



City Activation and Strategic Planning Advisory Committee

Terms of Reference

1. Establishment

- 1.1 The City Activation and Strategic Planning Advisory Committee (the Committee) of Council is established under *Section 41 of the Local Government Act 1999* (the Act)..

2. Purpose

- 2.1 The Committee is established for the purpose of:

- 2.1.1 Overseeing the development and review of key Council documents and projects including (but not limited to) Strategic Documents, Strategies and Policies for the future development and activation of the City of Victor Harbor.

3. Membership

- 3.1 The Committee shall comprise of ten (10) Council Members, including the Mayor.
- 3.2 The Committee may co-opt additional people, if it is considered that additional skills and experience would benefit a specific project or add value to the general performance of the Committee.

4. Term of Membership

- 4.1 The term of membership shall be for the term of the Council or as resolved by Council.

5. Chairperson

- 5.1 Council shall appoint a Chairperson and Deputy Chairperson and determine the term of office.
- 5.2 The Chairperson and Deputy Chairperson shall be an Council Member of Council.
- 5.3 The Chairperson of the Committee is not excluded from debate but should be respectful and provide opportunity for all other committee members to contribute in a way that deliberations are not 'lead from the Chair'.

- 5.4 In the absence of the Chairperson and Deputy Chairperson from a meeting, then the Mayor or delegate will preside at the meeting until the Chairperson or Deputy Chairperson is present.
- 5.5 The role of the Chairperson includes:
- 5.5.1 Overseeing and facilitating the conduct of meetings in accordance with the Terms of Reference and Code of Practice for Meeting Procedures (Council Committees), which is developed in accordance with the *Local Government Act 1999* and the *Local Government (Procedures at Meetings) Regulations 2013*.
 - 5.5.2 Ensure all committee members have an opportunity to participate in discussions in an open and encouraging manner; and
 - 5.5.3 Where a matter has been debated significantly and no new information is being discussed, to call the meeting to order and ask for the debate to be finalised and the motion to be put.
 - 5.5.4 After considering advice from the Chief Executive Officer (CEO) or delegate, the Chairperson of the Committee is authorised to cancel the respective Committee meeting, if it is clear that there is no business to transact for that designated meeting.

6. Vacancies

- 6.1 The filling of any vacancy occurring by resignation or removal of a member shall be at the discretion of Council through a Council resolution.

7. Role and Responsibilities of Committee Members

- 7.1 The role of a Committee Member is to:
- 7.1.1 participate in the deliberations of the Committee, with regard to the policy and business which is before it;
 - 7.1.2 be mindful of the objectives and policies of the Council as they relate to the business of the Committee
 - 7.1.3 be aware of the Committee resources, budget and strategies, and the need for efficiency and effectiveness in the activities for which the Committee has been established;
 - 7.1.4 be well informed on issues before the Committee, to prepare adequately for meetings and seek additional information if required;
 - 7.1.5 be mindful of the potential for a 'Conflict of Interest' to occur through participation on the Committee and to declare such interests as and when they arise;
 - 7.1.6 represent the nominating sector, body or organisation honestly and fairly; and

7.1.7 observe confidentiality when it is required.

8 Meetings

- 8.1 The committee shall hold a minimum of six (6) meetings per annum
- 8.2 The committee shall resolve by majority a twelve (12) month schedule of meetings including the date, time and location in accordance with Section 87(2) of the *Local Government Act 1999*.
- 8.3 A meeting will be limited to a maximum of two (2) hours duration unless the Committee resolves to extend the meeting to a particular time or the completion of business.
- 8.4 A notice of meeting is to be provided to each Committee Member in writing, setting out the date, time and location of the meeting; and be accompanied by an Agenda
- 8.5 The agenda for the ordinary meetings of the Committee shall be forwarded to members of the Committee electronically (where possible and at least three (3) clear days prior to the meeting).
- 8.6 A copy of the notice of meeting, agenda and accompanying reports shall be placed at the Council Office as soon as practicable following circulation to members of the Committee.
- 8.7 A copy of the notice of meeting, agenda and accompanying reports shall be placed on public exhibition at the Council Office as soon as practicable after the time that the notice of the meeting is given to members of the Committee.

