

**Expression of Interest (EOI)
Woollahra Municipal Council
Working Parties, Sub-Committees and/ or
Advisory Groups**



Information Package

Date issued: Monday, 23 December 2024

Closing date: 4.30pm Thursday, 20 February 2025

Overview

Woollahra Municipal Council (Council) is committed to open and transparent governance that satisfies the community expectations and best practice standards.

Council is now inviting Expressions of Interest (EOI) from interested persons who meet the selection criteria outlined in this information package for various Council Working Parties, Sub-Committees and/ or Advisory Groups for the period March 2025 to September 2028 or for a time period as set out in the Terms of Reference applicable for Council's:

1. Animal Advisory Committee
2. Arts and Cultural Advisory Committee
3. Floodplain Risk Management Committee
4. Inclusion (Disability, Aged and Carers) Advisory Committee
5. Oxford Street & Paddington Working Party
6. Paddington Heritage Conservation Area Work Party
7. Rose Bay Beach Working Party
8. Woollahra Small Sculpture Prize

This EOI calls for residents, community representatives, business owners etc. as applicable to make application to be considered to be a member of one or more of the above-mentioned Working Parties, Sub-Committees and/or Advisory Groups.

Council does encourage all current members of each Working Parties, Sub-Committees and/ or Advisory Groups to apply and also wishes to take this opportunity to thank all current members for their continued participation and support.

It is envisaged that the outcome of the EOI process for the above-mentioned Working Parties, Sub-Committees and Advisory Groups will be completed by the end of February 2025, with the successful persons advised of their appointment and commencing their appointment from March 2025 and attending meetings when called in commencing in March 2025 or as required in 2025.

To apply, please complete the attached form and provide a supporting cover letter and submit this to Council by **close of business, Thursday 20 February 2025**, via email records@woollahra.nsw.gov.au

Further details are provided below.

Structure and Membership

The community is at the heart of the organisation and Council puts its values of Integrity, Respect, Innovation, Compassion, and Collaboration at the centre of everything we do. We are here to be of service to the community. Working Party, Sub-Committee and Advisory Group members are expected to demonstrate a commitment to Council's values in performing their role.

The membership provides the opportunity for interested community members to contribute their unique perspective and expertise with a view to enhancing Council's service to the community.

Members will serve as a reference group and advocacy body to Council on opportunities for service improvement.

As detailed in this information package, the various Working Parties, Sub-Committee and/ or Advisory Groups comprise of elected Councillor Representatives, representatives from the community and Council officials.

The general purpose of each of the various Working Parties, Sub-Committee and/ or Advisory Groups is outlined below.

Time Commitment/ Appointment Period

It is expected the Working Parties, Sub-Committee and/ or Advisory Groups meetings will ordinarily convene a few times a year. The frequency of meetings will be at the discretion of the Chair in consultation with staff and will meet as required or called by the Chair when Council has a statutory obligation etc.

Meetings will either be held at Woollahra Council Chambers, or online.

The appointment period following the EOI processes is March 2025 to September 2028 or for a time period as stipulated in the relevant Terms of Reference.

Eligibility and Selection Criteria

The selection of these representatives will be made by the Mayor in consultation with the General Manager.

Applicants will need to demonstrate an ability to meet the selection criteria listed for each Working Parties, Sub-Committee and/ or Advisory Groups.

Selection Criteria:

- Have good knowledge and understanding of key issues facing the Woollahra Local Government Area (LGA) relevant to the area of interest for Working Parties, Sub-Committee and/or Advisory Groups.
- Ability to work in a team environment to support others and develop and maintain strong working relationships (e.g. with other sub-committee members, Council officials, and other stakeholders).

- Possess good communication and interpersonal skills.
- Interest in or prior experience as a member on local Working Parties, Sub-Committees and/or Advisory Groups.

Remuneration

Participation and contribution to the Working Parties, Sub-Committee and/or Advisory Groups is voluntary and unpaid, with the exception of the Inclusion (Disability, Aged and Carers) Advisory Committee.

Members of the Inclusion (Disability, Aged and Carers) Advisory Committee are paid a sitting fee for each meeting they attend (please see information in the relevant section below).

Duties

In general, the duties of the members include:

- Attend and actively participate in meetings. This includes working collaboratively with other members in achieving the aims of the committees/ working parties.
- Contribute the time required to review and understand the papers provided and suggest ideas relevant to items on the meeting agenda.
- Action and follow up tasks established by the committees or working parties.

