



Community Participation and Sustainability Advisory Committee

Terms of Reference

Objective

The objective of the Community Participation and Sustainability Advisory Committee (“the Committee”) is to:

- Meet the requirements set out in Section 244 of the *Planning, Development and Infrastructure Act 2016* (the Act).
- Advocate in the interest of community participation relating to the implementation of the Act as referred to it by the Minister.
- Provide advice from an ecological sustainability and liveability perspective in relation to the implementation of the Act as referred to it by the Minister.
- Act as a conduit for information and assist in the facilitation of engagement activities between community and sustainability advocacy groups, relevant industry professionals and the DPTI Planning Reform Project team through the implementation process.

Principles

The Committee will work together to support the successful implementation of the Planning Reform Project by:

- Working with purpose and alignment to achieve quality outcomes for the new system;
- Creating an environment of participation, where honest, open and robust discussions are encouraged;
- Remaining open, acting with integrity and providing frank and fearless advice;
- Being professional on all fronts, including in the respectful recognition of differing views and opinions; and
- Recognising that communication, information sharing and consultation are the keys to facilitating effective cooperation and a spirit of trust.

Membership

The Committee will be constituted of no more than 12 persons appointed by the Minister.

Each member will be appointed for a term ending on 30 June 2019. Membership is on a voluntary basis and, as such, will not be remunerated.

Membership will include an independently appointed Chair, an Executive Officer from within DPTI and no less than 10 representatives from community and sustainability advocacy groups and relevant industry professionals to be selected from a pool of nominees sought via a targeted invitation process. This process will encompass representatives from both the public and private sector.

Presiding Member (Chair)

The Minister will appoint an independent Member of the Committee to act as the Presiding Member (Chair).

Roles & Responsibilities

Role of Advisory Committee

The role of the Community Participation & Sustainability Advisory Committee is to advocate in the interest of community participation and provide advice from an ecological sustainability and liveability perspective in relation to the implementation of the Act, and act as a conduit for information and assist in the facilitation of engagement activities between community and sustainability advocacy groups, relevant industry professionals and the DPTI Planning Reform project team.

Minister

In accordance with the Act, the Minister will be responsible for determining:

- The membership of the Committee;
- The procedures of the Committee;
- The functions and scope of operation of the Committee; and
- Any other matters of interest.

Chair

The primary role and function of the Chair is to lead and manage the processes and practices of the Committee and ensure the effective delivery of the Committee's Objectives.

The Chair may attend events and represent the views of the Advisory Committee where appropriate and a cohesive position has been formed by the Advisory Committee on relevant matters. The Chair will ensure the Executive Officer (or the Executive Officer's delegate) is also attending the event.

Executive Officer

An Executive Officer shall be assigned from the DPTI Planning Reform management team to support the Committee.

The Executive Officer will ensure agendas, minutes, including a record of agreed actions, and other appropriate documentation for each meeting are recorded, prepared and distributed.

The Executive Officer provides advice in relation to project management aspects of planning reform.

Guests

The Minister or Executive Officer may arrange for guests to attend or contribute to scheduled meetings for the purpose of providing specialised expertise or guidance on a particular item.

Conflict of Interest

Committee Members must declare any conflicts of interest at the start of each meeting or before discussion of the relevant agenda item. The Chair will determine whether the Committee member should:

- Not take part in any discussion by the Committee relating to the matter; and
- Not vote in relation to the matter; and
- Be absent from the meeting room when any such discussion or voting takes place.

Independent Commission Against Corruption

In accordance with the Directions and Guidelines published by the Independent Commissioner Against Corruption, members of the Committee are classified as 'public officers' because they are:

- A person to whom a function or power of a public authority or a public officer is delegated in accordance with an Act.

In accordance with the Commissioner's Directions and Guidelines all 'public officers' have an obligation to report a matter that is reasonably suspected of involving corruption, misconduct or maladministration in public administration to the OPI. The process for reporting such a matter to the OPI is outlined in the Directions and Guidelines document and on the Independent Commissioner Against Corruption internet site at www.icac.sa.gov.au.

Confidentiality

Committee Members must ensure confidential information received in the process of acting as a Committee Member remains confidential and is not disclosed improperly to others.

Committee Members must refer all enquiries from all external parties (including media) directly to the Executive Officer for action.

Meetings & Proceedings

Meeting schedule

The Committee shall meet at least four times in a calendar year or more frequently as required by the Minister or the Minister's delegate.

Special meetings may be held at any time as required and agreed by the Minister, the Chair or the Minister's delegate.

Agendas and supporting documentation

An agenda and any associated papers for prior reading will be distributed through the Executive Officer not less than one week (five working days) prior to the next scheduled meeting, and will also be made available on the SA Planning Portal, unless deemed confidential.

Proceedings

The Chair presides at meetings of the Committee. If the Chair is absent, an Acting Chair chosen by the Committee Members present presides at the meeting.

A quorum of the Committee consists of a number ascertained by dividing the total number of appointed Members by half, ignoring any fraction resulting from the division, and adding one (and no business may be transacted at a meeting of the Committee unless a quorum is present).

Meetings are carried out in such a manner as to ensure the fair and full participation of all Committee Members. Decision making at meetings is by consensus, with a note to be recorded in the minutes if a member requests that their dissension be noted.

If required, Committee business may be conducted 'out-of-session' by electronic correspondence between the Executive Officer on behalf of the Chair and Committee Members.

Proxy

Proxy members will not be appointed to the Advisory Committee. Committee Members are encouraged to attend via Skype or teleconference facilities, if they are not available to attend in person, otherwise an apology is to be tendered.

Minutes

Minutes are to be collated and distributed electronically by the Executive Officer to the Minister's office, Chair and Committee Members no later than one week after the meeting was held, and will also be made available on the SA Planning Portal, unless deemed confidential.

Provision of Confidential Advice to the Minister

The Advisory Committee shall provide confidential advice to the Minister regarding relevant matters considered at meetings, with a recommendation for the Minister to forward the advice to the State Planning Commission, and the other Advisory Committees where appropriate.

Review

These Terms of Reference, including membership composition, shall be reviewed:

- Every twelve months, or more frequently at the discretion of the Minister; and
- The review will include an assessment of the effectiveness of the Committee and individual members with particular reference to the group meeting its Objectives.

Terms

Minister	Minister for Planning
DPTI	Department of Planning, Transport and Infrastructure

Adopted



..... Date: 07/08/2017

ADOPTED by Chair