


# THE BAROSSA COUNCIL

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



<b>Community Plan Link:</b>	 Natural Environment and Built Heritage		
<b>Document Owner:</b>	Director Development and Environmental Services	<b>Previous Approval Date(s):</b>	16/12/2014
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### 1. ESTABLISHMENT

- 1.1 The Strategic Planning and Development Policy Committee (the Committee) is established to fulfil the requirements of Section 101A of the *Development Act 1993*.

### 2. ROLE

- 2.1 The role of the Committee is to develop strategic planning and development policy and initiate projects for the orderly and sustainable development for all areas of Council and take due regard of regional differences and community expectations and consider matters referred to it by Council, The Barossa Assessment Panel, and the Chief Executive Officer and perform the functions delegated to it by Council.

### 3. FUNCTION

- 3.1 Formulate the planning strategy for the Council area by initiating and reviewing 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 Planning Strategy within the area of the Council; and
  - d) the implementation of affordable housing policies set out in the Planning Strategy within the area of the Council; and
  - e) other outcomes of a prescribed kind (if any).

- 3.2 Initiate and contribute to the preparation of master plans, research studies and strategies on strategic and land use planning and development that contribute to the planning strategy and sustainable development of the Council area.
- 3.3 Oversee the process of determining the extent to which the Council's strategic planning and development policies accord with the Planning Strategy.
- 3.4 Oversee the process of initiating and reviewing strategic planning and development policies in the preparation of –
  - a) a Strategic Directions Report
  - b) a Development Plan Amendment.
- 3.5 Initiate Development Plan Amendments, endorse Statements of Intent, conduct public meetings, respond to submissions and agency comments received on Development Plan Amendments, and adopt final documents for authorisation by the Minister for Planning.
- 3.6 Consider and make submissions to the Minister for Planning on Ministerial and Agency Development Plan Amendments, Reviews, Bulletins, Advisory Notes and Guidelines.
- 3.7 Consider and make submissions on Development Plan Amendments and planning policy initiated by adjoining Councils that would affect the Council area.
- 3.8 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.
- 3.9 Continually seek to improve procedures that simplify all planning and related matters for ratepayers.
- 3.10 Ensure that broad community feedback is sought on all new development policy initiatives.

<b>4.</b>	<b>MEMBERSHIP</b>
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- 4.1 The Committee shall comprise the Mayor and all elected members.
- 4.2 The Presiding Member shall be the Mayor.
- 4.3 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.
- 4.4 The term of office for Committee members shall align with the duration of the Council unless determined otherwise by Council.

<b>5.</b>	<b>DELEGATION</b>
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- 5.1 Powers and functions delegated to the Committee are listed in Council's Delegations Register. *Note: Refer to the Delegations Register for confirmation of valid delegated powers and functions.*

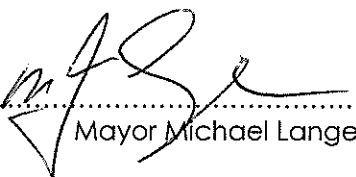
**6. MEETING PROCEDURES**

- 6.1 The Committee shall meet at least quarterly in March, June, September and December.
- 6.2 The Committee shall meet at the Council Chamber, Nuriootpa or as otherwise determined by the Committee.
- 6.3 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.
- 6.4 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.
- 6.5 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.
- 6.6 Notice of an Ordinary Meeting and an Agenda shall be given at least three 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.
- 6.7 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.
- 6.8 Minutes of meetings shall be distributed within three days of the meeting.
- 6.9 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 business days prior to the meeting.
- 6.10 The minutes of the Committee meeting shall be forwarded to the next available Council meeting for noting.
- 6.11 The Committee shall provide an Annual Report of its activities to the Council.

**7. GENERAL**

- 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.

Signed .....



Mayor Michael Lange

Dated: 3/12/2018 .....