

Planning Advisory Committee

Due for Review: June 2025
Responsible Officer: Director City Growth

1. Purpose

The formal name of the Committee shall be the Planning Advisory Committee (the Committee).

The purpose of the Committee will be to provide advice on strategic land use planning projects across the Warrnambool municipality.

2. Role/Objectives

The role of the Committee is to:

- Advise Council on significant strategic matters, trends or issues relating to the future strategic land use across the Warrnambool municipality.
- Provide feedback into planning projects and structure plans that are in the process of being developed by the City Strategy and Development branch of Warrnambool City Council.
- The feedback and review of planning projects will form part of the final draft of the projects that are presented to Councillors for adoption or decision.
- To act as a reference group and provide recommendations to Council on matters that fall within the Committees Terms of Reference.
- Provide valuable industry/local knowledge to help inform Council's future land use planning.

3. Powers and Responsibilities

The Committee has the power to and must:

- Report to Council after every meeting via Committee meeting minutes.
- Advise Council through recommendations. These recommendations are to be considered and agreed to by Council before action can be taken.

4. Membership

The committee shall be composed of no fewer than 6 members and shall include:

- One (1) member of Council (to chair)
- Five (5) skill-based members appointed by Council
- Council Director City Growth
- Council Manager City Strategy and Development

Additional representatives and stakeholders may be co-opted by the committee or Warrnambool City Council for a limited period to provide advice on specific issues.

The term of membership for each independent member shall be four (4) years, and the term for Councillor Committee members shall be one (1) year.

5. Role of Individual Members

The role of the individual member of the Committee includes:

- Have and maintain a broad understanding of planning and land use matters.
- Be committed to, and actively involved in pursuing improved communication between stakeholders and Council through your role on the Committee.
- Seek to consider ideas and issues raised by stakeholders, and make informed and fact/evidence based recommendations to Council.
- Contribute the time needed out-of-session to study and understand any papers and supporting documentation provided
- Apply good analytical skills, objectivity and good judgement
- Express opinions frankly and ask questions that go to the fundamental core of the issue
- Respect the confidential nature of information discussed and provided through:
 - Maintaining the confidentiality of the information to which access is provided and take reasonable precautions to prevent its unauthorised dissemination or use.
 - Not use any confidential information for purposes other than those necessary to perform the role of Committee member.
 - Declare any perceived or actual conflict of interest arising. Where there is a material conflict of interest, ensure no participation in discussions or decision on recommendations to Council.

6. Decisions

Decisions on recommendations to Council will be made by majority consensus. The Chair will have the deciding vote if required.

7. Chair

One member of Council will Chair. The role of the Chair is to:

- chair Committee meetings, ensuring adherence to good governance practices;
- ensure any conflicts of interest declared are recorded in the minutes of the meeting;
- ensure that minutes of the meeting are circulated to all members after the meeting;
- attend and present any recommendations to the Council where so requested by the Council; and
- seek to ensure committee members are acting in accordance with the responsibilities as set out in section 5.

If the elected Chair is not available, then the Committee shall elect, by vote another member of the committee to conducting that meeting.

8. Frequency of Meetings

The Committee shall meet at least quarterly or four (4) times each financial year, as agreed from time to time.

Meetings will take no longer than two (2) hours unless otherwise agreed to by members.

Additional meetings may be convened as required.

9. Agenda Items

The Committee's designated Council officer will coordinate the preparation and distribution of the Agenda for each meeting. Committee members can submit suggested agenda items in advance to the designated Council officer.

10. Minutes and Meeting Papers

Minutes will be taken by the Committee's designated Council officer or a chosen representative present at the meeting, at each meeting. Copies of the minutes will be distributed to all members by email.

11. Invitees

In addition to the Committee members and any Council staff representatives, other people can be invited as guests to attend and/or report to meetings as required. These may include specialist experts, consultants or contractors.

12. Quorum

Quorum is considered to be one half of the total number of members plus one. A quorum must be present at a meeting for the meeting to proceed.

13. Term

The effectiveness and membership of the Committee will be reviewed in May 2025.