



northern
beaches
council

Partnership and Participation
Strategic Reference Group

AGENDA

PARTNERSHIP AND PARTICIPATION STRATEGIC REFERENCE GROUP

Notice is hereby given that a meeting of the Partnership and Participation Strategic Reference Group will be held via TEAMS

WEDNESDAY 5 AUGUST 2020

Beginning at 6:00pm for the purpose of considering matters included in this agenda.

Committee Members

Cr Sue Heins (Chair)	
Mayor Michael Regan	
Cr Kylie Ferguson	
Cr Penny Philpott	
Tony Hilliger	Surf Life Saving Sydney Northern Beaches Inc
Ina Vukic	Northside Enterprise
Antony Biasi	
John Buggy	Belrose Open Space Corridor Association
Denice Smith	
Craig Susans	
Caroline Glass-Pattison	First Nations
Myriam Conrie	
Chris Fulton	
Hannah Jamieson	
David Hope	North Sydney District Council of P&C Associations
Jane Mecelli	

Council Officer Contacts

Melanie Gurney	Executive Manager Library Services
Tamara Lukic	Governance Officer

Quorum

A majority of members including the Chair or one of the elected Councillors.

**Agenda for Partnership and Participation
Strategic Reference Group Meeting
to be held on Wednesday 5 August 2020
Commencing at 6:00pm**

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NEXT MEETING Wednesday 4 November 2020

1.0 ACKNOWLEDGEMENT OF COUNTRY

As a sign of respect, Northern Beaches Council acknowledges the traditional custodians of these lands on which we gather and pays respect to Elders past and present.

APOLOGIES

All members are expected to attend the meetings or otherwise tender their apologies to the Chair and Governance at councilmeetings@northernbeaches.nsw.gov.au.

DISCLOSURES OF INTEREST

Members should disclose any "**pecuniary**" or "**non-pecuniary**" interests in matters included in the agenda. The [Northern Beaches Council Code of Conduct](#) (the Code) provides guidance on managing conflicts of interests.

A **pecuniary interest** is defined in Section 4 of the Code as:

A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.

A **non-pecuniary conflict of interest** is defined in Section 5 of the Code as:

A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.

If you required further information or guidance about disclosing an interest please contact Governance at councilmeetings@northernbeaches.nsw.gov.au.

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 MINUTES OF PARTNERSHIP AND PARTICIPATION STRATEGIC REFERENCE GROUP MEETING HELD 6 MAY 2020

RECOMMENDATION

That the Minutes of the Partnership and Participation Strategic Reference Group meeting held 6 May 2020, copies of which were previously circulated to all Members, be confirmed as a true and correct record of the proceedings of that meeting.

5.0 UPDATE ON ACTIONS FROM LAST MEETING MEETING

MEETING DATE	ACTION	STATUS
5 Feb 2020	K Walsh to follow up on the Draft Volunteer Policy and bring it back to the group in August .	Open
5 Feb 2020	M Gurney to share with other SRG', J Buggy's <i>Suggested Review of Purpose and Practice of the SRG</i>	Ongoing

6.0 AGENDA ITEMS

ITEM 6.1	SUMMARY OF STRATEGIC REFERENCE GROUP MID-TERM REVIEW - SARAH DUNSTAN - 20 MINS
REPORTING OFFICER	GOVERNANCE OFFICER
TRIM FILE REF	2020/430247
ATTACHMENTS	1 Survey Results

EXECUTIVE SUMMARY

PURPOSE

The purpose of this item is to:

- Share the findings from the survey of Strategic Reference Group (SRG) members early this year
- Update the SRG on the proposed interim improvements
- Workshop role definitions for future SRGs.

SUMMARY

Two years into the term of SRGs, a mid-term review was conducted to identify what is working well and what could be improved. Overall survey feedback from members was largely positive however, some key areas for improvement were identified, notably more strategic input and clarity around role and purpose.

RECOMMENDATION OF GOVERNANCE OFFICER

That the Partnership and Participation Strategic Reference Group:

1. Note the survey results.
 2. Provide feedback on the proposed interim improvements.
 3. Participate in a workshop: 'what is the role of the Strategic Reference Group (from the perspective of an SRG member)?'
-

REPORT

BACKGROUND

Strategic Reference Groups (SRGs) are an important part of Council's community engagement framework. They comprise of a mix of subject matter experts in a field relevant to the SRG, community members with an interest in a range of relevant topics and Northern Beaches councillors. They provide input at various stages of projects and strategies to ensure alignment to the Community Strategic Plan (CSP).

