



# STRATEGIC PLANNING AND DEVELOPMENT POLICY COMMITTEE

## TERMS OF REFERENCE

Adopted 29 January 2019

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### 1 Background/Preamble

Section 41 of the *Local Government Act 1999* provides for the establishment of Committees to assist Council with the performance of its functions and duties, to provide advice to Council and to exercise, perform or discharge delegated powers and function.

Section 101A of the *Development Act 1993* requires Council to establish a Strategic Planning and Development Policy Committee.

### 2 Objectives/Scope

- 2.1 The Strategic Planning and Development Policy Committee is established for the purposes of:
- 2.1.1 providing advice to the council in relation to the extent to which the council's strategic planning and development policies are in accord with the Planning Strategy. (As formulated under the *Development Act 1993*)
  - 2.1.2 assisting the council in undertaking strategic planning and monitoring directed at achieving –
    - a. orderly and efficient development within the area of the council; and
    - b. high levels of integration of transport and land-use planning; and
    - c. relevant targets set out in the Planning Strategy within the area of the council; and
    - d. the implementation of affordable housing policies set out in the Planning Strategy within the area of the council; and
    - e. other outcomes of a prescribed kind (if any); and
  - 2.1.3 providing advice to the council in relation to strategic planning and development policy issues when the council is preparing –
    - a. a Strategic Directions Report; or
    - b. a Development Plan Amendment Proposal.

### 3 Status of the Committee

The Strategic Planning and Development Policy Committee is established under Section 41 of the *Local Government Act 1999*, for the purpose described above.

### 4 Term of the Committee

The Strategic Planning and Development Policy Committee will meet on an as needs basis.

## 5 Reporting Responsibilities

The Strategic Planning and Development Policy Committee will present its minutes to Council for information and consideration of any recommendations from the committee.

## 6 Meetings – Operational Matters

- 6.1 The Council has delegated to the Strategic Planning and Development Policy Committee all of the relevant powers and functions of the Council necessary for the Committee to perform its functions as set out in these Terms of Reference.
- 6.2 Meetings will be held on an as needs basis.
- 6.3 In accordance with Section 87 of the *Local Government Act*, a minimum of three clear days notice of an ordinary meeting will be provided to members of the Committee.
- 6.4 All meetings shall be conducted in accordance with Part 2, of the *Local Government (Procedures at Meetings) Regulations 2013* and the City of Holdfast Bay Code of Practice - Meeting Procedures.
- 6.5 All meetings of the Strategic Planning and Development Policy Committee shall be open to the public unless the meeting resolves, in accordance with Section 90 of the *Local Government Act 1999*, specific grounds for meeting in confidence.
- 6.6 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*.

## 7 Membership

- 7.1 Membership of the Strategic Planning and Development Policy Committee shall consist of all Elected Members of the Council.
- 7.2 All members of the Strategic Planning and Development Policy Committee are appointed for a term expiring at the conclusion of the next council elections in 2022 (as defined in the *Local Government Act 1999*).
- 7.3 The Mayor is appointed as the Presiding Member of the Strategic Planning and Development Policy Committee.
- 7.4 The office of a member of the Strategic Planning and Development Policy Committee will become vacant if the Member –
  - a. Dies;
  - b. Completes a term of office and is not reappointed
  - c. Resigns by written notice addressed to the council

- d. Is removed from office by the Council for any reasonable cause.

## 8 Voting

- 8.1 All members have equal voting rights.
- 8.2 A question arising for a decision will be decided by a majority of votes cast by all members present.
- 8.3 Each member must vote on a question arising for a decision.
- 8.4 The Chair must vote at the same time as the rest of the members but does not have a casting vote.
- 8.5 In the event of a tied vote the Chair of the Committee will determine whether
  - 8.5.1 The matter be referred to the next Council meeting for a decision; or
  - 8.5.2 The matter is placed on the Agenda of the next meeting of the Committee; or  
The matter lapses.

## 9 Quorum

A quorum shall be 50% of the membership of the Committee plus one (ignoring any faction).

## 10 Conduct and Disclosure of Interests

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

## 11 Meeting Minutes

Minutes of the Strategic Planning and Development Policy Committee meetings will be presented to the next meeting of the Committee for adoption.