

TERMS OF REFERENCE

Planning Committee

The Planning Committee is established by the Council pursuant to Section 23 of the *Local Government Act 1993*, to assist the Council in carrying out its functions.

1. Membership

- 1.1 Membership of the Committee shall consist of all twelve (12) elected members.
- 1.2 Following each ordinary election, all elected members appointed to the Council will automatically become members of the Planning Authority Committee.

2. Appointment of Chairman

- 2.1 In accordance with the Regulation 10 (3) (a) of the *Local Government (Meeting Procedures) Regulations 2015*, and Council Policy “Council and Council Committees – Meetings: Procedures and Guidelines”, the election of the chairman of each of the Council’s committees is reserved to the Council.
- 2.2 Where an appointed chairman may be absent from a Council Committee meeting, the provisions of Council Policy “Council and Council Committees – Meetings: Procedures and Guidelines” and Regulation 10 (4) of the *Local Government (Meeting Procedures) Regulations 2015*, apply to appointing the chairman for the meeting.

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3. Quorum

3.1 A quorum is seven (7) Committee members.

4. Conduct of Meetings

4.1 Meetings are conducted in accordance with the provisions of the *Local Government Act 1993, Local Government (Meeting Procedures) Regulations 2015* and Council Policy “Council and Council Committees – Meetings: Procedures and Guidelines”.

5. Frequency and Location of Meetings

5.1 Meetings of the Committee are conducted twice monthly in the Council Chamber at the Town Hall on those dates as adopted by the Council as part of its annual [schedule of meetings](#).

5.2 Meetings are also advertised in The Mercury newspaper, in accordance with Regulation 7 of the *Local Government (Meeting Procedures) Regulations 2015*, a minimum of four (4) days and a maximum of fourteen (14) days prior to the scheduled date of the meeting.

5.3 Where special meetings may be convened, these are advertised a minimum of two (2) days prior to the meeting date.

5.4 Meetings are open to the public, except when the meeting is closed pursuant to Regulation 15 of the *Local Government (Meeting Procedures) Regulations 2015*.

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6. Committee Functions

- 6.1 The Hobart City Council Planning Committee shall fulfill the Council's obligation as a planning authority under the *Land Use Planning and Approvals Act 1993*.
- 6.2 The Planning Committee shall have full power to make planning decisions on behalf of the Council.

7. Committee Delegations

- 7.1 The Council delegates all of its planning authority powers under the *Land Use Planning Approvals Act 1993* to the Committee noting that the Council may also delegate some or all of these powers to relevant officers from time to time.

Note:

The Council, at its meeting held on 27 August 2012, acknowledged that an elected member may call in any delegated matter, including development applications, before the matter is determined under delegated authority by either a Council committee or a Council officer, provided there is sufficient statutory time to do so.

8. Review of Terms of Reference

- 8.1 The Terms of Reference for Council committees are reviewed following each ordinary election.

9. View ([Agendas and minutes for the Committee.](#))

10. Last Updated: 21 November 2022