

NORTHERN BEACHES
COUNCIL

MEETING NOTES

LOCAL REPRESENTATION COMMITTEE MEETING (ECONOMIC, ENVIRONMENT & SOCIAL)

held in the Council Chambers, Civic Centre, Dee Why on

WEDNESDAY 19 OCTOBER 2016

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Meeting Notes of the Local Representation Committee Meeting (Economic, Environment & Social)

held on Wednesday 19 October 2016

in the Council Chambers, Civic Centre, Dee Why

Commencing at 6:18pm

Attendance:

Economic

Alan Le Surf
Candy Bingham
Jose Menano Pires
Roslyn Harrison
Selena Griffith
Sue Heins

Environment

Kyle Ferguson (Chair)
Barbara Aird
Cathy Griffin
Hugh Burns
Ian White
Julie Hegarty
Pat Daley

Social

Jean Hay AM (Chair)
Alex McTaggart
Bob Giltinan
Duncan Kerr
Steve Pickering
Vanessa Moskal

Apologies:

Michael Regan (Chair)
Alan Le Surf
Helen Lever

Barbara Aird
Dick Persson

Kay Millar
Wayne Gobert

Council Officers

Mark Ferguson
Beth Lawsen
Kate Lewis
Allison Kellett
Louise Hardy
Sherryn McPherson
Ximena Von Oven
Lynne Jess

General Manager
Deputy General Manager, Publics Affairs & Public Officer
LRC Executive Officer Environment
Research Officer LRC
Research Officer LRC
Governance Support Officer
Administration Officer – Governance
Secretariat Officer - Governance

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1.0 WELCOME AND INTRODUCTIONS

1.1 ACKNOWLEDGEMENT OF COUNTRY

DISCUSSION

Jean Hay, AM welcomed members and gave an acknowledgement of Country.

1.2 APOLOGIES

That the apologies of Alan Le Surf, Barbara Aird, Mr Dick Persson, Helen Lever, Kay Miller, Michael Regan, Wayne Gobert, be noted.

2.0 REVIEW OF MEETING NOTES

2.1 NOTES OF THE MEETING HELD 21 SEPTEMBER 2016

DISCUSSION

The LRC Notes of the Meeting were noted by the LRC.

Mover	Kyle Ferguson
Seconder	Hugh Burns

NOTE: ADMINISTRATOR'S UPDATE

DISCUSSION

This Item was deferred for the next meeting.

3.1 GENERAL MANAGER'S UPDATE

Mark Ferguson, General Manager provided an update in relation to the following matters:

- Hard copy of the organisation structure was circulated to the group.
- Nick Hall, has been appointed to the Acting Executive Manager Human Resources position.
- Tija Stagni, has been appointed to the Executive Manager Land Use Developing & Compliance position.
- Levels 4 and team interim structures are not being drafted within the organisation.. This leads to the whole process of integration where the business transition managers have identified the key deliveries. Currently approximately 200 core services have been identified and reviewed.
- Department of Premier and Cabinet have highlighted the financial benefits that the Northern Beaches Council will achieve.
- There has been no change in relation to the Capital Work Programs budget.
- Performance measures have been implemented within Northern Beaches Council (i.e. customer response deadlines, written correspondence timeframes)

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Two recent Public meeting Meetings have been scheduled:

1. Church Point – Parking Issues Meeting – 29 October
 2. Mona Vale Place Meeting – 29 October
- There is a Council Meeting – 25 October at Manly
 - A summary of the Frenchs Forest Structure Plan progress was provided.
- Q:** Why was the Church Point Bay View meeting dated changed to Saturday 29 October?
- A:** The meeting was changed due to availability of venue and attendance of key relevant staff.
- Q:** A recent case occurred in Narrabeen Lagoon Caravan Park where kids were climbing on machinery. Would Council be liable in an event of misuse?
- A:** This question was taken on notice (Action)
- Q:** Is a Quarterly Budget update being presented at a future Council Meeting?
- A:** Yes, this will be presented at a future Council Meeting in November
- Q:** Will Council present an update in relation to the progress of the Car Park in Manly?
- A:** Yes, as noted on a Council resolution at the 23 August Council Meeting, the reports will be available to the public by the end of the year.
- Q:** Mona Vale Place Meeting – the current link on the website reflects the former date of the meeting, could Council staff update the Council's website in order to reflect the correct date.
- A:** Yes, the website will be updated. (Action)

It was noted that community members are all welcome to attend the meeting. There is no requirement to register to speak however Council staff needs to be aware of the potential questions to be able to provide an answer at the meeting.

