



northern
beaches
council

My Place: Manly - Project Working Group (PWG)

Terms of Reference

1. Introduction

These Terms of Reference (ToR) set out the working arrangements for the My Place: Manly - Project Working Group (PWG) and provide details regarding the project aims, purpose, roles, membership, session schedules, attendance and deliverables, requirements and Council's values.

2. Project aims

Northern Beaches Council is preparing the Manly Place Plan to coordinate a consistent approach to planning for the Manly Strategic Centre as set out in Council's Community Strategic Plan [Shape 2028](#) and [Delivery Plan 2020-2024](#) (goals 7 and 8), and Local Strategic Planning Statement, [Towards 2040](#) (Actions 11.4,17.2 and 26.1).

The place plan aims to develop planning controls to respond to studies related to the area including:

- Thematic History Study (currently [in draft and being reviewed](#))
- [West Esplanade Heritage Activation Plan](#)
- [Destination Management Plan](#) and a night-time economy study being prepared concurrently to balance competing uses

The place plan will be an action-oriented strategy focused on the community's connection to place, informed by the priority issues arising from the above documents as well as Council's *Towards 2040 Local Strategic Planning Statement* and associated studies.

3. Purpose of the Project Working Group

The PWG aims to gather a representative-based view of the Manly community including residents, businesses, workers and visitors that will inform the development of the Manly Place Plan (My Place: Manly).

The PWG will provide a forum for discussions between Council, community representatives and interested groups on specific issues as Council develops the place plan for Manly. PWG members will work collaboratively with each other, staff and relevant consultants.

The principle aim of the PWG is to bring together perspectives of the broader Northern Beaches community which will provide the relevant local expertise and diverse community knowledge needed to assist in sharing ideas and providing feedback that will be incorporated into the new place plan.

As determined by the Community and Stakeholder Engagement Plan for the project, the PWG is being established to:

- provide a safe and equitable forum where members have equal opportunity to contribute to discussions on relevant issues relating to the project; and
- act as a mechanism through which Council's Strategic & Place Planning team and relevant consultants can prepare, present and workshop items that seek to provide information, test concepts, soundboard ideas, identify innovative solutions and explore challenges.

Council has the lead and decision-making role in this process. Members are to recognise:

- probity requirements associated with the place planning process;
- the PWG is not a decision-making body and members are in no way acting on behalf of Council;
- they cannot speak on behalf of the Council to media or other related channels including social media; and
- confidentiality clauses may apply to all or certain aspects of the information provided at sessions or within agendas.

The outcomes of the PWG sessions will help inform Council decisions in relation to the My Place: Manly project. Meeting notes will be made available on Council's Your Say webpage and Councillors will, via Council business papers or Councillor Memorandums, be informed of the outcomes of the PWG sessions and the place plan development progress for Manly.

The PWG will be disbanded following publication of the My Place: Manly Place Plan or as otherwise determined by the Council staff.

4. Roles and responsibilities

A formal chairperson is not required for a PWG. The PWG sessions will be coordinated and facilitated by relevant Council staff. PWG members will be required to actively participate in all sessions.

Roles and responsibilities of a Working Group member include:

- signing the Working Group Agreement
- adhering to Council's [Code of Conduct](#) and [Code of Meeting Practice](#)
- committing to attend all meetings
- being prepared and punctual for meetings
- advocating for the project
- communicating views of represented group
- collaborating with designers and working group members to define use and refine design requirements.

Roles and responsibilities of Northern Beaches Council staff include:

- providing a timely agenda for meetings;
- providing a clear outline of meeting purpose;
- adhering to Code of Conduct and meeting practice;
- fostering an environment for information exchange and learning;
- providing timely working group meeting notes;
- providing timely project and working group updates;
- liaising with design consultants; and
- communicating with working group members in a timely manner.

