



# Neutral Bay Alive Community Consultation Group

## 1. NAME

The Community Consultation Group will be known as “Neutral Bay Alive”.

## 2. STATUS

Set up by resolution of North Sydney Council on 27 March 2023 (Minute No. 96).

## 3. ESTABLISHED

Established: May 2023

## 4. AIMS

The aims of the Group are:

- 4.1 To enhance the engagement associated with the preparation of the Neutral Bay Town Centre Planning Study (“the Study”).
- 4.2 To provide a forum to discuss issues relevant to the preparation of the Study.
- 4.3 To test the draft Study’s directions and recommendations proposed for the Neutral Bay Town Centre, including stakeholder ideas arising through the various project/engagement phases.

## 5. SCOPE

5.1.1 The Study aims to:

- guide future development proposals within the centre which may include targeted modest increases in height and density while retaining the village atmosphere
- better manage the development pressures within a consultative and informed development framework
- create an opportunity to improve the public domain and local facilities
- strike the right balance between public benefits and any additional density or building height
- retain and strengthen the employment opportunities within Neutral Bay

5.2 The Group will provide feedback on the preparation of the Study prior to and post its public exhibition (i.e. prior to its final adoption by the Council), relating to matters brought to the Group by Council staff and its consultants and work towards achieving the following guiding principles:

- Safety - a safe, active place for people that creates a sense of community both during the day and at night
- Business Diversity and sustainability - creation of conditions to enable business to thrive and enhance the area as a destination with a quality, sustainable and diverse retail and food/beverage offering
- Economic Strength - reinforcing the economic role of the Centre including employment opportunities and investment
- Pedestrian Comfort - the creation of more pedestrian plaza space that is inviting, vibrant and includes more trees and soft landscaping
- Accessibility - creating high levels of pedestrian accessibility but acknowledging that the centre will continue to rely on vehicle access
- Community benefit - planned increases in building height and density are designed to assist with the delivery of public domain and infrastructure improvements

## **6. MEMBERSHIP**

The Group will consist of a maximum of 10 community members plus a minimum of two Council staff.

6.1 The 10 community members will be broadly representative of the Neutral Bay/Cremorne population.

6.2 Selection of the Group's membership will be conducted by the General Manager, or delegate, on the basis that the person selected to be part of the Group is:

- a resident of Neutral Bay or Cremorne;
- has a commitment to improving public amenity in the local area;
- has a commitment to developing an awareness of the planning work that has been undertaken by Council within the Neutral Bay Town Centre;
- willing to participate constructively and positively to the formulation and refinement of the Study; and
- not associated with local business interests to avoid any potential conflicts of interest.

6.3 The Group will elect a Chairperson, and an alternate, who will chair meetings.

6.4 Council staff will provide secretariat support and provide information and/or presentations to the Group as required:

**7. BUSINESS FORUM**

- 7.1 The Group will invite business interests within the Study Area to share their aspirations and objectives for the Study. This includes business owners and operators, property owners, developers etc.

**8. QUORUM**

- 8.1 The quorum for meetings will be five members (excluding Council staff).
- 8.2 Should a minimum of four members not attend (excluding Council staff), the meeting will be postponed to another date.

**9. POWERS OF GROUP (DETERMINATION/DELEGATIONS)**

- 9.1 The Group is not a decision-making body. The Group is an advisory body to Council. Council may adopt or reject the Group's advice.
- 9.2 The Group has no delegated powers from Council.

**10. TIMETABLE FOR MEETINGS**

- 10.1 Meetings will be held on a bi-monthly basis on a regular day and time that is determined by the majority of the Group at its first meeting.
- 10.2 Meetings will be limited to a maximum duration of two hours unless the Group meeting decides to continue the meeting until a later time.
- 10.3 If the business of the meeting is unfinished by the notified end time, and the Group does not resolve to extend the meeting, the Chairperson must defer the remaining items of business to the next Group meeting.
- 10.4 At least 10 days written notice will be provided prior to meetings. Such notice will be provided by email.
- 10.5 An agenda will be provided at least five business days prior to the meeting and will be prepared by Council staff in consultation with the Chair of the Group.
- 10.6 If there are insufficient agenda items (as determined by the General Manager or delegate) a scheduled meeting may be deferred or cancelled. All Group members will be notified of the cancellation.

## **11. MEETING PRACTICES AND PROCEDURES**

- 11.1 Minutes of the Group meeting will be prepared and distributed by Council staff. Minutes will be made publicly available.
- 11.2 Matters of a confidential nature will not be included in the minutes.
- 11.3 Councillors are welcome to attend the Group meetings as observers.
- 11.4 Meetings may be conducted remotely by supplied audio-visual link. The Code of Conduct applies to a meeting held by audio-visual link in the same way it would if the meeting was held in person.

## **12. CONDUCT PROTOCOLS FOR PARTICIPANTS**

- 12.1 All Group members are required to observe the provisions of the Council's *Code of Conduct - Volunteers and Community Representatives*.
- 12.2 All Group members, as well as other participants including observers, are expected to observe the following protocols:
- 12.3 General Responsibilities:
  - a) be courteous to other participants, Council staff and Councillors;
  - b) help to create an environment that is free of harassment and discrimination; and
  - c) protect the health, safety and welfare of yourself and others at meetings and related activities.
- 12.4 Should general responsibilities of participants not be observed, the Chair has the authority to ask participants to leave the meeting.

## **13. CONFIDENTIALITY**

- 13.1 All Group members are required to observe confidentiality of material shared by Council and discussions undertaken during Group meetings.
- 13.2 As required, Group members may be asked to sign a confidentiality agreement in relation to discussions or proposals presented by individual business owners/operators, property owners or developers.

**14. TENURE**

- 14.1 The maximum tenure of the Group will be for the life of the development of the Study until its endorsement by Council.

**15. ACCESS TO COUNCIL CODES, POLICIES AND GUIDELINES**

- 15.1 Related Council Codes, Policies and Guidelines, including the [Code of Meeting Practice](#), [Code of Conduct - Councillors and Staff](#), [Code of Conduct - Volunteers and Community Representatives](#) and [Lobbying Policy](#) may be viewed on [Council's website](#) and/or hard copies may be obtained upon request.

**16. AMENDMENTS TO TERMS OF REFERENCE**

- 16.1 These Terms of Reference shall only be amended by the General Manager.