



## STRATEGIC PLANNING COMMITTEE TERMS OF REFERENCE

<b>Document Status</b>	Adopted
<b>Statutory Environment</b>	Local Government Act 1995

<b>Record of Policy Review</b>					
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01	Graeme Fardon	28 September 2017	56-17/18	New Policy	
02	Graeme Fardon	26 October 2017	72-17/18	New Committee Structures formed.	
03	Graeme Fardon	30 November 2017	98-17/18	Updated	
04	Graeme Fardon	25 October 2018	72-18/19	Annual Review 04/10/2018	

## PURPOSE

This Policy sets out the role, responsibilities, structure and processes of the Strategic Planning Committee.

## OBJECTIVE

The Strategic Planning Committee will provide advice, recommendations and reports to Council on matters including strategic planning, new strategic projects, asset management; (including physical infrastructure and information technology), strategic human resources and other matters as determined by the Committee and by Council.

## POLICY

The Strategic Planning Committee does not have executive powers or authority to implement actions in areas where Management has the responsibility and does not have any delegated financial responsibility. The Strategic Planning Committee does not have any management functions and is therefore independent from Management.

The Committee's role is to report to Council and provide appropriate advice and recommendations on matters relevant to its Terms of Reference in order to facilitate decision making by the Committee and Council in relation to the discharge of its responsibilities.

### 1. MEMBERSHIP

- 1.1 Members of the Strategic Planning Committee are appointed by Council. The Committee is to consist of all Elected Members. The Elected Members are to vote and elect the Chairperson.
- 1.2 Only members of the Strategic Planning Committee are entitled to vote in Committee meetings. Unless otherwise required by the Act not to vote, each member has to vote on every matter that is before the Committee for decision.
- 1.3 The Chief Executive Officer, Senior Management and other administration staff may attend any meeting as observers or be responsible for preparing papers for the Strategic Planning Committee.
- 1.4 Appointment of all members of the Strategic Planning Committee will be for a term of two (2) years at the commencement of each Council term after a Council Election.
- 1.5 Strategic Planning Committee members are paid meeting attendance fees in accordance with the requirements of the Local Government Act.

### 2. SECRETARIAL/ADMINISTRATIVE RESOURCES

- 2.1 The Chief Executive Officer is required to provide sufficient administrative resources to the Strategic Planning Committee to enable it to adequately carry out its functions.

### 3. QUORUM

- 3.1 The quorum necessary for the transaction of business shall be five (5) members of the Strategic Planning Committee.

### 4. FREQUENCY OF MEETINGS

- 4.1 The Committee may meet quarterly at a minimum or as determined by the Committee.
- 4.2 A schedule of meetings is to be developed for the Year and agreed to by the members of the Strategic Planning Committee.
- 4.3 The Chief Executive Officer is delegated the authority to vary the meeting schedule after liaison with the Strategic Planning Committee Chairperson.
- 4.4 The Chief Executive Officer is delegated not to call an ordinary meeting of the Strategic Planning Committee should the Committee have no Matters for Consideration. Such Delegation to only be exercised after liaison with the Strategic Planning Committee Chairperson.

## 5. NOTICE OF MEETINGS

- 5.1 Ordinary meetings of the Strategic Planning Committee may be held at times determined by Committee.
- 5.2 A Special Meeting of the Strategic Planning Committee may be called with the approval of all the Committee members.
- 5.3 The Agenda of the Strategic Planning Committee meetings, subject to any items that are discussed in confidence under Sections 5.22 and 5.23 of the Act and subsequently retained as confidential under Section 5.23 of the Act, are also required to be made available to the public.
- 5.4 The Notice of Meeting and Supporting Papers is to be lodged in the Document Centre on the Quairading Website no later than three (3) clear days prior to the date of the Meeting.

## 6. MINUTES OF MEETINGS

- 6.1 The Minutes of the Committee Meetings are to be in accordance with the provisions of the LG Act, LG Regulations and Departmental Guidelines.
- 6.2 Minutes of the Strategic Planning Committee are to be lodged in the Document Centre on the Quairading Website within five (5) working days after a meeting.

## 7. ROLES OF THE STRATEGIC PLANNING COMMITTEE

### 7.1 Strategic Planning

The Strategic Planning Committee is required to assist Council in promoting and advocating sound management within the Shire and provide advice to Council on strategic management issues. In particular, to advise Council on:

- How funding can be achieved for any major capital works project or program before Council makes a commitment to a project;
- Levels of service delivery in determining which services are to be provided and the standards of service with reference to best industry standards where applicable and internally agreed standards which will be determined by local expectations;
- Review of the Strategic Community Plan and Corporate Business Plan with a high priority being given to ensure that the plans are achievable in the long term;

### 7.2 Budget

The Strategic Planning Committee is required to: -

- Review, prepare and consider estimates, budgets and recommendations based on projects and recommendations emanating from officers and other sources in regard to considerations for long term financial planning.

### 7.3 Asset Management including Capital Works

The Strategic Planning Committee is required to: -

- Assess long term strategies, policies and plans in relation to the Asset Management Plan.
- Oversee and make recommendations to Council regarding roads, bridges and drainage taking the Ten Year Road Programme into consideration.
- Oversee and make recommendations to Council regarding plant and equipment taking the Ten Year Plant Replacement Programme into consideration.

### 7.4 Integrated Planning

The Strategic Planning Committee shall monitor and review the Corporate Business Plan, Community Strategic Plan, Workforce Plan, Transport Asset Management Plan, Building Asset Management Plan and Long Term Financial Plan annually in accordance with its schedule of milestones set by the Committee.

## 8. REPORTING RESPONSIBILITIES

The Strategic Planning Committee is to report to the Council after every meeting to identify and present advice and recommendations.

## 9. OTHER MATTERS

The Strategic Planning Committee is to: -

- 9.1 Have access to, at the Council's expense, legal or other professional advice on any matter within its Terms of Reference.
- 9.2 Give due consideration to all laws and regulations of the Local Government Act 1995 and other relevant Legislation.
- 9.3 The Committee may consider the formation of smaller working groups to address specific issues that are not necessarily in a strategic context. The request to form a working group will be made to Council.
- 9.4 At least once per year, review its own performance, membership and Terms of Reference to ensure it is operating at a maximum effectiveness and recommend changes it considers necessary to the Council for approval.

## GUIDELINES

Local Government Act 1995