



northern
beaches
council

Manly Special Entertainment Precinct - Precinct Working Group (PWG)

Terms of Reference

1. Introduction

At Council's 18 February 2025 ordinary meeting, Council resolved (036/25) subject to funding from the NSW Government's Special Entertainment Precinct (SEP) Kickstart Grant Program, a trial SEP for the Manly commercial centre be established and that 'a working group be established involving a diverse group of representatives from the entertainment and live music industry, local businesses, local residents and community groups, NSW Police, Liquor & Gaming NSW and other key stakeholders to inform the preparation and implementation of the SEP trial'.

These Terms of Reference (ToR) set out the working arrangements for the Manly Special Entertainment (SEP) Precinct Working Group (PWG).

The PWG is created by Council to support the establishment and ongoing operation and monitoring of the Manly SEP.

It is a requirement under the *Local Government Act 1993* for councils to act in accordance with the [NSW Special Entertainment Precinct \(SEP\) Guidelines](#) (the Guidelines) in the management of a SEP.

The NSW SEP Handbook which supports the Guidelines, recommends that a PWG of internal and external stakeholders is established to ensure a collaborative and consultative approach to the management of the SEP.

2. Special Entertainment Precincts

SEPs aim to improve the nighttime economy within the precinct by facilitating favourable conditions for live music, entertainment and hospitality venues and other businesses.

Under Section 202 of the *Local Government Act 1993*, a SEP is a defined area where councils set the maximum trading hours and entertainment sound controls in a Precinct Management Plan (PMP). The controls set out in the PMP will override existing planning controls and specific conditions under development consents and liquor licences.

The establishment of a SEP in Manly aims to:

- attract investment from businesses that will meet the needs and wants of locals, workers and visitors
- protect existing spaces and create opportunities for live music, performance and entertainment leveraging on the work completed under the Live and Local program and Creative Art Strategy
- protect residents from unreasonable impacts of vibrancy
- provide venues and residents with certainty and consistency when it comes to sound management and compliance
- activate and improve safety in public spaces
- increase the variety and number of night-time offerings in the Manly centre outside of traditional business hours and peak periods
- encourage communication and collaboration between all stakeholders.

3. Purpose of the Precinct Working Group

The purpose of the PWG is to:

- enable members to gain a thorough understanding of the key features and mechanisms of a SEP and the potential benefits and impacts, and to accurately disseminate information when required
- ensure that diverse interests are represented in the establishment, operation and evaluation of the SEP trial
- provide a forum for addressing issues and contributing to finding solutions.

The PWG is advisory in purpose. It has no authority to make decisions on behalf of Council.

4. Roles and responsibility

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

Roles and responsibilities of a Working Group member include:

- signing the Working Group Agreement
- adhering to Council's Code of Conduct
- committing to attend all meetings
- being prepared and punctual for meetings
- communicating views of their represented group
- objectively considering and actively participating in group discussions
- collaborating with Council staff and working group members to inform the establishment and ongoing operation and monitoring of the SEP.
- keeping the relevant represented group informed of the project where practicable.

Roles and responsibilities of Council staff include:

- providing a timely agenda for meetings
- providing a clear outline of the meetings and purpose of each scheduled meeting
- adhering to Council's [Code of Conduct](#)
- fostering an environment for information exchange and learning
- providing timely working group meeting minutes
- providing timely project and working group updates
- liaising with consultants
- communicating with working group members in a timely manner.

5. Membership

Membership is based on the following composition criteria:

Number of Representatives	Representative group	Appointment method
1	Manly Business Chamber	Invitation and direct appoint
1	Manly Community Forum	Invitation and direct appoint
2	Live music/ performing arts/ entertainment industry	Self-nomination via EOI and selected on relevant criteria
4	Local business (e.g. retail, health and wellness, dining, small bars)	Self-nomination via EOI and selected on relevant criteria
4	Local Manly residents (gender and age balance where possible)	Self-nomination via EOI and selected on relevant criteria
1	NSW Police (Local Area Command)	Invitation and direct appoint (Ad-hoc)
1	Liquor and Gaming NSW	Invitation and direct appoint (Ad-hoc)
1	Northern Sydney Local Health District	Invitation and direct appoint (Ad-hoc)
1	Transport for NSW	Invitation and direct appoint (Ad-hoc)

Members will be appointed to the PWG in accordance with Council's [Appointment of Committee Members Policy](#) via:

- invitation and direct appointment by the CEO
- applications via a call for Expressions of Interest (EOI) assessed by a panel of Council staff.

