

## LOGAN CITY COUNCIL

### *TERMS OF REFERENCE PLANNING & DEVELOPMENT COMMITTEE*

#### **PURPOSE**

The Planning & Development Committee provides direction and leadership on the functional responsibilities listed below.

#### **SCOPE AND LIMITATIONS**

This Committee would deal with all Development Assessment matters. It would also have carriage of the preparation of draft local area plans. The Planning & Development Committee makes recommendations to the Ordinary Council meeting. The Planning & Development Committee has no delegated authority.

The main functions of the Committee are to:

1. Receive reports from the Chief Executive Officer and appropriately delegated officers.
2. Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers.
3. Formulate recommendations to the Ordinary Council Meeting.

#### **RESPONSIBILITIES**

The following is a list of functions assigned to Planning & Development Committee:

- Building Certification
- Plumbing and Drainage Certification/Compliance/Legislation and Policy
- Development assessment
- Development and land use related legislation and policy
- Infrastructure planning and charging
- Land Use Planning

## **MEMBERSHIP**

Council at its Special meeting held on 18 May 2009 (Minute No. 160/2009), resolved that the membership of the Planning & Development Committee be appointed as follows:-

Chairperson: Cr C M Dalley  
Members: Cr L C Bradley  
Cr R B Lutton  
Cr J B Grant  
Cr S D Black  
Cr G J Able  
Cr T L Smith  
Cr L J Clarke  
Cr P W Pidgeon  
Cr D R Power  
Cr H D Ban  
Cr R W Hackwood

## **DELEGATE MEMBER**

Council at its Special meeting held on 18 May 2009 (Minute No.160/2009), resolved that in accordance with Section 454 of the *Local Government Act 1993*, Her Worship the Mayor, Councillor P L Parker be appointed as a delegate member to the Planning & Development Committee.

## **QUORUM**

Council at its Special meeting of 18 May 2009 (Minute No. 160/2009) resolved that in accordance with Section 455 of the *Local Government Act 1993* the quorum for Council's Standing Committees be fixed as follows:

- (a) The quorum of a Standing Committee is a majority of its Councillors;
- (b) However, if the number of Councillors is an even number, one-half of the number is the quorum.

## **FREQUENCY**

Section 1(3) of Council's Policy entitled 'Days and Times for Local Government Committee Meetings' states as follows:

### **"Planning & Development Committee**

Meets on the Tuesday in the week preceding the Council's Ordinary meeting, commencing at 8.30am."

A 'Calendar of Meetings' is forwarded to Council at least twice per annum, for adoption detailing dates and times for these meetings.

The Planning & Development Committee meeting is held at the Logan City Council Administration Centre, 150 Wembley Road, Logan Central.

NOTE: Please refer to Section 12 (Time of meetings) of Local Law No 1 (Meetings) 1997, and s457 (Committee meetings) of the *Local Government Act 1993*.

#### **AGENDA DISTRIBUTION TIME**

The agenda for this committee will be distributed in accordance with s450 (Notice of meetings) of the *Local Government Act 1993*.

#### **CONDUCT OF MEETINGS**

The Planning & Development Committee operates in accordance with s457 (Committee meetings) and Part 3 of Local Law No. 1 (Meetings) 1997.

#### **RECORDING OF MINUTES**

Council at its Special meeting of 18 May 2009 (Minute No. 160/2009) resolved as follows:

1. That in accordance with section 459(3) of the *Local Government Act 1993*, Council resolves to exempt its standing and advisory committees from keeping minutes of its proceedings.
2. That in accordance with section 459(4) of the *Local Government Act 1993*, the Logan City Council resolves to continue with the current practice of providing a written report of the committee recommendations to the Ordinary Meeting for Council's consideration.

#### **CONFLICT OF INTEREST**

In accordance with s229(3)(Councillor's role), s244 (Exclusion from meeting of councillor with material personal interest) and 246A (Recording conflict of interest) of the *Local Government Act 1993*, committee members must declare their interest, whether Material or Personal.

#### **SUPPORTING LEGISLATION**

This document should be read in conjunction with the following:

- Local Government Act 1993; and
- Local Law No. 1 (Meetings) 1997.

This document should be read in conjunction with the following Council policies:

- Appointment of Local Government Committees at Post-Election Meetings;
- Days and Times for Local Government Committee Meetings;
- Open Local Government Committee Meetings; and
- Order of Business for Local Government Committee Meetings.

**Adopted by Council on 2 June 2009**

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