Council's community engagement approach is informed by the principles of the International Association for Public Participation (IAP2). This framework is used to determine the level of engagement sought by the SRGs, as well as the wider community. SRGs can be used as a part of a general engagement tool, as well as part of a coordinated community engagement process for a specific project.

IAP2 Spectrum:

INCREASING LEVEL OF PUBLIC IMPACT				
INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Public Participation Goal:	Public Participation Goal:	Public Participation Goal:	Public Participation Goal:	Public Participation Goal:
To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision, including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.

Note: 'Empower' is not a stage used for community engagement as the elected Council is the final decision maker.

MID-TERM REVIEW

Two years into the SRG term we wanted to identify what was working well and what could be improved. A review of the SRGs was undertaken. Activities undertaken as part of the review:

- Review of membership against charters and recruitment of vacant positions
- Formalised the community committee framework into a policy
- Desktop review of agenda items mapped to the IAP2 Spectrum
- Survey of members.

Satisfaction Survey

The survey results revealed an overall high satisfaction with the SRGs however, the breakdown of comments identified the following key areas for improvement:

- Clarity around role of SRG
- Strategic input – earlier input into policy and strategy
- Fewer agenda items – more time for workshop and discussion

The full survey results for the Partnership and Participation SRG are attached.

Workshop Session: Executive Managers and Chairs

On 3 June 2020 an online workshop with the six lead executive managers and chairs and Manger Community Engagement was conducted. The group provided valuable insight into how they perceived the role of the SRG from their unique perspectives as a councillor (SRG member) and staff member.

Interim Enhancements

Following the survey feedback, some interim enhancements will be progressively implemented:

- Greater information sharing with SRG members out of session
- Consideration of opportunities for cross-SRG consultation
- Annual forward planning workshops with the Chief Executive Team, executive managers and chairs to provide more strategic oversight to agenda topics
- Re-format of the agenda to enable more emphasis on consultation vs informing (eg: 2 x workshops and 1 x 'inform' each meeting)
- Report templates will be clear on the level of engagement sought
- Use a 'Parking Lot' for off topic discussions
- Database for recording and reporting back on actions
- Continuous improvement: pulse surveys post every meeting.

NEXT STEPS

The current SRGs have played an important role in shaping the direction of the Northern Beaches Council and are aligned to the pillars of Council's Community Strategic Plan (CSP). Key milestones are approaching being, the:

- local government election in September 2021 requiring the CSP to be reconsidered by the newly elected Council
- SRG members' terms concluding in February 2022.

Given these milestones, Council is very keen to understand the experiences of our first cohort of SRG members since the first local government elections following amalgamation, with a view to using these experiences in how Council sets up the next term within Council's broader model for engagement.

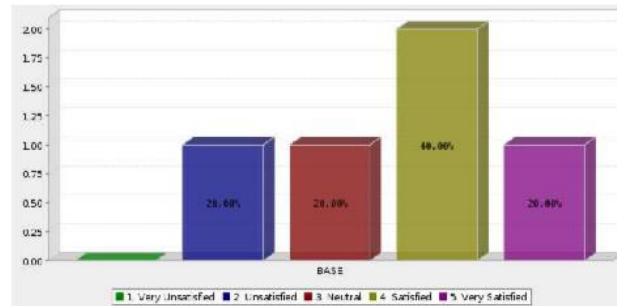
A report to the Chief Executive Team will be provided incorporating this feedback for its consideration of the next SRG term.

29/07/2020

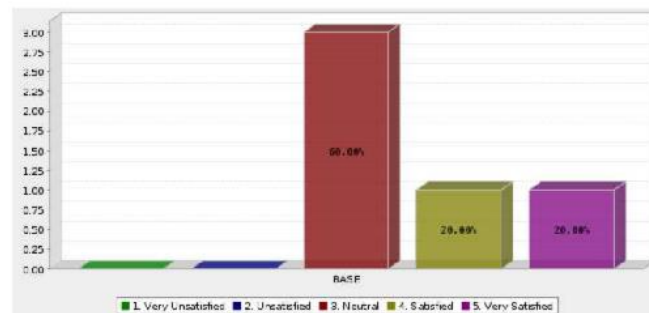


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How satisfied are you with the level of input you have in shaping the strategic input of the agenda topics?

