ORDINARY MEETING OF DARK SKY COORDINATING COMMITTEE
OF COUNCIL

AGENDA
OPEN MEETING

22 July 2026

13 July 2026

Notice of Meeting – Ordinary Meeting of Dark Sky Coordinating Committee

In accordance with the *Local Government (Meeting Procedures) Regulations 2025* NOTICE is hereby given that the next Ordinary Meeting of Dark Sky Coordinating Committee of the Circular Head Council will be held at the Council Chambers, 33 Goldie Street, Smithton on Wednesday 22 July 2026 with the Business of the meeting to be in accordance with the following agenda paper.

General Manager's Certification

PURSUANT to Section 65 of the *Local Government Act 1993* I hereby certify, with respect to the advice, information and/or recommendation provided for the guidance of Council in this Agenda, that:

1. Such advice, information and/or recommendation has been given by a person who has the qualifications or experience necessary to give such advice, information or recommendation; and

2. Where any advice is given by a person who does not have the required qualifications or experience, that person has obtained and taken into account the advice from an appropriately qualified or experienced person.



Paul Gardner
GENERAL MANAGER

13 July 2026

Mr Paul Gardner
General Manager
Council Chambers
33 Goldie Street
Smithton

Dear Paul,

COUNCIL MEETING

In accordance with regulation 6 of the *Local Government (Meeting Regulations) 2025* which states:

6. Convening meetings of council committee

(1) The chairperson of a council committee may convene a meeting of that committee.

(2) The chairperson of a council committee must convene a meeting of that committee –

(a) if the council committee or the council so determines; or

(b) at the request of a majority of the members of the committee.

I request that you make the necessary arrangements for the next ordinary meeting of Council to be convened on 22 July 2026 commencing at 3:00 PM at the Council Chambers, 33 Goldie Street, Smithton.

Yours sincerely

Cr Sally Collins
CHAIR

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THE PUBLIC IS ADVISED THAT IT IS COUNCIL POLICY TO RECORD THE PROCEEDINGS OF MEETINGS OF COUNCIL ON DIGITAL MEDIA TO ASSIST IN THE PREPARATION OF MINUTES AND TO ENSURE THAT A TRUE AND ACCURATE ACCOUNT OF DEBATE AND DISCUSSION OF MEETINGS IS AVAILABLE. THIS AUDIO RECORDING IS AUTHORISED UNDER SECTION 43 OF THE LOCAL GOVERNMENT (MEETING PROCEDURES) REGULATIONS 2025.

AGENDA OF AN ORDINARY MEETING OF DARK SKY COORDINATING COMMITTEE OF THE CIRCULAR HEAD COUNCIL TO BE HELD AT THE COUNCIL CHAMBERS, 33 GOLDIE STREET, SMITHTON ON WEDNESDAY 22 JULY 2026, COMMENCING AT 3:00 PM

	From	To	Time Occupied
Open Council			
TOTAL TIME OCCUPIED			

ACKNOWLEDGEMENT OF COUNTRY

The Circular Head Council acknowledges the North West Tasmanian Aboriginal people as the traditional custodians of the country on which we stand, meet and play. We recognise their continuing connection to the land, waters, and community. We pay respect to Elders past, present and emerging.

DIGITAL RECORDING OF COUNCIL MEETINGS POLICY

The Chairman is to declare the meeting open (time), welcome those present in attendance and advise that the meeting will be digitally recorded, in accordance with the Council Policy **CP016 – Electronic Recording of Council Meetings Policy** to record meetings of Council to assist in the preparation of minutes and to allow live streaming of Council Meetings. A reminder to those in attendance to ensure their mobile phones are switched to silent throughout the meeting.

SAFETY BARRIERS

To ensure the safety of both elected members and the public, safety barriers have been installed to clearly separate public access areas during Council meetings. Members of the public must remain on the entry door side of the barrier unless directed otherwise by an authorised officer. To minimise disruption and maintain order, any materials for elected members must be submitted in advance through the Executive Officer, Jodie Smedley, as direct approach within the restricted area is not permitted.

1.0 RECORD OF ATTENDANCE

Legislative Reference:
Local Government (Meeting Procedures) Regulations 2025; Regulation 10(3)(a)
The agenda of an ordinary meeting of a council is to provide for, but is not limited to, the following items:
(a) attendance and apologies.

1.1 ATTENDANCE

1.2 PRAYERS

1.3 APOLOGIES

1.4 LEAVE OF ABSENCE PREVIOUSLY APPROVED

Cr Mark Dabner - 1 July 2026 to 31 July 2026 inclusive.

2.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Legislative Reference:
Local Government (Meeting Procedures) Regulations 2025; Regulation 10(3)(b)
The agenda of an ordinary meeting of a council is to provide for, but is not limited to, the following items:
(b) Confirmation of the minutes.

