



CITY STRATEGY AND DEVELOPMENT POLICY COMMITTEE - TERMS OF REFERENCE -

1. ESTABLISHMENT

- 1.1. The Council has established the City Strategy and Development Policy Committee (referred to in these Terms of Reference as "the Committee") pursuant to Section 41 of the *Local Government Act 1999* ("the Act") and Section 101A of the *Development Act 1993*.
- 1.2. The Committee is defined as a "prescribed committee" in the Remuneration Tribunal SA *Determination No. 6 of 2018, Allowances for Members of Local Government Councils*, dated 30 August 2018.

2. OBJECTIVES

- 2.1. The Committee is established in accordance with the requirements of section 101A(2) of the *Development Act 1993* to:
 - 2.1.1. provide advice to the council in relation to the extent to which the council's strategic planning and development policies accord with the State Planning Strategy; and
 - 2.1.2. assist 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 State Planning Strategy within the area of the council; and
 - (d) the implementation of affordable housing policies set out in the State Planning Strategy within the area of the council; and
 - (e) other outcomes of a prescribed kind (if any); and
 - 2.1.3. provide advice to the 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; or
 - (b) a Development Plan Amendment proposal; and

- 2.1.4. undertake other functions (other than functions relating to development assessment or compliance) assigned to the committee by the council.
- 2.1.5. review and consider specific changes to the Development Plan as initiated by the State Government
- 2.1.6. review relevant State legislative, strategy and policy changes affecting Local Government activity and responsibilities in relation to development, and recommending appropriate course(s) of action.
- 2.1.7. receive reports, at least six monthly, from the City of Unley Council Assessment Panel (CAP) regarding trends, issues and other relevant matters.
- 2.1.8. provide advice to Council regarding strategies and policies to deal with major changes in urban form, increased population or changing population age profiles in the council area related to the State 30 Year Plan for Greater Adelaide, or other factors.

3. MEMBERSHIP

- 3.1. The Committee will comprise the whole of Council.
- 3.2. Council may appoint independent members to the Committee in response to projects or work undertaken by the State Government. Any such appointment will be determined by Council on a case by case basis.
- 3.3. Committee member appointments are for a term determined by Council.
- 3.4. Membership of the Committee continues for the term of appointment *unless* a member resigns, is otherwise incapable of continuing as a member, or is removed from office by the Council.
- 3.5. The Committee may, by a vote supported by at least half plus one of the members of the Committee, make a recommendation to the Council to remove a member of the Committee from office where a member has failed (without the leave of the Committee) to attend three consecutive meetings of the Committee.
- 3.6. Members of the Committee are eligible for re-appointment at the expiration of their term of office.

4. PRESIDING MEMBER

- 4.1. The Council will appoint the Presiding Member of the Committee.
- 4.2. The Council authorises the Committee to determine if there will be a Deputy Presiding Member of the Committee and, if so, authorises, the Committee to make the appointment to that position for a term determined by the Committee.
- 4.3. If the Presiding Member of the Committee is absent from a meeting the Deputy Presiding Member (if such position exists) will preside at that meeting. If there is no position of Deputy Presiding Member, or both the Presiding Member and the Deputy Presiding Member of the Committee are absent from a meeting of the Committee, then a member of the Committee chosen from those present will preside at the meeting until the Presiding Member (or Deputy Presiding Member, if relevant) is present.
- 4.4. The role of the Presiding Member includes:

- 4.4.1. overseeing and facilitating the conduct of meetings in accordance with the *Local Government Act 1999*, and the *Local Government (Procedures at Meetings) Regulations 2013*.
- 4.4.2. ensuring all Committee members have an opportunity to participate in discussions in an open and encouraging manner.

5. OPERATIONAL MATTERS

5.1. Frequency of Meetings

- 5.1.1. The Committee shall meet, at a minimum, once per year and then on an as needed basis.
- 5.1.2. The CEO is authorised to determine the time and date of each meeting of the Committee and to ensure appropriate notifications regarding each meeting are made.

5.2. Delegation

- 5.2.1. The Council authorises the Committee to conduct public hearings in regard to Plan Amendment Reports and Section 30 reviews under the *Development Act 1993* and report to Council accordingly.
- 5.2.2. The Committee is not delegated any of the decision making powers, functions or duties of the Council. All decisions of the Committee will therefore constitute recommendations to the Council to consider and determine.

5.3. Notice of Meetings

- 5.3.1. Notice of the meetings of the Committee will be given in accordance with sections 87 and 88 of the Act. Accordingly, notice will be given:-
 - (a) to members of the Committee by email, or in a form as otherwise agreed by Committee members, at least 3 clear days before the date of the meeting; and
 - (b) to the public as soon as practicable after the time that notice of the meeting is given to members by causing a copy of the notice and agenda to be displayed at the Council's offices and on the Council's website.
- 5.3.2. The agenda and reports for all meetings of the Committee must be delivered to members of the Committee at least 3 clear days before the meeting.

5.4. Reporting

- 5.4.1. The Committee may establish working parties to expedite the current business of the Committee. These working parties may only be established for a specific matter and/or purpose with a defined and limited term.
- 5.4.2. For the purposes of section 41(8) of the Act, the Council determines that the City Strategy and Development Policy Committee will satisfy reporting and other accountability requirements through the presentation of the minutes of each meeting of the Committee at the next ordinary meeting of the Council following each Committee meeting.

5.5. Public Access to Meetings

- 5.5.1. The Committee shall meet at the Offices of the Council located at 181 Unley Road, Unley SA 5061.
- 5.5.2. Members of the public are able to attend all meetings of the Committee, unless prohibited by resolution of the Committee under the confidentiality provisions of Section 90 of the Act.

6. MEETING PROCEDURE

- 6.1. The Council has resolved to apply Part 2 of the *Local Government (Procedures at Meetings) Regulations 2013* to this Committee.
- 6.2. Insofar as the Act, the Regulations, the Code of Practice - Meeting Procedures or these Terms of Reference do not prescribe the procedure to be observed in relation to the conduct of a meeting of the Committee, the Committee may determine its own procedure.
- 6.3. Subject to clause 6.4 of these Terms of Reference, all decisions of the Committee shall be made on the basis of a majority of the members present.
- 6.4. A quorum is ascertained by dividing the total number of Committee members by two, ignoring any fraction resulting from the division, and adding one.
- 6.5. If the Mayor attends a meeting of the Committee as *ex-officio*, the Mayor's attendance will be included in the calculation of quorum.
- 6.6. All members of the Committee must (subject to a provision of the Act or Regulations to the contrary) vote on any matter arising for decision at a meeting of the Committee.
- 6.7. Every member of the Committee has a deliberative vote only. In the event of a tied vote the person presiding at the meeting does not have a second or casting vote and the matter will be referred to Council for decision.
- 6.8. Any decision of the Committee which does not arise from a recommendation of a Council officer must be supported in the minutes of the meeting by clear reasons for the decision.

Responsible Department:	Office of the CEO
Responsible Officer:	Chief Executive Officer
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