- Q:** With regards to the toilet situation in Marine Parade, Seaforth, East Esplanade and Little Manly Point when will Council be installing new toilets?

A: The replacement of toilets in Marine Parade will take place in due course.

NOTE C Griffin was invited to submit a written request to make a submission to address this issue at the next Council Meeting.

- Q:** Can LRC members get a briefing in relation to the Manly Andrew Boy Charlton Swim Centre and District Park Project?

A: A discussion paper is currently being prepared which will be presented at a future Council Meeting.

NOTE LRC members will receive a briefing in relation to the Manly Andrew Boy Charlton Swim Centre and District Park Project as requested by the members.

- Q:** With regards to the \$14 million infrastructure budget, will the community be able to nominate projects on which they would like Council to allocate the money?

A: No, the community won't be able to nominate specific projects but Council will take in consideration what is best for the community during the process.

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4.0 GENERAL BUSINESS

4.1 SRG SESSION – 1 REFLECTION

DISCUSSION

Beth Lawsen, Deputy General Manager Public Affairs and Public Officer provided an update in relation to the following matters:

- Role of SRG - Strategic and Advisory
- Role of Chair and Executive Manager
- Process for determining agenda items
- Process for actioning items, meetings notes to LRC
- Next meeting
- Draft Agenda

NOTE It was highlighted that the first SRG meeting held on 28 September was a success.

NOTE B Lawsen, requested LRC members not to circulate the Organisational Chart with mobile phone numbers of Executive Managers, as the distribution was for the use by LRC in their work with the community and Council.

ACTION C Griffin requested the contact details of the 2 SRG's she is a member of. She further requested to activate her Northern Beaches email and to provide her with a password.

4.2 DRAFT AGENDA FOR OCTOBER/NOVEMBER MEETINGS

DISCUSSION

Draft Agenda for the Strategic Reference Group (SRG)

- Role of the SRG – the SRG's are strategic advisory groups.
- Executive Manager will provide assistance with the agenda preparation.
- A Research officer will be allocated to each of the SRG's
- Role of the chair is to leader and manage the agenda in an appropriate manner, set the tone of the meeting and manage the group accordingly.
- Executive Managers will be appointed to each SRG and will work with the chair to set the agenda and provide content for the meetings.
- The agenda will be circulated to the members 5 days before the meeting. Soft copies will be circulated in advance and hard copies will be circulated at the meeting.
- Topics relevant to the region (regional impact & regional effect) will be included on the agenda.
- Executive Managers will be available 1 hour before the meeting to meet with Chairperson.
- Profile of the area- Demographics

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- Update of the transition process
- Issues and priorities
- SRG aspirations and goals
- Confirm venue, dates and next meeting dates.

NOTE: LRC members were encouraged to use the Customer Request Management (CRM) system in order to submit their concerns, available on the former Councils websites as a Customer request/Service.

4.3 CSP ENGAGEMENT PLAN UPDATE

DISCUSSION

Michael McDermid, Executive Manager Corporate Strategy and Planning (operations) provided an overview with regards to the following points:

- Engagement Activities – Community Survey has been completed – the results of the survey will be available in due course
- Update on Community Strategic Plan meetings including Brookvale Show and the many other activities to date.
- Remaining Community Strategic Plan Meetings will be held on:

Monday 24 October, 2016 - 6-8pm
North Narrabeen Surf Life Saving Club, Ocean Street

Thursday 27 October, 2016 - 6-8pm
Mona Vale Golf Club, Golf Avenue

4.3 COMMUNITY ENGAGEMENT POLICY AND FRAMEWORK PLAN

DISCUSSION

Kate Lewis provided an overview:

- The draft Community Engagement and Policy Report (presented at the Council Meeting on 11 October for public exhibition)

NOTE: C Griffin left the meeting at 7:15pm

- This is a dedicated online (see links below) and an engagement plan that includes community information sessions.
- K Lewis offered individual briefings as requested previously by Candy Bingham. Hugh Burns requested an invite to briefing if they are arranged. Briefing to be arranged. (Action)
- Candy Bingham expressed concern about the "Your say" emails as they are hard to read. There are a lot of links and hard to follow. This needs to be reviewed. (Action)
- Some of the areas addressed include:
 - Involvement of the SRG's and community groups

