

**BALLARAT WEST PRECINCT STRUCTURE PLANNING
STEERING COMMITTEE**



TERMS OF REFERENCE

June, 2010

1. NAME

Ballarat West Precinct Structure Planning Steering Committee.

2. BACKGROUND/RECITALS

The City of Ballarat has now finalised the Ballarat West Growth Area Plan (BWGAP) for the greenfield development areas west of Sebastopol, Delacombe and Alfredton. The plan was developed to guide the planning and development of the Ballarat West Growth Area over the next 30 years.

It is anticipated that the Ballarat West Growth Area will accommodate between 14,000 to 20,000 new households and a population of between 35,000 to 50,000 people, making it the primary residential growth area in Ballarat.

A conceptual development direction for future urban growth is provided by the BWGAP that facilitates more detailed planning for the Growth Area through a precinct structure planning process. The BWGAP was incorporated into the Ballarat Planning Scheme as a reference document on the 3rd of September 2009. The Minister for Planning approved the Urban Growth Zone (UGZ) for the Growth Area on the same date.

In terms of the provisions of the Planning and Environment Act 1987, as stipulated in Clause 21.05-5 of the Ballarat Planning Scheme, the preparation of a Precinct Structure Plan (PSP) for land located in the UGZ and BWGAP is a formal planning requirement before urban development can be facilitated. Council has resolved to formally commence the Precinct Structure Planning process for the Growth Area.

In addition to the residential development area, the Ballarat Aerodrome has been identified as a major employment precinct. The development of the aerodrome employment precinct could potentially service the population of the Ballarat West Growth Area and wider Ballarat. Planning for Ballarat West needs to be done holistically and the planning for the employment precinct forms an integral part of the precinct structure planning process for the Growth Area.

The preparation and development of PSPs will require extensive consultation and coordination with internal Council departments, State Government, external bodies and service providers, developers, land owners, the community and community groups. To ensure that extensive consultation occurs and that high level direction is provided for the PSPs in the Ballarat West

Growth Area, Council resolved to establish the Ballarat West PSP Steering Committee to oversee the development of Precinct Structure Plans for Ballarat West.

The role of the Steering Committee will be to provide high level direction on key issues, provide input into the overall development of Ballarat West, disseminate information as required and coordinate the efforts of all major players in precinct structure planning for Ballarat West. The Steering Committee will also have the role of ensuring that the development of PSPs for Ballarat West is a high priority across Council's business units and other government authorities.

The Steering Committee is an important component in the precinct structure planning process and will help to ensure that optimal net community benefit are delivered to the future residents of Ballarat West and the broader Ballarat community.

3. MEMBERSHIP

a) The membership of the advisory committee shall consist of:

- City of Ballarat Representatives:
 - Chief Executive Officer (Chair)
 - Councillors: Cr. Hudson, Cr. Phillips and Cr. Perry
 - Director: Development and Infrastructure (Deputy Chair)
 - Director: People and Communities
 - Director: Growth & Economy
 - Manager Strategic Planning
 - Strategic Planning Project Manager(s).
- Nominated External Representatives (or their delegates):
 - Department of Planning and Community Development: Regional Director, Grampians & Barwon South; Planning and Development Manager, Grampians
 - Department of Education and Early Childhood Development: Assistant Regional Director, Operations
 - Department of Sustainability and Environment: Group Manager Biodiversity
 - Department of Human Services: Regional Director, Grampians Region
 - Department of Health: Director Health and Aged Care, Grampians Region
 - Department of Transport: Regional Manager
 - VicRoads: Manager Program Development
 - Regional Development Victoria: Regional Director
 - Central Highlands Water: General Manager Strategy & Communications
 - Committee for Ballarat: Chairman
 - Commerce Ballarat: Executive Officer.

- b) The tenure of membership shall be at the discretion of Council.
- c) Membership of the Steering Committee can be extended at the discretion of the Steering Committee.

4. OBJECTIVES/CHARTER/PRIMARY FUNCTIONS

- To coordinate and prioritise the efforts of all key stakeholders in the precinct structure planning for the Ballarat West Growth Area;
- To guide the precinct structure planning process for the Ballarat West Growth Area;
- To ensure that the precinct structure planning process is supported by optimal consultation processes;
- To allow the project managers and consultancy firms to advise on the progress of projects;
- To assist the project team in delivering the precinct structure planning project in a timely manner;
- To provide input and advice into the overall development of the Ballarat West Growth Area, including the Ballarat West Employment Zone;
- To promote the precinct structure planning process amongst member organisations;
- To ensure alignment with other strategic plans and initiatives of State Government.

5. MEETING PROCEDURE

- a) The Chief Executive Officer, City of Ballarat will act as Chairperson. If the Chairperson is not present at a meeting of the Steering Committee, the Deputy Chairperson will preside. Where the Chairperson and Deputy Chairperson are both absent the members must appoint a Chairperson for that meeting.
- b) Quorum of the committee shall be 50% members plus one, including one Councillor.
- c) Meetings shall be on a three monthly basis, or as otherwise determined by the Committee if required for key project deliverables.
- d) The Committee may appoint advisory sub-committees of members to consider issues which it determines warrant specific examination in parallel to the formal proceeding of the Committee. Each sub-committee must be chaired by a member of the full Committee.
- e) Minutes and agendas will be circulated prior to the meeting.
- f) In all other respects the Committee may set its own meeting procedures.

6. REPORTING

- a) The Committee should make a presentation of its activities to Council or the appropriate Council Committee when required by Council.

- b) Minutes of all meetings must be maintained.

7. LEGAL STATUS AND STATUTORY RESPONSIBILITIES

- a) Members are bound by the Conduct and Interests provisions outlined in the Local Government Act 1989 (sections 77, 78 and 79).
- b) Members must declare any personal interest, connection or association with any issue before the Committee.
- c) Committee members must not make improper use of information acquired as a Committee member.
- d) Where the committee has determined any commercial in-confidence material, that material must remain confidential.
- e) The Committee has no delegated authority to act or to incur expenditure on behalf of Council. Any decisions requiring expenditure on behalf of Council and/or making any commitments to action/responses on behalf of Council must be referred to Council or the appropriate Special Committee.
- f) The Committee shall provide guidance and advice only regarding precinct structure planning for the Ballarat West Growth Area.