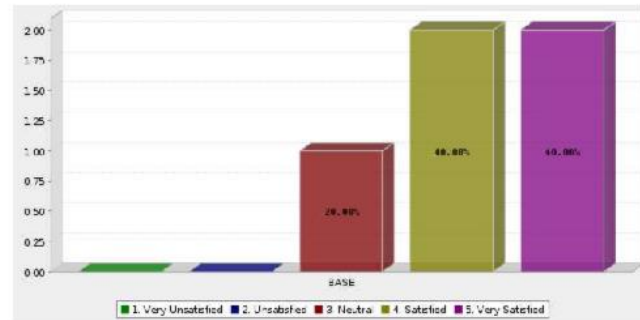


How satisfied are you with the relevance of agenda topics for your SRG?

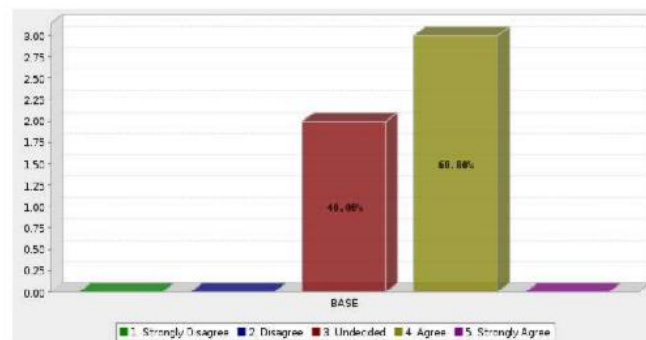


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How satisfied are you with the quality of the business papers?

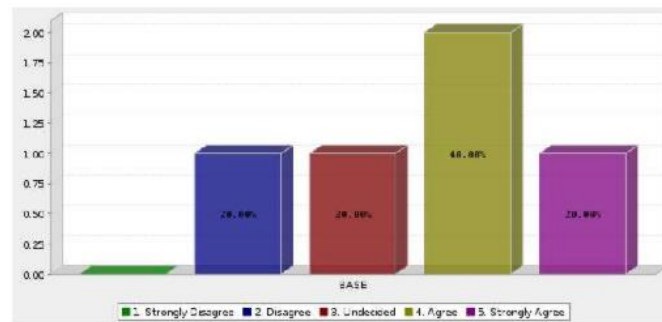


My contributions to the SRG are making a difference.



29/07/2020

My opinions are being heard.

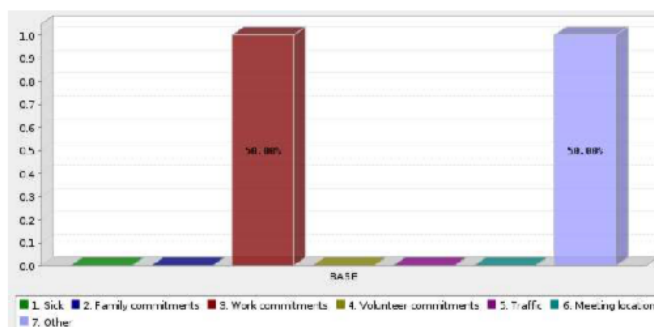


Have you missed any of the SRG meetings?



29/07/2020

What was the reason for missing the meeting(s)?



What's working well ?

- 'The group gels well with community interests in focus, information on topics or issues discussed or considered at meetings is very good and adequate. Sticking to agenda and moderating discussions in order to get through the agenda is done very well'.
- 'The group dynamics and the respect shown to the differing opinions of the members'.
- 'Councillor engagement with Community representatives'.
- 'Generally good rapport. People are willing to contribute and are respectful'.
- 'After a confusing introduction, there is now continuity in identifying with clarity the purpose of the SRG group and the role and purpose each individual member can contribute'.

29/07/2020

What can be improved?

