

# Urban Night Sky Place Project Working Group

## Terms of Reference

2019/354963

### 1 PURPOSE

The purpose of the Project Working Group (the Group) is to assist the Northern Beaches Council to progress the application to designate Palm Beach Headland as an Urban Night Sky Place under the International Dark Sky Program. Specifically, the members are required to represent the various stakeholders who are interested in or may be impacted by the creation of an Urban Night Sky Place at Palm Beach Headland.

### 2 OBJECTIVES

The objective of the Group is to ensure that various stakeholders who are interested or may be impacted by the creation of the Urban Night Sky Place at Palm Beach Headland proposal (the Proposal) are consulted during the application process.

The individual representatives of the group are to convey the interest of the various community groups, businesses and individuals they represent who may be interested or impacted by the Proposal.

### 3 GROUP CHARTER

The Group operates according to these Terms of Reference and to the attached Charter (refer Attachment 1). The scope of the Group is also detailed in the Charter.

### 4 MEMBERSHIP

Membership is through invitation after completion of the Urban Night Sky Place Project Working Group Nomination Form, which will be assessed under set criteria.

Membership seeks to reflect the broad interests of the primary stakeholders which may be impacted, both positively and/or negatively, by the Proposal.

The membership composition is detailed in the Charter.

Responsibilities of Members: All members of this Group have an obligation to:

- communicate and seek feedback with their network
- review relevant documents and provide feedback to the Group where necessary
- objectively consider and actively participate in group deliberations by:
  - attending all meetings and facilitated workshops scheduled for the Group
  - making a positive contribution on behalf of the community and actively engaging members of the community about Group deliberations, and
  - participate in other workshops that may be attended by the broader community.

The Group is to convene at up to 4 times a year until the application for the Urban Night Sky Place is completed and submitted to the International Dark Sky Association. The Group may convene after this time to address questions arising during the application assessment process if required. The group will have the option to meet for a final time following the determination to discuss the future of the Proposal.

## **5 ELIGIBILITY**

In accordance with Council's Community Committee Framework, Councillors may attend as observers.

Community stakeholder representatives and other members of groups / associations must possess such skills, expertise, experience or special affiliation as detailed in the Charter.

Appointments will be determined and endorsed by the Director Environment and Sustainability.

Should a representative vacancy occur during the terms of the appointment, a new representative will be considered and endorsed by the Director Environment and Sustainability.

## **6 SELECTION PROCESS**

- a) Council will request nominations directly from the identified stakeholder groups.
- b) Council will advertise for nominations for local community/resident representatives.
- c) Nominations will be assessed against the eligibility criteria. If no suitable representatives can be found from the original nomination process the vacant position can either be left vacant, or a further call out for nominations may take place. This will be at the discretion of the Director Environment and Sustainability.
- d) Should a representative vacancy occur during the terms of appointment, a new representative will be selected from eligible nominations received from the original call for Expressions of Interest.

## **7 TERM OF OFFICE**

Appointed group members will participate until 1 month after the application for the Proposal has been determined by the International Dark Sky Association, when all memberships cease. The month post determination allows for a final meeting to be held to discuss the outcome and future of the Proposal.

## **8 SUPPORT PROVIDED**

- a) Council will provide necessary resources to the groups. This will include the venue and administrative support such as facilitating and running the meeting, preparation and distribution of the notice of meeting, agenda and the recording of the minutes.
- b) The Environment and Climate Change group is responsible for managing the group and will be the main point of contact for members on group related matters.

## **9 TIMETABLE FOR MEETINGS**

- a) The Group is to meet up to four (4) times throughout the year.
- b) A meeting will be limited to a maximum of two (2) hours duration unless the Group resolves to extend the meeting to a particular time or until the completion of business.
- c) The schedule of meeting dates and venues will be provided to the members in advance and an agenda will be provided at least 7 days prior to meeting.

## **10 MEETING PRACTICES AND PROCEDURES**

- a) The meetings will be chaired by a representative from the Environment and Climate Change Group.
- b) All members are expected to attend the meetings, or otherwise tender their apologies to either the Chair or Group liaison person.

- c) This Group is advisory in purpose and should have the intention of reaching consensus when endorsing items and recommendations. It has no authority to make decisions on behalf of Council.
- d) It will be at the discretion of the Chair when a matter is to be put to the vote. In such circumstances voting is to be by way of a show of hands. For a vote to be carried the matter must be supported by a majority of members present, with the Chair having a casting vote in the event the vote is tied.

