



Former Manly Hospital Membership Framework **Project Steering Committee**

December 2019

Project Steering Advisory Committee (PSAC)



The purpose of the Project Steering Advisory Committee is to assist in developing the future uses of the site



The committee is not a decision making or regulatory body, it performs an advisory and consultative role



Act in the best interest of all stakeholders for the Project



Final decisions on the future use of the site will rest with the NSW Government according to its delegations and approval processes

PSAC Membership 2020

The future uses of the former Manly Hospital site Project has moved into a new phase, creating an opportunity to review current membership and encourage new committee members.

Selection Principles for Membership

- All existing members will be offered a 12 month tenure.
- All new members will be offered a 12 month tenure.
- Current committee members will be offered first rights to re join the committee.
- Community members will be bound by the terms of reference.

PSAC Terms of Reference

The committee will comprise:

- A chairperson from Department of Planning, Industry and Environment (DPIE)
- DPIE project team
- NSLHD representative
- Local Member representative
- Community representatives
- Council representatives from Northern Beaches Council

Member Roles and Responsibility:

- Input and evaluate key issues
- Participate as required
- Distribute minutes and/or feedback according to agreed process
- Identify and take action on allocated action/tasks within agreed timeframes
- Treat meeting material distributed to members as confidential, unless otherwise agreed

Meeting Frequency

- The meetings will be held bi monthly, unless otherwise agreed

Membership Tenure

- All appointments will be for a 12 month period
- Chairperson may, at their absolute discretion, extend any membership by a further 12 months with the agreement of the PSAC

Community Representatives – Selection Criteria

- Community representatives will be selected from the local community or stakeholder groups.
- Employees or contractors of the Government are not eligible to be appointed as community representatives.
- Local community representatives must:
 - be current residents or landowners within North Beaches Local Government Area;
 - demonstrate involvement in local community groups and/or activities;
 - have knowledge and awareness of the project and related issues of concern to the local community;
 - be able to represent and communicate the interests of the affected local community; and
 - be willing to adhere to the committee's code of conduct.

Member Selection Process



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DPIE calls for expressions of interest to be part of the PSAC



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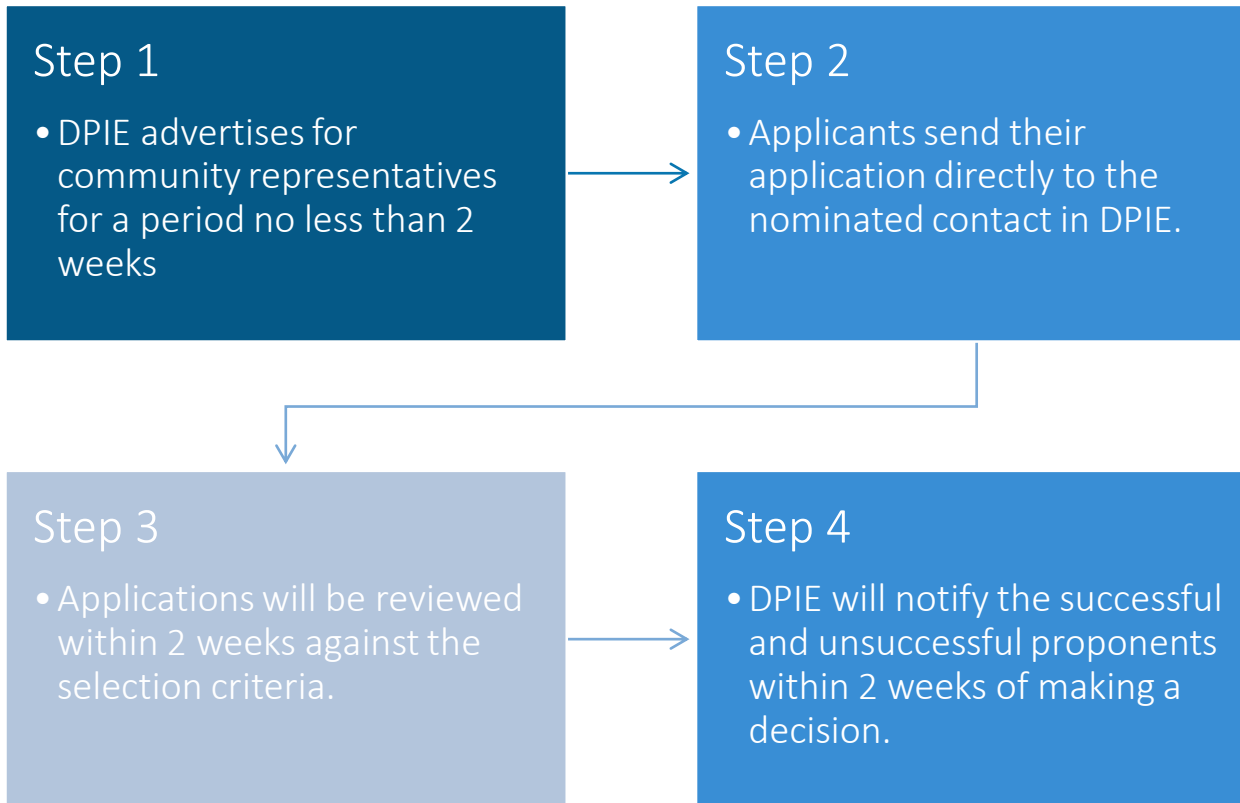
DPIE evaluates and selects suitable candidates



3

The chairperson appoints the PSAC

DPIE - Appointment of Community Members



Code of Conduct

Members of the Committee agree to:

- Attend committee meetings;
- Advise the chairperson in advance if unable to attend meetings;
- Respectfully engage with other members of the committee;
- Convey relevant community concerns, interests and ideas;
- Work with the members of the committee to try and resolve any disputes that may arise during the committee's activities;
- Ensure confidential matters handled by the committee are kept confidential;
- Not speak publicly on behalf of the PSAC;
- Not misrepresent the views of other members of the PSAC outside meetings; and
- Immediately advise the chairperson during meetings of any potential or actual conflict of interest relating to matters under discussion.

Alternate Representatives

- If the Chair is unable to attend a committee meeting, the Chair will appoint another person from DPIE to chair the meeting.
- If a representative from a stakeholder group or local council, is unable to attend a meeting they must notify the chairperson as soon as possible. The committee member may nominate an alternate representative to attend the meeting in their absence.
- If a local community representative is unable to attend a meeting they must notify the chairperson as soon as possible. The committee member may nominate an alternate representative to attend the meeting in their absence.
- The use of alternate representatives should be kept to a minimum.
- The chairperson may request the replacement of any member who fails to attend three committee meetings throughout their tenure.



Development and Transactions, DPIE

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