

# THE BAROSSA COUNCIL

## TERMS OF REFERENCE OF THE STRATEGIC PLANNING AND DEVELOPMENT POLICY COMMITTEE



### 1. ESTABLISHMENT

- 1.1 The Strategic Planning and Development Policy Committee (the Committee) is established to assist Council with its strategic planning and development policy functions.
- 1.2 The Committee may be wound up by any time by resolution of Council.

### 2. OBJECTIVES

- 2.1 The Committee has been established to:
- 2.1.1 assist the Council in the performance of its functions associated with strategic planning and development policy;
  - 2.1.2 inquire into and report to the Council on those matters outlined in the role and functions of the Committee;
  - 2.1.3 develop and initiate projects for the orderly and sustainable development for all areas of Council having due regard of regional differences and community expectations;
  - 2.1.4 consider matters referred to it by Council, The Barossa Assessment Panel, and the Chief Executive Officer; and
  - 2.1.5 provide advice to the Council

### 3. INTERPRETATION

In these Terms of Reference:

**Act** means the Local Government Act 1999

**Code** means the Planning and Development Code which applies under the PDI Act

**Committee** means the Strategic Planning and Development Policy Committee

**Designated instrument** means:

- (a) a state planning policy;
- (b) a regional plan;
- (c) the Planning and Design Code; or
- (d) a design standard,



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established under the PDI Act and applicable to the area of the Council.

**Member** of the Council has the same meaning as in the Act

**Meeting Regulations** means the Local Government (Procedures at Meetings) Regulations 2013

**PDI Act** means the *Planning, Development and Infrastructure Act 2016*

#### 4. ROLE AND FUNCTIONS

- 4.1 To provide advice to the Council in relation to the extent to which the Council's strategic planning and development policies accord with relevant designated instruments
- 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;
  - 4.2.3 relevant targets set out in a designated instrument within the area of the Council; and
  - 4.2.4 the implementation of affordable housing policies set out in the designated instruments within the area of the Council.
- 4.3 To provide advice to the Council (or, where delegated, to act as its delegate), in relation to strategic planning and development policy issues when the Council is:
  - 4.3.1 initiating or considering initiating a proposal to amend a designated instrument;
  - 4.3.2 preparing a report or response of any nature in relation to a proposal by another body to initiate, prepare or amend a designated instrument;
  - 4.3.3 initiating or considering initiating an infrastructure scheme under Part 13 of the PDI Act;
  - 4.3.4 preparing a report or response to consultation (direct or otherwise) under Part 13 of the PDI Act in relation to an infrastructure scheme initiated by another body;
  - 4.3.5 establishing or considering the establishment of an of offset scheme under Part 15, Division 2 of the PDI Act; or
  - 4.3.6 preparing a report or response to an agency or body which relates to a proposal to create or amend, or the contents of, a practice direction or practice guideline.
- 4.4 To provide advice to the Council in relation to such other issues or matters as requested by the Council.
- 4.5 Initiate and contribute to the preparation of master plans, research studies and strategies on strategic and land use planning and development that contribute to any relevant Regional Plan and sustainable development of the Council area.
- 4.6 Overview the progress of planning policy work and review priorities and comment on and make recommendations to Council on resource allocation for planning policy work generally.

- 4.7 Continually seek to improve procedures that simplify all planning and related matters for ratepayers.

## 5. DELEGATION

- 5.1 Council has delegated to the Committee powers and functions as set out in Council's Delegations Register.

## 6. MEMBERSHIP

- 6.1 The Committee shall comprise the Mayor and all Elected Members.
- 6.2 The Presiding Member shall be the Mayor.
- 6.3 The Committee shall appoint a Deputy Presiding Member to act as Presiding Member at any time the Presiding Member is absent from the meeting for whatever reason.
- 6.4 The term of office for Committee members shall align with the duration of the Council unless determined otherwise by Council.

## 7. MEETINGS

- 7.1 The Committee shall meet at least quarterly in March, June, September and December.
- 7.2 The Committee shall meet at the Council Chamber, Nuriootpa or as otherwise determined by the Committee.
- 7.3 Ordinary meetings shall be held in the months referred to in Clause 7.1 at a time to be determined by the Committee.
- 7.4 Meetings at other times or other places shall be determined following discussion with the Presiding Member, or in the Presiding Member's absence, the Deputy Presiding Member.
- 7.5 The Committee may also meet at other places to facilitate site inspections, familiarisation on planning policy issues or facilitate discussions with individuals, groups or the public.
- 7.6 In accordance with Regulation 26(2)(a) of the *Local Government (Procedures at Meetings) Regulations 2013* a quorum shall be one half of the members ignoring any fraction resulting from the division and adding 1.
- 7.6 All meetings of the Committee will be conducted in accordance with these meeting procedures. Where not specified in these procedures, the procedures to be used at a meeting shall be those set out in Parts 1, 2 and 4 of the *Local Government (Procedures at Meeting) Regulations 2013*. A reference in the Regulations to council or committee shall be taken to include the Committee.
- 7.7 Notice of an ordinary meeting and an agenda shall be given at least three (3) business days prior to the scheduled meeting; however notice and an agenda of a special meeting shall be given at least four hours prior to the commencement of the special meeting.
- 7.8 Minutes of meetings shall be distributed within three (3) days of the meeting.
- 7.9 Any member of Council may raise topics for consideration of the Committee by forwarding such topics to the Chief Executive Officer not less than seven (7) business days prior to the meeting.

7.10 The minutes of the Committee meeting shall be forwarded to the next available Council meeting for noting.

7.11 The Committee shall provide an annual report of its activities to the Council.

<b>7. GENERAL</b>
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7.1 The Presiding Member shall be appointed as an ex-officio member of all strategic planning and development policy related reference groups or sub-committees.

7.2 On an annual basis, all Committee members should complete an anonymous self-assessment that evaluates the Committee's performance to promote continuous improvements in performance and ensure that its actions are aligned with its intended purpose.

7.3 Council Employees who provide administrative support to the Committee will facilitate the annual self-assessment process and provide a summary of the results to the Committee and Council's Chief Executive Officer for consideration and further discussion with the Committee as necessary. The results of the self-assessment may be referred to Council if required.

<b>8. RESOURCES</b>
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8.1 *Local Government Act 1991*

8.2 *Local Government (General) Regulations 2013*

8.2 Code of Conduct for Elected Members

8.3 Caretaker Policy

8.4 Complaint Handling Process under the Code of Conduct for Council Members

8.5 Customer Service Policy

8.6 Elected Members Training and Development Policy


8.7 Committee Self-Assessment Tool (ref: 17/50802)

8.8 Declaration of Conflict of Interest Form – Committee Members

<b>9. TRAINING</b>
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9.1 Committee members are encouraged to attend training related to the management of Local Government committees as sessions become available through the Local Government Association and other appropriate training providers.

<b>10. DOCUMENT CONTROL</b>
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<b>Corporate Plan Link:</b>		1.1 Facilitate planned and appropriate development of our townships and district to maintain the character of townships and rural landscapes and to preserve properties and sites which have historic significance.			
		1.3 Work with community and State Government to manage township boundaries and growth within them to ensure development is planned and appropriate whilst ensuring opportunities for population growth and tourism development.			
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1.0	20/04/2021		Committee appointed under section 41 of the <i>Local Government Act 1999</i>		

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