

# CHARTER

## Urban Planning Committee

### 1. Establishment

This Committee was formally established by resolution of Mosman Council on 4 August 2015.

### 2. Purpose

This Committee has been established to provide advice to Council as to the public benefits to the peoples of Mosman of significant planning proposals.

### 3. Matters to be referred to the Committee

This Committee will consider the following matters:

- (a) Drafting a guidance document for Mosman which articulates the public benefits considered appropriate in connection with the development of land, and the possible increased height and floor space ratio that could apply to such land in return for the identified public benefits.
- (b) All requests for planning agreements for public benefits (as defined under section 93F of the *Environmental Planning and Assessment Act 1979*) in connection with the development of land in Mosman; and
- (c) All requests to amend Mosman Local Environmental Plan 2012 (i.e. planning proposals) to provide opportunities for additional housing in Mosman to meet obligations under the State Government's Metropolitan Plan *A Plan For Growing Sydney* and the North Subregional Strategy;

Council staff reports on these matters will be referred to the Committee in the first instance. Advice and recommendations of the Committee, along with the Council staff report, will then be referred to a Council Meeting for determination.

### 4. Scope & Limitation of Powers

4.1 This Committee has delegated authority to deal with the following matters:

- (a) To require such investigations, reports or actions as considered necessary in respect of matters contained within the Business Agendas (and as may be limited by specific Council resolutions).
- (b) Confirmation of the Minutes of its Meetings.
- (c) Any other matter falling within the responsibility of the Urban Planning Committee and not restricted by the Local Government Act or required to be a Recommendation to Full Council as listed below.

- 4.2 This Committee may make a recommendation on the following matters, that is then submitted to the next Council Meeting for final determination:
- (a) Such matters as are specified in Section 377 of the Local Government Act and within the ambit of the Committee considerations.
  - (b) Matters outlined in Part 3 of this Charter.

## **5. Membership**

This Committee comprises the Mayor, the Deputy Mayor and a Councillor appointed by the Mayor. Membership to this Committee is for the term outlined below.

Staff of Mosman Council may also attend meetings of the Committee in an advisory capacity only and will not be voting members of the Committee. The Director Environment & Planning and Manager Urban Planning (or delegates) are available to this Committee for inspections and meetings to answer questions and clarify issues.

## **6. Chairperson**

By virtue of office the Mayor is ex officio Chairperson of all Committees. The Council may determine to appoint another Councillor (being a member of the Committee) as Chair.

## **7. Quorum**

A quorum for a meeting of the Committee shall be a majority of voting members (that is, 2 Councillors).

## **8. Meetings**

Meetings of the Committee shall be held as required, during business hours and/or at a time agreed by a majority of members. The venue for Committee meetings shall generally be the Harnett Meeting Room, Level 1, Mosman Civic Centre.

## **9. Notice of Meetings**

Notice for every meeting of the Committee shall be forwarded to each member of the Committee at least six days prior to the date of the meeting. This notice will include an agenda for the meeting comprised of Council staff report/s relevant to matters the Committee may consider.

## **10. Term**

The Committee will be constituted for an initial period of up to two years. Subject to review after two years the Committee will continue to operate until the next local government election or until such time as it is otherwise dissolved by resolution of Council.

## **11. Code of Conduct**

All members of the Committee must acknowledge and abide by their responsibilities under Mosman Council's Code of Conduct.

## **12. Meeting Proceedings**

Proceedings of this Committee shall be open to the public. However, this Committee may close part of the meeting to the public where the Committee is of the opinion that such action is strictly necessary in order to protect commercial information of a confidential nature.

## **13. Meeting Processes**

The meetings and other processes of this Committee will be undertaken in accordance with any guideline issued by the General Manager from time to time.

Where there are no such guidelines, or where some matter is not covered by the guidelines, regard shall be had to the statutory provisions otherwise relevantly applicable to the conduct of NSW local council meetings to the extent to which they are deemed by the Chairperson to be appropriate to the conduct of meetings of this Committee as well as the ordinary law of meetings to the extent to which that law is not inconsistent with the foregoing.

At its absolute discretion this Committee may make onsite inspections relevant to matters being considered by the Committee. If the Committee wishes to make an onsite inspection, notice is to be given to the Director Environment & Planning at least 72 hours prior to the date of the meeting. A date and time for the onsite inspection will then be scheduled, and minutes of the onsite inspection taken. The Director Environment & Planning or Manager Urban Planning (or delegates) will attend onsite inspections.

## **14. Minutes**

The Committee shall keep full and accurate minutes of the proceedings. In particular, the Committee will ensure that the following matters are recorded in the Committee's minutes:

- (a) details of each motion moved at a meeting and of any amendments moved to it;
- (b) the name of the mover and seconder of the motion or amendment; and
- (c) whether the motion or amendment is passed or lost.

## **15. Administrative Support**

All administrative support required by the Committee shall be provided by Council staff, including but not limited to, the coordination and circulation of agendas and minutes, and the coordination of meeting times and venues.

## **16. Determinations/Decisions**

Any advice of this Committee shall be made by a majority of votes of members present at a meeting and voting. If votes are tied the Chairperson will have the casting vote.

Voting is to be recorded for the public record.

## **17. Amendments to Charter**

The Charter for this Committee may only be amended by resolution of Council.

## **18. Adoption & Review**

This Charter was adopted by Mosman Council on 8 September 2015.