

Technical Assurance Panel

Terms of Reference

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1. Purpose

The Technical Assurance Panel (assurance panel) provides strategic direction and oversight to ensure the draft proposal is aligned with relevant State and local government policies. The assurance panel will also discuss required infrastructure and delivery mechanisms so that the proposal delivers a well-designed community and makes a major contribution to south west Sydney. The assurance panel is a non-statutory body and is formed with the aim to identify and better resolve local and state issues before the statutory pathway commences.

The Panel will:

- bring Council, State agencies, and the proponent together to collaboratively prepare a draft proposal,
- provide advice to proponent on the scope, required studies and adequacy of those studies, as well as guide the overall preparation of the planning proposal, providing formal feedback during the process and issuing a final assurance letter,
- consider required infrastructure to support the proposal and advise on funding mechanisms,
- ensure appropriate resources are committed to ensure milestones are met. This will enable the proposal to proceed to a statutory process in a timely manner, and
- identify the statutory rezoning pathway for the proposal.

2. Membership

The assurance panel will comprise of the following:

- Wollondilly or Campbelltown City Council
- Department of Planning, Industry & Environment (Chair)
- Transport for NSW
- NSW Government Architect
- Energy, Environment, Science Group
- Sydney Water

If a member can no longer attend or participate, the member is required to discuss with the Chair to make alternate arrangements.

3. Responsibilities

The responsibilities of assurance panel members are outlined in:

- Technical Assurance Panel Guideline (October 2020), and
- Governance and Probity Plan.

In summary, assurance panel members have the following responsibilities:

- declare any conflicts of interest or conflicts of duty at the outset of every meeting,
- prepare for deliberations and contribute to meetings, and be prepared to make decisions and provide advice on behalf of their organisation,

Technical Assurance Panel

Terms of Reference

- provide relevant information or feedback from their organisation for discussion and support efficient decision making, and
- communicate feasible timeframes so that the Chair can request and commit to providing consolidated advice with certainty.

Assurance panel members may, with the prior approval of the Chair, invite representatives from other agencies to attend meetings for specific agenda items. The Chair has the authority to make changes to membership and endorse all advice to the proponent on behalf of the assurance panel.

The proponent is required to submit relevant information including studies within agreed timeframes for the process to progress in a timely manner.

4. Meetings

Refer to the Governance and Probity plan for meeting procedures.

The anticipated schedule of meetings will be discussed at the inception meeting and will be based on time required to reach the agreed milestones. The overarching aim is to finalise the assurance panel process as efficiently as possible, with necessary flexibility as required. The anticipated schedule of meetings agreed at the inception meeting can be amended as necessary to expedite the assurance panel process. This may involve targeted offline meetings with specific assurance panel members.

Action items will identify reasonable timeframes for the proponent to provide information to the assurance panel, and for assurance panel members to provide their input for a consolidated response. Assurance panel members will be provided at least 2 weeks to review the information and seek relevant feedback from their organisations.

5. Fees and Reimbursement

The TAP will be supported by a funding agreement between the Department and proponent. The Fee for each State agency member and Council's representative is \$1,000 per meeting. This is a fixed half day fee.

The proponent will be required to cover the costs of preparing the planning proposal, any other required studies or reports as required by the assurance panel.

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