

	TERMS OF REFERENCE
	Community Strengthening, Planning and Development Committee

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Responsible Officer	Chief Executive Officer
Council File Reference	25888
Related Policies	Nil
Applicable Legislation	<i>Local Government Act, 1999</i> <i>Local Government (Procedures at Meetings) Regulations 2000</i>

1.0 Establishment of the Committee

1.1 The District Council of Streaky Bay (the Council) at a meeting held on 25 January 2017 established the Community and Economic Development Committee (the Committee) pursuant to Section 41 of the *Local Government Act 1999 (the Act)*.

1.2 Committee may be wound up at any time by resolution of Council.

1.3 The Committee will continue past the life of the current Council thereby making it a 'standing committee'.

1.4 The Committee has been established to;

- 1.4.1 assist the Council in the performance of its functions;
- 1.4.2 inquire into and report to the Council on those matters outlined in the role and functions of the Committee;
- 1.4.3 provide advice to the Council.

2.0 Interpretation

In these Terms of Reference:

Act means the *Local Government Act 1999*

Code means the Planning and Development Code which applies under the PDI Act

Committee means the Community Strengthening, Planning and Development Committee

Designated instrument means:

- (a) a state planning policy;
- (b) a regional plan;

(c) the Planning and Design Code; or

(d) a design standard,

established under the PDI Act and applicable to the area of the Council.

Member of the Council has the same meaning as in the Act

Independent Member means a Committee member who is not a member of the Council

Meeting Regulations means the *Local Government (Procedures at Meetings) Regulations 2013*

PDI Act means the *Planning, Development and Infrastructure Act 2016*

3.0 Objectives;

The objectives of the Committee is to;

- assist the Council to facilitate and promote economic growth and community development in the region;
- provide advice to the Council and recommend actions, including the conduct of studies associated with business and economic development, as required, in order to facilitate the identification of opportunities, issues, strategies and actions;
- provide advice to the Council where necessary to facilitate the creation of business and community networks;
- oversee the implementation of projects (including those identified in the Council's Strategic Plan, marketing and promotion associated with businesses, economic and community development;
- oversee the implementation of projects, marketing and promotion associated with Council's business enterprises (including caravan and camping);
- provide advice to the Council in relation to the extent to which the Council's strategic planning and development policies accord with relevant designated instruments; and
- ensure Council's township master planning and infrastructure meets the requirements of the designated instruments, and where necessary recommend changes to those instruments to effect economic growth and development for the region; and
- ensure Council's planning and development strategies, objectives and projects underpin liveability factors to encourage economic development throughout the region.

4.0 Functions

To achieve these objectives the Committee will:

- consider and advise the Council on medium and long term strategies relevant to the economic and community development of the district including the following areas;
 - Community Grant Funding and Donations
 - Arts – promotion
 - History – preservation and promotion
 - Multiculturalism
 - Sport and Recreation
 - Tourism
 - Youth
 - Business and Industry Development
 - Council Business Enterprise Development
 - Strategic Planning
 - Implement the roles and functions of a Committee as per Section 101A of the Development Act (as amended to transition to the PDI Act)
- identify issues, opportunities and initiatives for the Council to work actively with State and Federal Governments and with the private sector;
- encourage regional co-operation and private and Government sector participation to achieve the outcomes endorsed by the Council;
- consider issues relevant specifically to business, economic and community development within the district;
- assist the Council in undertaking strategic planning and monitoring directed at achieving:
 - orderly and efficient development within the area of the Council;
 - high levels of integration of transport and land-use planning;
 - relevant targets set out in a designated instrument within the area of the Council; and
 - the implementation of affordable housing policies set out in the designated instruments within the area of the Council.
- provide advice to the Council, in relation to strategic planning and development policy issues when the Council is:
 - initiating or considering initiating a proposal to amend a designated instrument;
 - preparing a report or response of any nature in relation to a proposal by another body to initiate, prepare or amend a designated instrument;
 - initiating or considering initiating an infrastructure scheme under Part 13 of the PDI Act;
 - preparing a report or response to consultation (direct or otherwise) under Part 13 of the PDI Act in relation to an infrastructure scheme initiated by another body;
 - establishing or considering the establishment of an offset scheme under Part 15, Division 2 of the PDI Act; or

- prepare a report or response to an agency or body which relates to a proposal to create or amend the contents of a practice direction or practice guideline.