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- Clear scope about on what the involvement is
- Feedback to all participants
- Dedicated engagement project page
- Tailored engagement to specific issues and opportunities
- Summaries of community input
- Range of techniques and tools to encourage participation via a broad range of options

Useful Links

Community Engagement Policy and Framework 2016 (Draft)

<http://yoursay.northernbeaches.nsw.gov.au/CEpolicy2016>

Northern Beaches Council Policy Community Engagement

<http://yoursay.northernbeaches.nsw.gov.au/CEpolicy2016/documents/43553/download>

Matrix Community Engagement Policy and Framework

<http://yoursay.northernbeaches.nsw.gov.au/CEpolicy2016/documents/43554/download>

SEPARATE LRC SESSION

5.1 INTRODUCTION TO VISION SESSION

LOCAL REPRESENTATION COMMITTEE – ECONOMIC

Michael McDermid led the Local Representation Committee – Economic

The group spent some time as individuals reading the list of key words that was provided by the Corporate Planning team. They circled the top five words that they felt were important from a community perspective and that should be considered for inclusion in the Northern Beaches Council vision.

The group then placed their five dot stickers against those top five words. The number of dots were counted, with the top words then discussed. Notes were taken of the discussion and interpretation of those top words, as follows:

Word	Number of dots	Interpretation/discussion
Natural Environment	4	<ul style="list-style-type: none"> • Waterways • Bushes • Beaches • Not man-made • Parks • Bays • Trees • Wildlife
Community	3	<ul style="list-style-type: none"> • Everyone who lives here • Businesses • Sporting • School • Interest groups

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		<ul style="list-style-type: none"> • Volunteering • Vibrant
Lifestyle	3	<ul style="list-style-type: none"> • Outdoors • Café • Active • Natural environment • Reason they live here • Housing types – close to the city in a natural environment • Accessibility – you can walk to places
Recreation	3	<ul style="list-style-type: none"> • Diversity available • Choice – active and passive • Water-based recreation • Maintain bikes • Horses • Cycling • Surfing • Stand up paddle boarding
Sustainable	2	<ul style="list-style-type: none"> • Natural environment • Permaculture • Economy • Social – sense of community • Working from home • Public transport
Open Space	2	<ul style="list-style-type: none"> • Public infrastructure • Recreation • Dog walking • Sportsgrounds • Everyone has access to open space
Vibrant	1	
Waterways	1	
Public transport	1	
Family Friendly	1	

Where there was only one dot, there was no interpretation, the discussion just looked at the top words. Prior to voting with dots, the group added the following words, which were not on the list provided by the Corporate Planners:

Additional words

Word	Number of dots	Interpretation/discussion
Culture	1	
Safe	3	<ul style="list-style-type: none"> • People looking out for each other • Community • Passive surveillance • Connection with neighbours • Safety by design • Elderly people feeling and being safe • Being physically safe

LOCAL REPRESENTATION COMMITTEE – ENVIRONMENT

Ms Kate Lewis (Executive Officer) led the Local Representation Committee – Environment

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DISCUSSION

The group was requested to review the list of words presented at the vision session. LRC members provided feedback on what they considered to be the key words that will represent the community vision for the Northern Beaches Council

The following words were highlighted:

<u>Inclusive</u>	Understanding youth, accepting of diversity (culture and economic). Tolerate differences
<u>Open Space</u>	Parks, reserves, fields, beach
<u>Natural Environment</u>	Bush, trees, under eloped, natural parks
<u>Villages</u>	small communities, small scale, local
<u>Lifestyle</u>	the way we live includes all the points discussed previously, warmer climate access.

LOCAL REPRESENTATION COMMITTEE – SOCIAL

Ms Beth Lawsen and Alison Kellett led the Local Representation Committee - Social

DISCUSSION

LRC meeting notes, Dee Why, 19 October 2016

After group participants read the vision notes from the first meeting of the Strategic Reference Group on 28 September, they selected the following key words. They then worked on distilling which of these were key priority words for the vision. The priority words are listed in the box below.

- Connected
- Thriving
- Beach
- Bush
- Family-friendly
- Infrastructure
- Trees
- Natural Environment
- Inclusive
- Safe
- Sustainable

Lifestyle
Diversity
Bush
Beach
Community
Caring
Vibrant

From a geographical perspective, they discussed the Northern Beaches as taking us from:
Harbour to Lighthouse.

