



northern
beaches
council

Partnership and Participation
Strategic Reference Group

MINUTES

PARTNERSHIP AND PARTICIPATION STRATEGIC REFERENCE GROUP

Held remotely via TEAMS on

WEDNESDAY 5 AUGUST 2020

Minutes of the Partnership and Participation

Strategic Reference Group

held on Wednesday 5 August 2020

Commencing at 6:00pm

ATTENDANCE:

Committee Members

Cr Sue Heins (Chair)	
Mayor Michael Regan	
Cr Kylie Ferguson	
Cr Penny Philpott	
Ina Vukic	Northside Enterprise
Antony Biasi	Community representative - Narrabeen Ward
John Buggy	Belrose Open Space Corridor Association
Denice Smith	Community representative - Narrabeen Ward
Craig Susans	Community representative - Manly Ward
Myriam Conrie	Individual with experience and expertise in inclusivity and accessibility, charitable organisations and strategic marketing
Hannah Jamieson	Community representative - Curl Curl Ward
David Hope	North Sydney District Council of P&C Associations
Jane Mecelli	Individual with experience and expertise in social services

Council Officer Contacts

Melanie Gurney	Executive Manager Library Services
Sarah Dunstan	Manager, Governance
Neil Cocks	Manager, Strategic Place & Planning
Andrew Grocott	Manager, Community Engagement
Heather Thomson	Service Capability Manager
Jessica Haack	Programs Librarian
Katie Kirwan	Governance Officer
Tamara Lukic	Governance Officer

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.

2.0 APOLOGIES

Apologies were received from Chris Fulton and Caroline Glass-Pattison.

3.0 DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

There were no declarations of pecuniary or non-pecuniary conflicts of interest.

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

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

RECOMMENDATION

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

5.0 UPDATE ON ACTIONS FROM THE 5 FEBRUARY MEETING

Item 6.1 - *Draft Volunteer Policy* – Kylie Walsh informed that the draft policy needs to be split into two parts; first part reflecting the comments of the employees and the second reflecting the comments of the groups and SRGs. She also noted the need for broader community consultation to be conducted. This item will be deferred to further date.

Item 6.2 - *Suggested Review of Purpose and Practice* – Mel Gurney confirmed that J Buggy's notes have been shared with other SRGs.

J Buggy noted the similarity of themes in the upcoming discussion paper on the role of the SRGs.

6.0 AGENDA ITEMS

6.1 SUMMARY OF STRATEGIC REFERENCE GROUP MID-TERM REVIEW - SARAH DUNSTAN - 20 MINS

OVERVIEW OF UPDATE

S Dunstan, Governance Manager provided a presentation on this topic. The purpose of the presentation was to provide results from the survey of Strategic Reference Groups (SRGs), update the SRG members on the interim improvements and discuss the role of SRGs for the next round of Council term.

The following topics were addressed:

- Purpose of the session.
- Challenges to consider.
- Key milestones.
- Survey Feedback.
- Continual and additional improvements to consider.
- Role of the SRG members.

DISCUSSION

The SRG members were invited to participate in a workshop and provide insight into their roles as SRG members.

The SRG members provided the following feedback:

- Need for some guidelines around representations to media and social media.
- Include a statement from Council's Code of Conduct as an agenda item.
- Members to be an experts in a relevant field/s which enables them to be strategic and provide the strategic input.
- Review and reword the term 'Represent' in the word description as it may be inappropriate term, representing views of all residents.
- Members should share the views of the constituencies of the groups that the members are connected with.
- Implications around confidentiality and some guidance for new SRG members to know what to do with the information provided at the meeting and confidentiality.
- A clarification sought on the difference between the engagement approach of YourSay and SRG members.
- More workshops than presentations should be included in the SRG agenda.
- Agreed that the SRG covers quite a broad demographic, hence the mix of members is close to the mark.
- Importance in having youth representation in SRGs as they represent different circles, different thoughts, perspectives and approaches.
- Difficulties in getting a representative under 24, particularly at the moment as it has been identified that the youth is struggling with COVID uncertainties and any engagement in this sort is not a priority for them.

- It was suggested that the youth advisory group present to SRG on project they are currently working.

A Grocott committed to include a future SRG item on the broader Community Engagement Framework review.

