

Community Consultative Committee Orchard Hills

Terms of Reference

1. Introduction

The Orchard Hills Community Consultative Committee (CCC) is an engagement forum for the community and other key stakeholders to discuss and support proposed land use planning changes across Orchard Hills.

The CCC is an advisory body - not a decision-making body. It provides an advisory and consultative role for landowner representatives, local council and state agencies.

The Orchard Hills CCC is a new group and does not replace any pre-existing forum.

2. Purpose

Members of the CCC are largely small landowners who live in Orchard Hills. Members provide advice to state and local government on impacts and ways governments can support and collaborate with the community during planning and development.

The role of the CCC includes:

- providing a forum to receive and exchange information on the changes occurring in the areas of Orchard Hills including on:
 - land use planning, timing and milestones
 - land development timing and milestones
 - the results of relevant monitoring, reviews and audits
 - community concerns, issues and impacts
 - resolution of complaints.
- advising governments on consultation and engagement processes, and communication and information channels
- identifying opportunities for collaboration for the benefit of small landowners with others including government, large landowners and developers
- sharing information with the broader landowner community in Orchard Hills.

The CCC may establish sub-committees to oversee discreet initiatives.

Other persons may attend for particular items of business or make presentations at meetings as appropriate.

3. Membership

The independent chair of the CCC will be the Orchard Hills Community Commissioner.

Membership of the CCC will be determined by the Community Commissioner following an expression of interest process, whereby community members will:

- be landowners who reside in Orchard Hills
- be able to demonstrate their involvement in local community groups or activities
- have demonstrated communication channels across the community
- have knowledge and awareness of the project and related issues of concern to the local community
- be able to represent and communicate the interests of the affected local community.

The CCC will include representation from Penrith City Council, the NSW Department of Planning and Environment, Transport for NSW, Sydney Water and other representatives as required.

4. Terms of office

Community members will be appointed for a term of two years with a maximum period of consecutive membership of four years. This is to ensure a range of views and circumstances inform the CCC and recognises the changing nature of the population in Orchard Hills.

Any applications for extensions of terms of office will be considered on a case-by-case basis by the Community Commissioner.

Where possible, membership should be staggered to manage succession.

Once a landowner moves out of the area their position will become vacant.

In the event a member wishes to resign from the CCC, notification in writing will be sent to the Chair.

5. Quorum

The quorum for the CCC is no less than one half of community representatives.

In the event quorum is not reached and business of the CCC needs to be attended to prior to the next scheduled meeting, members may provide their advice or guidance on matters via email.

6. Frequency of meetings

The CCC will meet at least quarterly, and monthly during periods of significant activity, and other times as required.

7. Reporting

The secretariat services for the committee will be arranged by the chair and will be independent of government and community members. Minutes will be circulated to members for review within one week following the meeting.

All papers including agendas and minutes will be made publicly available within two weeks of each meeting on the Community Commissioner's webpage hosted by the Department of Planning and Environment.

8. Conflict of interest

If a member has a direct or indirect interest in any issue that the CCC is considering, and that interest is likely to conflict with the performance of the member's duties, the member must declare that interest to the CCC. Forms outlining pecuniary and non-pecuniary interests will be required to be completed.

The CCC will be managed and reported through the NSW Government Guidelines:

<https://www.planning.nsw.gov.au/Assess-and-Regulate/Development-Assessment/Community-Consultative-Committees>