## 11 MODEL CODE OF CONDUCT FOR COMMITTEES/WORKING GROUP

- a) All members of the Group are required to observe Council's Code of Conduct and any other policy or requirement applicable to the proper functioning of the committee.
- b) Members shall act in a professional and responsible manner with the information they obtain.
- c) Members must respect each other (often despite differences) and work together to create an open and trusting atmosphere. The group requires openness and honesty in order to function well and members should feel free to express their opinions and views without fear of recrimination.
- d) A breach of the Terms of Reference and/or Code of Conduct may lead to the member being removed from the Group by the Chair.
- e) Members of Group do not have the authority to make representations to the media on Council or the Group's behalf. In accordance with Council's Media Policy, the Mayor is the only person permitted to speak to the media on behalf of the Council and the Group.
- f) Conflicts of Interest: Council recognises that community representatives join such Groups 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 Groups, 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 the Code of Conduct.
- g) 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.

## 12 COUNCIL VALUES

All members of the Group, all meeting attendees are expected to observe Northern Beaches Council Values outlined below:

- **Trust**: Because being open brings out our best.
- **Integrity**: Because we are proud of 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 a difference.
- **Leadership**: Because everyone has a leading role.

**CHARTER: Urban Night Sky Place Project Working Group**

<p><b>Established:</b> August 2019</p>	<p><b>Function:</b></p> <p>To assist the Northern Beaches Council in implementing the Council resolution from 16 April 2019 to “Progress the application process using existing staff resources” and “Convene a working group which includes National Parks, local businesses, Palm Beach Whale Beach Residents Association and other interested organisations to ensure an early engagement of the issues”. The members are more specifically required to represent the various stakeholders who are interested in or may be impacted by the creation of a Urban Night Sky Place at Palm Beach Headland and provide information to Council to assist with the preparation of the application to become an Urban Night Sky Place.</p>
<p><b>Stakeholder Representatives:</b></p> <ul style="list-style-type: none"> <li>• Membership of the Group will continue for 1 month after the application for the Proposal has been determined by the International Dark Sky Association. All memberships cease at this time.</li> <li>• If there is a change to the Term, Northern Beaches Council commits to providing at least 14 days’ notice to affected Group members.</li> </ul>	
<p><b>Quorum and Voting</b></p> <ul style="list-style-type: none"> <li>• The quorum for each meeting will be one half plus one.</li> <li>• If a quorum is not present within 30 minutes within the commencement time of the meeting, the meeting shall become an informal meeting with no recommendations or decisions made.</li> <li>• The Group should have the intention of reaching consensus when endorsing items and recommendations.</li> </ul>	<p><b>Composition/Membership</b></p> <p>Membership of the Group comprises of up to 12 members representing the following interests:</p> <p>Identified stakeholder groups</p> <ul style="list-style-type: none"> <li>• One (1) representative from Australasian Dark Sky Alliance</li> <li>• One (1) representative from Northern Sydney Astronomical Society</li> <li>• One (1) representative from the Boathouse</li> <li>• One (1) representative from the Dune restaurant</li> <li>• One (1) representative from NSW National Parks and Wildlife</li> <li>• One (1) representative from Palm Beach Golf Course</li> <li>• One (1) representative from the Palm Beach &amp; Whale Beach Association</li> </ul> <p>Open community stakeholders</p> <ul style="list-style-type: none"> <li>• Two (2) local resident representatives</li> <li>• Two (2) representatives from Local Interest Groups</li> </ul> <p>Eligibility for member is outlined in item 5 – Eligibility of the Terms of Reference</p>
<p><b>Reporting Procedures:</b></p> <p>Notes of meetings to be reported to the Director Environment and Sustainability</p>	
<p><b>Meetings:</b></p> <ul style="list-style-type: none"> <li>• The Group are to meet up to four (4) times throughout the year.</li> <li>• The schedule of meeting dates will be distributed at the formation of the Group.</li> <li>• Agenda items, time and venue will be provided to the members in an agenda at least 7 days prior to the meeting.</li> </ul>	
<p><b>Ex Officio Advisors:</b> Officers of Government and Statutory Corporations or other advisors as required.</p> <p><b>Lead Council Officer:</b> Environment Resilience and Climate Change Manager</p> <p><b>Business Unit:</b> Environment and Climate Change</p>	<p><b>Council Members Appointed:</b></p> <p>Councillors may attend as observers</p>