

## **MEETING NOTICE**

A meeting of the  
**Planning Committee**  
will be held in the Melaleuca Room, Rockdale Town Hall  
448 Princes Highway, Rockdale  
on **Wednesday 28 March 2018 at 6:30 pm**

## **AGENDA**

### **1 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

Bayside Council respects the traditional custodians of the land, and elders past and present, on which this meeting takes place, and acknowledges the Gadigal and Bidjigal Clans of the Eora Nation.

### **2 APOLOGIES**

### **3 DISCLOSURES OF INTEREST**

### **4 MINUTES OF PREVIOUS MEETINGS**

Nil

### **5 REPORTS**

5.1	Terms of Reference .....	2
5.2	Key Focus Areas .....	10
5.3	NSW Planning Framework Changes .....	11
5.4	Bayside Local Environmental Plan, Development Control Plan and Development Contributions Plan.....	12
5.5	Profile of Development Services .....	13

### **6 GENERAL BUSINESS**

### **7 NEXT MEETING**

Meredith Wallace  
**General Manager**

## Planning Committee

28/03/2018

---

Item No	5.1
Subject	<b>Terms of Reference</b>
Report by	Fausto Sut, Manager Governance & Risk
File	SC18/126

---

### Summary

This report reminds members of the purpose of the Committee and its Terms of Reference and meeting schedule.

---

### Officer Recommendation

- 1 That the attached Terms of Reference be received and noted.
  - 2 That the schedule of meeting dates be received and noted.
- 

### Background

The attached Terms of Reference, which were adopted by Council on 8 November 2017, are generic in nature and are applicable for all the recently established Advisory Committees.

They address such operational matters as:

- Status and delegations of the committee.
- Membership.
- Support.
- Meeting practices and procedures.

The focus of this committee is as follows:

‘Provides advice on the broad area of strategic planning and harmonisation of Council’s planning instruments including the Local Environment Plans and Development Control Plans. Advice may also be provided on the performance of the three main Consent Authorities being the Sydney Eastern City Planning Panel, Bayside Planning Panel and Council having regard to key performance indicators, legislative requirements and compliance with Council’s planning instruments.’

At the same time, the Council also adopted a meeting schedule with the following principle:

‘The proposed Advisory Committee meeting cycle is generally a two monthly one, with most committees meeting every two months on a Wednesday evening.’

Based on this principle, the scheduled meeting dates are:

- 28 March 2018
- 23 May 2018
- 25 July 2018
- 26 September 2018
- 28 November 2018

