

TERMS OF REFERENCE

PLANNING AND HERITAGE STRATEGIC REFERENCE GROUP

(Adopted on 9 February 2017)

1. Scope

The Strategic Reference Group will provide feedback to Council on land use planning and heritage matters which could include;

- Input into development of Community Strategic Plan;
- Input to policies which impact on local environmental plans and development control plans;
- Feedback and input on Strategies and Plans;
- Input into new and existing Council initiatives;
- Suggestions on improving consultation processes and the provision of community infrastructure to support development;
- Assisting in the development of programs to highlight the importance of heritage to the character and well-being of the community.

2. Purpose Statement

The role of the Strategic Reference Group will be to assist Council to develop its land use planning and heritage plans and policies by providing feedback on:

- policy, research and priorities relating to development and infrastructure;
- projects and programs to encourage delivery of sustainable development outcomes;
- joint opportunities with State and Federal agencies;
- implementation of policy; and
- event planning for topical development and heritage issues.

3. Link to Community Engagement Framework

Council is committed to including the community in its decision-making processes, as outlined in the Community Engagement Framework (in development). Council's SRGs are recognised in the Framework as stakeholders that will be identified in the engagement plans of relevant projects. The SRG will be asked to provide feedback or input into specific engagements and may be asked to review an engagement plan and/or provide advice on reaching members of the demographic group/s which the SRG represents. Recommendations or advice will be included in engagement reports as the opinion of the SRG as a whole. SRG members may also participate in engagement processes as individuals.

4. Meeting principles

As a member of the Strategic Reference Groups, members agree to:

- attend meetings and participate in discussions;
- adequately review any agenda attachments or documents as required prior to meetings;
- allow all members to present their views and opinions;
- suggest agenda items;
- make suggestions regarding improvements to Strategic Reference Groups;
- clearly declare any conflict of interest regarding any issue under discussion;
- maintain confidentiality where appropriate;

- treat all persons with respect and have due regard to the opinions, rights and responsibilities of others;
- act with integrity;
- not speak publicly such as to the media on behalf of Council; and
- only maintain membership to one Strategic Reference Group at any time.

Conflicts of Interest

A conflict of interest exists where a reasonable and informed person could perceive that you could be influenced by a private interest when carrying out a public duty. Strategic Reference Group members must avoid, or appropriately manage, any conflict of interest. The onus is on members taking the most appropriate action to identify and manage the conflict of interest to ensure proper probity and good governance.

The procedure to be followed for the disclosure of non-pecuniary interests is for the member to disclose to the meeting any agenda item(s) that a member has an interest in as well as the nature of that interest. The Chairperson must ensure that the minutes of the meeting record the disclosure of the interest and how it was managed.

Confidentiality

From time to time members may be provided with draft Council reports, or possibly, other confidential or draft material. Members must not release such material without the approval of the Council. Guidance on confidentiality requirements is set out in the Council's Code of Conduct.

Media

Members must not speak or purport to speak on behalf of Council on any matter, whether or not that matter is explicitly raised in the Strategic Reference Group meetings.

Insurance

Members are covered by the public liability and personal injury policies of council, whilst undertaking actions authorised by council relating to their role on the Strategic Reference Group. This insurance does not preclude the Strategic Reference Group members from due diligence and all council policies must be adhered to.

5. Meetings

Strategic Reference Group to meet 5-6 times during 2017, on the 3rd or 4th Thursday of the month between the times of 6.30pm and 8pm. Meetings will have a duration of 2 hours, with two extensions of a further 30 minutes available, subject to agreement by all members. These meetings are by invitation only and are not a public meeting. The Strategic Reference Group has been established by the Administrator and will operate until December 2017.

6. Membership and Chairperson

6.1 Members

Members of the Strategic Reference Group are community representatives appointed by Administrator after an expression of interest process.

6.2 Chairperson

The Chairperson will be responsible for running the meetings and liaising with the Strategic Reference Group Facilitator to coordinate the agenda and minutes. The Chairperson is to be selected from the persons appointed by the Administrator as members of the Strategic Reference Group. The Chairperson may be rotated among members to share this role. If the elected Chairperson is absent from a meeting the members are to elect a Chairperson for that meeting. If a member resigns then they will be replaced in the same way as members were appointed.

6.3 Non-voting Participants

Council staff, invited speakers and Local Representation Advisory Committee (LRAC) members can participate in discussion of meetings but cannot move or vote on recommendations.

7. Quorum

The Quorum of the Strategic Reference Group will be 50% of appointed members plus 1, or a minimum of 6 members.

The Reference Group agreed that regardless of meeting the quorum numbers any recommendations made by the Planning and Heritage Strategic Reference Group would be forwarded to the Group Manager for consideration.

8. Strategic Reference Group Facilitator

The Strategic Reference Group Facilitator (Marcus Rowan/Gill Dawson) will be responsible for developing the Agenda, inviting speakers to attend the meetings, be present at meetings, shall draw the meetings attention to any recommendation that is contrary to Council Policy and take notes of any recommendations or actions.

9. Agenda availability

The Agenda will be circulated to members and non-voting participants one week prior to the meeting.

10. Recommendations and Voting

Members of Strategic Reference Groups are encouraged to reach consensus on any recommendations they make. However, if consensus cannot be reached each member referred to in 6.1 above is entitled to one vote. Any Recommendations of the Strategic Reference Group will be referred to the relevant Group Manager for their consideration and action. An update on the action taken in regards to recommendations made by the Strategic Reference Group will be made at the following meeting.

11. Minutes

Minutes of the Meeting will record any recommendations or actions made by the Strategic Reference Group. Minutes will be published on Council's website within 10 days of each meeting.