

## CITY OF WAGGA WAGGA

### PLANNING AND POLICY PUBLIC FORUM

#### TERMS OF REFERENCE

##### 1. Status and Name

The Forum shall be known as the “Planning and Policy Public Forum” hereinafter referred to as the “Forum.”

##### 2. Established

The Forum was established by Council Resolution on Monday, 27 February 2017.

##### 3. Function and Role

The purpose of the Forum is to provide an additional form of communication and consultation, and facilitate opportunities for discussion about:

- a development application scheduled for the next available Ordinary Council meeting
- a strategic planning matter scheduled for the next available Ordinary Council meeting
- Council policies or plans on public exhibition as at the date of the meeting

##### 4. Forum Composition

The Forum will be made up of all Councillors.

Relevant Council staff will also attend. Other attendees may attend at the invitation of Councillors or relevant Council staff.

##### 5. Public Participation

Any person is entitled to attend the Planning and Policy Public Forum meeting.

With the prior approval of the General Manager, persons may address the Forum about matters on the meeting Agenda in accordance with Council’s Code of Meeting Practice.

On occasion, guests may be invited to present and/or to provide specialist advice on specific issues. Prior notice of these matters will be noted in the published meeting agenda.

## 6. Chairperson or Deputy Chairperson

The Chairperson of the Forum will be determined by a monthly rotation of all Councillors.

## 7. Delegations

The Forum has no delegations under Section 377 of the Local Government Act.

## 8. Conflicts of Interest

Councillors must declare any conflict of interest in accordance with the Code of Meeting Practice.

## 9. Meetings

Forum meetings will be held one week prior to the scheduled Ordinary Council meeting at which the development application is to be considered.

Meeting dates will be determined by Council and published in advance.

The Forum will not be held where:

- there are no development applications to be considered at the next scheduled Ordinary Council meeting, AND
- there are no strategic planning matters to be considered at the next scheduled Ordinary Council meeting AND
- there are no Council policies or plans on public exhibition as at the date of the meeting

## 10. Agenda and Minutes

An Agenda for every meeting of the Forum shall be forwarded to Councillors at least three (3) working days prior to the date of the meeting.

A copy of the Agenda and the Section 79(c) of each development application will be made available to the public on Council's website at least three (3) working days prior to the date of the meeting.

Council policies and plans on public exhibition are available on Council's website during the advertised exhibition period.

The agenda will have no provision for discussion of general business or making or recommendations in relation to the development applications, policies or plans.

Minutes of the meeting will include:

- a list of the development applications on the agenda for the meeting
- a list of Council policies and plans on the agenda for the meeting
- a list of all Forum speakers at the meeting
- Councillor and Council staff attendance at the meeting
- all declarations of interest made at the meeting