---

## **Attachments**

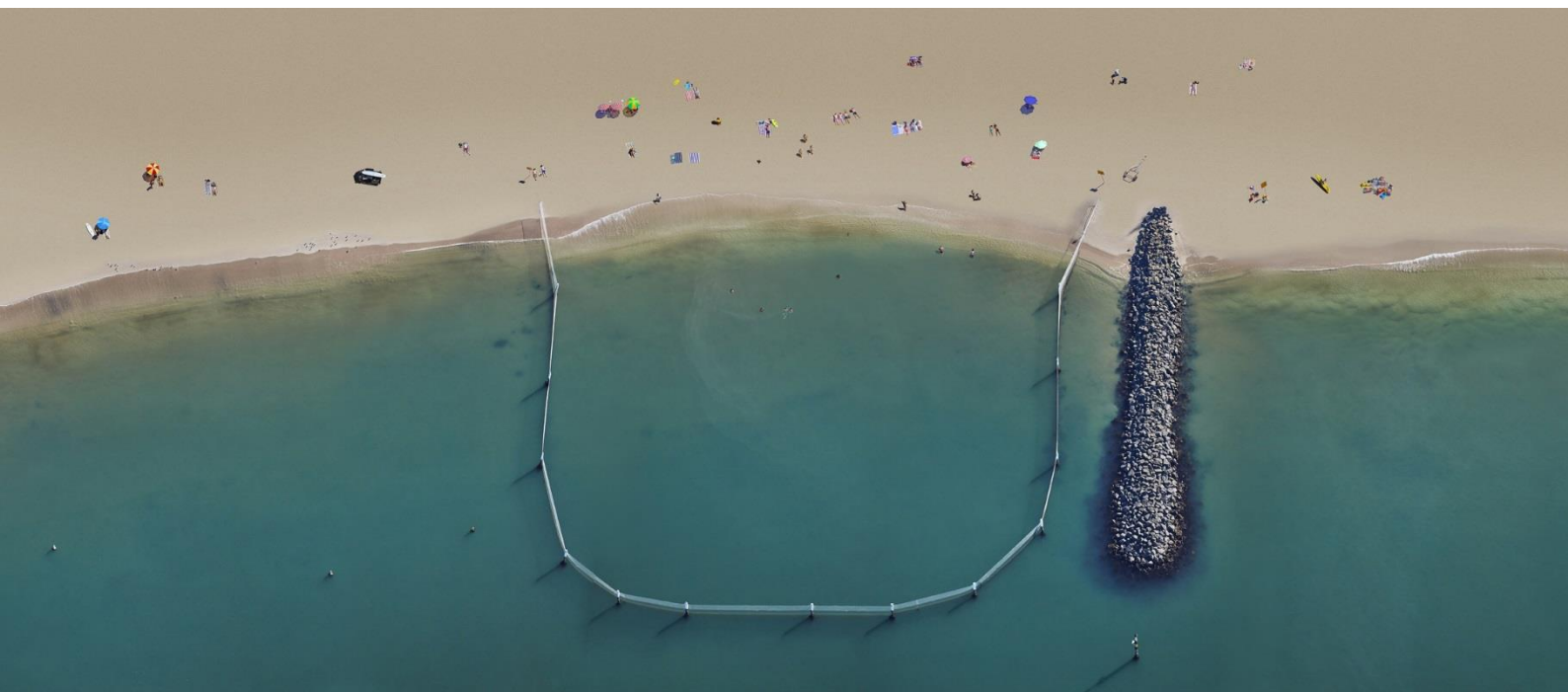
Bayside Advisory Committees - Terms of Reference [↓](#)



**Bayside Council**  
Serving Our Community

# **Bayside Advisory Committees Terms of Reference**

**8 November 2017**



© Bayside Council

Bayside Advisory Committees Terms of Reference

File: F17/1273 Document: 17/123664

Class of document: Terms of Reference

Enquiries: Manager Governance & Risk



**Telephone Interpreter Services - 131 450**

Τηλεφωνικές Υπηρεσίες Διερμηνέων

بخدمة الترجمة الهاتفية

電話傳譯服務處

Служба за преведување по телефон

## 1 Purpose

To assist in meeting its role and responsibilities across the local government area, Bayside Council is supported by a committee framework in order is established to support the decision-making process.

Bayside Advisory Committees provide advice on strategic direction, priorities and policy principles related to the Committee function. They are to inform and monitor the development of the Delivery Program and the Operational Plans.

These terms of reference outline advisory committees' function, structure, authority and reporting requirements. For consistency of approach and understanding, they are applicable to all advisory committees established by Council, except any committee established with a specific set of terms of reference, charter, constitution or the like.

## 2 Interpretation

For the purpose of this document:

*Member* means a member of the Advisory Committee.

*Committee* means Advisory Committee.

*Council* means Bayside Council.

*Chairperson* means the chairperson of the Advisory Committee or Sub-Committee appointed by Council.

*Mayor* means the elected Mayor.

## 3 Status of Committee

Bayside Advisory Committees are 'advisory committees' of Council, as defined in Council's Code of Meeting Practice.

## 4 Delegations

Bayside Advisory Committees may make recommendations to Council on all matters before it. These recommendations are submitted via the minutes of each meeting to Council for consideration.

Substantial recommendations (including any requiring the expenditure of Council funds) are to be accompanied by a report to Council from the appropriate Council officer.

The Group's recommendations, which are determined by the General Manager to be purely or substantially 'operational' in nature, will be dealt with by the relevant Director and any action or lack thereof reported to the Group.

Advisory Committees do not have the power to incur expenditure, nor do they have the power to bind Council.

## **5 Membership**

### **5.1 Overview**

An Advisory Committee comprises Councillors and is supported by Council officers.

### **5.2 Councillors**

Council appoints three (3) Councillors to be members of an Advisory Committee.

All other Councillors are welcome to attend meetings of an Advisory Committee as observers and contribute to discussions but are not entitled to vote.

