



# Paddington Heritage Conservation Area Working Party

## Terms of Reference

Adoption Date:	11 April 2023
Reports to Committee:	Environmental Planning Committee
Last Reviewed:	April 2023
Next Review Date:	September 2024
Division/Department:	Planning & Place / Strategic Planning & Place
Responsible Officer:	Manager Strategic Planning & Place
HPE CM Record Number:	23/85306

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## 1 Who are we

We are the Paddington Heritage Conservation Area Working Party (the Working Party), noting it was previously known as the Paddington DCP Working Party.

## 2 Background

The Committee was established by Council resolution on in 2014.

## 3 What We Do

Our purpose is to serve as a Working Party to Council is to:

- Support and provide input to a review of Chapter C1 Paddington Heritage Conservation Area (HCA) of the Woollahra DCP 2015 as required by the Council.
- Discuss matters relating to the Paddington Heritage Conservation Area (HCA).
- May make recommendations to be included in a staff report to the Environmental Planning Committee.

The Working Party does not:

- Provide comment on current development applications or development-related proposals.
- Operate in a regulatory or authoritative capacity.
- Exercise control over Council's budget or expenditure or is able to direct Council staff.
- Make decisions that are binding on Council.

## 4 Working Party Performance

Every two years, the performance of the Working Party will be reviewed against the objectives included in this document. This review will generally take place at the first meeting of a new calendar year.

The aim of the review is to ensure that the Working Party is undertaking its role in an efficient and effective way and in line with the stated objectives. If the stated objectives are not being met, then a review of the Working Party may be required.

## 5 Membership

The Working Party will consist of:

### Council representatives

- The Mayor of Woollahra (ex-officio)
- Six (6) Councillor appointments, following an annual Expression of Interest (EOI) process undertaken with Councillors, noting that the Mayor will nominate the Chair of the Working Party.

## External Representatives

- The Paddington Society.
- The National Trust of Australia (NSW).
- Woollahra History and Heritage Society.

## Resident Representatives

- Two (2) resident representatives nominated by the Mayor of Woollahra.
- The selection of these representatives will be made by the Mayor in consultation with the General Manager and the Councillor members of the Working Party.

## Council Support

Council Staff shall attend Working Party meetings to provide guidance and support and to respond to enquiries and include:

Director, Planning & Place  
Manager, Strategic Planning & Place  
General Manager (optional)

Administrative support will be provided by a Council officer. Staff shall not be members of the Working Party.

## 6 Quorum

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

## 7 Strategic Advice

The Working Party may request specific, specialist, strategic advice from persons or organisations should circumstances require. This advice is to be provided on a voluntary basis or as part of an existing agreement with a suitable business organisation.

## 8 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 when Council considers all committee appointments.

The staff membership will be at the discretion of the General Manager.

## 9 Delegation 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, nor can they direct staff.

## 10 Meeting Procedures

1. The frequency of meetings of the Working Party will be at the discretion of the Chair with no more than four meetings a year. Meetings will generally be held at Woollahra Council Chambers, or online.
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 appropriate Council staff 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.
7. Administrative support will be provided by Woollahra Council staff.

## 11 Duties

All Working Party members must declare any conflicts of interest at the commencement of each meeting or before discussion of a relevant item or topic. Details of any conflicts of interest must be detailed in the minutes of the meeting.

### Chair

1. The Chair shall preside at all meetings of the Working Party.
2. The Chair will determine the frequency of meetings. 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 vote, which member will preside at meetings unless a Deputy Chair has been appointed by the Mayor. In these circumstances the Chair may be a senior staff member.
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. All Working Party members must be outcomes focused and be prepared to work cooperatively and to seek the best outcomes for the Woollahra LGA.
2. Act in a manner consistent with Woollahra Council's adopted Code of Conduct and in particular obligations during meetings, being Clauses 7.6 and 7.7.
3. Non-Councillors who are members of the Working Party are voluntary.

### 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 a minimum of two (2) staff attend meetings, with one to be a senior staff member.
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.
3. The responsible staff member shall submit all minutes of the Working Party meetings to the Environmental Planning Committee for consideration and appropriate action.

## Terms of Reference Amendments

Date	Responsible Officer	Description