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5.0 NEXT MEETING

The next meeting of the Local Representation Committee (LRC) will be held on Wednesday 16 November 2016 in the Council Chambers, Civic Centre, and Dee Why.

6.0 ATTACHMENTS

SUMMARY OF ACTIONS

ACTION	RESPONSIBLE OFFICER
<i>C Griffin requested the contact details of the 2 SRG's she is a member of.</i>	Governance
NOTE: All SRG members have provided Governance with their authority to disclose their personal details.	
<i>C Griffin further requested to activate her Northern Beaches email and to provide her with a password.</i>	Helen
K Lewis offered individual briefings as requested previously by Candy Bingham. Hugh Burns requested an invite to briefing if they are arranged particularly for an CE Policy briefing	Kate
Mona Vale Place Meeting – the current link on the website reflects the former date of the meeting, could Council staff update the Council's website in order to reflect the correct date.	Kate
Candy Bingham expressed concern about the "Your say" emails as they are hard to read. . She requested the "Your Say" page to be reviewed and improve the format of the email.	Kate

*The meeting concluded at 8:03 pm
This is the final page of the Notes comprising 10 pages
numbered 1 to 8 of the Local Representation Committee (Economic, Environment and Social)
meeting held on 19 October 2016*



Local Representation Committees	
WORKSHOP AGENDA	
Welcome and Dinner	
Administrators Update	Dick Persson
Review of Meeting notes	Helen Lever (EO)
• Business arising	
Administrator Update	Dick Persson
General Manager update	Mark Ferguson
General Business	
• SRG Reflection	Beth Lawson
• SRG Meeting 2 - Agenda	
• CSP Engagement Update	Michael McDermid
• Community Engagement Policy and Framework Engagement	Kate Lewis
Break into groups for Visioning Exercise	All
Report Back	All
Meeting Close	All

Review of Previous Meeting Notes and Actions

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Administrator's Update

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General Manager's Update

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Strategic Reference Group

Reflections from 28 September



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SRG Update

- Role of SRG - Strategic and Advisory
- Role of Chair and Exec Manager
- Process for determining agenda items
- Process for actioning items, meetings notes to LRC
- Next meeting
- Draft Agenda

LRC	Strategic Reference Group (SRG)	Chair	LRC Member	Exec Manager	Meeting Date	Venue
Economic	1. Affordable Housing	Michael Regan	Ian White	Andrew Pigott	27 Oct	Dee Why
	2. Economic Development and Tourism	Jose Menano Pires	Michael Regan Sue Hains	Mick Dadds	3 Nov	Dee Why
	3. Place Making	Kyle Ferguson	Caroly Bingham Alan Le Surf	Mick Dadds	10 Nov	Dee Why
Environment	4. Natural Environment	Alex McTaggart	Wayne Gobert	Todd Dickinson	27 Oct	Dee Why
	5. Waste and Recovery Management	Cathy Griffin	Barbara Aird Pat Daley	Natasha Schultz	3 Nov	Dee Why
	6. Sustainable Transport	Cathy Griffin	Selena Griffith	Andy Davies	10 Nov	Dee Why
Social	7. Art, Culture and Heritage	Michael Regan	Julie Hagarly Hugh Burns	Mick Dadds	10 Nov	Dee Why
	8. Community Safety	Jean Hay	Steve Pickering	Mick Dadds	27 Oct	Manly
	9. Inclusive Communities	Alex McTaggart	Kay Miller Vanessa Moskal	Lindsay Godfrey	3 Nov	Narrabeen
	10. Open Space and Recreation	Jean Hay	Duncan Kerr Bob Gillinan	Steve Lawler	3 Nov	Dee Why
	11. Youth	Kyle Ferguson	Roslyn Harrison	Lindsay Godfrey	9 Nov	Dee Why

SRG Meeting Agenda

	Lead
Welcome, Apologies	Chair
Overview of SRG Role	Exec Manager
Profile of Area Overview of CSP process and IP&R Update on transition process	Exec Manager (Corporate planning team)
Issues and Priorities Workshop Session Data from previous SRG session	Exec Manager (Engagement team)
SRG Aspirations and Goals	Exec Manager (Engagement team)