5. Membership/Composition

Membership of 15 local representatives is based on the following composition criteria:

Number of Reps.	Representative group	Appointment method
1	Manly Chamber of Commerce	Invitation and direct appoint
3	Residents Association operating in the Manly study area (1 per association)	Invitation and direct appoint
1	Manly Life Saving Club	Invitation and direct appoint
2	Local Business owner/operator	Self-nomination and selected on relevant criteria
1	Tourism industry owner/operator	Self-nomination and selected on relevant criteria
1	Inclusionary/disability interest	Self-nomination and selected on relevant criteria
1	Arts and culture background	Self-nomination and selected on relevant criteria
1	Environmental and/or heritage background	Self-nomination and selected on relevant criteria
1	Aboriginal and Torres Strait Islander representative	Self-nomination and selected on relevant criteria
1	Youth Advisory Group (YAG) representative (14-25 years)	Invitation to YAG and selected on relevant criteria
2	Local Manly resident (gender balance where possible)	Self-nomination and selected on relevant criteria

Expressions of Interest for Working Group membership will be by:

- invitation and direct appointment (as identified above)
- self-nomination using an online form and selected on relevant criteria (Evaluation Panel).

Where there are multiple applications meeting the criteria, random selection will apply.

Although Ward Councillors are excluded from membership to the working group, they are welcome to attend PWG sessions and participate in discussions.

A member may at any time resign from the Working Group by giving two (2) weeks' notice in writing.

Should a representative vacancy occur during the terms of appointment; a new representative will be selected from eligible applications received from the original call for Expressions of Interest. If no suitable alternative representatives can be found from the original Expressions of Interest, vacancies will be filled via a further call for Expressions of Interest.

6. Notice requirements and agenda planning

The PWG will hold its first session in June 2021. Exact details to be confirmed once PWG has been established.

At the close of each session, the proposed next session date will be discussed to identify general availability of members. Future session dates may be changed, where possible, to meet the availability of the majority of the members.

Approximately two weeks' notice of the scheduled session date and time will be provided via e-mail. An RSVP will be required from members within one week of receiving the session invitation.

It is expected that a minimum of three (3) sessions will be held with the PWG over the project period. This is subject to relevant material being available. Each session will follow the following draft agenda:

- a) Introduction or update on project.
- b) Recap of the outcomes or progress since the previous session.
- c) Presentation and workshop activity(ies).
- d) General discussion (if applicable).
- e) Next steps including agreement of future meeting dates.

Schedules and agendas will be made available to all members in advance of each session.

A quorum is not required for the sessions to go ahead. All sessions will proceed with those in attendance. In some cases, Council staff may decide to change the session date or times to meet the availability of the majority of the members.

7. Location

Sessions will be held at the Northern Beaches Council offices in Manly (or other suitable venue if the venue is unavailable). The venue will be accessible for all participants. People needing special assistance to attend sessions may let us know so their needs can be accommodated in their nomination application. Dependent on social distancing rules due to COVID-19 the sessions may be held online via Teams at Council discretion.

8. Attendance requirements

- Members are expected to attend all sessions, or otherwise tender their apologies to staff at email Manlyplaceplan@northernbeaches.nsw.gov.au
- If the member is representing a formal institution (organisation), they may delegate their position to another member of their organisation, with the approval of the project team, should they not be able to attend a session or leave their standing position with said organisation.
- No member should be absent for more than two (2) consecutive sessions without first seeking and being granted leave staff and arranging a delegate if applicable. Without being granted such leave in these circumstances, the person's membership will be re-evaluated.
- Sessions will not be open to members of the public except with the express agreement of Council staff. Ward Councillors and the Mayor may attend as observers.

9. Transparency

In the interests of transparency and project sensitivity it is intended that the identity of each working group members be made public.

Working Group details will be available on Council's Your Say project page – noting the Working Group member's name and their representative group.

Working Group updates and outcomes will be made public via meeting notes on the Your Say project page. Regular project updates will also be provided on this page.

10. Council values

All members of the PWG are required to observe the adopted Model Code of Conduct and any other policy or requirement applicable to the proper functioning of the committee including the Norther Beaches Council Values outlined below:

- **Trust:** Because being open brings out our best.
- **Integrity:** Because we are proud to doing what we say.
- **Teamwork:** Because working together delivers.
- **Service:** Because we care as custodians for the community.
- **Respect:** Because valuing everyone is how we make
- **Leadership:** Because everyone has a leading role.

11. Next review date

Minor amendments to this Terms of Reference may be determined by the PWG.