### **5.3 Chair and Deputy Chair**

The Chairperson of an Advisory Committee is one of the three Councillor members, and is appointed by Council.

In the absence of the Chairperson at a particular meeting the meeting elects a Chair of the meeting.

### **5.4 Quorum**

The attendance of two (2) member Councillors are required to form a quorum at an Advisory Committee.

If a quorum is not present within 30 minutes of the time appointed for the commencement of the meeting, the meeting lapses.

In the event of a tied vote, the Chairperson can exercise a casting vote.

### **5.5 Term of office**

Unless otherwise stipulated by Council, Advisory Committee members are appointed for a period coinciding with a Mayoral term.

A member continues as a member of the Committee until the next ordinary election of the Mayor, or the next general election of Council, or until the Committee is disbanded or completes its purpose in accordance with these Terms of Reference, if such event occurs before the next general local government election.

Any casual vacancy in membership is to be filled by Council appointment.

From time to time, Council may appoint other members to Committees and Sub-committees to suit the matters under consideration.

## **6 Other attendance**

### **6.1 Community representation**

The Chairperson and/or the General Manager may invite community representatives and/or technical specialists to specific meetings of an Advisory Committee in order to assist the Committee in the consideration of matters before it.

Such community representatives attend at the invitation of the Chairperson, are not entitled to vote, and may be requested to leave the meeting if confidential matters are before the Committee.

## **6.2 Council staff**

Advisory Committees are supported by Council officers, who will provide technical support and secretariat services. Council officers are not entitled to vote. The Council officers are nominated by the General Manager.

## **6.3 General public**

Advisory Committee meetings are not open to the public.

# **7 Support**

## **7.1 Sub-committees**

The Council may establish sub-committees, and appoint members and respective chairpersons to support the work of Advisory Committees.

## **7.2 Specialist support**

Council provides specialist information on the areas of interest of Advisory Committees. Such information includes:

- Proposing strategic issues for consideration by the Committee.
- Background research on issues relevant to the Committee.
- Preparation of reports on issues to be considered in Committee meetings.

## **7.3 Administrative support**

Council provides administrative support as determined by the General Manager to assist Advisory Committees in their deliberations. Such support includes:

- Preparing and publishing notices of meeting, agendas and minutes.
- Liaising with Council officers of any reports and actions required.
- Arranging meeting venues and refreshments.

# **8 Meeting schedule**

Advisory Committees normally meet every two months (except during the summer recess) in various locations across the local government area.

The frequency and location of meetings may be varied by the Chairperson in consultation with the General Manager, following consideration of the matters before it.

The location, date and time for meetings is advised on the meeting notice, which will be provided to members along with the business paper in accordance with the Code of Meeting Practice.



## 9 Meeting practices and procedures

The administrative provisions of Council's Code of Meeting Practice apply, in addition to any higher standard imposed by these Terms of Reference.

The proceedings of each meeting are recorded in minutes of the meeting, including those present, apologies, conflict of interests, and recommendations on matters before the Committee.

The minutes of each meeting are submitted to the next available Council Meeting with a view to the Committee's recommendations being considered.

## 10 Administrative Procedures

The General Manager may approve administrative procedures that support these Terms of Reference. The procedures may address such issues as:

- Agendas, reports, and minutes arrangements
- Council officer responsibilities.

## 11 Document control

### 11.1 Review

The Group and this Terms of Reference will be reviewed at least at the commencement of each term of Council.

Apart from any inconsequential editing, amendments to these Terms of Reference are approved by the Council.

### 11.2 Version history

Version	Release Date	Author	Reason for Change
1.0	08/11/2017	Bruce Cooke	New document

## **Planning Committee**

**28/03/2018**

Item No	5.2
Subject	<b>Key Focus Areas</b>
Report by	Fausto Sut, Manager Governance & Risk
File	SC18/126

---

### **Summary**

The Committee is asked to consider the key focus areas it wishes to pursue as a priority during the term of the Committee in order to fulfil its Charter responsibilities.

---

### **Officer Recommendation**

That the Committee adopts the key focus areas outlined in this report.

