



## Strategic Planning & Development Policies Committee Terms of Reference

### 1. Establishment

- 1.1. The Strategic Planning & Development Policies Committee (the Committee) is established by Council pursuant to Section 41 of the *Local Government Act 1999*.

### 2. Objectives

- 2.1. The Committee is established to **undertake** the following *Planning, Development and Infrastructure Act 2016* matters **on behalf of Council**:
- 2.1.1. Review Code Amendments of relevance to City of Prospect lodged with the State Planning Commission by third parties; and
  - 2.1.2. Prepare submissions to the State Planning Commission in relation to Code Amendments of the kind referred to in 2.1.1.
- 2.2. The Committee is established to **assist** Council in relation to the following *Planning, Development and Infrastructure Act 2016* matters:
- 2.2.1. Advice in relation to potential future Code Amendment proposals; and
  - 2.2.2. The preparation of Code Amendment proposals.

### 3. Membership

- 3.1. The Committee will comprise the Mayor and four Elected Members. The Committee's Membership will regard gender diversity as a core consideration. The Mayor will be Chair of the Committee.
- 3.2. Only members of the committee are entitled to vote in committee meetings. Unless otherwise required by the Act, each member must vote on every matter that is before the committee for consideration.
- 3.3. Executives and senior staff as relevant shall attend Committee meetings as observers and be responsible for preparing papers for the Committee.
- 3.4. Each Elected Member appointment to the Committee shall be for the term of Council.
- 3.5. In considering appointments to the Committee it is highly desirable that Committee members possess the following experience/knowledge between them:
- strategic planning
  - planning & development
  - knowledge of Council business and/or public sector administration
  - urban design and architecture – including heritage architecture & landscape architecture
  - risk management and governance
  - social planning, social inclusion and community welfare
  - traffic engineering

- environmental planning and associated law
  - environmental sustainability
  - asset management
  - economic development.
  - any other relevant experience that would benefit the Committee's operations
- 3.6. Committee members are to declare any conflicts of interest in accordance with the *Local Government Act 1999* and Schedule 3 of the *Planning, Development and Infrastructure Act 2016*.

## **4. Role of the Committee**

### **4.1. Review of Third Party Code Amendments**

- 4.1.1. Review Code Amendments initiated by the State Planning Commission, or by a private land owner, as part of an agency or public consultation process in relation to that Code Amendment.
- 4.1.2. Prepare submissions to the State Planning Commission on behalf of Council in relation to Code Amendments initiated by the State Planning Commission or a private land owner. Such submissions may:
  - 4.1.2.1. Indicate opposition to all or part of a Code Amendment;
  - 4.1.2.2. Indicate support for all or part of a Code Amendment;
  - 4.1.2.3. Make recommendations with respect to alternative or additional desirable policies related to the Code Amendment.

### **4.2. Provide Assistance for Council-led Code Amendments**

- 4.2.1. To provide advice to the Council in relation to trends, matters or issues that Council should consider addressing by way of a future Code Amendment proposal.
- 4.2.2. To assist Council in the preparation of proposed policy amendments and necessary documentation for the State Planning Commission to support the initiation of a Code Amendment.
- 4.2.3. To assist Council in determining the Engagement Plan to be followed in undertaking agency and/or public consultation processes in accordance with its legislative responsibilities.
- 4.2.4. To assist Council in reviewing the outcomes of any agency and/or public consultation process, and to recommend any consequential desirable changes to the Code Amendment arising from such consultation processes.
- 4.2.5. To assist Council in preparing documents for the State Planning Commission to finalise a Code Amendment.

## **5. Meetings**

- 5.1. The Chief Executive Officer shall, in consultation with the Chairperson, call a Committee meeting as required in order that the Committee may fulfil its role as described within this Terms of Reference.

- 5.2. The Chief Executive Officer must, at the request of the Chairperson or at the request of no less than two members of the Committee, call a special meeting of the Committee.
- 5.3. A quorum for the Committee shall be three (3) members. Meetings are to be rescheduled if there is no quorum.
- 5.4. Meetings shall be held in accordance with meeting and confidentiality provisions of the Local Government Act 1999 and City of Prospect Code of Practice- Meeting Procedures.
- 5.5. Recommendations made by the Committee will be referred to the next available Council meeting, through presentation of minutes, for Council's final decision.

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