8.2 Special Meetings

- 8.2.1 Special meetings may be called by the Chair or at least two members of the Committee at any time in accordance with the conditions of the Terms of Reference.
- 8.2.2 A minimum of four hours' notice shall be given for any Special Meetings of the Committee
- 8.2.3 A copy of the notice of meeting, agenda and accompanying reports shall be placed at the Council Office as soon as practicable following circulation to members of the Committee.

8.3 Meeting Procedures

- 8.3.1 Meetings shall be held in accordance with these Terms of Reference and Council's Code of Practice for Meeting Procedures, developed in accordance with Chapter 6 of the *Local Government Act 1999* and the *Local Government (Procedures at Meetings) Regulations (Part 3)*

9 Quorum

- 9.1 The Committee requires a quorum to hold a meeting.
- 9.2 The quorum shall constitute half the membership, ignoring any fraction from the division, plus one (1) of the voting membership.

10 Presentations

- 10.1 The Committee may receive presentations from members of the community, an organisation or Council Officer on matters directly related to the purpose of the Committee (Clause 2)

11 Petitions

- 11.1 All petitions are received by Council, however the Council may refer a matter arising from a petition to the Committee for consideration.

12 Minutes

- 12.1 Minutes shall be kept of all meetings of the Committee.
- 12.2 Each Committee member shall receive a copy of the minutes within five (5) days of the meeting of the Committee.
- 12.3 The minutes shall be confirmed at the next ordinary meeting with or without amendments.
- 12.4 A copy of the minutes shall be placed on Councils website and Civic Centre within five days of the meeting of the Committee.

13 Interruption of Meetings by Members

- 13.1 A member of the Committee must not behave in an improper or disorderly manner; or cause an interruption or interrupt another member who is speaking.

14 Conflict of Interest

- 14.1 Section 73 – 75 of the *Local Government Act 1999* refer to conflict of interest provisions. Committee members need to be aware of the circumstances under which a conflict of interest may arise and declare that interest to the membership present at the meeting.

15 Voting

- 15.1 A question arising for decision at a meeting of the Committee will be decided by a majority of the votes cast by the members present at the meeting and entitled to vote on the question.
- 15.2 Each member of the committee present at any meeting shall have one vote on any matter.
- 15.3 The Chairperson or Deputy Chairperson has a deliberative vote but does not, in the event of an equality of votes, have a casting vote.

- 15.4 Each member present at a meeting of the Committee must vote on all questions arising for a decision at that meeting.

16. Sub-Committees

- 16.1 For the purposes of this section a reference to a sub-committee can also be substituted with Advisory Group or Working Group.
- 16.2 The committee may appoint appropriate sub-committees as it considers necessary provided that all actions of such sub-committees shall be approved or confirmed by the Committee (unless otherwise specified by Council.)
- 16.3 The sub-committees may second non-committee members where particular skills are required.
- 16.4 The nomination of seconded committee members shall be presented to the Committee for ratification.

17. Delegations

- 17.1 Pursuant to *Section 44 of the Local Government Act 1999*, the Council has delegated to the Committee the powers, duties and functions of the Council necessary for the Committee to perform its functions.

18. Public Access

- 18.1 Meetings of the Committee shall be held in Public.
- 18.2 The Committee may resolve to exclude the Public from attendance at the meeting if it is considered necessary to receive, discuss or consider in confidence, any information or matter listed in Section 90(3) of the *Local Government Act 1999*
- 18.3 Minutes, agendas, reports and documents produced by the Committee may be inspected at the Civic Centre during business hours or viewed on Council's website.
- 18.4 Matters subject to a resolution in terms of the confidentiality provisions will be excluded from inspection or purchase for a period as determined by the Committee.

19 Audit

- 19.1 The Auditor appointed by the Council from time to time shall be the auditor of the Committee finances and administrative procedures.
- 19.2 The Committee must cooperate with Council's Internal Audit Committee, established pursuant to *Section 126 of the Local Government Act 1999*, and comply with the requirements within Council's Internal Control Manual.

