

ALEXANDRINA COUNCIL
STRATEGIC & POLICY PLANNING COMMITTEE
TERMS OF REFERENCE

1. TITLE

The “Strategic & Policy Planning Committee” (referred to as “the Committee”) shall be a Committee constituted by the Alexandrina Council (referred to as “the Council”) pursuant to Section 101A of the Development Act 1993 as amended and Regulations 2008 as amended.

2. OBJECTIVES

The Committee is established for the following purposes:

- 2.1 to provide advice to Council in relation to the extent to which Council’s strategic planning and development policies accord with the Planning Strategy; and
- 2.2 to assist Council in undertaking strategic planning and monitoring directed at achieving –
 - i. orderly and efficient development within the area of 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 Council; and
 - iv. other outcomes of a prescribed kind (if any); and
- 2.3 to provide advice to Council (or to act as its delegate) in relation to strategic planning and development policy issues when the Council is preparing –
 - a) a Strategic Directions Report (Section 30 Development Plan Review); or
 - b) a Development Plan Amendment proposal; and
- 2.4 other functions (other than functions relating to development assessment or compliance) assigned to the committee by the Council.

3. MEMBERSHIP

- 3.1 The membership of the Committee will be appointed by Council for the term of the Council.
- 3.2 The committee shall comprise of the following members:
 - The Mayor;

- All (11) elected members;
 - General Manager Planning and Development;
 - General Manager Health and Community Development;
 - General Manager Strategy, Environment and Economic Development;
 - General Manager Infrastructure Planning and Design;
 - Senior Town Planner; and
 - Corporate Strategic Officer.
- 3.3 The committee will appoint a chair and any other positions as the committee may determine.
- 3.4 The Committee may co-opt additional persons if it is considered that additional skills and experience would benefit a specific project or add value to the general performance of the Committee. This could include Project Officers and administrative support for example.
- 3.5 The filling of any vacancy occurring by resignation or removal of a member shall be at the discretion of Council.
- 3.6 The Council may at any time remove a member of the Committee but shall observe the principles of natural justice.
- 3.7 Persons appointed under this section are referred to as “Member/Members” throughout these Terms of Reference.

4. RESPONSIBILITIES OF THE COMMITTEE

- 4.1 The Committee is responsible for:
- (a) Identifying areas for future growth and determining areas for zoning changes.
 - (b) Assist in developing appropriate policies for inclusion in a Development Plan Amendment.
 - (c) Co-opting consultative groups to initiate a broader vision for future development.
 - (d) Assist in engaging appropriate consultants to undertake the work required to undertake planning strategies and/or a Development Plan Amendment.
 - (e) Reporting back to the Council on the progress of any planning policy documents and/or a Development Plan Amendments.
- 4.2 In all of its deliberations the committee members must:
- (a) Be mindful of the objectives and policies of the Council as they relate to the business of the Committee;
 - (b) Be mindful of the potential for a “Conflict of Interest” to occur through participation on the Committee and to declare such interests as and when they arise in accordance with Sections 73-74 of the Local Government Act;

- (c) Represent the nominating sector, body or organization honestly and fairly; and
- (d) Observe confidentiality when it is required.

5. OPERATIONAL PROCEDURES

The Local Government Act 1999, and in particular Section 41 and Part 3, will apply in relation to this committee's formal processes and functioning powers.

5.1 **Meetings**

Upon appointment the Committee shall resolve by majority the date, time and place of meetings.

Meetings of the Committee should at least be held on a bi-monthly basis however other meetings can be scheduled on an as needs basis.

Meetings of the committee may occur as electronic meetings where issues and processes are responded to by email or fax from members should a particular matter need an immediate response.

5.2 **Notice of meetings**

A notice of the meeting is to be provided to each Committee member in writing, setting out the date, time and place of the meeting; and be accompanied by an agenda for the meeting at least three (3) business days prior to the meeting.

A copy of the notice of meeting, agenda and accompanying reports shall be placed on public exhibition at the Council office and library as soon as practicable after the time that the notice of the meeting is given to members of the Committee.

5.3 **Minutes**

Minutes shall be kept of all meetings of the Committee. Each Committee member shall receive a copy of the minutes within five (5) business days of the meeting of the Committee. The minutes shall be confirmed at the next regular meeting with or without amendments. One (1) copy of all minutes shall be supplied to the Council before its next meeting following that of the Committee. A copy of the minutes shall be placed on public exhibition at the Council Office and Library within five (5) business days of the meeting of the Committee.

5.4 **Presiding Member**

The Chairperson shall preside at all meetings of the Committee at which he/she is present and in his/her absence the Deputy Chairperson shall preside. In the absence of both, a member of the Committee, elected by the members present, shall preside.

5.5 **Quorum**

A quorum for the Committee shall constitute half the membership plus one (1).

5.6 **Voting**

All members of the committee have an equal voting right. A question arising for decision will be decided by a majority of the votes cast by the members present. Each member present at any meeting must vote on all questions arising for a decision at that meeting with the Chairperson or acting Chairperson shall have a deliberative vote only.

6. **Adoption by Council**

- 6.1 These are the functions and rules of the Strategic and Policy Planning Committee and have been adopted by the Council, by resolution passed on the 22 day of November 2010.