



TERMS OF REFERENCE

STRATEGIC PLANNING & DEVELOPMENT POLICY COMMITTEE

Endorsed by Council at its meeting on Monday 3 MAY 2021
TRIM Reference: DOC/21/65412

1. ESTABLISHMENT OF COMMITTEE

- 1.1 As required by Section 101A of the *Development Act (1993)* the Council establishes a Strategic Planning and Development Policy Committee (“the Committee”) for the purposes of providing advice to the Council on strategic planning and development policy matters pursuant to the aforementioned section of legislation.
- 1.2 The Committee does not have executive powers or authority to implement actions or delegated financial responsibility.

2. FUNCTIONS

- 2.1
 - (a) to provide advice to the council in relation to the extent to which the council's strategic planning and development policies accord with the Planning Strategy; and
 - (b) to assist the council in undertaking strategic planning and monitoring directed at achieving—
 - (i) orderly and efficient development within the area of the council; and
 - (ii) high levels of integration of transport and land-use planning; and
 - (iii) relevant targets set out in the Planning Strategy within the area of the council; and
 - (iv) the implementation of affordable housing policies set out in the Planning Strategy within the area of the council; and
 - (v) other outcomes of a prescribed kind (if any); and
 - (c) to provide advice to the council in relation to strategic planning and development policy issues when the council is preparing—
 - (i) a Strategic Directions Report; or
 - (ii) a Development Plan Amendment proposal; and
 - (d) other functions (other than functions relating to development assessment or compliance) assigned to the committee by the council.

3. MEETING FREQUENCY

- 3.1 The Committee to meet as required commencing from 10th May 2021 until 10th October 2021.
- 3.2 The Chief Executive Officer is delegated the authority to vary the meeting schedule after liaison with the Chairperson.
- 3.3 The Chief Executive Officer is delegated the authority to not call a meeting of the Committee within the meeting schedule should the Committee have no matter for consideration.
- 3.4 Special meetings of the Committee may be called in accordance with *the Local Government Act (1999)*.

4. LOCATION OF MEETING

- 4.1 The meetings are held at the Council Chambers or the Laratinga Pavilion as indicated on the meeting's Agenda notice.

5. NOTICE OF MEETING

- 5.1 In accordance with Section 87 of the *Local Government Act (1999)*, a minimum of three (3) clear days notice of an ordinary meeting will be provided to members of the Committee.

6. PUBLIC ACCESS TO MEETINGS

- 6.1 Members of the public are able to attend all meetings of the Committee, unless prohibited by resolution of the Committee under the confidentiality provisions of Section 90 of the *Local Government Act (1999)*.

7. PUBLIC ACCESS TO DOCUMENTS

- 7.1 Members of the public have access to all documents relating to the Committee unless prohibited by resolution of the Committee under the confidentiality provisions of Section 91 of the *Local Government Act (1999)*.

8. MINUTES OF MEETINGS

- 8.1 The Chief Executive Officer shall ensure that the proceedings and resolutions of all meetings of the Committee, including recording the names of those present and in attendance, are minuted and that the minutes otherwise comply with the requirements of the *Local Government (Procedure at Meetings) Regulations 2013*.

- 8.2 Minutes of Committee meetings shall be circulated within five (5) clear days after a meeting to all members of the Committee and to all members of the Council.
- 8.3 Minutes of the Committee meeting will be placed on public display at the Customer Service Centre within five (5) clear days of the meeting and kept on display for one (1) month. The minutes will also be placed on Council's website.

9 COMPOSITION

- 9.1 The composition of the Committee shall be as determined by Council resolution and may include independent members.

10 MEMBERSHIP

- 10.1 All Members shall have full voting rights.
- 10.2 A member of the Committee may resign from the Committee by giving written notice to that effect to the Chief Executive Officer.
- 10.3 A member of the Committee may be removed by Council resolution at any time.

11 QUORUM

- 11.1 That a quorum of the Committee shall be a number ascertained by dividing the total number of members by 2, ignoring any fraction resulting from the division, and adding one.

12 MEETING ATTENDANCE

- 12.1 All members must attend the meeting and where unable to do so, must provide an apology prior to the meeting.
- 12.2 The Chief Executive Officer, General Managers and other Staff may attend meetings as required or to provide information and support to the Committee.

13 MEETING PROCEDURE

- 13.1 The Committee shall conduct meetings observing the provisions of Part 1 Preliminary, Part 2 – Meetings of Councils and Key Committees and Part 4 – Miscellaneous of the Local Government (Procedures at Meetings) Regulations 2013.

14 CHAIRPERSON

- 14.1 The appointment of the Chairperson will be made by the Council for the term of the Committee.
- 14.2 At the first meeting of the Committee a Deputy Chairperson will be appointed by the Committee for its term.
- 14.3 The Chairperson shall chair all meetings of the Committee at which they are present and in their absence the Deputy Chairperson shall chair. In the absence of both, a member of the Committee, elected by the Committee members present, shall chair that meeting.
- 14.4 As this Committee is a Prescribed Committee (as determined by the Remuneration Tribunal) if the Chairperson appointed is a Councillor (ie not a Presiding Member or Deputy Presiding Member, or Presiding Member of another Prescribed Committee) they will receive an allowance equal to 1.25 times the annual allowance for Councillors of that Council in accordance with the determination of the Remuneration Tribunal.

15 CONDUCT AND DISCLOSURE OF INTEREST

- 15.1 Members of the Committee must comply with the conduct and conflict of interest provisions of the *Local Government Act (1999)*. In particular, Sections 62 (general duties), 63 (code of conduct) and 73-74 (conflict of interest, members to disclose interests) must be adhered to.

16 TERMS OF COMMITTEE

- 16.1 The term of the Committee shall be as determined by Council resolution.

17 REVIEW PROCESS

- 17.1 The Committee shall, before the end of its term, review its own performance, membership and Terms of Reference to ensure it is operating at maximum effectiveness and recommend changes it considers necessary to the Council for approval.

18 REPORTING REQUIREMENTS AND RESPONSIBILITIES

- 18.1 The Committee shall make recommendations to the Council it deems appropriate on any matter within its Terms of Reference.

19 INFORMAL GATHERINGS

- 19.1 The Committee may hold and participate in informal gatherings for planning sessions, workshops or professional development/training from time to time but no decision making can occur in such gatherings.

20 OTHER

- 20.1 The Committee shall have access to reasonable resources in order to carry out its duties including allocation of administrative support.

21 ACCESS TO THE TERMS OF REFERENCE

- 21.1 The Committee's Terms of Reference will be available for public inspection at the Local Government Centre, 6 Dutton Road, Mount Barker, South Australia and on the Council's website <https://www.mountbarker.sa.gov.au/council/meetings/strategic-planning-development-policy-committee> .

22 FURTHER INFORMATION

- 22.1 For further information on this Terms of Reference or the operations of the Committee, please contact:

Title: General Manager Planning and Development
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South Australia, SA, 5251
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