20 Media Protocol

20.1 Members are not to speak to media in their capacity as Committee Members.

20.2 In accordance with Council's Media Policy, the Mayor and the CEO are the principle spokespersons for the Council.

21 Liability of Members

21.1 In accordance with *Section 39 of the Local Government Act 1999*, no civil liability attaches to a member of the Committee for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the member's or Committee's powers, functions or duties. However, protection under these provisions may not apply for a breach of the Council's Election Caretaker Policy.

22 Amendments to Terms of Reference

22.1 Council may, at any time, either on its own initiative or at the request of the Committee, alter, delete or add to the provisions of these Terms of Reference.

23 Interpretation

23.1 Any ambiguity or difficulty in interpretation of this Terms of Reference shall be referred to the Council for direction.

24 Dissolution

24.1 Council may at any time abolish the Committee and such action by the Council may include but is not limited to the Committee:

24.1.1 Has fully achieved its purpose for establishment

24.1.2 Has become unproductive

24.1.3 Can no longer attract membership

24.1.4 No longer serves the service priorities and/or core business of the Council.

24.1.5 Legislation has changed the roles and responsibilities of Council.

25 Document History

Version	Issue Date	Resolution No.	Description
1.0	24 June 2019	OC4612019	Endorsed Terms of Reference
2.0	22 July 2019	OC4642019 & OC5362019	Revocation of OC4642019 and appointed Chairperson and Deputy Chair
3.0	6 February 2020	N/A	Clerical error – Encounter Bay Recreation and Sports Infrastructure Working Group should read Encounter Bay Future Recreation, Sports and Infrastructure Working Group.
		OC7512019	Council establish a committee to be known as Native Fauna Conservation Advisory Group, the Group has been included within Schedule 2.
		OC5802019	Council establish an advisory group to be known as the Victor Harbor Oval Planning Group, the group has been included within Schedule 2
4.0	24 Oct 2020	OC5452020	Appointment of Chair and Deputy Chairperson
5.0	26 July 2021	OC3112021 and OC3122021	Endorsed Terms of Reference

SCHEDULE 1

City Activation and Strategic Planning Advisory Committee

Committee Membership

November 2020

Member	Representative	Appointed	Expires
City of Victor Harbor	Mayor Moira Jenkins	27 May 2019	Nov 2022
City of Victor Harbor	Cr Brayden Mann	27 May 2019	Nov 2022
City of Victor Harbor	Cr Tim Glazbrook	27 May 2019	Nov 2022
City of Victor Harbor	Cr Nick Hayles	27 May 2019	Nov 2022
City of Victor Harbor	Cr Bryan Littlely	27 May 2019	Nov 2022
City of Victor Harbor	Cr David Kemp	27 May 2019	Nov 2022
City of Victor Harbor	Cr Marilyn Henderson	27 May 2019	Nov 2022
City of Victor Harbor	Cr Carol Schofield	27 May 2019	Nov 2022
City of Victor Harbor	Cr Peter Charles	27 May 2019	Nov 2022
City of Victor Harbor	Cr Andrew Robertson	27 May 2019	Nov 2022

Office Bearers	
Chairperson	Cr Nick Hayles
Deputy Chairperson	Cr C Schofield

SCHEDULE 2

City Activation and Strategic Planning Advisory Committee

Current Sub- Committees

February 2020

Advisory Groups
<ul style="list-style-type: none">• Arts and Culture Advisory Group
<ul style="list-style-type: none">• Heritage Advisory Group
<ul style="list-style-type: none">• Native Fauna Conservation Advisory Group
<ul style="list-style-type: none">• Victor Harbor Oval Planning Group
<ul style="list-style-type: none">• Renewable Energy Advisory Group

Working Groups
<ul style="list-style-type: none">• Boating Facilities Working Group
<ul style="list-style-type: none">• Agribusiness Working Group
<ul style="list-style-type: none">• Encounter Bay Future Recreation, Sports and Infrastructure Working Group