



# Double Bay Working Party Terms of Reference

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Adoption Date:	25 May 2020 by Council Resolution
Last Reviewed:	
Next Review Date:	
Division/Department:	Planning & Development
Responsible Officer:	Manager - Placemaking
HPE CM Record Number:	20/92382

## 1 Who we are

We are the Double Bay Working Party (the Working Party).

## 2 Background

This Working Party was established by Council on 11 November 2013 and held its inaugural meeting on 20 May 2014.

An impressive but challenging array of interventions have been identified to revitalise, activate and energise Double Bay as a vital public destination – see the Double Bay Place Plan (The Place Plan). The Place Plan was developed through the Double Bay Working Party and clearly mandates what needs to be done. It was adopted by Woollahra Council on 25 March 2019.

The task now is to get on with these programs so that the vision for Double Bay is realised. To do this we need to have in place the right operational arrangements that:

- Facilitate constructive advice on how to effectively progress the actions and projects under the Place Plan
- Gather people who are committed, hardworking, representative and can work collaboratively
- Recognise what resources are available and what can reasonably and practicably be achieved
- Ensure meetings are productive and outcome focused
- Allow reporting back to Council and communication of activities to the community
- Are based on placemaking principles

## 3 What We Do

- Support and drive implementation of the strategies, actions and projects under the Place Plan
- Engage with stakeholders
- Advise on the priority of specific actions and projects under the Place Plan
- Monitor progress and identify roadblocks to the implementation of strategies, actions and projects under the Place Plan
- Identify new opportunities for placemaking initiatives
- Make recommendations to Council for consideration on any refinements to the Place Plan that may be considered appropriate by the Working Party

The Working Party does not:

- Operate in a regulatory or authoritative capacity
- Exercise control over budget or expenditure
- Make decisions that are binding on Council

Success for the working party will look like:

- Accomplishing actions and projects in terms of not just quantity but also based on complexity and taking account of available resources

- A more vibrant, sustainable and prosperous shopping neighbourhood

## **4 Membership**

The Working Party will consist of:

### **Woollahra Councillors**

The Mayor (ex-officio)

Six (6) Councillors from the Cooper Ward and Double Bay Ward (for those Councillors who wish to nominate to be on the Working Party) nominated by the Mayor

### **Business Representatives**

Four (4) business representatives being a landowner, a trader, a representative from the Sydney East Business Chamber and a representative from the Double Bay Business Networking Group, as appointed by the Mayor

### **Resident Representatives**

Two (2) resident representatives nominated by the Mayor

The Mayor will appoint the Chair of the Working Party.

## **5 Strategic Advice**

The Working Party is to invite a suitably qualified and eminent person to provide strategic advice as may be considered necessary.

Meetings of the Working Party may also be attended by representatives of interested groups or individuals at the invitation of the Chair.

Secretarial and professional support will be provided by Woollahra Council staff.

## **6 Term of Working Party Membership**

The term of Working Party membership will run concurrently with the term of the Council, with the exception of Councillors who will be appointed by the Mayor annually, following the Mayoral election.

## **7 Quorum**

A majority of the current members of the Working Party shall constitute a quorum for a meeting.

## **8 Delegated Authority**

The Working Party is an advisory committee only and has no delegated authority. The activities of the Working Party will be reported to the Environmental Planning Committee as required. The Working Party cannot make directions that impact on Council's budget or that bind Council on the use of its resources.

## 9 Meeting Procedures

1. The frequency of meetings of the Working Party will be at the discretion of the Chair with the maximum number of meetings not to exceed four (4) meeting a year. Meetings will generally be held on Tuesday evenings starting at 6.00pm with a scheduled finish time of 7.30pm and be held at Woollahra Council Chambers, 536 New South Head Road Double Bay.
2. Notice of the time, place and agenda of meetings shall be forwarded to each member of the Working Party, not less than seven (7) days prior to the meeting.
3. Members of the Working Party are requested to advise Council if they are not able to attend any meeting by contacting the Administrative Assistant on 9391 7163 prior to the meeting.
4. Minutes of all meetings shall be made accessible to the public.
5. Presentations to the Working Party will be permitted at the invitation of the Chairperson. Presentations should be limited to four (4) minutes, however, this time limit may be extended with the agreement of the Chair.
6. Arrangements may be made for meetings to be conducted and/or attended electronically including attendance by invited guests. The confirmation of the minutes of meetings may also be conducted electronically. This will be at the discretion of the Chair.

## 10 Duties

### Chairperson

1. The Chair shall preside at all meetings of the Working Party.
2. The Chair will determine the frequency of meetings subject to *Meeting Procedures 1*. At the end of each meeting consideration is to be given to the date of the next meeting.
3. In the absence of the Chair, the Working Party will determine by majority which member will preside at meetings unless a Deputy Chair has been appointed by the Mayor. In these circumstances the Chair may be some person other than a Councillor.
4. The role of the Chair is to ensure the orderly conduct of meetings and liaise with staff on the content of meeting agendas.

### Working Party Members

1. People representing differing community interests who bring a variety of skills and knowledge, are prepared to work cooperatively and who seek the best outcomes for Double Bay
2. Outcome focused people who have an overall interest in the future of Double Bay but who can leave their personal interests to one side
3. Contribute matters to be included on meeting agendas by informing staff in advance
4. Act in a manner consistent with Woollahra Council's Code of Conduct and in particular Obligations during meetings, 7.6 and 7.7
5. Non-councillors who are members of the Working Party are voluntary.
6. Business Chamber members and members representing other stakeholder groups may be asked to provide updates on their activities at Working Party meetings

### Staff

1. Working Party meetings will be attended by a staff member responsible for recording the business conducted at the meeting. The staff member shall be responsible for maintaining the minutes, attendance records, correspondence and other records. It is preferable that two (2) staff attend meetings if possible.
  2. The responsible staff member shall see that meeting notices, agendas and other information are forwarded to all Working Party members at the appropriate times.
    - a. Agendas may include standing items such as Business Chamber matters, new opportunities for Place Plan initiatives and Place Plan refinements
    - b. Members are encouraged to contribute agenda items – this can be done by contacting the responsible staffer
  3. The responsible staff member shall submit all minutes of the Working Party meetings to the Environmental Planning Committee for appropriate action.
  4. The working party will also be supported by senior professional planning staff.
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### Policy Amendments

Date	Responsible Officer	Description