- *'....Specifically in relation to the Gateway Markers. The 'community' was invited to participate in the SRG process so those who cared are expressing their opinions and as such these opinions should be respected. The processes are comprehensive and the decisions not made without consideration of budget, timeline, protocols and due Council process being followed'.*
- *'Process for providing input. Those with the loudest voices tend to dominate the debate'.*
- *'Many things but principally: Policy seems to be already set before presentations and it would seem to a brave move to question it since the 'non-Council' members do not have enough information at the point in time. Some matters are not linked to strategic direction'.*
- *'Sufficient time to discuss each agenda topic effectively. A definitive role for the SRG group. The outcomes of issues brought to the SRG, actually are implemented or have a significant impact on the decision making process'.*

ITEM 6.2	ACTIVATION OF LIBRARY SPACES AT NIGHT
REPORTING OFFICER	ACTING DIRECTOR COMMUNITY AND BELONGING
TRIM FILE REF	2020/408334
ATTACHMENTS	1 ↓ Activation of Library Spaces at Night

EXECUTIVE SUMMARY

PURPOSE

Gain input from the Partnership and Participation Strategic Reference Group (SRG) about the feasibility of opening Council's library spaces for after hour's activities in response to Council Notice of Motion No24/2020- "Activation of library spaces at night".

SUMMARY/REPORT

Library staff have been asked to investigate the feasibility of opening library spaces for additional after hour's activations. This includes:

- Exploring options for the various library locations relating to the local demographics
- Considering activities such as music, nights of art, comedy, trivia and readings, and
- Trialling locations one night per month to test ideas.

This study will include an online community consultation process commencing 20 July 2020 on 'Your Say'. Input from the consultation process will be combined with ideas from library staff and better practice research to shape a report for Councillor briefing consideration in August 2020.

RECOMMENDATION

That the Partnership and Participation Strategic Reference Group provide ideas and input into the activation of library spaces after hours.

REPORT

BACKGROUND

Notice of Motion No24/2020 resolved by Cr Heins and Cr Harrison at the May 2020 Ordinary Council meeting, that Council:

- 1. Staff investigate the feasibility of opening Council's library spaces for additional after hours activations*
- 2. Staff consider Council's different library locations for a variety of activities for different local demographics*
- 3. Staff explore options of activities (but not limited to) nights of art, music, readings, comedy and trivia nights and the concept of trialling one night per month to test ideas and locations*
- 4. Engage with residents for feedback on locations and potential activities, and*
- 5. Provide a report with resourcing costs to be brought back to a Councillor briefing within three months.*

CONSULTATION

Online community consultation to commence on 'Your Say' from the 20 July 2020 to 07 August 2020 in addition to input from the Partnership and Participation SRG.

TIMING

Report for Councillor briefing to be prepared for presentation and discussion in August 2020.

Council Motion 24/2020 – Activation of Library Spaces at Night

- Current level of activation
- Progress report,
- Community Engagement and Questions
- Councillor Input

*Heather Thomson & Jessica Haack
Northern Beaches Council Library Services*

Current level of activation - 2019

- 68 events held after 5pm
- 3013 attending
- 1631 youth attendees
- Covering:
 - Literature, poetry & music
 - Art and exhibitions
 - HSC and lifelong learning



Progress

- **Goal-** Investigate feasibility of utilising library spaces for after hours activation
- Project team formed
- Research underway
- Consultation plan developed
- Going out for community consultation 21/7



