



The Rural City of  
**MURRAY  
BRIDGE**

## **RURAL CITY OF MURRAY BRIDGE**

### **SECTION 101A STRATEGIC PLANNING AND DEVELOPMENT POLICY COMMITTEE**

#### **ESTABLISHMENT AND TERMS OF REFERENCE**

#### **1. Establishment of the Strategic Planning and Development Policy Committee**

Pursuant to Section 101A of the Development Act 1993, Section 41 of the Local Government Act 1999 and Council's Policy - Council Committees (G2) the Council establishes a Strategic Planning and Development Policy Committee. The functions of the Strategic Planning and Development Policy Committee are outlined by Section 101A of the Development Act:

- 1.1 to provide advice to the Council in relation to the extent to which the Council's strategic planning and development policies accord with the Planning Strategy.
- 1.2 to assist the Council in undertaking strategic planning and monitoring directed at achieving-
  - (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) other outcomes of a prescribed kind (if any); and
- 1.3 to provide advice for 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
- 1.4 other functions (other than functions relating to development assessment or compliance) assigned to the committee by the Council.

#### **2. Membership**

- 2.1 Members of the Strategic Planning and Development Policy Committee are appointed by the Council. The Committee shall consist of six voting members, being three Elected Members and an independent Presiding Member with experience in urban and regional planning and two other independent Community

Members with preference towards those with experience in urban and regional planning.

- 2.2 Secretarial support will be given to the Committee through the General Manager Sustainable Communities or his/her nominee.
- 2.3 The agenda and minutes of the Committee meetings, subject to any items that are discussed in confidence under Section 90 of the Local Government Act 1999 and subsequently retained as confidential under Section 91 of the Act, are also required to be made available to the public.
- 2.4 Appointments to the Committee shall be for a period of 2 years. Appointees may be reappointed by Council.

### **3. Quorum**

- 3.1 The quorum necessary for the transaction of business shall be 50% of the number of members of the Committee plus one or a specified number. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee.

### **4. Frequency of Meetings**

- 4.1 The Committee shall meet four times a year at appropriate times to provide timely and relevant information to Council's budget and strategic planning processes.

### **5. Notice of Meetings**

- 5.1 Ordinary meetings of the Committee will be held during the day within the Local Government Centre. A special meeting of the Committee may be called in accordance with the Act.
- 5.2 Notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Committee and observers, no later than 3 clear days before the date of the meeting. Supporting papers shall be sent to Committee members (and to other attendees as appropriate) at the same time.

### **6. Minutes of Meetings**

- 6.1 The Manager Planning shall ensure that the proceedings and resolutions of all meetings of the Committee, including recording the names of those present and in attendance are minuted and that the minutes otherwise comply with the requirements of the Local Government (Procedure at Meetings) Regulations 2000.
- 6.2 Minutes of Committee meetings shall be circulated within five days after a meeting to all members of the Committee and to all members of the Council and will (as appropriate) be available to the public.

**7. Role of the Committee**

The Committee will provide a forum for discussion in relation to Council's strategic and planning policy issues. The Committees' functions will include:

- 7.1 To review and consider specific changes to Council's Development Plan, ie a Development Plan Amendment;
- 7.2 To receive and consider reports from Council's Development Assessment Panel on relevant development assessment matters, ie policy changes or issues; and
- 7.3 To review and consider changes to legislation and strategic documents, including but not limited to, the Development Act, Development Regulations, the Planning Strategy and Ministerial Development Plan Amendments.

**8. Delegations**

The Committee has no delegated authority under Section 101 of the Development Act or Section 41 of the Local Government Act.

**9. Reporting Responsibilities**

The committee shall make whatever recommendations to the Council it deems appropriate on any area within its terms of reference where in its view action or improvement is needed.

---

**Reference Documentation:**

- 1. Local Government Act & Regulations Extracts
  - a. Section 41 – Committees
  - b. Division 2 – Register of Interests
  - c. Local Government (Procedures at Meetings) Regulations 2000
- 2. Policy Documents
  - a. (G1) – Code of Conduct
  - b. (G2) – Council Committees
  - c. (G9) - Leave of Absence