

Ballarat West Precinct Structure Plan and Development Contributions Plan Review Stakeholder Reference Group

Terms of Reference

Contents

1.	Background	3
2.	Purpose	3
3.	Roles and Responsibility	3
4.	Duties and Functions	4
5.	Membership	4
6.	Meetings	4
7.	Reporting	5
8.	Creation and Dissolution	5

1. Background

- 1.1. The City of Ballarat is undertaking a review of the Ballarat West Precinct Structure Plan (PSP) and Development Contributions Plan (DCP).
- 1.2. At its meeting on 11 September 2024, Council resolved (R150/24) amongst other matters to adopt the PSP (revised August 2024) and DCP (revised July 2024) and apply to the Minister for Planning to obtain authorisation to prepare Amendment C234ball to the Ballarat Planning Scheme.
- 1.3. Council also resolved to authorise the establishment of a Ballarat West Growth Area Precinct Structure Plan and Development Contributions Review Stakeholder Reference Group (SRG).
- 1.4. This Terms of Reference (ToR) establishes the SRG in accordance with Council's resolution.
- 1.5. The SRG has the functions and responsibilities as set out in this ToR. The ToR document sets out the structure and basis on which the Reference Group can function.

2. Purpose

The SRG is established for the purpose of:

- 2.1 Ensuring that the review of the PSP and DCP has adequately allowed for input from relevant stakeholders and to ensure that Council is informed of any additional material issues that have been raised.
- 2.2 The SRG will primarily consider the implications of the revised specifications and costings of PSP infrastructure (e.g. community/recreation, drainage and road projects) and the resulting increase in the levy payable.
- 2.3 The SRG has the functions and responsibilities set out in this ToR document.

3. Roles and Responsibility

The role of the SRG is to:

- 3.1 Review the adopted revised PSP and DCP to better inform all stakeholders regarding the methodologies used for the preparation of the documents and the next steps of the planning scheme amendment.
- 3.2 Provide expert advice and opinion on any further input on the proposed PSP and DCP to enable Council to respond accordingly to any submissions received following exhibition of the planning scheme amendment.
- 3.3 Respond to any actions arising from meetings in accordance with any agreed due date.
- 3.4 Reference Group members are expected to keep confidential all sensitive, commercial and personal information that the members may encounter while being a member of the Group, and not to act in any way that would bring the Council into disrepute.

4. Duties and Functions

- 4.1 The SRG is a consultative forum and hence consensus or other decision-making processes are not required.
- 4.2 Commencement of the planning scheme amendment process does not require approval of the SRG.

5. Membership

- 5.1 The SRG will comprise the following participants:
 - a. Executive Manager Development Facilitation, City of Ballarat.
 - b. Manager Sustainable Growth, City of Ballarat.
 - c. A maximum of 4 members from the development industry appointed by the Council, or as otherwise delegated. Development industry members will be selected following an Expression of Interest, on the basis of their involvement and knowledge of development in Ballarat West and appointed as individuals and/or representatives of a company.
 - d. Additional attendees from the CoB or other government agencies may be invited (such as to provide presentations or information to the Committee) as required by the Chairperson.
- 5.2 The Chief Executive Officer or as otherwise delegated, will appoint a Council Officer to provide administrative support and guidance to the SRG.
- 5.3 A Council Officer appointed under clause 5.2 is not considered a member of the SRG.
- 5.4 Additional representatives from the City of Ballarat may be invited as required by the Chairperson.
- 5.5 The Executive Manager Development Facilitation will be the designated Chairperson of the SRG.
- 5.6 If the Chairperson is absent from a meeting, the Chair will nominate a temporary Chairperson to chair the SRG meeting. If the Chairperson has been unable to nominate a temporary Chairperson, the SRG will appoint a temporary Chairperson for the meeting.
- 5.7 Additional attendees from the City of Ballarat or other government agencies may be invited (such as to provide presentations or information to the Committee) as required by the Chairperson.

6. Meetings

- 6.1. Unless Council resolves otherwise, SRG meetings will be conducted under the direction of the Chairperson.
- 6.2. The SRG will meet at minimum on a quarterly basis and at such times and places as are necessary to enable it to exercise and discharge its functions as described herein.
- 6.3. The Chairperson will chair all SRG meetings when present.
- 6.4. The Chairperson is the authorised spokesperson for the SRG.
- 6.5. The SRG is not authorised to speak or act on behalf of Council or the City of Ballarat.
- 6.6. The role of the Council officer appointed under clause 5.2 includes:
 - 6.6.1. acting as the contact point between Council and the SRG;
 - 6.6.2. assisting with meeting the SRG's reporting requirements.
- 6.7. A quorum of the SRG will be two City of Ballarat representatives and two development industry representatives.

7. Reporting

- 7.1 The SRG is responsible for taking proper minutes of all meetings.
- 7.2 The SRG will prepare and present a briefing to Council after each meeting.

8. Creation and Dissolution

- 8.1. These Terms of Reference:
 - 8.1.1. come into force immediately upon the resolution of Council adopting them being made; and
 - 8.1.2. remain in force until Council determines to vary or revoke them.
- 8.2. By these Terms of Reference, the Reference Group:
 - 8.2.1. is established; and
 - 8.2.2. has the responsibilities as set out in this Terms of Reference document.
- 8.3. The SRG will run for a period of 12 months and may be extended as required by Council.
- 8.4. The Terms of Reference will be reviewed as required.

Dated: 11/12/2024