

1. Name

- 1.1. Pursuant to section 41(1) of the Local Government Act 1999, the Berri Barmera Council (Council) resolved on 29 November 2022 to establish a committee to be known as the Planning and Strategy Committee (the Committee).

2. Functions of the Committee

- 2.1 The Committee has the following functions:

- 2.1.1 Overseeing the development and review of key Council documents and projects including (but not limited to) Strategic Documents (statutory and non-statutory), Strategies and Policies for the future growth, development and activation of Berri Barmera.
- 2.1.2 To consider, develop and provide recommendations of programs, projects, services and initiatives with respect to economic, environmental and social factors, strategic alignment and councils role.
- 2.1.3 To provide advice and recommendations to Council regarding strategic community engagement to ensure:
- maximum participation, communication and value to the community.
 - Involvement of people whose voices are not often heard in community engagement.
 - Feedback to the community about how input and feedback received has helped to inform Council decision-making.
- 2.1.4 To receive deputations and/or representations from interested parties, which may aid council, in determining its objectives, strategies and priorities.
- 2.1.5 To establish sub-committees and/or working parties to assist in carrying out the committee's functions.
- 2.1.6 To consider any other matters referred to it by the council, other council committees and the Chief Executive Officer.

3 Membership

- 3.1 The Mayor and three Councillors.
- 3.2 The Mayor shall be the Presiding Member.

4 Quorum

- 4.1 The quorum for all meetings of the Committee shall be ascertained by dividing the total number of members of the Committee by 2, ignoring any fraction resulting from the division, and adding one.

5 Conflict of interest

- 5.1 The provisions of sections 73, 74, 75, 75A and 75B the Local Government Act 1999 will apply to all members of the Committee.

6 Committee Meeting Proceedings

- 6.1 The Committee shall be subject to the provisions of the Local Government (Procedures at Meetings) Regulations 2000, Part 2 and Council's Meeting Procedures Code of Practice Policy.
- 6.2 The Committee shall meet each quarter (minimum of four times per year), or otherwise as required.

7 Duties of the Presiding Member

- 7.1 The duties of the Presiding Member of the committee are:

- a) to preside at meetings of the committee
- b) preserve order at meetings so that the business may be conducted in due form and with propriety
- c) sign the minutes upon confirmation.
- d) responsibility to the Council for the proper observance of these Terms of Reference
- e) if requested, to provide advice to the Responsible Officer between committee meetings on the implementation of the decisions of the committee
- f) to act as the principal spokesperson of the committee
- g) to exercise other functions of the committee as the Council determines

8 Attendance at Committee meetings electronically

- 8.1 Committee members are preferred to attend meetings in person, however may participate in a Committee meeting by electronic means should the member be unable to attend due to illness or other extenuating circumstances with approval of the Mayor the CEO can provide attendance by electronic means.
- 8.2 A member of the Committee participating in a committee meeting by electronic means is taken to be present at the committee meeting provided that the member:
- 8.2.1 can hear all other members present at the committee meeting; and
 - 8.2.2 can be heard by all other members present at the committee meeting.

Form of participation by electronic means

8.2.3 Where:

- 8.2.3.1 a Committee member is to participate in a Committee meeting by electronic means; and
- 8.2.3.2 the electronic means has the functionality to allow the member to participate in the Committee meeting by being both seen and heard; and
- 8.2.3.3 the electronic means of the Council has the functionality to allow the Committee member to be both seen and heard,

the member must participate by being both seen and heard

9 General Duties of Members of the Committee

9.1 Members are expected to:

- a) act honestly and within the law at all times
- b) act in good faith and not for improper or ulterior motives
- c) act in a reasonable, just and non-discriminatory manner
- d) undertake their role with reasonable care and diligence
- e) conduct their ongoing relationship with fellow council members, council employees and the public with respect, courtesy and sensitivity
- f) use information in a careful and prudent manner.

10 Reporting & accountability

- 10.1 Administrative support will be provided by Council through direction of the CEO.
- 10.2 A copy of the agenda and minutes of every meeting shall be provided to the CEO for public display and on council's website.

11 Delegations

- 11.1 There is a discretionary advisory committee established under Section 41 of the Local Government Act 1999. It is not required by legislation and has no standing delegations

provided to it. Council may elect at any time to provide targeted delegations to the committee for focussed work aligned with the committee's scope.

12 Review and amendment to terms of reference

- 12.1 Council may at any time amend or alter these terms of reference by resolution of the Council. The committee shall at least annually, review these Terms of Reference to ensure that they properly reflect the role and function of the committee.

13 Cessation of the committee

- 13.1 The Committee may be dissolved upon a decision of Council.

Committee History	Date	Motion
Establishment of Committee and TOR	29 November 2022	6596/22

Membership	Mayor Ella Winnall, Cr Adrian Little, Cr Collis Marrett and Cr Trevor Scott Cr Bruce Richardson as proxy
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