PLANNING AND DEVELOPMENT COMMITTEE - TERMS OF REFERENCE

1. PURPOSE >>

The Planning and Development Committee has been established as a Standing Committee in accordance with section 264 of the Local Government Regulation 2012 ("the Regulation").

Its purpose is to provide strategic direction and leadership on matters detailed in the Committee's Roles and Responsibilities. The Committee will conduct much of the investigative and detailed work leading to a recommendation to council to enable an informed decision to be made.

2. SCOPE AND OBJECTIVES >>

The Planning and Development Committee considers and advises council in relation to strategy and policy for the Planning and Development services and functions of council.

The objectives of the Committee are to:

1. Provide a forum to enable complex or strategic issues to be discussed at length;
2. Provide an opportunity to the community and business representatives to address and make submissions for council's consideration;
3. Receive and consider officer’s reports in order to provide a recommended course of action to council to determine matters outlined in the roles and responsibilities of the Committee.

3. AUTHORITY / DELEGATION >>

The Planning and Development Committee has the power only to recommend a course of action to council.

Council, may by resolution, delegate authority to the Planning and Development Committee to decide matters.

Delegations of authority may be specific to an individual matter or in general terms to provide lasting authority to determine nominated issues. Such delegations must be in accordance with council's Delegations Policy and be included in council's Delegation Register.
4. **ROLES AND RESPONSIBILITIES**

The role of the Planning and Development Committee is to consider matters within the defined scope and to provide recommendations and advice to council. The Committee shall have a primary role in considering the long term strategic direction of council’s Planning and Development services and functions and provide a monitoring role on the whole of council financial, asset and performance management.

The Committee is charged with considering matters relating to the following Services and Functions.

**Functions:**
- Development Assessment
- Strategic Planning
- Development Governance

**Services:**
- Urban Planning/ Built Environment

Council business referred to above will include such business as:

- Development of goals and strategies for council’s Corporate Plan, Operational Plan, Business Plans and Performance Management Plans;
- Quarterly review of council’s Planning and Development services and functions progress and achievement towards council’s Corporate Plan, Operational Plan, Business Plans and Performance Management Plans;
- Development of the annual budget for council’s Planning and Development services and functions;
- Quarterly review of the annual budget for council’s Planning and Development services and functions;
- Monthly review of council’s Planning and Development services and functions financial reports; and
- To report to council on a regular basis on the operations of council’s Planning and Development services and functions.

5. **MEMBERSHIP**

Membership of the Committee is in accordance with the resolution passed at the Post Election meeting of council held on 8 April 2016, being **five Councillors and the Mayor**. The Director of the Planning and Development Division will also attend as adviser to the Committee.

Councillors will be appointed to the Committee for the term of the council unless otherwise removed by a resolution of council or acceptance of a resignation.

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1 In accordance with section 264 of the Local Government Regulation 2012
In the event of a Councillor resigning his/her position on the Committee, the council will nominate a Councillor to fill the vacant position.

5.1 APPOINTMENT OF CHAIRPERSON

The Chairperson of the Committee shall be appointed by council.

In the absence of the appointed Chairperson from a meeting, the meeting will appoint an Acting Chairperson from the members present for the duration of that particular meeting.

5.2 ROLE OF CHAIRPERSON

The Chairperson becomes the spokesperson on behalf of council in discussing matters relating to the Planning and Development Committee with the community.

The role of Chairperson allows that Councillor to specialise in the areas relating to the Planning and Development Committee’s responsible services and functions of council.

The Chairperson will preside at the meeting and conduct the meeting as they see fit. If there is a dispute about meeting procedure reference will be made to the Townsville City Council’s Code of Meeting Practice.

5.3 ROLE OF COMMITTEE MEMBERS

The role of a Committee Member is to consider and make recommendations on matters relating to council achieving the goals for council’s Planning and Development services and functions, as outlined in council's Community and Corporate Plan, and considering the implementation of policies relating to council's Corporate functions, while serving the overall public interest of the whole local government area.

6. MEETINGS

All meetings of the Committee shall be open to the public unless resolved by the Committee to be closed to the public for the purpose of discussing a matter deemed to be confidential in terms of S275 of the Regulation.

6.1 QUORUM

The quorum for the Planning and Development Committee must be in accordance with council's Code of Meeting Practice. The quorum for a Standing Committee meeting is a majority of the Councillors appointed to that committee, or where the committee is an even number one half of the number is a quorum.
6.2 FREQUENCY AND LOCATION

Committee meetings are held at the Council Chambers located at 103 Walker Street, Townsville as resolved at the Statutory Meeting held on 8 April 2016.

- To meet on the Tuesday of the second week preceding the monthly Ordinary meeting at 11.00am.

The schedule of Planning and Development Committee meetings are to be adopted in November of each year for the following calendar year.

In accordance with S277(2) of the Regulation the schedule of meetings must be published in a newspaper, circulating generally in its area, at least once a year.

6.3 CONDUCT

Meetings must be conducted in accordance with the provisions of the Local Government Act 2009 and Local Government Regulation 2012. If there is a dispute regarding meeting procedure or the conduct of an individual the Chairperson must refer to the Townsville City Council Code of Meeting Practice.

6.4 CONFLICT OF INTEREST

In accordance with S12 (Councillor’s responsibilities), S172 (Exclusion from meeting of Councillor with material personal interest) and S173 (Recording a conflict of interest) of the Local Government Act 2009, Committee members must declare their interest, whether material or personal, real or perceived.

6.5 AGENDA DISTRIBUTION

The agenda for this Committee will be distributed in accordance with S258 (Notice of Meetings) of the Regulation. Council aims to distribute the Committee agenda at least two (2) clear business days prior to the meeting date.

6.6 MEETING RECORDS

The Committee is exempt from the requirement to keep minutes of its proceedings in accordance with S272(7) and council’s resolution passed at the Post Election meeting of council held on 8 April 2016.

7. REPORTING GUIDELINES

The Committee will provide a written report from each of its meetings to the next Ordinary meeting of council in accordance with S272(8) of the Regulations. The written report will contain both the Committee’s deliberations and its advice or recommendations.
8. REVIEW AND PERFORMANCE EVALUATION >>

8.1 TERMS OF REFERENCE

The Committee shall review these Terms of Reference at the first Planning and Development Committee Meeting of each calendar year.

8.2 PERFORMANCE EVALUATION

At the first Planning and Development Committee Meeting of each calendar year the Committee shall undergo a self-assessment process to ensure all the services and functions and business of the Committee is being dealt with in an efficient and effective manner.

The assessment process shall include but not be restricted to time of meetings, length of meetings, attendance at meetings (members and public), location of meetings (suitability), content of meetings, results of recommendations on matters discussed, achievements, satisfaction rating of members and meeting management.