The details, including key roles, eligibility and selection criteria specific for each the except for the Inclusion (Disability, Aged and Carers) Advisory Committee are outlined below.

Working Party, Sub-Committee and/ or Advisory Group Performance

Every two years, the performance of the Working Parties, Sub-Committee and/ or Advisory Groups 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 Parties, Sub-Committee and/ or Advisory Groups are undertaking their roles 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 Parties, Sub-Committee and/ or Advisory Groups may be required.

Code of Conduct

Members shall always abide by the Council's [Code of Conduct](#) and relevant policies.

Copies of the Code of Conduct and other relevant policies will be made available to members.

Working Parties, Sub-Committees and/ or Advisory Groups

The following information provides a summary of the Working Parties, Sub-Committees and/ or Advisory Groups establishing the areas of responsibility.

For further information including to view a copy of the Terms of Reference please refer to the [Council's website](#).

Animal Advisory Committee

The Animal Advisory Committee has been established to assist with the development of policies, programs, services and plans for companion animals.

The Advisory Committee does not:

- 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.



The Animal Advisory Committee reports to Council's Finance, Community & Services (FC&S) Committee.

The Animal Advisory Committee consists of:

Council representatives

- Two (2) Councillors appointed by the Mayor, following an Expression of Interest (EOI) process undertaken with Councillors every two (2) years, noting that the Mayor will nominate the Chair of the Advisory Committee.

External representatives

- Two (2) local animal professionals (which may include, but not be limited to a veterinarian, animal behaviourist, member of the New South Wales (NSW) Animal Welfare League, member of the Companion Animal Reference Group).

Resident representatives

- Five (5) Woollahra Council residents, one from each Ward within the Municipality.

The selection of these representatives will be made by the Mayor in consultation with the General Manager and the Councillor members of the Advisory Group.

A copy of the Terms of Reference is available on [Council's website](#).

Arts and Culture Advisory Committee

The purpose of the Arts and Culture Advisory Committee is to support the Council in the development, delivery and implementation of actions and priorities identified in the Arts and Culture Strategy. This strategy will provide a long-term vision for creativity and culture in the Woollahra Local Government Area (LGA) and a roadmap for Council, the community and our partners to work together towards an inspiring, innovative and engaging arts and cultural life for the LGA.



The Arts and Culture Advisory Committee reports to Council's Finance, Community & Services (FC&S) Committee.

The Advisory Committee will consist of:

Council representatives

- The Mayor of Woollahra (ex-officio).
- Up to two (2) Woollahra Councillors.

Staff Representatives

Director, Community and Customer Experience

- Manager, Community and Culture
- Manager, Woollahra Libraries
- General Manager (optional)
- Relevant Council staff will attend meetings to provide advice as required.

Business Representatives

- Up to six (6) industry professionals and others who have expertise and experience in the advancement of arts and culture.

Community Representatives

- Up to two (2) community representatives with relevant interest and experience.

A copy of the Terms of Reference is available on [Council's website](#).

Floodplain Risk Management Committee

The Floodplain Risk Management Committee has been established as an advisory committee to focus on the floodplain management issues and adopted floodplain management program.

The Floodplain Risk Management Committee reports to Council's Finance, Community & Services (FC&S) Committee.

Following this EOI, the Floodplain Risk Management Committee will consist of:

Council representatives

- One (1) Councillor as Chair.
- Up to two (2) Woollahra Councillors, following an EOI process undertaken with Councillors every two (2) years. The Mayor will nominate the Chair of the Committee.

Staff Representatives

- Director, Infrastructure & Sustainability
- Manager Engineering Services
- General Manager (optional)
- Relevant Council staff will attend meetings to provide advice as required.

External Representatives

- Officers from the Office of Environment and Heritage (OEH),
- Representatives from the State Emergency Services (SES),
- Representatives of the local community such as Chamber of Commerce, Progress Associations, community and residents' groups, and
- Representatives of relevant asset holders and industry bodies such as Sydney Water.

A copy of the Terms of Reference is available on [Council's website](#).



Inclusion (Disability, Aged and Carers) Advisory Committee

The Inclusion (Disability, Aged and Carers) Advisory Committee provides advice based on the experience in the areas of living with a disability, being elderly or being a carer.

The Advisory Committee also provides advice to assist making the Woollahra LGA a pleasant place to live and accessible for all. The advisory Committee provides feedback on Council, policies, strategies, plans and infrastructure as well as services and facilities.



The Advisory Committee reports to Council's Finance, Community & Services (FC&S) Committee.