---

### **Background**

The key focus for the Committee is as follows:

“Provides advice on the broad area of strategic planning and harmonisation of Council’s planning instruments including the Local Environment Plans and Development Control Plans. Advice may also be provided on the performance of the three main Consent Authorities being the Sydney Eastern City Planning Panel, Bayside Planning Panel and Council having regard to key performance indicators, legislative requirements and compliance with Council’s planning instruments.’

In order to ensure the Committee works effectively within the allocated meeting time, consideration should be given to the key focus areas that the Committee meeting may wish to allocate as a priority. As a starting point some key focus for discussions have been identified as follows:

- Legislation and documents informing the LEP, DCP and Council practices.
- Strategic planning to develop the Bayside LEP, DCP and Developer Contributions.
- Performance reporting – Sydney Eastern City Planning Panel, Bayside Planning Panel and DAs generally.
- Service review – Development Applications.

The Committee should consider its focus areas to guide future meetings.

---

### **Attachments**

Nil

## Planning Committee

28/03/2018

Item No	5.3
Subject	<b>NSW Planning Framework Changes</b>
Report by	Clare Harley, Manager Strategic Planning
File	F10/48

---

## Summary

Amendments to the *Environmental Planning and Assessment Act 1979* came into effect on 1 March 2018. The NSW Government also recently introduced a number of strategic planning documents to guide future growth of Sydney.

---

## Officer Recommendation

That the report about changes to the NSW Planning Framework be noted.

---

## Background

The NSW Parliament recently introduced changes to the *Environmental Planning and Assessment Act 1979* (the Act). The areas of change include:

- Numbering and structural changes.
- Establishment of new planning bodies and changes to governance arrangements.
- Amendments to referral criteria.
- Planning agreements.
- Introduction of Statement of Reason for Development Approvals.
- Requirement for Council to prepare a Local Planning Statement.
- Community Participation Plans.
- Standardised Development Control Plans.

The NSW Government has released a series of strategic planning document to guide the future growth of Sydney:

- Greater Sydney Region Plan.
- Future Transport.
- State Infrastructure Strategy.

It is anticipated that the final version of the *Eastern City District Plan* will also soon be released.

A presentation, providing more detail, will be made at the Planning Committee meeting.

---

## Attachments

Nil

## Planning Committee

28/03/2018

Item No	5.4
Subject	<b>Bayside Local Environmental Plan, Development Control Plan and Development Contributions Plan</b>
Report by	Clare Harley, Manager Strategic Planning
File	F18/201

---

## Summary

Bayside Council needs to prepare a new, comprehensive Local Environmental Plan, Development Control Plan and Development Contributions Plan to meet the requirements of the recently amended *Environmental Planning and Assessment Act 1979* and the Eastern City District Plan.

---

## Officer Recommendation

That the report about the preparation of a Bayside Local Environmental Plan, Development Control Plan and Development Contribution Plan be noted.

---

## Background

In the years preceding amalgamation, the former Botany Bay and Rockdale Councils had introduced Standard Instrument Local Environmental Plans and corresponding Development Control Plans. Those plans are the current planning controls for the eastern and western parts of the Bayside local government area, respectively. S.94 Development Contribution Plans are also in place.

In response to changes to the *Environmental Planning and Assessment Act 1979* (the Act) and the introduction of the Eastern City District Plan, Council is required to prepare a new Local Environmental Plan and a standardised Development Control Plan. A new Development Contributions Plan must also be prepared, publicly exhibited and adopted by Council.

The changes to the Act also require that Council prepare a Housing Strategy and a Local Planning Statement. To inform the preparation of the documents, Council needs to undertake research and analysis in relation to employment and economic development, heritage, the natural environment, transport and traffic and demographics. Extensive community engagement will also be required.

A presentation outlining the proposed methodology, timeframes and milestones for the preparation of the new plans will be made at the Planning Committee meeting.

---

## Attachments

Nil

**Planning Committee**

**28/03/2018**

Item No	5.5
Subject	<b>Profile of Development Services</b>
Report by	Luis Melim, Manager Development Assessment
File	F09/1028

---

**Summary**

The Manager Development Services will be profiling the Development Services business unit outlining the processes, current issues and future improvements.

---

**Officer Recommendation**

That the Committee receive and note the presentation by the Manager Development Services.

---

**Attachments**

Nil