Council approvals and delegations.

- *Variations to commercial terms for Major Property Development Projects:* Review and endorsement to Council of any significant proposed variations to scope, budget or commercial terms and agreements.
- *Portfolio management:* Receive and consider the cumulative portfolio impact of concurrent Major Property Development projects on Council services, staff and financial position.

The responsibilities of the Committee may be revised or expanded in consultation with, or as requested by, Council from time to time.

Authority

To undertake its responsibilities, the Committee may request the following via the General Manager:

- Obtain any information relevant to its objectives from Council staff, consultants and representatives from the independent Major Project Advisory Committee;
- Request the attendance of a Council staff member, any agent or contractor engaged by Council at meetings of the Committee.

Meetings

The Committee will hold such meetings as the Chair considers necessary to fulfil the Committee's duties. Meetings will generally be scheduled monthly. Meetings may be cancelled or rescheduled as required but the Committee will meet no fewer than six (6) times a year.

Minutes will be taken at each meeting to record discussions, decisions and actions arising.

Council's Head of Major Projects is responsible for circulating the meeting agenda and associated documentation to Committee Members no later than 3 working days prior to each meeting.

The agenda and associated documentation will be marked as confidential and reflect the objectives and responsibilities of the Committee. The agenda will include as an item of general business any reports which the Committee consider should be made to Council.

A quorum for a meeting will be at least a majority of the Committee Members entitled to attend that meeting.

If a quorum is not present at a Committee meeting, the meeting must be adjourned and all business remaining on the agenda must be deferred to the next meeting of the Committee.

With the agreement of the Chair, Committee Members may participate in a meeting by telephone or other appropriate means of communication.

With the agreement of the Chair, the Committee may transact business by the circulation of papers to all members, and a resolution approved in writing by a majority of Committee members is taken to be a decision of the Committee.

In the absence of a consensus, decisions of the Committee will be put to a vote, with the Chairperson to have a casting vote if there are an equal number of votes.

Committee Members must abide by the Code of Conduct and relevant policies adopted by Council.

Committee Members must declare any conflicts of interest at the commencement of each meeting and manage these in a manner consistent with the Code of Conduct adopted by Council.

Committee Members must keep all discussions during meetings confidential. No Committee Member can make public comments regarding the activities of the Committee without the approval of the General Manager.

Reporting

Minutes of each Committee meeting must be tabled at the next meeting for confirmation.

The Committee will provide a report to Council at least every six (6) months summarising the status of all Major Property Development Projects for its information.

The Committee will ensure that briefing sessions are held with Councillors at least four (4) times a year, with Committee members and other relevant staff present, on the matters under consideration by the Committee.

The Committee may, at any time, report to Council any matter relevant to its duties that are considered to be of sufficient importance to do so.

Charter Review

The Committee must review the continuing relevance of this Charter every two years.

Definitions

Term / Abbreviation	Definition
Major Property Development Project	Land acquisition, divestment and development by Council with a value greater than \$5million.
Stage Gate Approval	Approval for a Major Property Development Project to proceed to the next stage of development. Definitions of Stage Gates are contained in the Property Development and Investment Policy.