5.0 Membership

5.1 The Committee will comprise seven (7) members.

5.2 Membership of the Committee will comprise:

Four (4) Council members

Two (2) Specialist members with a background and experience in two or more of the following (but not limited to) business and economic development, tourism, development and planning or similar areas of expertise and who are well regarded in their respective fields.

One (1) Representative of the executive committee of the Streaky Bay Tourism and Business Association Incorporated.

5.3 Subject to Clause 1.3 of these Terms of Reference, membership of the Committee is for the term of the Committee unless a Member resigns or is otherwise incapable of continuing as a Member or is removed from office by the Council (including electoral changes).

5.4 The Committee must report to the Council where a Member has failed (without the leave of the Committee) to attend three (3) consecutive meetings of the Committee.

5.5 The office of a Committee member becomes vacant if:

5.5.1 in the case of a Committee member who is a Member of the Council, immediately upon that Committee member ceasing to be a Member of the Council, the Council terminates the Committee member's appointment as a Committee member as permitted by the Act;

5.5.2 the Member resigns by written notice addressed to the Council; or

5.5.3 the Member dies.

5.6 Should a vacancy in the Committee's membership arise, the Council may appoint a person to fill the vacancy for such term as determined by the Council.

5.7 Notwithstanding any provision of these terms of reference to the contrary a Committee member holds office at the pleasure of the Council.

6.0 Presiding member

6.1 The Presiding Member of the Committee will be appointed by the Council.

6.2 The Council will appoint one (1) of the Member Representatives as the Presiding Member.

6.3 If the Presiding Member of the Committee is absent from a meeting then a member of the Committee chosen from those present will preside at the meeting until the Presiding Member is present.

6.4 The role of the Presiding Member includes:

- 6.4.1 overseeing and facilitating the conduct of meetings in accordance with the Act and the *Local Government (Procedures at Meetings) Regulations 2000*;
- 6.4.2 ensuring all Committee members have an opportunity to participate in discussions in an open and encouraging manner; and
- 6.4.3 where a matter has been debated significantly and no new information is being discussed to call the meeting to order and ask for the debate to be finalised and the motion to be put.

7.0 Notice of meetings

7.1 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:

- 7.1.1 to Members of the Committee by email or as otherwise agreed by the Committee at least three (3) clear days before the date of the meeting; and
- 7.1.2 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.

8.0 Time and Place of Meetings

8.1 Ordinary meetings of the Committee will be held at such times and places as determined by the Committee, taking into account the availability and convenience of members of the Committee, and the nature and purpose of the Committee.

8.2 Special meetings of the Committee may be called and held in accordance with Section 87(5) and (6) of the Act.

8.3 The first meeting of the Committee following its establishment shall be called by the Chief Executive Officer of the Council.

8.4 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.

8.5 The Committee shall meet at least four times per calendar year at a place determined in Clause 8.1 in accordance with the responsibilities imposed upon within these Terms of Reference and otherwise on such dates and at such times determined by the Committee.

8.6 Meetings of the Committee may be held via electronic means, individual members may attend meetings via electronic means.

8.7 Acceptable electronic means include online meeting applications and/or conference call.

9.0 Meeting procedures

9.1 The Committee shall act at all times in strict accordance with the *Local Government Act 1999* and any other relevant legislation.

9.2 In particular, the Committee shall act in strict accordance with the *Local Government Act 1999* and Part 2 of the *Local Government (Procedures at Meetings) Regulations 2000*.

10.0 Quorum

10.1 A quorum for a meeting of the Committee shall be three (3) Members of the Committee.

11.0 Reporting

1.1 The Committee will report directly to the Council.

1.2 The Committee will make recommendations to the Council, as it considers necessary and appropriate, in accordance with its role and functions.

1.3 Recommendations of the Committee will be provided to the Council through the minutes of the Committee or, where the Committee, considers it appropriate, through other means, such as the provision of a report to the Council.

1.4 The Committee shall, as and when required by the Council, or on its own initiative, provide a report to the Council on the performance of its role and functions and/or such other matters as the Council may require.