

## **Strategic Planning and Development Policy Committee**

### **Terms of Reference**

#### **PREAMBLE**

A Committee of Council may be established by resolution of the Council. A Committee can be established to assist the Council in the performance of its functions, to inquire into and report to the Council on matters, provide advice to the Council and to exercise, perform or discharge delegated powers, functions or duties.

Pursuant to Section 41(10) of the *Local Government Act 1999* the establishment of a committee does not derogate from the power of the Council to act in a matter.

#### **1. Establishment of the Strategic Planning and Development Policy Committee**

Pursuant to Section 41 of the *Local Government Act 1999* the Council establishes a Committee to be known as the Strategic Planning and Development Policy Committee (referred to in these Terms of Reference as 'the Committee'). This Committee also fulfils the requirement of Section 101A of the *Development Act 1993*.

#### **2. Committee Objectives**

To consider and provide advice to Council in relation to the extent to which Council's Strategic Planning and development policy accord with the Planning Strategy and consider reports regarding Council's strategic direction and planning process.

#### **3. Committee Activities**

Assist Council in undertaking strategic planning and monitoring processes to achieve orderly and efficient development, high levels of integration of transport and land-use planning and targets set out in the Planning Strategy.

#### **4. Membership:**

Membership of the Committee shall comprise of all of the Elected Members.  
The Mayor of the Corporation of the City of Port Augusta is an *ex-officio* member of the Committee.

#### **5. Presiding Member of the Committee**

The Chairperson shall be a member, elected on a rotating 12 monthly basis. Nominations will be called for a new Chairperson on the completion of a 12 month term by a member, with the appointment being via an election process.

#### **6. Term of Office**

4 Years - Membership of the Committee terminates at the end of each Council term, and the purpose and necessity for the Committee will be reviewed by the new Council.

**7. Reporting Arrangements**

The Committee reports and makes recommendations to the Council on any item on the Committee agenda.

Appropriate Officers will forward reports to the Committee for consideration on matters that relate to the strategic planning and development policy and other strategic planning processes.

**8. Confidentiality**

The confidential provisions of the *Local Government Act 1999* shall apply to ALL members of the Committee. This in short means that those matters that are deemed to be ‘confidential’ (which includes the report discussions and any resulting decision) **must remain confidential**, and is not to be discussed outside the forum of the Committee Meeting, until the matter is discussed and determined by the Council. There are substantial penalties for breaches of confidentiality.

**9. Delegated Authority**

Not applicable.

**10. Conduct and Conflict of Interest of Committee Members**

All members of the Committee must comply with the Code of Conduct for Elected Members as published by the Minister for Planning for the purposes of Section 63 (1) of the *Local Government Act 1999* and Chapter 5 Part 4 of the *Local Government Act 1999* relating to Conduct and Disclosure of Interests.

As a member of the Committee, you must not make improper use of your position to gain (directly or indirectly) an advantage for yourself or for another person closely associated with you. You must make sure there is no conflict between your private interests and your role as a public decision maker.

As a Committee Member you will have to declare what your interest is in any matter before the Committee.

**11. Meeting Times & Place**

The Committee meeting will be held in the Council Chambers on the 3<sup>rd</sup> Monday of the month (December’s Meeting may be an exception due to Christmas period), commencing at 6:00pm, or at the conclusion of the Strategic Management Committee on an as needs basis.

**12. Quorum & Voting by Members**

A quorum shall be 5, however if the Mayor is (as ex-officio) present the quorum will be 6. Each member of the Committee present at a meeting, **must** vote on any motion put at that meeting.

### **13. Meeting Procedures**

Meetings of the Strategic Planning and Development Policy Committee will be held in accordance with:

- i) *Local Government Act 1999*
- ii) *Local Government (Procedures at Meetings) Regulations 2013*
- iii) *Council's Code of Practice – Meeting Procedures 1.1.15*
- iv) *Council's Code of Practice – Access to Council and Committee Meetings and Documents 1.1.06*

### **14. Access and Documents**

Pursuant to Section 87 of the *Local Government Act 1999* a minimum of three clear days' notice of the meeting, accompanied by the agenda, will be provided to Members of the Committee and the public. Hardcopy agendas will be provided in the Council Chambers for access by members of the public in attendance.

Minutes will be available within five clear days after a meeting in accordance with Section 91 of the *Local Government Act 1999* and will be provided to all Members of the Committee and placed on Council's Website [www.portaugusta.sa.gov.au](http://www.portaugusta.sa.gov.au) and a hardcopy placed in the Council Office, Civic Centre, 4 Mackay Street, Port Augusta.

Members of the public are able to attend all meetings of the Committee, unless excluded from the meeting by the confidentiality provision of Section 90 of the *Local Government Act 1999*.

*NOTE: For the purposes of the calculation of **clear days** in relation to the giving of notice before a meeting, the day on which the notice is given, and the day on which the meeting occurs, will not be taken into account; and Saturdays, Sundays and public holidays will be taken into account. However, if a notice is given after 5pm on a day, the notice will be taken to have been given on the next day.*

### **15. Responsible Officer**

Chief Executive Officer

### **16. Liability and Insurance**

Pursuant to Section 80 of the *Local Government Act 1999* Council must take out a policy of insurance insuring every member of the Council, and a spouse, domestic partner or another person who may be accompanying a member of the Council, against risks associated with the performance or discharge of official functions or duties by members.

### **17. Administrative Support**

To be provided by the Executive Assistant (or another Officer acting in that position).

### **18. Sitting Fees**

Not applicable – Member Allowances apply as determined by the Remuneration Tribunal.