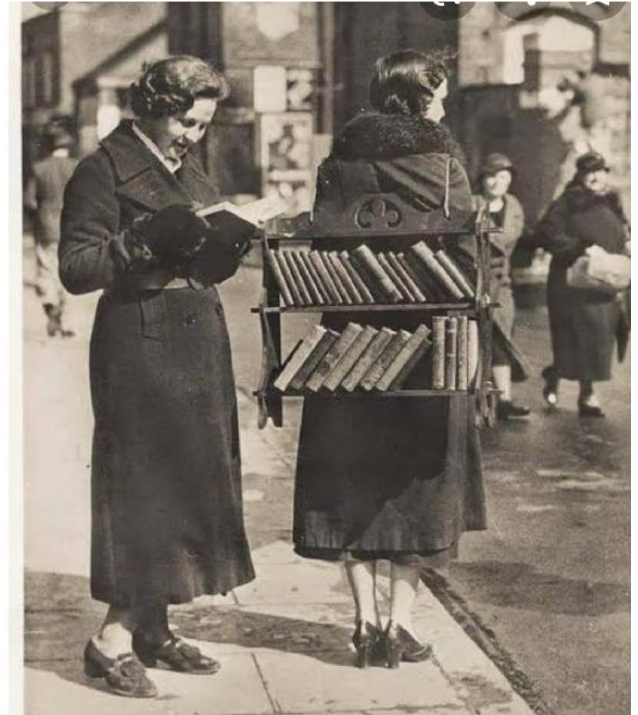
Community Engagement Plan

- [‘Your Say’](#) from 21/07/2020 – 09/08/2020
- Social media prompts to target responses
- Councillor briefing and input – 21/07/20
- Partnership and Participation SRG workshop on 05/08/2020



Discussion

- What ideas do you have?
- What level of diversification is required?



ITEM 6.3	PARTNERSHIP AND PARTICIPATION STRATEGIC REFERENCE GROUP REPORT - LEP ENGAGEMENT
REPORTING OFFICER	PLANNER
TRIM FILE REF	2020/414000
ATTACHMENTS	1 Presentation

EXECUTIVE SUMMARY

PURPOSE

To brief the SRG on the draft engagement program for the Northern Beaches Local Environmental Plan (LEP) and Development Control Plan (DCP) and to seek input on the most effective means to engage the community.

REPORT

The first stage of developing a new land use planning framework for the Northern Beaches was completed in March 2020 with the adoption and commencement of Council's first Local Strategic Planning Statement - *Towards 2040*. This new statutory document outlines our planning vision and establishes a range of priorities, principles and actions; confirming our commitment to a sustainable future.

The next stage of the process is to bring together the four current Local Environmental Plans (LEPs) and Development Control Plans (DCPs) into a single Northern Beaches LEP and DCP which reflects the priorities and implements the actions in *Towards 2040*, and is consistent with the regional directions set by the Greater Sydney Commission in the *North District Plan*.

This complex process has already commenced with Council staff undertaking an analysis of the similarities and differences between current LEPs and DCPs, identifying key issues, and consulting with a range of internal stakeholders.

Council has also commissioned a number of studies to inform the preparation of the new LEP and DCP. These include:

- Environment Study
- Local Character Study
- Social Infrastructure Study
- Employment Study
- Strategic Bushfire Assessment (Deferred Lands)
- Biodiversity Study (Deferred Lands)
- Urban Design Guidelines

In addition, Council in conjunction with SGS Planning and Economics, is preparing a Local Housing Strategy. This Strategy, which must be approved by the Department of Planning, Industry and Environment, will outline Council's preferred approach to the supply of new housing to 2036 to meet the needs of the Northern Beaches Community. This Strategy is currently in draft form and is being tested with focus groups to identify any gaps, improve understanding, and clarify messaging. It is proposed to present the draft to Council this year and subsequently exhibit it publicly for comment. Once adopted, the Strategy will also inform LEP and DCP drafting.

Community engagement in the LEP/DCP process will be crucial to ensure the LEP and DCP are reflective of community concerns, readily and easily understood, legally accurate, and supported. The engagement undertaken by Council for *Towards 2040* involved a range of techniques including:

