

 <b>Wudinna District Council</b>	<h1 style="text-align: center;">Terms of Reference</h1> <h2 style="text-align: center;">Strategic Planning and Development Policy Committee</h2>	<b>Version No:</b>	2.0
		<b>Issued:</b>	19 April 2016
		<b>Last Review</b>	August 2020
		<b>Next Review</b>	February 2023

<b>GDS40 Responsibility:</b>	Strategic Management
<b>Minutes Reference:</b>	10.6.7 - 18 August 2020
<b>Next Review:</b>	Within 6 months of a Council Election
<b>Applicable Legislation:</b>	Section 41 Committee of Council (LG Act 1999)
<b>Related Documents:</b>	Committees and Subsidiaries Policy Development Act 1993 Local Government Act 1999 Planning Development and Infrastructure (Transitional Provisions) Regulations 2017 Planning Development and Infrastructure Act 2016 (Section 73 for Code Amendments & Sections 163 & 164 for Scheme Initiations)

## 1.0 Foreword

Wudinna District Council (Council) established this committee at it's meeting 18 November 2014.

The primary aim of the committee was to provide strategic direction to Council on matters associated with Section 101A of the Development Act, however the committee is also charged with strategy and planning that may also be associated with it's Strategic Planning suite.

The Development Act 1993 is being transitioned to the Planning Development and Infrastructure Act 2016, with new Eyre Peninsula Regional Assessment Panel undertaking the administration and processing of activities formerly the responsibility of local councils. The major effect of this transition is the commencement of the Regional Assessment Panels which is scheduled to be 31 July 2020. Council and the CEO will make submissions from time to time to the Regional Assessment Panel or other statutory planning agencies with respect to local level planning issues with this committee providing support to the Council and CEO as a conduit to sound decision making.

This committee will continue to function at a local advisory level with respect to Planning Development and Infrastructure Act 2016 and will assist in developing submissions to the Regional Assessment Panel (or other agencies) and consider Council strategy planning when called upon by Council

## 2.0 Relationship of Committee to Council

The Committee is a Section 41 Committee of Council in terms of Local Government Act 1999. The Committee will provide advice, local knowledge and support to Council.

## 3.0 Objectives of the Committee

The objectives of the Committee are:

- 3.1 to review and consider Council's strategic planning document suite and make recommendation to Council for amendment, additions and/or inclusions;
- 3.2 to recommend policy changes with respect to planning issues relating to the Council area;
- 3.3 seek and consider advice from industry and planning professionals;
- 3.4 to provide local level advice to Council and the CEO in relation to development and strategy to assist any submission/advocacy to development statutory agencies.

## 4.0 Responsibilities of the Committee

The responsibilities of the Committee are:

- 4.1 to provide advice to the council in relation to Council's strategic planning and development policies;
- 4.2 to assist the council in undertaking strategic planning and monitoring directed at achieving:
  - 4.2.1 orderly and efficient development within the area of the council;
  - 4.2.2 high levels of integration of transport and land use planning;

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- 4.2.3 relevant targets set out in the Planning Strategy within the area of the Council;
- 4.2.4 other outcomes of a prescribed kind (if any).
- 4.3 to provide advice to the council (or action as its delegate) in relation to strategic planning and development policy issues when council is preparing:
  - 4.3.1 a Strategic Directions Report submission to the Regional Assessment Panel;
  - 4.3.2 a Development Plan amendment proposal;
- 4.4 other functions relating to development, assessment or compliance, assigned to the committee by the council;
- 4.5 review of Council's Strategic Plan suite and make recommendation to Council for amendment, additions and/or inclusions

## **5.0 Membership of the Committee and Entitlement to Vote**

Membership of the Committee shall include the following:

### **5.1 Voting Membership**

Elected Members of Council: All elected members of Council in office

### **5.2 Non Voting Membership**

Staff Members of Council:

Chief Executive Officer

Any other officer that may be seconded from time to time for a particular business item.

Professional Membership:

Any professional that may be engaged from time to time for a committee business

Secretariat Support:

Supplied by Council

## **6.0 Chairperson**

Meetings of the Committee shall be chaired by the presiding member of Council (Mayor) where present. Where the presiding member is not present, the meeting shall be chaired by the Deputy Mayor if present. Where both Mayor and Deputy Mayor are not present, a Chair shall be elected from the elected membership of the Committee

## **7.0 Meetings Frequency**

The Meetings frequency shall be determined by the Committee as necessary to undertake business arising.

## **8.0 Appointment to the Committee**

Appointment of elected members to the Committee shall be by the Council at its discretion. Attendance at any meeting is open to all elected members. Secondment of staff shall be by the Chief Executive Officer or other Senior Officer managing the particular business.

Industry professionals shall be included in the Committee on a particular business matter to provide professional advice in line with their appointment or proposal for appointment.

## **9.0 Conflict of Interest and Confidentiality**

- 9.1 In the event of a conflict of interest arising for any member of the Committee, the member will disclose the interest and clearly state the nature of the interest at the meeting before the matter is considered. The Conflict of Interest shall be dealt with in terms of the Local Government Act 1999 (S 73,74 75).
- 9.2 Members shall observe principals of confidentiality on all matters as described in Section 90 (3) of the Local Government Act 1999, where Council could reasonably be expected to close a meeting to the public to consider a particular matter or item raised by the Committee.

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## **10.0 Administrative Support**

Council will provide the necessary support to assist the Committee to function effectively including:

- 10.1 Maintaining contact details of members;
- 10.2 Preparing and distributing Agendas and prior reading material;
- 10.3 Preparing and distributing minutes of meetings;
- 10.4 Circulating other material to Committee members as necessary;
- 10.5 Managing all other administrative processes associated with the Committee meetings and business arising therein.

## **11.0 Media**

The Mayor is the official spokesperson for media releases where the matter is of a political, controversial or sensitive nature. Committee members are not to represent Council to the media without prior approval of the Mayor.

Council will undertake media report release and advertising in terms of its standing policies

## **12.0 Reporting**

Minutes shall be taken as a record of any meeting of the Committee and reported to Council.

## **13.0 Review of Committee**

A review of the role, function, membership and productivity of the Committee and the Terms of Reference may be conducted at any time but shall be undertaken within six months of a general election or upon the resignation of an elected member.