6.2 ACTIVATION OF LIBRARY SPACES AT NIGHT

OVERVIEW OF UPDATE

Heather Thomson, Service Capability Manager and Jessica Haack, Programs Librarian presented on this topic. The purpose of the presentation was to brief the SRG members on the project and to seek members' input.

The group was informed of the following:

- Current activation of libraries at night.
- Investigation undertaken to identify feasibility for additional after hours activation.
- Use of the following tools in the process:
 - Consultation team was formed
 - Engagement via the [Your Say](#) platform
 - Social media prompts to target responses from younger generation
 - Councillor briefing and feedback.
- The response was quite positive with 628 votes and more than 100 ideas.
- What came out of the engagement :
 - The idea of the safe space and inclusive space (for marginalised community members to use, youth and children.
 - Focus on the community history.

ITEMS DISCUSSED

Question: - Who were the stakeholders involved in the process?

Answer: - Internal stakeholders within Council, from the community, arts and culture team were consulted in the process. The SRG members discussed the following:

- Look at activation as family focused and provide a range of activities with spaces that are specifically interesting to them.
- Activities that would allow for the whole family to get engaged, something intergenerational.
- Vision that all libraries accommodate for different demographics.
- Adults being the current targets identified as well as the push for more youth.
- Staff consider Council's different library locations for a variety of activities for different local demographics.
- Making sure that the community can self sustain the use of the libraries.
- Members were encouraged to use their networks and connections to spread the word on opportunities.

ACTION

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

Note: The group took a short break at 7:32pm and reconvened at 7:42pm.

6.3 PARTNERSHIP AND PARTICIPATION STRATEGIC REFERENCE GROUP REPORT - LEP ENGAGEMENT

OVERVIEW OF UPDATE

Neil Cocks, Manager Strategic & Place Planning provided a presentation on this topic. The purpose of his presentation was to brief the SRG on the draft engagement program for the Northern Beaches Local Environmental Plan (LEP) and Development Control Plan (DCP) and also to workshop members' input/ideas/feedback on the most effective means to engage the community. A copy of the presentation was distributed separately after the meeting.

N Cocks informed the SRG members of:

- The first stage of this process, which was completed in March 2020 with the adoption and commencement of Council's first local Strategic Planning Statement – Towards 2040.
- The next stage of the process, is the harmonisation of 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.
- The draft engagement approach for the Northern Beaches LEP and DCP.
- The importance of community engagement in the LEP/DCP process, to ensure the LEP and DCP are reflective of community concerns, readily and easily understood, legally accurate and supported.

ITEMS DISCUSSED

SRG members were invited to participate in a workshop facilitated by Andrew Grocott, Manager Community Engagement and answer the following questions:

- What does the community need to know from us to make informed decisions?
- How do we help the community to better understand the issues?
- How do we best get the community to contribute?
- What are reasonable expectations of us to engage?

The SRG members provided the following feedback:

- Majority of residents have no or very limited understanding of what is an LEP or DCP.
- More information in plain English should be provided about these documents.
- A member voiced disappointment and frustration with frequent LEP rule changes and the impact on residents.
- Queries why these rules change rather often, and a need for Council to explain/clarify why.
- Important to consider the what, why and how. People want to know how it affects them on a more personal level (rather than on a community level) or what change means specifically to

them.

- Council needs to be clearer and more detailed about why these new guidelines are needed.
- Council needs to clarify differences, benefits and any other impacts on residents as the result of those changes.
- Concentrate on the areas where the LEP and DCP will impact people rather than in areas that will not be impacted.
- Need for more consistency and clearer communication of information by Council.

Members were reminded that the State government that sets the strategic direction. Council is required to implement this and this needs to be shared with the community through simple and honest messaging.

It was agreed that due to the complexity of the topic the SRG members will provide further feedback directly to N Cocks.

ACTION

That the Partnership and Participation Strategic Reference Group provide further feedback to Neil Cocks.

SUMMARY OF ACTIONS

ITEM NO.	ACTION	RESPONSIBLE OFFICER	DUE DATE
6.3	Governance to send the SRG members the LEP presentation	Governance	6 Aug 2020
6.3	SRG members to provide further feedback to Neil Cocks.	SRG members	Ongoing

The meeting concluded at 8:37pm.

This is the final page of the Minutes comprising 7 pages numbered 1 to 7 of the Partnership and Participation Strategic Reference Group meeting held on Wednesday 5 August 2020 and confirmed on Wednesday 4 November 2020.