



**BUNDABERG**

REGIONAL COUNCIL

**Terms of Reference  
Planning & Development Committee**

## **Contents**

<b>1.</b>	<b>Scope.....</b>	<b>3</b>
<b>2.</b>	<b>Aim.....</b>	<b>3</b>
<b>3.</b>	<b>Role.....</b>	<b>3</b>
<b>4.</b>	<b>Membership and Attendance.....</b>	<b>3</b>
<b>5.</b>	<b>Conduct of Meetings.....</b>	<b>4</b>
<b>6.</b>	<b>Governance.....</b>	<b>5</b>
<b>7.</b>	<b>Review of Terms of Reference.....</b>	<b>5</b>

## 1. Scope

The Planning and Development Committee will be an advisory committee of Council and these *Terms of Reference* will provide guidance for the matters that are to be referred to and considered by the Committee.

As an advisory committee it is not intended that the Committee deal directly with operational issues. The advisory committee will provide advice to Council to be considered as part of Council's decision making process. In this regard the Chairperson will provide the conduit to Council.

## 2. Aim

To consider matters relating to the planning and development operations of Council and make recommendations to Council on an ongoing basis.

## 3. Role

The Planning and Development Committee is to consider and advise Council in relation to strategy and policy for the planning and development services and functions of Council. The objectives of the Planning and Development Committee are to:

1. Provide a forum for complex or strategic issues to be discussed.
2. Provide an opportunity to the community and developers to address and make submissions for Council's consideration.
3. Receive and consider Officer's reports in relation to planning and development matters.
4. Oversee deliverables included in strategic documents and plans related to planning and development items.
5. Make recommendations to the full Council for its consideration.

## 4. Membership and Attendance

### Membership

Membership of the Planning and Development Committee is in accordance with the resolution passed at the Ordinary meeting of Council held on 30 April 2024, being five Councillors.

The Councillors will be appointed to the Committee by Resolution of the Council, with appointments to be reviewed on an annual basis. The Chairperson of the Committee will also be appointed by Resolution of the Council.

Appointed Councillors will remain members of the Planning and Development Committee unless otherwise removed by a Resolution of Council or acceptance of a resignation. In the event of a Councillor resigning their position on the Committee, the Council will nominate a Councillor to fill the vacant position.

## **Attendance**

All members of the Committee are expected to attend each meeting of the Committee.

The Chief Executive Officer and Group Manager Development will attend committee meetings as advisers to the Committee.

Other Council staff will be invited to attend committee meetings on an as-needed basis.

Councillors who are not members of the Committee may attend meetings with the permission of the Chairperson.

Community members, developers or other external attendees may only attend by permission of the Chairperson.

## **5. Conduct of Meetings**

### **Conduct of meetings**

Committee members and officers may submit items to the Chairperson for consideration by the Committee as long as those items are in keeping with the objectives and scope of the Committee. This must be done at least 5 days prior to the meeting to allow inclusion on the agenda.

Agendas for each meeting will be collated by the Development Group and will be circulated to committee members on the Friday before the meeting. The agenda will be posted on the Bundaberg Regional Council website.

Meetings will be conducted using recognised meeting procedures and all members will be expected to conduct themselves in a respectful, courteous and professional manner and show due regard to other members values and opinions and will make decisions by consensus.

### **Quorum**

A quorum of the Committee is a majority of its members (i.e. 3).

### **Meeting frequency**

Unless otherwise determined, the Committee will meet twice each month in accordance with a schedule to be approved by the Chairperson.

### **Reporting requirements**

Minutes from the Planning and Development Committee will be endorsed by the Committee Chairperson and presented to the next Ordinary meeting of Council for consideration and deliberation.

## 6. Governance

### **Media Comment and Confidentiality**

Members of the Committee are to acknowledge that some information may have a confidential status and consideration of confidentiality will be respected.

Comments to the media on behalf of the Committee shall only be made by the Chairperson, or by another member of the Committee with the approval of the Chairperson.

### **Conflict of Interest**

Members of the Committee must, having reviewed the agenda for a meeting, or when becoming aware of a potential conflict of interest, immediately advise the Chairperson and, if appropriate, leave the meeting whilst the matter is discussed.

## 7. Review of Terms of Reference

These Terms of Reference are to be reviewed from time to time, as necessary.