



1. Project brief

Council is building a skate bowl at Lionel Watts Reserve, as part of implementing the Glen Street Open Space Masterplan.

A budget of \$400,000 has been allocated for the project from the Youth Facility Fund, which is part of the Merger Savings.

The design for the new facility will be a collaborative project involving a Targeted Stakeholder Group and the broader community, to ensure the design is fit for purpose for all users.

2. Purpose

The purpose of the Targeted Stakeholder Group (TSG) is to work with Council's project team and the appointed design consultants to prepare a concept design for the skate park.

The TSG is established to represent the views of key stakeholders, potential skate park users, those live in the immediate surrounds – and is appointed in an advisory capacity only.

The TSG will be disbanded following delivery of the design brief to the consultant..

3. Scope

The Lionel Watts Skate Park is an identified feature of the Glen Street Open Space Masterplan. A 'bowl-style' facility is required because it is less noisy than a ramp and it is a form of skate park that is under-represented across the local government area. The scope of the project only includes the skate park and immediate surrounds. The broader master planning elements are contained in the Glen Street Open Space Masterplan.

4. Composition

Eight people (maximum) will be invited to participate as targeted stakeholders according to the following composition:

Number of reps	Representative group
1	Local resident (within 1km radius of Lionel Watts Reserve)
1	Skate Board Professional
2	Youth – local skaters aged between 12 and 24 years & Parent/ Guardian
2	Council Parks and Recreation Staff
1	Council Community Engagement Staff
1	Council Youth Services Staff

NOTE: it is intended that a female skater be included in the engagement

5. Roles and responsibilities

Roles and responsibilities of a TSG 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 TSG updates
- liaising with design consultants
- communicating with TSG members in a timely manner.

6. Meetings

The TSG is anticipated to be established in February 2019.

- A minimum of three but probably four meetings will be held during community engagement on the project.
- Meeting dates are anticipated to be 19 Feb, 5 Mar, 19 Mar, 26 Mar
- Meeting times are anticipated to be from 5-6pm.
- Meetings will be held at Council's Glen Street Library meeting room.
- Schedule and agendas for each meeting will be made available to all members in advance by email.

7. Attendance

- 7.1 Members are expected to attend all meetings, or otherwise tender their apologies to the Project Manager at least 24 hours prior to a meeting.
- 7.2 In the event of a meeting absence a TRG member is not permitted to delegate attendance to an alternate representative.

8. Concept design process

Development of the draft concept design for Lionel Watts Skate Park is anticipated to follow a three step process.

Step 1: Ideas and vision

The TRG will meet to develop some preliminary designs for discussion with the community.

Step 2: Draft design brief

The TRG will refine the design brief for the design consultant.

9. Transparency

In the interests of transparency and project sensitivity it is intended that the identity of each TRG member be made public. Individual exceptions may be made in writing for protection of young people and those concerned about privacy.

TRG details will be available on Council's Your Say project page – noting the TRG member's name and their representative group.

TRG updates and outcomes will be made public via meeting notes on the Your Say project page. Regular project updates will also be provided on this page.



10. Amendment, modification or variation

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by TRG members.