



northern  
beaches  
council

# **North Curl Curl Skate Park: Project Working Group**

## **Terms of Reference**

## 1. Project brief

Council is building a new skate park as part of the implementation of the North Curl Curl Community Centre Masterplan.

Development of the concept design for North Curl Curl Skate Park follows a three step process.

### **Step 1: Ideas and vision**

Community consultation will inform preliminary designs for the skate park.

### **Step 2: Draft design brief**

A project working group (PWG) will review community ideas and feedback and refine the design brief for the design consultant. This includes reviewing the community feedback from the Skate'n'Say event.

### **Step 3: Finalise the design**

The PWG will work with the design consultant to finalise the design which will be presented to the community.

A budget of \$250,000.00 has been allocated for the project from the North Curl Curl youth facility CN01005. Funding has been allocated for other elements of the masterplan including carpark and reserve upgrades in the 2021/22 financial year.

## 2. Scope

The PWG is established to represent the views of key stakeholders including potential skate park users and those who live in the immediate surrounding area.

The PWG will assist Council's project team and the appointed design consultants to review feedback received from the community, refine the design brief and finalise the design for the skate park.

A minimum of two meetings will be held between mid-January and mid-March.

The PWG will be disbanded following the finalisation of the designs and will have no ongoing role in the building and operation of the skate park.

**Important note:** The PWG is appointed in an advisory capacity only and does not hold any authority to make decisions.

## 3. Composition

12 people (maximum) will be invited to participate as PWG members. Table 1 reflects the PWG composition:

Number of members (maximum)	Representative group
2	Skate-industry professional
2	Local resident (within 1km radius of North Curl Curl Reserve)
3	Youth - local skaters aged between 12 and 24 years (Parent/Guardian required if under 18)
1	Parent of young child (under 12)
2	Council Parks and Recreation staff (Chair)
1	Council Community Engagement staff
1	Council Youth Services staff

**Table 1: PWG composition**

If a member vacancy occurs during the terms of the appointment, a new member will be considered depending on the stage of the project and suitability of back up/waitlist candidates. New PWG members need to be endorsed by council staff prior to being accepted into the group.

Council will make best efforts to include a mix of genders across the PWG.

#### 4. Roles and responsibilities

Roles and responsibilities of a PWG member include:

- adhering to Council's Code of Conduct and meeting practice
- committing to attend all meetings
- being prepared and punctual for meetings
- communicating views of represented group at meetings
- collaborating with designers and working group members to define use and refine design requirements.

Roles and responsibilities of Northern Beaches Council staff include:

- providing a timely agenda for meetings
- providing a clear outline of meeting purpose
- adhering to Council's Code of Conduct and meeting practice
- fostering an environment for information exchange and learning
- providing timely meeting notes
- providing timely project and PWG updates
- liaising with design consultants
- communicating with PWG members in a timely manner.

Council's Parks and Recreation team is responsible for managing the PWG and will be the primary point of contact for members on PWG-related matters.

Staff Contacts:

Barbara Stack [Barbara.Stack@northernbeaches.nsw.gov.au](mailto:Barbara.Stack@northernbeaches.nsw.gov.au)

Scott Van Trienen [Scott.vanTrienen@northernbeaches.nsw.gov.au](mailto:Scott.vanTrienen@northernbeaches.nsw.gov.au)

#### 5. Meetings details

Timing

- A minimum of two meetings will be held between mid-January and mid-March.
- Meetings are anticipated to run from 6pm to 7pm.
- Meetings will be held on site at the Northern Curl Curl Community Centre.
- Schedules and agendas will be sent by email to all members in advance of each meeting.

#### Practices and procedures:

- The meetings will be chaired by a representative from the Parks and Recreation team.
- The PWG is advisory in purpose and has no authority to make decisions on behalf of Council.
- Chair to convene additional meetings in consultation with PWG (as needed).

#### Attendance requirements:

- Members are expected to attend all meetings.
- Tender their apologies to the Project Manager by email: [Scott.vanTrienen@northernbeaches.nsw.gov.au](mailto:Scott.vanTrienen@northernbeaches.nsw.gov.au) at least 24 hours prior to a meeting.
- A PWG member is not permitted to delegate attendance to an alternate representative without prior approval from the PWG chair.

## 6. Transparency

In the interests of transparency and project sensitivity the identity of each PWG member may be made public. Individual exceptions may be made for protection of young people and those concerned about privacy.

## 7. Amendment, modification or variation

This Terms of Reference may be amended, varied or modified by the Chair in consultation with the PWG.

## 8. Model code of conduct for Project Working Group

- a) All members of the PWG are required to observe Council's Code of Conduct and any other policy or requirement applicable to the proper functioning of the group.
- 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 retribution.
- d) A breach of the Terms of Reference and/or Code of Conduct may lead to the member being removed from the PWG by the Chair.
- e) Members of PWG do not have the authority to make representations to the media on Council or the PWG'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 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 PWG 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.

## 9. Council values

All members of the PWG 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.