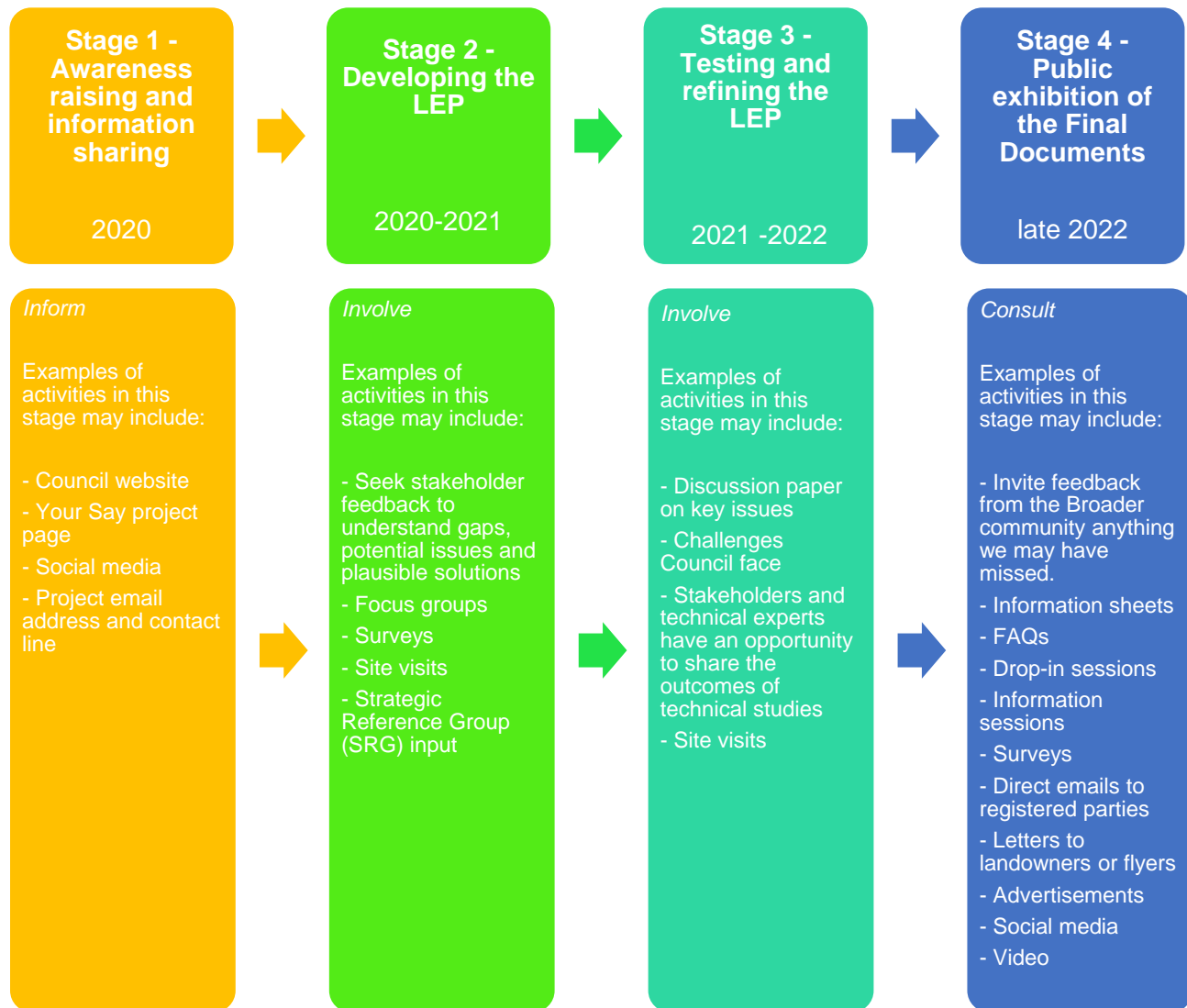
- Focus groups with strategic reference groups, youth and community groups
- Drop-in sessions throughout the LGA

- Surveys
- Video presentations
- Advertising through Facebook, Instagram, Manly Daily and Peninsula Living
- 80,000 notifications in Council's rates notice

The variety and reach of communications used covered a diversity of ages and abilities with technology. It resulted in 337 submissions to the formal public exhibition; a good response given the strategic nature of the document. The vast majority of responses were favourable, indicating Council had identified and addressed most of the issues of concern to the community.

LEPs and DCPs address many development-related issues and must be drafted in accordance with State Government directions (particularly LEPs). This poses unique difficulties in engaging the community, particularly when preparing a new Council-wide LEP and DCP which must also implement *Towards 2040* and the *North District Plan*.

Draft Engagement approach for the Northern Beaches LEP and DCP



The draft engagement approach for the LEP/DCP involves 4 stages and utilises a number of engagement techniques. The draft approach is intended to provide diverse opportunities and mechanisms for stakeholders to contribute to the LEP, beyond the minimum standards required under Council's Community Participation Plan and the *Environmental Planning and Assessment Act 1979*.

It is requested that the Partnership and Participation Strategic Reference Group consider and discuss the following questions:

1. What does the community need to know from us to make informed decisions?
2. How do we help the community better understand the issues?
3. How do we best get the community to contribute? (Considerations for Covid-19) e.g. via online survey, targeted stakeholder groups, other?
4. What are reasonable expectations of us to engage?

RECOMMENDATION

That the Partnership and Participation Strategic Reference Group note the above report.