



**CITY OF
PARRAMATTA**

TERMS OF REFERENCE

MAJOR PROJECTS SUB-COMMITTEE

April 2025

DOCUMENT ADMINISTRATION

Document Owner	Group Manager, Office of the Lord Mayor and CEO - Secretariat Services
Related Documents	City of Parramatta Code of Conduct City of Parramatta Code of Meeting Practice City of Parramatta Councillor Workshop Policy City of Parramatta Media Policy City of Parramatta Social Media Policy City of Parramatta Council and Committee Schedule <i>(adopted annually)</i> Assets and Infrastructure Standing Committee Terms of Reference (December 2024) Finance, Property and Governance Standing Committee Terms of Reference (December 2024)
References & Legislation	Local Government Act 1993 Local Government (General) Regulation 2021
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PURPOSE

The role of the Major Projects Sub-Committee is to assist in decision making and ensure greater Councillor oversight of significant property development and major capital projects involving Council owned or controlled land, valued over \$5 Million.

RESPONSIBILITIES

Position	Responsibility
All Committee Members	• Read the agenda prior to each meeting. • Have a broad understanding of relevant issues, the adopted Council strategies and the associated actions.
Chairperson (Councillor)	• Conduct the meetings of the Major Projects Sub-Committee.
Convenor (CEO, Executive Director or Delegate)	• Convene the meetings and support the Chairperson of the Major Projects Sub-Committee. • Prepare the agenda for meetings of the Major Projects Sub-Committee. • Prepare a report to the Finance, Property and Governance Standing Committee for consideration of the Major Projects Sub-Committee's recommendations. • Provide notice of cancellation of a Major Projects Sub-Committee meeting in circumstances where there is no business (reports) to be considered.
Council Secretariat	• Assist the Convenor and Chairperson with all aspects of the Major Projects Sub-Committee.

GENERAL

1. Membership

- 1.1. Membership of the Major Projects Sub-Committee shall be determined by Council resolution.
- 1.2. The Sub-Committee will comprise of three (3) Councillors and the Convenor as voting members.
- 1.3. The Lord Mayor is an ex-officio member of all Sub-Committees and has voting rights.

2. Convenor

- 2.1 The Convenor of the Major Projects Sub-Committee is the CEO, Executive Director Finance and Information or their delegate.
- 2.2 The Convenor will prepare the meeting agendas and provide assistance to the Chairperson at the meeting.
- 2.3 The Convenor is responsible for ensuring any action items, such as requests for information as recorded in the minutes, are actioned and reported back to the Major Projects Sub-Committee at a subsequent meeting.

3. Delegations

- 3.1. The following will apply to the Major Projects Sub-Committee:
 - The Major Projects Sub-Committee does not have any delegations;
 - The Major Projects Sub-Committee does not have the authority to incur expenditure;
 - The Major Projects Sub-Committee does not have the authority to bind the Council without the prior approval (resolution) from Council;
 - The Major Projects Sub-Committee may make recommendations to the Finance, Property and Governance Committee on all relevant matters submitted for its consideration;
 - The Major Projects Sub-Committee recommendations will be presented to the Finance, Property and Governance Committee in a report prepared by Council Officers.

4. Term

- 4.1. The term of membership coincides with the term of Council, or such other period as resolved by Council.

5. Functions and Matters Considered by the Major Projects Sub-Committee

- 5.1. The Major Projects Sub-Committee assists with decision making by providing Councillor oversight of significant property development and major capital projects involving Council owned or controlled land over, valued over \$5 Million, including but not limited to:

- review of business cases and/ or capital expenditure review reports
- risk management
- governance framework
- monitoring of project performance
- changes to funding requirements

Any other matter reported to the Major Projects Sub-Committee by Council Officers.

PROTOCOL

6. Frequency of Meetings

- 6.1. The Major Projects Sub-Committee will meet on a quarterly basis on a day and time determined by the Convenor, in consultation with Sub-Committee members.

7. Code of Meeting Practice

- 7.1. The provisions of Council's adopted Code of Meeting Practice apply to the conduct and procedures of the Major Projects Sub-Committee meetings, except where they have been specifically varied in these Terms of Reference.
- 7.2. For the avoidance of doubt, the Order of Business is varied as shown in Clause 15, and does not permit consideration of the following business:
- Public Forum
 - Notices of Motion
 - Questions With Notice
 - Rescission Motions

8. Chairperson

- 8.1. The Chairperson of the Major Projects Sub-Committee is to be determined by Council.
- 8.2. In the absence of the Chairperson, the Chairperson will be a Councillor member of the Major Projects Sub-Committee, elected by the members of the Major Projects Sub-Committee as the first item of business at the relevant meeting and conducted by the Convenor.
- 8.3. Where the Lord Mayor attends the meeting and wishes to assume the role of Chairperson, the Lord Mayor may assume the Chair without debate or the need for a procedural motion/vote.
- 8.4. The Chairperson can adjust the length of time spent on different items on the agenda, as required, to facilitate necessary discussion.