The Advisory Committee will consist of:

Council representatives

- The Mayor
- Two (2) Councillors appointed by the Mayor, following an EOI process undertaken with Councillors every two (2) years. The Mayor will nominate the Chair of the Advisory Committee.

Staff Representatives

- Up to two (2) Council staff, with a minimum of one (1) Manager level staff member being present at all meetings.

Community representatives

- Four (4) community members of the Woollahra Local Government Area will be members of the Advisory Committee, with at least:
 - One (1) member being a person living with disability;
 - One (1) person being a carer;
 - One (1) member being a local service provider who supports people with disabilities, the aged or carers in the Woollahra community; and
 - One (1) person being aged 65 years or older who are able to contribute.

Community members will be paid a sitting fee for each meeting they attend in recognition of the expertise they bring to Advisory Committee meetings. This is in addition to being reimbursed for out-of-pocket expenses incurred due to attendance at meetings.

Any changes to the sitting fees and/ or payment of expenses are to be pre-approved by the FC&S Committee.

A copy of the Terms of Reference is available on [Council's website](#).

Oxford Street & Paddington Working Party

The purpose of the Oxford Street & Paddington Working Party is to serve as a Working Party to Council to:

- Support and drive the 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 reports to Council's Environmental Planning Committee (EPC).

As Oxford Street falls partly within the City of Sydney Local Government Area (LGA), membership also includes representation from the City of Sydney.

The Working Party consists of the following Woollahra Councillors and other stakeholders:

Council representatives

- The Mayor of Woollahra (ex-officio)
- All Councillors (up to six (6) Councillor appointments) from the Cooper Ward and Paddington Ward (for those Councillors who wish to nominate to be on the Working Party following an annual EOI process undertaken with Councillors. The Mayor will nominate the Chair of the Working Party.

City of Sydney Representatives

- Up to three (3) Councillor representatives nominated by the City of Sydney.

External Representatives

- Three (3) representatives being a landowner, a trader and a member of the Paddington Business Partnership and appointed by the Mayor.

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.

A copy of the Terms of Reference is available on [Council's website](#).

Paddington Heritage Conservation Area Working Party

The purpose of the Paddington Heritage Conservation Area Working Party is to serve as a Working Party to Council 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); and
- Make recommendations to be included in a staff report to the Environmental Planning Committee.



The Working Party reports to Council's Environmental Planning Committee (EPC).

The Working Party will consist of:

Council representatives

- The Mayor of Woollahra (ex-officio)
- Six (6) Councillor appointments, following an Expression of Interest (EOI) process undertaken with Councillors every two (2) years, 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.

A copy of the Terms of Reference is available on [Council's website](#).

Rose Bay Beach Working Party

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

The Working Party reports to Council's Environmental Planning Committee (EPC).

The Working Party will consist of:

Council representatives

- The Mayor of Woollahra Municipal Council (ex-officio)
- Three (3) Councillors as appointed by the Mayor, following an Expression of Interest (EOI) process having been undertaken with Councillors every two (2) Years. The Mayor nominates the Chair of the Working Party as part of that process.

Staff Representatives

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

External Representatives

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

Community Representatives

- Up to four (4) Community Representatives

A copy of the Terms of Reference is available on [Council's website](#).



Woollahra Small Sculpture Prize Committee

The Woollahra Small Sculpture Prize Committee focuses on the growth, expansion and direction of the Woollahra Small Sculpture Prize.

The Woollahra Small Sculpture Prize Committee reports to Council's Finance, Community & Services (FC&S) Committee.

The Advisory Committee will consist of:

Council representatives

- Two (2) Woollahra Councillors.

Staff Representatives

- Director, Community & Customer Experience
- Manager, Community & Culture
- Director, Woollahra Gallery at Redleaf
- General Manager (optional)
- Relevant Council staff will attend meetings to provide advice as required.

Community Representatives

- Up to five (5) community representatives with a demonstrated skills in the arts, arts sponsorship and/ or the delivery of art programs to the Woollahra Community and be appointed by the Mayor.



A copy of the Terms of Reference is available on [Council's website](#).

Application Process

Please forward the completed form with your EOI and include a covering letter relevant to the Working Party, Sub-Committee and/or Advisory Group outlined above for which you are submitting the EOI.

Please submit your EOI below by no later than close of business on **Thursday 20 February 2025**.

Should you require information regarding the membership roles and/or submission of this EOI, please contact Council's Governance Team on (02) 9391 7092 or (02) 9391 7001 or via email records@woollahra.nsw.gov.au