



The Town of Walkerville

Strategic Planning and Development Policy Committee

Terms of Reference

1. Establishment of The Town of Walkerville Strategic Planning and Development Policy Committee

- 1.1 Pursuant to Section 101A of the Development Act 1993 the Council establishes a body to be known as the Town of Walkerville Strategic Planning and Development Policy Committee (“Strategic Planning and Development Policy Committee”).
- 1.2 The Corporation of the Town of Walkerville Strategic Planning and Development Policy Committee is to continue in existence for the term of the current Council, however, Members will be appointed for various terms as resolved by the Council.

2. Objectives

The Strategic Planning and Development Policy Committee is established for the purposes of:

- 2.1 Providing advice to the Council in relation to the extent to which the Council's strategic planning and development policies accord with the Planning Strategy;
- 2.2 Assisting the Council in undertaking strategic planning and monitoring to achieve;
 - (i) orderly and efficient development within the area of the 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 the council; and
 - (iv) the implementation of affordable housing policies set out in the Planning Strategy within the area of the council; and
 - (v) other outcomes of a prescribed kind (if any); and
- 2.3 To provide advice to the Council in relation to strategic planning and development policy issues when the Council is preparing –
 - (i) a strategic Directions Report; or
 - (ii) 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. Key Tasks

The tasks and program of the Committee will be determined and assigned by the Council.

4. Membership

- 4.1 As resolved by Council membership of the Strategic Planning and Development Policy Committee shall consist of four Elected Members of the Council plus two proxy members.

The Council shall determine the Members of the Committee and appoint the Presiding Member.

All Committee Members shall have full voting rights and must vote on decisions before the Committee. The proxy member shall have one vote only.

Any Councillor not a member of said Committee can be called upon by the CEO (or nominee) to act as proxy as and when required.

The office of a member of the Strategic Planning and Development Policy Committee will become vacant if the Member -

- (i) dies; or
- (ii) completes a term of office and is not reappointed; or
- (iii) resigns by written notice addressed to the Council; or
- (iv) is removed from office by the Council for any reasonable cause.

All Committee Members shall have full voting rights and must vote on decisions before the Committee.

The Mayor shall be an ex-officio member of the Strategic Planning and Development Policy Committee and shall have full voting rights when attending a meeting of the Committee.

5. Delegated Authority

As the Strategic Planning and Development Policy Committee is an advisory committee, it does not require any delegated powers from Council pursuant to Section 44 of the Local Government Act 1999.

6. Operation and Procedural Requirements

- 6.1 The Strategic Planning and Development Policy Committee will meet on an as needs basis.
- 6.2 The Strategic Planning and Development Policy Committee shall act at all times in accordance with the relevant legislation, and any and all written policies and guidelines of the Council relevant to the Strategic Planning and Development Policy Committee in the performance of its duties.
- 6.3 Meetings will be called in accord with the provisions of the Local Government Act 1999.
- 6.4 Meetings will be run in accord with the Local Government Act 1999, the Local Government (Procedures and Meetings) Regulations 2013 and these terms of references.
- 6.5 A quorum of the Strategic Planning and Development Policy Committee shall be the number of members of the Strategic Planning and Development Policy Committee in office divided by two (2) (ignoring any fraction) and adding one (1).

- 6.6 A member of the Strategic Planning and Development Policy Committee incurs no liability for an honest act in the exercise or performance or purported performance of duties. A liability that would, but for this indemnity, attach to a member of the Strategic Planning and Development Policy Committee attaches instead to the Council.
- 6.7 Meetings of the Strategic Planning and Development Policy Committee and deliberations upon matters by it will occur in public except where the Committee chooses to exclude the public in accord with the provisions of Section 90 of the Local Government Act 1999.
- 6.8 All decisions of the Strategic Planning and Development Policy Committee will be made on the basis of a majority decision of the Members present.
- 6.9 Subject to a member of the Strategic Planning and Development Policy Committee having a direct or indirect pecuniary or non-pecuniary interest pursuant to Sections 73 and 74 of the Local Government Act 1999, each member must vote on a question arising for decision.
- 6.10 All members of the Strategic Planning and Development Policy Committee shall have a deliberative vote.
- 6.11 If the Presiding Member of the Strategic Planning and Development Policy Committee is absent from a meeting of the Committee a member of the Strategic Planning and Development Policy Committee chosen from those present will preside at the meeting.
- 6.12 The Chief Executive Officer or delegate is responsible for ensuring that accurate minutes are kept of all proceedings in accordance with the Legislative requirements.
- 6.13 As determined by the Presiding Member meetings may include teleconference.

7. Removal of a Member

- 7.11 Subject to giving a member of the Strategic Planning and Development Policy Committee an opportunity to be heard or make a written submission, the Council may resolve to remove a member upon a charge of misconduct detrimental to the interests of the Committee.
- 7.12 Grounds for removal include failure to declare an interest in a matter before the Committee in accord with Sections 73 and 74 of the Local Government Act 1999.
- 7.13 Particulars of the charge will be communicated to the member at least one calendar month before the meeting of the Council at which the matter will be determined.
- 7.14 The determination of the Council shall be communicated to the member in writing.

8. Reporting

- 8.1 Pursuant to Section 41(8) of the Local Government Act 1999, all decisions of the Strategic Planning and Development Policy Committee will be referred to the Council as recommendations of the Committee. The reporting of the decisions of the Committee in this manner will satisfy the requirements of Section 41(8).

- 8.2 That all identified civil liability and other risk management issues be reported to Council and the Local Government Association Mutual Liability Scheme.