

TERMS OF REFERENCE

District Council of Yankalilla	
Terms of Reference:	Title: Strategic Directions Committee
Approved By: Council	
Date Approved by Council: 16 May 2013	Version: 1.0
Minute Number: Page 62 Report No: 14.2	Administered by: Chief Executive
File Number:	
Legislation: s41, LG Act 1999	Review date:
Strategic Goal: Strategic Planning and Development Control that meets the community needs.	

1. Establishment of the Committee
 - 1.1. The District Council of Yankalilla (hereinafter referred to as "The Council") at a meeting held on 16th May 2013 established the Strategic Directions Committee (hereinafter referred to as "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 the Council.
 - 1.3. The Committee continues past the life of the current Council thereby making it a "Standing Committee" as defined by the Remuneration Tribunal Council.
 - 1.4. This committee has also been established to undertake the requirements of Section 101A of the Development Act 1993.

2. Purpose
 - 2.1 The purpose of the Committee is to oversee the development of strategic directions for Council in the short, medium and long term in accordance with the four pillars of Council's current Strategic Directions 2012-2016 and future plans as adopted from time to time. The four strategic pillars are:

COMMUNITY: Vibrant, cohesive, diverse community providing a healthy quality lifestyle.

ECONOMIC DEVELOPMENT: A strong, diverse economy that is innovative and adaptable.

NATURAL AND BUILT ENVIRONMENT: Maintain and enhance our natural environment complimented by sympathetic buildings, facilities and activities.

GOVERNANCE/FINANICAL SUSTAINABILITY: Provide leadership, good governance and efficient, effective and responsive Council services.

2.2 In accordance with section 101A(2) of the Development Act 1993, the Committee will:

- Provide advice to the Council in relation to the extent to which the Council's strategic planning and development policies according with the Planning Strategy; and
- 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 prescribed kind (if any); and 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.

3 Role

3.1 The Committee's role is to assist Council to meet its objective by working with the administration to:

- Develop plans and budgets for implementation of goals for Council's consideration.
- Undertake and assess community consultation when required
- Develop policies to support Council achieving its goals
- Advocate on behalf of Council to gain support from other levels of Government
- Advise Council on matters that will effect Council's ability to achieve its goals.
- Provide advice to Council on all aspects of its planning obligations in accordance with s101A(2) of the Development Act 1993.

4 Delegations

4.1 The Committee does not have any delegated authority to:

- Advocate on behalf of Council as per agreed advocacy plan,
- Establish sub committees or working groups to investigate specific matters and report back to the Committee
- Develop plans, budgets and policies for Council's consideration.

5 Membership of the Committee

5.1 All councillors shall be Members of the Committee and shall be supported by the staff as appropriate

5.2 The Mayor shall be the Presiding Member (Chairperson) of the Committee,

- 5.3 The Committee shall appoint a Deputy Presiding Member for the life of the Council.
- 5.4 The Committee may co-opt community members to assist the Committee if appropriate.

6 Chairperson

- 6.1 If the Chairperson of the Committee is absent from a meeting the Deputy Chairperson will preside at that meeting. If both the Chairperson and the Deputy Chairperson are absent from a meeting of the Committee, then a member of the Committee shall be chosen from those present to preside at that meeting until the Chairperson (or Deputy Chairperson, if relevant) is present.

7 Conduct of Meetings

- 7.1 The meetings of the Committee shall be held in accordance with the Local Government (Procedures at Meetings) Regulations 2000.
- 7.2 In so far as the Act and/or Regulations or these Terms of Reference do not prescribe the process to be observed in relation to the conduct of a meeting of the Committee, the Committee may determine its own process.

8 Quorum

- 8.1 A quorum for a meeting of the Committee is half of the current membership, plus one.

9 Meeting Frequency

- 9.1 The Committee shall meet on the fourth Thursday of each month unless otherwise approved by Council.
- 9.2 Ordinary meetings of the committee will be held at times and places determined by the Committee.
- 9.3 A special meeting of the Committee may be called in accordance with the Act.
- 9.4 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 support staff, no later than 3 clear days before the date of the meeting. Supporting papers shall be sent to Committee members and all elected members (and to other attendees as appropriate) at the same time.
- 9.5 The Chief Executive Officer shall ensure that the proceedings and resolutions / recommendations 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.
- 9.6 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.

- 9.7 In accordance with the principles of open, transparent and informed decision-making, Committee meetings must be conducted in a place open to the public. 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.
10. Reporting to Council
 - 10.1 Pursuant to Section 41(8) of the Local Government Act 1999 the Committee is responsible to and reports direct to Council.
 - 10.2 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.
 - 10.3 The Chairman of the committee shall present and speak to the decisions and recommendations from the previous meeting of the Committee to the next available Council meeting.
11. Governance
 - 11.1 The Chairperson shall be responsible to the Council for the proper observance of these Terms of Reference
 - 11.2 Committee Members do not enjoy the protection against defamation actions afforded to State and Commonwealth Parliamentarians and should not make remarks that could result in an aggrieved person seeking to take action against them.