1. Community Working Group Framework

The Governor Phillip Park Working Group (Working Group) is managed by Council staff directly.

2. Working Group Objectives

The Working Group will focus on providing advice to Council on concept designs and environmental opportunities and priorities for the improvement of Governor Phillip Park, Palm Beach.

The objectives of Working Group are to advise Council through:

- providing practical, place based and local input to Council on concept designs and environmental opportunities and priorities for the improvement of Governor Phillip Park.
- serving as a forum between Council, the community and interest groups to surface and discuss social, economic, environmental and cultural considerations that affect the Governor Phillip Park.

3. Purpose of the Community Working Group

The purpose of the Working Group is to provide a forum for discussion between Council, the community and interest groups on social, economic, environmental and cultural issues as they relate to the preparation of the designs for the improvement of Governor Phillip Park.

The Working Group will have regard to the draft Governor Phillip Park Plan of Management and Council Asset Management, Open Space, Environmental and other strategies which establishes the framework for the preparation of future designs.

Members are expected to provide input into:

- identifying opportunities and constraints for future improvements at concept design phase
- what actions are priorities for future upgrades or actions
- future proposed artwork
- on other matters or projects referred to the Working Group by staff.

Feedback from the Working Group will be incorporated into future designs and priorities and Council will report regularly to the Working Group how this has been achieved.

4. Membership

One representative will be sought from the following stakeholder groups:

- Palm Beach and Whale Beach Association
- North Palm Beach Surf Club
- Palm Beach Golf Club
- Pittwater Natural Heritage Association
- Dunes, Palm Beach
- The Joey, Palm Beach.

Three Community representatives, not directly associated with the above stakeholders, will also be sought.

Community representatives will have the ability to understand and communicate key stakeholder needs and views in relation to the preparation and implementation of future designs with particular emphasis on how concept designs are sympathetic to the natural and cultural heritage of Governor Phillip Park. The identity of each Working Group member will be made public. Membership will aim to include residents with the following experience or expertise in: environment, recreation, community, technical, business, first nations, heritage or planning matters. A Community representative position will be held for a person aged 18 to 24 to represent a youth viewpoint

The role of Community representatives is voluntary and is to provide feedback and information of a local nature and to highlight issues of importance to the local community.

Technical advice will be provided by Council staff and additional expert advice sourced by Council staff when required.

5. Selection Process

Council will advertise nominations for community representation through a public Expression of Interest process. The selection of members will be based on relevant skills, expertise and experience and relevant Council policies. In the event Council does not receive any community representative nominations from persons aged 18 to 24 during a public Expression of Interest process Council can appoint 3 community representatives who are not aged 18 to 24.

During the term of a working group that does not have a community representative who is aged 18 to 24 one representative from a suitable locally based organisation that represents the interests of local young people may be appointed to this working group. In this instance this Working Group will have 4 community representatives. Eligible nominations received will be vetted by a Council assessment panel and then a suitable nominee appointed in accordance with this Terms of Reference and relevant Council policies.

Should a vacancy occur during the term of appointment, a new representative may be selected from eligible applications received from the original call for Expressions of Interest. If no suitable alternative representative can be found from the original Expressions of Interest, the vacancy may be filled via a further call for Expressions of Interest.

Community representatives are appointed for a 4 year term and are eligible for reappointment with a maximum of 2 terms. A member may at any time resign from the Working Group by giving 4 weeks' notice in writing.

An application will not be considered by a current office bearer, owner or employee of the organisations/businesses set out in part 4.

An invitation to those stakeholder groups nominated in part 4 will be sent directly to that group.

6. Roles and responsibilities

Members of the Working Group are to:

- adhere to the Council's Code of Conduct and foster a collaborative environment
- declare any organisation/s that they may represent and register any conflict of interest
- represent the views of the stakeholders they represent in an unbiased way
- review relevant documents and provide feedback to the Working Group where necessary; and
- attend all meetings.

Council staff are to:

- facilitate and run the meetings, maintaining focus on the primary goals and objectives
- foster an environment for information exchange and learning
- provide timely Working Group meeting notes and updates
- consolidate feedback for inclusion in reporting to Council when required
- liaise with consultants engaged to provide advice
- co-ordinate any sub-groups as necessary; and
- be the main point of contact for members on Working Group related matters.
- seek the views of young people via targeted engagement activities, such as consultation with Council's Youth Advisory Group, about relevant matters related to this Working Group and Governor Phillip Park

7. Meetings

It is expected that meetings will occur around key milestones, which will be outlined initially during the inception meeting.

- Meeting dates will be planned in advance, and members will be advised at least one month prior to the meeting date. Meeting dates can be revised if a quorum of members are not able to attend on that date
- Meeting times are anticipated to be for a period of 2 hours and will be scheduled between 1pm and 7pm
- Meetings will likely be held face to face at Council's Mona Vale Customer Service Centre, although may periodically occur through Microsoft Teams or on-site at Governor Phillip Park,. By agreement the venue may be altered with 7 days' notice
- The agenda for each meeting will be provided at least 7 days prior to the meeting and notes from the meeting will be provided by staff within 7 days of the meeting.

8. Attendance

Members are expected to attend all meetings, punctually, or otherwise tender their apologies to the main point of contact at least 2 days prior to a meeting. No member should be absent for more than 2 consecutive meetings. Membership of the Working Group will be periodically reevaluated.

All meetings will be attended by the relevant Council staff.

The meetings will be by invitation. In the event of absence, a Community representative is not permitted to delegate attendance to an alternate representative.

9. Code of Conduct

All attendees are to act in accordance with these Terms of Reference and Council's Code of Conduct. A breach may lead to the attendee being removed from the meeting and/or the member being removed from the Working Group.

Representation: Members of the Working Group do not have the authority to act or speak on behalf of Council or the Working Group, including any representations to Council experts, the media or on social media.

Conflicts of Interest: Council recognises that representatives join such groups because of special interests or knowledge they may have, and Council welcomes their expertise. Nevertheless, it is important that Council understands the basis of advice it receives from members. Therefore, members are requested to declare any organisation or person(s) they may represent. Disclosures of Conflicts of Interest, particularly pecuniary interests will be required upon joining the Working Group and at the commencement of each meeting and will be recorded in the meeting minutes.

Confidentiality and Privacy: Members may have contact with confidential or personal information retained by Council or other agencies. If so, members are required to maintain the security of any confidential or personal information and not access or share that information, unless the member is authorised to do so.

10. Council Values

All members and meeting attendees are expected to observe Northern Beaches Council Values, as 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.

11. Amendment, modification or variation

These Terms of Reference may be amended, varied or modified in writing after consultation with Working Group members.

Revision history:

		Date	**Approved by**
1.	Terms of Reference	February 2026	CEO
2.	Amended Terms of Reference	August 2026	CEO