Ad-hoc members of the PWG will be invited to attend meetings on an as-needs basis.

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

Should a representative vacancy occur, a new representative will be selected from eligible applications received from the original call for EOIs. If no suitable alternative representatives can be found from the original EOI, vacancies will be filled via a further call for EOIs.

Although Manly Ward Councillors and the Mayor are excluded from formal membership to the working group, they are welcome to attend all PWG meetings and participate in discussions.

6. Term of Office

The PWG will operate from July 2025 onwards and be disbanded after the Council resolution to decide whether the SEP is made permanent or not.

7. Meeting schedule and agenda planning

The PWG will hold its first meeting in mid-2025. Exact details to be confirmed once the PWG has been established.

Meetings shall be held:

- at least 6 times during the establishment of the SEP (mid 2025 – mid 2026)
- quarterly once the SEP trial is operational (mid 2026 – late 2027)

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

Approximately 2 weeks' notice of the scheduled meeting date and time will be provided via e-mail. An RSVP will be required from members within one week of receiving the meeting invitation.

A meeting will be limited to a maximum of 2 hours duration unless the PWG resolves to extend the meeting to a particular time or until the completion of business.

An agenda will be made available to all members in advance of each meeting.

Following the meeting, meeting minutes will be circulated to PWG members and be available to view on the Project Your Say page.

8. Location

Meetings will mostly be held at the Northern Beaches Council offices in Manly or another suitable venue that will be accessible for all participants. People needing special assistance to attend meetings may let Council know so their needs can be accommodated in their nomination application. Meetings may be held online via MS Teams (online platform) at Council's discretion.

9. Attendance

- Members are expected to attend all meetings or otherwise tender their apologies to Council staff.
- 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 meeting or leave their standing position with said organisation.
- No member should be absent for more than 2 consecutive meetings 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.
- Meetings will not be open to members of the public except with the express agreement of Council staff. Manly Ward Councillors and the Mayor may attend and participate in discussions.

10. Transparency

In the interests of transparency and project sensitivity it is intended that the identity of each working group member be publicly available.

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

11. Costs

No expenses can be claimed by committee members from Council for the roles and responsibilities undertaken as part of this PWG.

11. Council values

All members are expected to observe Northern Beaches Council's adopted 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: Everyone has a leading role

12. Code of Conduct

- All members are required to observe Council's Code of Conduct, and any other policy or requirement relevant to the proper functioning of the Group.
- Members shall act in a professional and responsible manner with the information they obtain.
- Members must respect each other (often despite differences) and work together to create an open and trusting atmosphere. The PWG requires openness and honesty to function well, and members should feel free to express their opinions and views without fear of recrimination.
- A breach of the Terms of Reference or Code of Conduct may lead to the member being removed from the Group.
- Members do not have the authority to make representations to the media on Council's or the PWG's behalf. In line with Council's Media Policy, the Mayor is the only person permitted to speak to the media on behalf of the Council and the PWG.
- Conflicts of Interest: Council recognises that community representatives join such PWGs and committees because of special interests they may have, and Council welcomes their expertise. Nevertheless, it is important that Council understands the basis of advice it receives from the PWG, so members will be requested to declare any organisation they may represent. Disclosures of conflicts of interest, particularly pecuniary interests, need to be made by members of the Group and recorded in the minutes in accordance with section 442 and 443 of the *Local Government Act 1993*.
- Confidentiality and Privacy: Members may have contact with confidential or personal information retained by Council. If so, members are required to maintain the security of any confidential or personal information and not access, use or remove any information, unless the member is authorised to do so.

13. Review date

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

Last review date: July 2025