



Planning and Development Committee Terms of Reference

Responsible Director/s	Chief Executive Officer, Director Planning and Development, Director Corporate Services
Responsible Business Unit/s	Development Services, City Future and Property and Commercial Services
Quorum	4

1. Establishment

The Planning and Development Committee is established by the City of Stirling under Section 5.8 of the *Local Government Act 1995*.

2. Objectives

The objective of the Committee is to advise Council on matters that pertain to the Planning and Development directorate of the City of Stirling and covers items such as development approvals, city planning, environmental health and compliance, and economic development. The Committee then makes appropriate recommendations to Council.

3. Areas of Responsibility

- Environmental Health matters
- Determination of Development Applications
- Development related State Administrative Tribunal matters
- Local Planning Scheme and Local Planning Policies
- Strategic Town Planning studies and projects
- Heritage matters
- Economic Development matters
- Street Naming and Numbering
- Strategic property and investment, property management, tenancy agreements, sales and acquisitions
- Closure, dedication and acquisition of public access ways, rights of ways and roads
- Private property land matters

4. Membership

The Committee shall consist of the following unless otherwise determined by Council:

- One Elected Member from each Ward – as appointed by Council
- Deputy Members as determined by Council
- The Mayor, if desired



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- Presiding Member and Deputy Presiding Member (to be appointed by Council)

All appointments to the committee shall be by nomination and appointed by Council.

5. Committee Operations

- The general affairs of the Committee shall be administered in accordance with the *Local Government Act 1995* and the City's adopted Meeting Procedures.
- The Committee may institute and manage any other rules considered necessary for the day-to-day operations of the Committee.
- The Committee's recommendations must be considered by the Council before implementation.
- The Terms of Reference are to be reviewed in line with the election of new members and any amendment is to be submitted for Council approval prior to Committee adoption.

6. Meetings

The Committee will generally meet at 6.00pm on Tuesdays once a month prior to the full Council meeting as determined by Council, or as required.

7. Minutes

- Reports and associated Recommendations from the Committee will be presented to the next available Council meeting for consideration.
- The Chief Executive Officer is responsible for keeping minutes of all business transacted at each meeting and will present the minutes to the next meeting of the Committee for confirmation.
- The minutes shall be made available to all Elected Members.



Planning and Development Committee Terms of Reference

Office Use Only	
Reviewed/Modified	
19 November 2013	Council Resolution Number 1113/034
17 November 2015	Council Resolution Number 1115/026
5 December 2017	Council Resolution Number 1217/010
19 November 2019	Council Resolution Number 1119/006
16 March 2021	Council Resolution Number 0321/020
7 December 2021	Council Resolution Number 1221/023
5 December 2023	Council Resolution Number 1223/003
28 October 2025	Council Resolution Number 1025/006

Planning and Development Committee Terms of Reference as at October 2025