



# Rose Bay Beach 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:	Infrastructure & Sustainability / Environment & Sustainability
Responsible Officer:	Team Leader – Environment & Sustainability
HPE CM Record Number:	23/85260

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## 1 Who are we

We are the Rose Bay Beach Working Party (Working Party).

## 2 Background

The Working Party was established by Council in 2017 in response to the poor water quality rating at Rose Bay.

## 3 What We Do

Our purpose is to identify the sources of pollution and to identify solutions to improve water quality at Rose Bay Beach.

## 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:

### Woollahra Councillors

- The Mayor of Woollahra Municipal Council (ex-officio)
- Three (3) Councillors appointed by the Mayor, following an annual Expression of Interest (EOI) process undertaken with Councillors, noting that the Mayor will nominate the Chair of the Working Party.

### Staff Representatives

- Director, Infrastructure and Sustainability
- Team Leader, Environment & Sustainability
- General Manager (optional)

### External Representatives

- Member for Vacluse
- NSW Department of Planning and Environment (DPE) - Beachwatch
- Transport for NSW - Maritime
- Sydney Water

### Community Representatives

- Up to four (4) Community Representatives

## 6 Quorum

A minimum of two (2) Councillor 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 the 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 a working party 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 held at the discretion of the Chair. 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 Chair. Presentations should be limited to four (4) minutes, however, this time limit may be extended with the agreement of the Chair.
6. 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. A minimum of two (2) staff must attend meetings, with one to be in a management role.
2. The responsible staff member shall submit all minutes of the Working Party meetings to the Environmental Planning Committee for Working Party for information and action as required.

## Terms of Reference Amendments

Date	Responsible Officer	Description