

<b>Policy title:</b>	<b>STRATEGIC PLANNING STUDY GUIDELINES</b>
<b>Policy number:</b>	<b>5.3.1</b>
<b>Objective:</b>	<ol style="list-style-type: none"> <li>1. To ensure involvement by Councillors in the preparation of strategic land use planning studies.</li> <li>2. To facilitate informed communication between Councillors and their constituents.</li> <li>3. To provide greater support to strategic planning staff.</li> </ol>
<b>Link to community vision/service:</b>	<b>Leadership by Innovation</b>
<b>Program Area:</b>	<b>Planning Services</b>
<b>Policy created: 28/5/96</b>	<b>Council reviewed: 28/5/96, 10/4/01, 20/6/06</b>
<b>Last reviewed by staff: 20/6/06</b>	<b>TRIM Ref: ED10/15911 &amp; ED16/33286</b>

1. Significant strategic planning studies are defined as those costing over \$20,000 and requiring the employment of consultants; or where Council resolves that a study/issue is deemed to be significant.
2. Significant studies will not be undertaken unless the need for the study is clearly defined and documented; this documentation should include an estimate of the cost, funding source, the use to which the information gained will be put; and the resources likely to be required to implement outcomes of the Study.
3. Should it appear that the resources required to implement the outcomes would not be available at the completion of the study then additional justification should explain why the study should proceed.
4. A reference group comprising a maximum of three Councillors and the staff member managing the project be established by Council to:
  - a. Endorse the contents of the Study brief
  - b. Endorse the choice of consultant to undertake the Study
  - c. Consider and provide comment on progress reports and drafts of the Study
  - d. Keep the relevant Policy Advisory Group and Council informed as to progress
  - e. Determine the community consultation requirements for the Study.
5. Council may determine that the Reference Group should contain community representatives or experts in the particular issue to be studied.
6. Reference Group members are to participate in any workshops, public forums etc. to be held during any public exhibition of the study or draft study.
7. The Reference Group will co-ordinate an information workshop for Councillors before the final study is reported to Council.