Update on CSP Engagement



CSP Engagement - Update

Promotion

- Manly Daily notices
- Social media/community news letters/data bases
- Postcards delivered to households
- Council events and activities

Engagement activities

- Community Survey – October
- Focus groups - October
- Listening posts/Community meetings
- Website – online survey and feedback form

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Listening posts

Date	Event	Stall times
Sun 11 Sept	Frenchs Forest Organic Markets	9am-11.30am
Fri 16 Sept	Beaches Organic Markets	10am-12noon
Sun 18 Sept	Narrabeen Markets	9am-3pm
Tues 20 Sept	Corso Manly, near Belgrave St	7-9am
Thurs 22 Sept	Dee Why Beach Front	10am-12pm
Sun 25 Sept	Bilarong Reserve, Nth Narrabeen	9am-1.30pm
Sat 1 Oct	Manly Jazz Festival	10am-5pm
Sat 15 Oct	Brookie Show	12noon-6pm
Sat 22 Oct	Avalon Car Boot Sale	8am-2pm
TBC	Manly Markets/ Library	
Sun 6 Nov	Mona Vale Market Day	10am-3pm

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Community Meetings/Drop in Sessions

Date	Venue	times
Mon 10 Oct	Glen Street Theatre	6-8pm
Thurs 13 Oct	Curl Curl Sports Centre	6-8pm
Mon 17 Oct	Seaforth Community & Sports Pavilion	6-8pm
Mon 24 Oct	North Narrabeen Surf Life Saving Club	6-8pm
Thurs 27 Oct	Mona Vale Golf Club	6-8pm

Community Engagement Policy and Framework

Background and Engagement

Review and consolidation of former policies and documents

- Previous discussion with IAG & LRCs
- Created consolidated policy and framework
- Council report adopted for exhibition
- Project live 18 October
- Submissions close 20 November
- Comment analysis, incorporate feedback
- Report to Council Dec 2016

Engagement activities

- Dedicated project page
<http://yoursay.northernbeaches.nsw.gov.au/CEpolicy2016>
- Online feedback form
- Adverts in Manly Daily
- Community Drop in sessions (detailed overleaf)
- Individual LRC member briefings and stakeholder meetings
- Social media/ community group emails / engagement data base

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Key areas highlighted

- Consistent approach to engagement planning
- Early engagement
- Involvement from SRGs and Community Groups
- Staged approaches to include ideas and options stage
- Clear scope and decision making process
- Feedback to all participants at key stages of the project
- Dedicated engagement project page (including documents, background, updates, activities)
- Tailored engagement to specific issues and opportunities
- Summaries of community input
- Range of techniques and tools to encourage participation via a broad range of options

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Community Information Sessions

Joint Session together with the **Community Strategic Plan Meetings**:

- **Monday 24 October, 2016 - 6-8pm**
North Narrabeen Surf Life Saving Club, Ocean Street
- **Thursday 27 October, 2016 - 6-8pm**
Mona Vale Golf Club, Golf Avenue

Community Drop In Sessions:

- **Wednesday 2 November 2016, 6-7.30pm**
Dee Why Civic Centre, Flannel Flower Room
- **Monday 7 November 2016, 5-7pm**
Manly Library, Manly
- **Tuesday 16 November 2016, 4-6pm**
Mona Vale Library, Mona Vale

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LRC Group Vision Exercise

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SRG Word cloud – I love the northern beaches because:



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SRG Word cloud – what is your vision for the northern beaches



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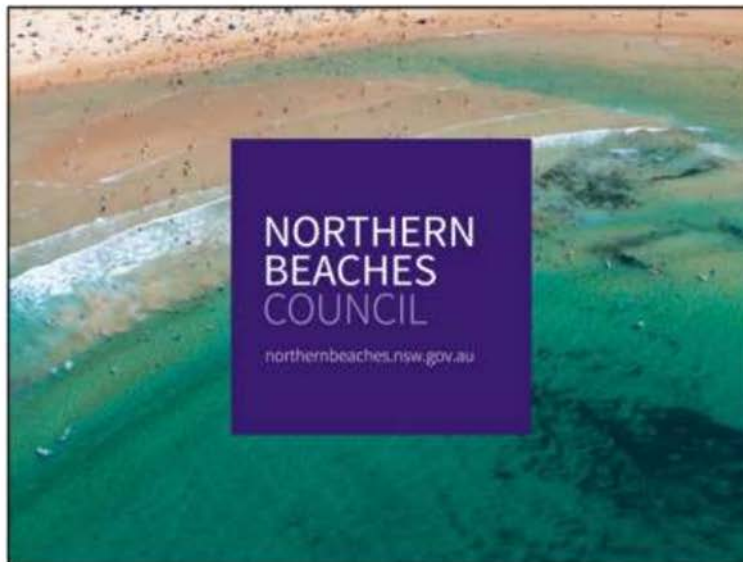
Meeting Close