2.1 CONFIRMATION OF MINUTES OF PREVIOUS DARK SKY COORDINATING COMMITTEE MEETING

RECOMMENDATION
That the Minutes of the Ordinary Meeting of the Circular Head Council held at Council Chambers 33 Goldie Street Smithton on Tuesday 26 May 2026, a copy of which having previously been circulated to Councillors prior to the meeting, be confirmed as a true record.

Minor correction to be noted for item 2.1 of the 26 May 2026 minutes. Correction is that the minutes for the 25 February 2026 meeting were confirmed as the minutes reflected the meeting date of the 25 March 2026.

3.0 REPORTS OF OFFICERS AND COMMITTEES

3.1 WORKING GROUP PROGRESS REPORT

To:	Dark Sky Coordinating Committee
Reporting Officer:	Executive Officer
Responsible Manager:	General Manager
Report Date:	29 June 2026
File Reference:	
Enclosures:	Nil

RECOMMENDATION

That the Dark Sky Coordinating Committee:

1. **notes the progress reports provided by each of the Dark Sky Working Groups;**
2. **acknowledges the progress being made towards implementation of the Dark Sky Accreditation Roadmap: and**
3. **notes that matters requiring Committee direction or future Council consideration will be presented through separate reports as required.**

PURPOSE

The purpose of this report is to provide the Committee with a consolidated update on the progress of each of the five Dark Sky Working Groups and to ensure the Committee maintains strategic oversight of the implementation of the Circular Head Dark Sky Program.

BACKGROUND

The Circular Head Dark Sky Program is being delivered through five Working Groups established by the Dark Sky Coordinating Committee.

Each Working Group has responsibility for progressing actions identified within the endorsed Dark Sky Accreditation Roadmap and associated implementation plans. Regular reporting to the Coordinating Committee supports effective governance, enables monitoring of progress, encourages collaboration between workstreams and provides the opportunity to identify emerging issues requiring Committee consideration.

The Working Groups comprise:

- Visitor Experience
- Cultural
- Communications and Engagement
- Infrastructure
- Accreditation

DETAILS

The Chairperson of each Working Group will provide a verbal update to the Committee outlining progress since the previous meeting.

Updates may include, but are not limited to:

- Visitor Experience Working Group

Progress relating to visitor experiences, tourism product development, infrastructure opportunities, interpretation, partnerships and initiatives that support sustainable tourism outcomes consistent with the Dark Sky Program.

- Cultural Working Group

Progress relating to engagement with Aboriginal organisations and cultural stakeholders, cultural heritage opportunities, interpretation and incorporation of cultural values within the Dark Sky Program.

- Communications and Engagement Working Group

Progress relating to community engagement, education initiatives, stakeholder communications, promotional activities, branding and awareness of the Dark Sky Program.

- Infrastructure Working Group

Progress relating to lighting audits, public lighting improvements, infrastructure planning, policy development, engineering considerations and implementation of lighting standards.

- Accreditation Working Group

Progress relating to the International Dark Sky accreditation process, evidence collection, policy alignment, documentation, compliance requirements and accreditation readiness.

Where appropriate, Working Groups may identify matters requiring future consideration by the Coordinating Committee or Council through separate officer reports.

STATUTORY IMPLICATIONS

Statutory Requirements

There are no statutory implications as a result of this report.

STRATEGIC IMPLICATIONS

Vision 2050 Reference

GOAL:	**Governance - To be trusted, high-performing Council that delivers quality services, demonstrates strong governance and accountability, embraces innovation and continuous improvement, and ensures long-term financial sustainability for the Circular Head community.**
Desired Outcomes	
Navigating increasing regulatory and compliance requirements	
Our Priorities	

POLICY IMPLICATIONS

There are no policy implications as a result of this report.

ENVIRONMENTAL IMPLICATIONS

There are no direct environmental implications arising from this report.

Environmental initiatives continue to be progressed through implementation of the Dark Sky Program and will be reported to the Committee as individual projects are developed.

FINANCIAL IMPLICATIONS

There are no financial implications as a result of this report.

RISK IMPLICATIONS

Regular reporting by the Working Groups assists the Committee to identify implementation risks, monitor project delivery and ensure appropriate governance oversight throughout the accreditation process.

CONSULTATION PROCESS

Consultation activities continue to be undertaken by each Working Group in accordance with their respective work programs and stakeholder engagement requirements.

CONCLUSION

The Work Group Progress Reports provide the Committee with an overview of progress across the Dark Sky Program and support effective governance through regular monitoring of implementation activities.

The verbal updates ensure the Committee remains informed of achievements, emerging priorities and matters requiring future strategic consideration as the Program progresses towards Dark Sky accreditation.

4.0 GENERAL BUSINESS

Opportunity for members to raise additional matters relating to the progression, promotion, and governance of Council's Dark Sky designation and initiatives, including emerging opportunities, community engagement, and partnership updates not covered elsewhere on the agenda.