

# Shire of Denmark



## LOCAL PLANNING STRATEGY REVIEW WORKING GROUP

### TERMS OF REFERENCE

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#### 1.0 NAME

The name of the Working Group shall be the Local Planning Strategy Working Group, hereinafter referred to in its abbreviated form as the Working Group.

#### 2.0 ESTABLISHMENT

The Working Group was established 19 November 2019 (Resolution No. 211119).

#### 3.0 OBJECTIVE's

- To support the Shire of Denmark in its update of the Shire of Denmark Local Planning Strategy (LPS).
- Provide advice and encourage synergies and communication between agencies and groups involved in land use planning in the Shire of Denmark.
- Facilitate delivery of applicable aspects of the Strategic Community Plan relevant to land use planning.
- Provide advice and recommendations regarding best practice in strategic land use planning for Council and Officers consideration.
- Assist and participate in community consultation as appropriate.
- Review the draft LPS document throughout its preparation.

#### 4.0 MEMBERSHIP

Membership of the Working Group will comprise of a total of 7 members consisting of;

3 x Councillors;

2 x Department Planning Lands & Heritage

1 x The Director Assets & Sustainable Development and/ or that Officer's nominee

1 x Manager Sustainable Development and/ or that Officer's nominee

1 x Shire appointed Planning Consultant

Note: Relevant government agencies and community members/organisation representatives are to be invited on an 'as needs' basis in response to identified issues.

## **5.0 MEETINGS**

### **5.1 Meetings:**

Meetings shall be held at agreed points in the developing of the updated LPS including but not limit to:

- Inaugural meeting to identify key messages and issues to be addressed and confirm the consultation framework;
- Conduct site inspections once major issues are fined;
- Review of draft mapping and report;
- Following DPLH/WAPC initial assessment and decision to consider any modifications; and
- Review of submissions following formal consultation.

### **5.2 Meeting Notes:**

Outcomes and decisions of Working Groups are to be recorded and retained on the relevant file(s).

### **5.3 Presiding Person**

The members will elect a Presiding Person, and if required a Deputy, of the Working Group using the same method as detailed in the Local Government Act 1995, Section 5.12.

Pursuant to Council Policy P040235 the Working Group should elect an Elected Member to the role of Presiding Person.

### **5.4 Who acts if no presiding member?**

The Working Group members present at the meeting are to choose one of themselves to preside at the meeting.

### **5.5 Public Question Time**

Nil.

### **5.6 Members Conduct**

Members of the Working Group are bound by the Shire of Denmark Code of Conduct and the Local Government (Rules of Conduct) Regulations 2007

### **5.7 Secretary**

The Manager Sustainable Development or that Officer's nominee will fulfil the role of secretary who will also be responsible for preparation and distribution of Agendas and any Notes.

### **5.8 Meeting Attendance Fees**

Nil.

## **6.0 STRATEGIC ALIGNMENT**

The specific tasks and actions undertaken by this Working Group will assist the Shire of Denmark in achieving the following aspirations and objectives as contained within the Strategic Community Plan, Denmark 2027;

N2.0 Our Natural Environment

N2.2 To promote and encourage responsible development

B3.0 Our Built Environment

B3.3 To have a planning framework that is visionary, supports connectivity and enables participation

## **7.0 SUNSET CLAUSE**

The Working Group will cease to exist following final adoption of the endorsement of the LPS by the Western Australian Planning Commission.

Adopted by Council 19 November 2019 / Resolution No. 211119  
Continuation supported by Council 16 November 2021 / Resolution No. 291121