Next LRC meeting

23 November 2016 6-8pm
Dee Why Chambers

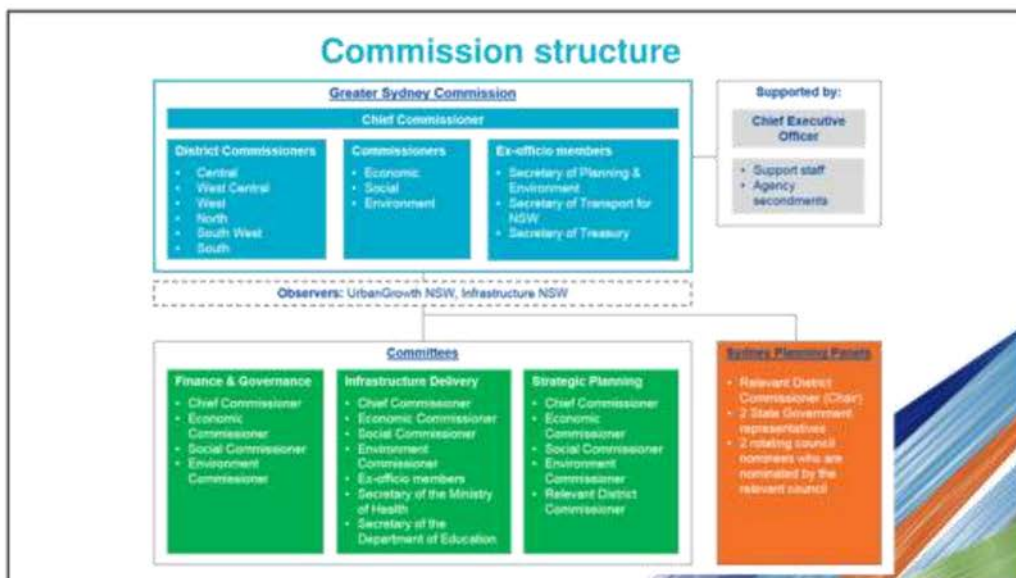
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Our role: Statutory planning

Making LEPs

Rezoning Reviews

Regional project decisions

Our role: Infrastructure coordination

Annual Infrastructure
Priority List

Infrastructure Delivery
Plans

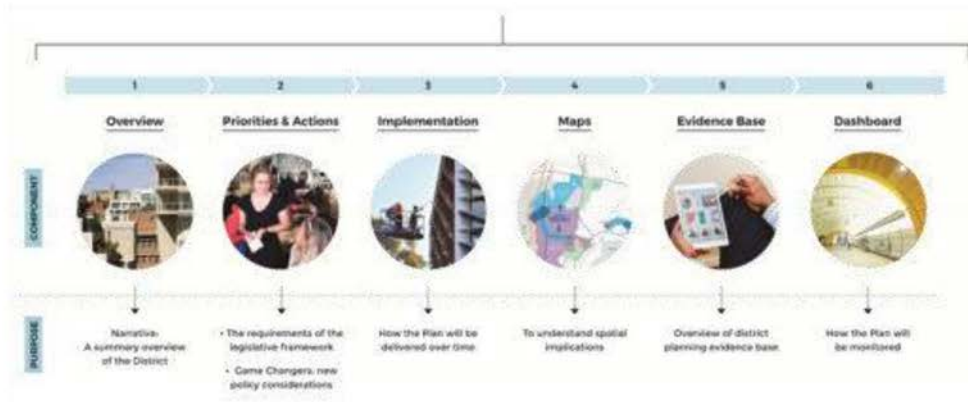
Game Changer List



Will link the Government's metropolitan plan
A Plan for Growing Sydney with Council's
Local Environmental Plans

Will cover a 20-year timeframe with a 40-year
vision

Draft District Plan Structure







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