



TERMS OF REFERENCE

CITY PLANNING, ECONOMIC DEVELOPMENT AND ENVIRONMENT COMMITTEE

1. NAME OF THE COMMITTEE

1.1 The name of the Standing Committee is the City Planning, Economic Development and Environment Committee.

1.1.1 Establishment

The City Planning, Economic Development and Environment Committee (Committee) is established as a Standing Committee in accordance with Section 264 of the Local Government Regulation 2012 and Council's Local Government and Committee Meetings Code.

2. PURPOSE, OBJECTIVES AND RESPONSIBILITIES

2.1 The Committee will broadly align with the Corporate Plan Priorities, 'Economic Transformation' and 'Green and Renewable'.

2.2 The Committee provides direction and leadership on the functional purpose, objects and responsibilities listed below:

2.2.1 Scope and Limitations

- (a) This Committee deals with all planning and development matters regarding development assessment and engineering, building certification, planning appeals, land use and infrastructure planning and policy, growth management, economic development and strategy, tourism, Invest Logan, environmental health and immunisation, environmental management, waste and recycling.
- (b) The Committee makes recommendations to the Ordinary Council meeting. Council may by resolution, pursuant to Section 257 of the *Local Government Act 2009*, delegate authority to the 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.
- (c) The main functions of the Committee are to:
 - (i) Receive reports from the Chief Executive Officer and appropriately delegated officers;
 - (ii) Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers; and
 - (iii) Formulate recommendations to the Ordinary Council meeting.

2.2.2 Responsibilities

Generally, the following is a list of branches, programs or functions that will report to the Committee:

- (a) Development Assessment;
- (b) Economic Development and Strategy;
- (c) Health, Environment and Waste;
- (d) City Transformation Branch; and
- (e) Advocacy.

2.2.3 Membership

Council at its meeting of 29 April 2020 (Minute No. 36/2020) resolved that the membership of the Committee be as follows:

Chairperson:	Councillor Raven
Deputy Chairperson:	Councillors Stemp and Murphy
Members:	Councillor Bradley
	Councillor Lane
	Councillor Russell
	Councillor Koranski
	Councillor Raven
	Councillor Hall
	Councillor Frazer
	Councillor Heremaia
	Councillor Bannan
	Councillor Willcocks
	Councillor Power

2.2.4 Spokesperson

The Chairperson for the Committee is the appointed Spokesperson for Committee related matters.

2.2.5 Prefix

The Committee prefix is 'PL'.

3. PLACE AND FREQUENCY OF MEETINGS

- 3.1 The Committee meeting is held at the Logan City Council Administration Centre, 150 Wembley Road, Logan Central.
- 3.2 The Calendar of Meetings, as endorsed by Council, determines the Committee's meeting frequency.

4. TIMEFRAMES AND DISTRIBUTION OF THE NOTICE AND AGENDA

- 4.1 The Notice of Meeting and agenda for this Committee will be distributed in accordance with Section 258 of the *Local Government Regulation 2012* and Council's Local Government and Committee Meetings Code.
- 4.2 The Chief Executive Officer, in conjunction with the Executive Leadership Team, shall be responsible for the preparation of the Committee meeting agenda. Where considered necessary, the Chief Executive Officer, in conjunction with the Executive Leadership Team, may liaise with the Chairperson in relation to relevant matters.

5. RECORDING OF MINUTES

- 5.1 Council at its meeting of 29 April 2020 (Minute No. 36/2020) resolved as follows:
 2. That, in accordance with Section 272(6) of the *Local Government Regulation 2012*, Council resolves to exempt its Standing Committees from keeping minutes of its proceedings.
 3. That, in accordance with Section 272(8) of the *Local Government Regulation 2012*, Council resolves to provide a written report of Standing Committees' recommendations to the Ordinary Council meeting for consideration and adoption.

6. SUPPORTING DOCUMENTS

- 6.1 This document should be read in conjunction with the following documents:
 - (a) *Local Government Act 2009*;
 - (b) *Local Government Regulation 2012*;
 - (c) Logan City Council's Local Government and Committee Meetings Code; and
 - (d) Council's policies, delegations of authority and management directives relevant to meeting procedures.

7. DOCUMENT CONTROL

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Amendment History

Version Number	Description of Change	Author / Branch	Date
1.0	Creation	Corporate Governance	4 December 2019
2.0	Post-Election Meeting	Corporate Governance	29 April 2020
3.0	Addition of certain I&CT Directorate branches	Director of Innovation & City Transformation	17 June 2020