



# Streetscape Committees

## 1. STATUS

Special interest groups set up by resolution of North Sydney Council to consider improvements to the Cammeray, Cremorne, Crows Nest, Kirribilli, Neutral Bay and Waverton local shopping areas and streetscapes.

## 2. ESTABLISHED

Date Committees Established: 1995

Date Charter Re-adopted: 28 May 2012

## 3. AIMS

3.1 To consult with affected members of the business community and adjacent residents on improvements to the streetscape and amenity of the Cammeray, Cremorne, Crows Nest, Kirribilli, Neutral Bay and Waverton local shopping areas.

## 4. SCOPE

4.1 The functions of the Streetscape Committee shall include but not be limited to consideration and discussion of improvements to the streetscape and amenity per local shopping area.

## 5. QUORUM

5.1 The quorum is three (3) participants.

5.2 The Mayor will chair the Committee or, in the absence of the Mayor, another Councillor. In the absence of a Councillor the senior Council Officer present shall take the Chair.

## 6. POWERS OF COMMITTEE

6.1 Streetscape Committees shall not have the power to incur expenditure.

6.2 Streetscape Committee shall not have the power to bind the Council.

6.3 Streetscape Committees are not committees constituted under the Local Government Act 1993, and exercise no delegated functions of Council, have no decision making functions, public duties or powers. Therefore, Streetscape Committees do not make decisions, but rather provide information and local opinion to Council, in order for Council to make decisions relevant to the local shopping areas and streetscapes.

## **7. DELEGATIONS**

Nil.

## **8. MEMBERSHIP**

### **8.1 Eligibility**

8.1.1 All elected members of North Sydney Council shall be ex-officio members of all Streetscape Committees.

8.1.2 Participation is open to members of the local community with business or residential interests per Streetscape Committee locality, including, but not limited to, representatives of the local Chamber of Commerce and Precinct Committee representatives.

### **8.2 Registration**

8.2.1 All participants attending a Streetscape Committee meeting shall register their name on the attendance list provided at the meeting. Those attending for the first time will include an e-mail address for the receipt of agendas and minutes for that particular Streetscape Committee.

## **9. TIMETABLE FOR MEETINGS**

9.1 A number of meetings will be held per year per Streetscape Committee, as published in Council's [Schedule of Meetings](#). The meetings schedule will be set by the end of October each year and the meeting dates/times communicated to all Committee members.

9.2 All Streetscape Committee meetings will be limited to a maximum of one and a half (1.5) hour's duration.

## **10. MEETING PRACTICES AND PROCEDURES**

10.2 The Chair shall give appropriate guidance on meeting procedures in line with Council's [Code of Meeting Principles and Practices](#) including, inter alia:

- a) At the beginning of each meeting, the Chair will explain the conflict of interest provisions outlined in Item 13.2 and request that participants note any conflicts of interest on the meeting registration form for the meeting.
- b) Participants must not talk over the speaker, a Councillor or a member of staff who is addressing the meeting or responding to a question; and
- c) If an Act of Disorder as defined in Council's adopted [Code of Meeting Principles and Practices](#) occurs, the Chair may:

- Require a participant to apologise, without reservation for an act of disorder; or
- Limit discussion on particular topics/issues raised; or
- Adjourn the meeting for a period of fifteen (15) minutes to restore order. On resuming, the Chair shall, on the question being put forward, decide without debate whether the business shall proceed or not. If not, the meeting shall stand adjourned.

10.3 Although a meeting quorum is required as per Section 6.1 of this Charter, it is important to note that the functions of the Street Committee are not to make decisions for Council, and therefore any “voting” on matters during Streetscape Committee meetings will only be voting for the purposes to establish the consensus of views of meeting participants.

10.4 The draft minutes of each Streetscape Committee meeting will be circulated by e-mail to all participants together with the agenda for the next meeting.

10.5 The minutes of each Streetscape Committee meeting will be made available to the public via the North Sydney Council [website](#).

10.6 The minutes of the relevant Streetscape Committee meeting will be attached to any relevant report to Council for noting.

## **11. CODE OF CONDUCT**

11.1 All Councillor Committee members and staff in attendance are required to observe the provisions of Council’s Code of Conduct for Councillors and Staff.

11.2 All Citizen members are required to observe the provisions of Council’s [Code of Conduct - Volunteers and Community Representatives](#).

## **12. CONDUCT PROTOCOLS FOR PARTICIPANTS**

12.1 All participants are expected to observe the following general protocols:

- Be courteous to other participants/committee members;
- Help to create an environment that is free of harassment and discrimination; and
- Protect the health, safety and welfare of yourself and others at meetings and related activities.

12.2 Declarations of Interest:

- a) By the very nature of the aim of Streetscape Committees, participants in Streetscape Committee meetings will have a pecuniary (financial) interest in many matters discussed, by the fact that their business or business premises is located within the local shopping area of that Streetscape Committee. In order to maintain transparency in the functions of Council, any participant in a Streetscape Committee meeting who has a pecuniary

interest must declare that interest on the attendance form at the start of each meeting.

- b) Since the Streetscape Committee is an advisory committee and (as per Clause 7 of this Charter) does not have the power to incur expenditure or bind the Council, participants with a pecuniary interest can remain in the meeting whilst a matter is being discussed with which they have an interest (as per the Local Government Act 1993, Section 451).
- c) However, those participants who have an interest with major projects within the local shopping area of that Streetscape Committee must disclose in full the nature and details of that interest through declaration on the meeting attendance form at each meeting, or by completion of a Conflict of Interests Declaration form, and via documentation in the minutes of that meeting. Participants who have an interest may be asked to provide additional details of their interest(s) in order for other meeting participants to fully understand the interest and for the interest to be adequately documented and managed.
- d) For further information regarding what is a significant or non-significant pecuniary interest refer to Council's [Code of Conduct for Councillors and Staff](#) and [Code of Conduct - Volunteers and Community Representatives](#), and the Division of Local Government Guidelines for the Model Code of Conduct for Local Councils in NSW. Any questions or issues arising in relation to the determination of a conflict of interests for a participant in any Streetscape Committee will be referred to the Chair or the General Manager for determination.

12.3 Gifts or Benefits - Participants should not offer to a Councillor or Council staff member a gift or benefit that is:

- a) Designed to gain advantage for yourself or a group you represent; and/or
- b) May be perceived by the public to give advantage to you or a group you represent.

12.4 Alcohol and Drugs - Participants shall not attend Streetscape Committee meetings whilst under the influence of alcohol or other drugs that could impair your ability or cause danger to the safety of yourself or others.

### **13 PRIVACY**

13.1 All Streetscape Committee members are required to observe the provisions of the Council's [Code of Meeting Principles and Practices](#) relating to their access to personal information.

### **14. ACCESS TO COUNCIL CODES, POLICIES AND GUIDELINES**

14.1 Related Council Codes, Policies and Guidelines, including the [Code of Meetings Principles and Practices](#), [Code of Conduct for Councillors and Staff](#), [Code of Conduct - Volunteers and Community Representatives](#) and [Lobbying Policy](#) may be viewed on Council's [website](#) and/or hard copies may be obtained upon request from Council's Corporate Administration Section.