9. Quorum

- 9.1. The quorum of the Major Projects Sub-Committee shall comprise a minimum of two (2) voting members of the Major Projects Sub-Committee.
- 9.2. Business must not be conducted at any meeting of the Major Projects Sub-Committee unless the Convenor or their delegate is present.
- 9.3. Business must not be conducted at any meeting of the Major Projects Sub-Committee unless a quorum is present.
- 9.4. Where a meeting is cancelled, members will be notified with as much notice as possible.

10. Attendance and Participation by Non-Member Councillors

- 10.1. In accordance with Clause 20.10 of the Code of Meeting Practice, Councillors who are not members of the Major Projects Sub-Committee may attend a meeting where a quorum is present and, at the discretion of the Chairperson, may participate in discussion on any item of business on the agenda.
- 10.2. Councillors who are not members of the Major Projects Sub-Committee do not have any voting rights and are not entitled to move or second any motion at the meeting.

11. Agenda, Minutes and Reporting to Council

- 11.1. The Convenor is responsible for the preparation and distribution of meeting agendas and minutes of all meetings with the assistance of the Council Secretariat.
- 11.2. The Convenor will notify the Chairperson of the meeting agenda prior to the publication of the agenda.
- 11.3. The Convenor will publish the agenda a minimum of three (3) business days prior to the meeting, with the assistance of Council Secretariat.
- 11.4. The Convenor is responsible for reporting the minutes and associated recommendations of each meeting to the next available meeting of the Finance, Property and Governance Committee for consideration.
- 11.5. The minutes of the meetings of the Major Projects Sub-Committee do not need to be confirmed at a subsequent meeting of the Major Projects Sub-Committee.

12. Voting

- 12.1. Each Major Projects Sub-Committee member shall be entitled to one (1) vote in respect to any matter before the Major Projects Sub-Committee.
- 12.2. If voting on a motion put to a meeting of the Major Projects Sub-Committee is equal, the Chairperson of the meeting shall have a casting vote.

13. Venue

- 13.1. The venue for meetings of the Major Projects Sub-Committee shall be determined by the Convenor.

14. Public Attendance

- 14.1. Meetings of the Major Projects Sub-Committee are not open to the public to attend.
- 14.2. Notwithstanding Clause 14.1, guest speakers, relevant experts, or other interested parties, may be invited to attend and speak at the Major Projects Sub-Committee meetings subject to the approval of the Chairperson.

15. Webcast

- 15.1. Meetings of the Major Projects Sub-Committee will not be webcast.

16. Procedural Matters

- 16.1. In relation to any procedural matter, the ruling of the Chairperson shall be final.
- 16.2. The Major Projects Sub-Committee shall operate in accordance with Council's Code of Meeting Practice, with the exception of:
 - Councillors and Council Officers are not required to stand when addressing the Chairperson;
 - Meetings of the Major Projects Sub-Committee are to be scheduled for a 2-hour duration;
 - If the business of the meeting is not concluded before the 2-hour time limit, the Major Projects Sub-Committee may:
 - o by resolution, extend the meeting by one 30-minute extension to complete the business of the Major Projects Sub-Committee; or
 - o adjourn the meeting to a time, date and place fixed by the Convenor, in consultation with the Chairperson; or

- defer the remaining business to the next available meeting of the Finance, Property and Governance Committee for consideration.
 - Specific time limits do not apply to members speaking in response to different agenda items. The Chairperson will use their discretion to ensure members have the opportunity to speak to items while ensuring there is sufficient time for each agenda item.
- 16.3. An extraordinary meeting of the Major Projects Sub-Committee may be called by the Convenor (CEO, Executive Director or their Delegate) or by resolution of the Council.
- 16.4. If a meeting is unable to be called, the business may be considered via alternate methods, including email.

17. Order of Business

- 17.1. The general order of business of the Major Projects Sub-Committee Meeting will be as follows:
1. Opening
 2. Acknowledgement of Country
 3. Apologies/Applications for Leave of Absence
 4. Applications for Attendance by Audio-visual Link
 5. General Recording of Meeting Announcement
 6. Disclosure of Interests
 7. Reports of Council Officers
 8. Confidential Matters
 9. Conclusion of Meeting

18. Variation of the Terms of Reference

- 18.1. The Terms of Reference may be amended by resolution of the Council at any time.

VERSION CONTROL AND CHANGE HISTORY

Version	Amendment Details	Document Owner	Period Active	Review Date
1.0	<i>New Terms of Reference document - no previous version</i>	<i>Group Manager, Office of the Lord Mayor and CEO</i>	<i>14 April 2025</i>	<i>September 2025</i>