

NORTHERN BEACHES  
COUNCIL

## MEETING NOTES

### **IMPLEMENTATION ADVISORY GROUP (IAG) MEETING**

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

**WEDNESDAY 8 JUNE 2016**

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COUNCIL

**Meeting Notes of the Implementation Advisory Group (IAG) Meeting**  
**held on Wednesday 8 June 2016**  
**in the Council Chambers, Civic Centre, Dee Why**  
**Commencing at 4:04pm**

**ATTENDANCE**

**Committee Members**

Ms Jean Hay AM  
Mr Michael Regan  
Ms Kylie Ferguson  
Mr Alex McTaggart  
Mr Jose Menano-Pires  
Ms Cathy Griffin

Chair  
Deputy Chair  
Deputy Chair  
Member  
Member  
Member

**Council Officers**

Mr Dick Persson AM (*left the meeting at 4:33pm*)  
Mr Mark Ferguson (*left the meeting at 4:39pm*)  
Ms Melinda Hewitt  
Ms Kate Lewis  
Ms Jane Mulroney  
Ms Katie Kirwan

Administrator  
General Manager  
Deputy General Manager  
LRC Executive Officer  
LRC Executive Officer  
A/Coordinator Governance (Notes)

## **NORTHERN BEACHES** COUNCIL

### **1.0 WELCOME AND INTRODUCTIONS**

#### **1.1 ACKNOWLEDGEMENT OF COUNTRY – JEAN HAY**

##### **DISCUSSION**

Jean Hay welcomed members and gave an acknowledgement of Country.

#### **1.2 APOLOGIES – JEAN HAY**

Helen Lever (Executive Officer)

#### **1.3 UPDATE ON STORM EVENT – DICK PERSSON**

##### **DISCUSSION**

D Persson and M Ferguson provided an update on the recent storm event in Collaroy/Narrabeen and advised members on the actions taken by Council and measures that have been put in place to date.

There was discussion around possible preventative measures. Sand nourishment was suggested as a potential preventative measure.

D Persson suggested members of the IAG do some further research into sand nourishment and provide any feedback or suggestions to him. Members noted that Prof. Andrew Short has done extensive research into sand nourishment and is also a resident of the northern beaches.

He noted how wonderful the staff have been in response to this event, and in particular the staff working in the Incident Management Team. He also noted that the community have acknowledged the work of staff, and also thanked the hundreds of volunteers that have assisted.

There was general discussion amongst members about the potential impact on budget.

Members discussed Council's response to the event and noted that they agreed with the action taken so far but would appreciate receiving some general principles documented before relaying it to the community.

##### **RECOMMENDATION TO THE ADMINISTRATOR**

That the Implementation Advisory Group (IAG) broadly supports the approach and actions of the Administrator in relation to the recent storm event and compliment all staff, volunteers and community members for their work and contribution to the management and clean-up, and also notes that the Administrator is continuing to negotiate with both State and Federal Government and residents, to share the ongoing costs and funding of the clean-up and remedial works.

### **2.0 IMPLEMENTATION PLAN UPDATE**

#### **2.1 HIGHLIGHTS AND SUCCESSES – MELINDA HEWITT**

##### **DISCUSSION**

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M Hewitt provided members with an update on highlights and successes of the transition to date:

- All reporting to the Department of Premier and Cabinet is up to date
- The transformation framework is set out and on track
- Beginning to draw on the best of all three former councils
- Empowering staff
- Customer service is operating seamlessly
- Beach parking
- Interim structure
- Interim branding and website work
- A meet and greet session was held on 26 May 2016 and attended by the majority of staff
- Workshops for the IAG and LRC are underway
- Interim measures have been implemented to ensure key staff have adequate access to systems but this is proving difficult and may take up to up to 12 months to implement full access
- Council Meetings have commenced with live streaming of these meetings
- Coordinated effort in relation to the storms which has really seen our staff come together

M Hewitt noted that The Hon. Paul Toole, Minister for Local Government has stressed the importance of the visioning process through our engagement framework, which will be a priority over the coming months.

### 2.2 COMMUNICATIONS AND REPORTING PROTOCOL – MELINDA HEWITT

#### DISCUSSION

M Hewitt advised that last week's workshop notes (for both IAG and LRC) will not be reported to Council. Future IAG meeting notes and actions will be reported to Council and any approved actions will be addressed by the organisation.

The LRC meeting notes will also be reported to Council together with a Briefing note. The Administrator will respond to recommendations at his discretion.

Members discussed how they interpret their role as a member of the IAG and agreed they see their role as champions of the new Council.

### 3.0 IAG UPDATE

#### 3.1 REVIEW OF PREVIOUS MEETING NOTES AND ACTIONS

#### DISCUSSION

Members acknowledged the Notes of the IAG Workshop held on 31 May 2016.

**ACTION:** Delegation for Citizenship Ceremonies to be confirmed. M Hewitt to follow this up.

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### **3.2 REFLECTIONS ON FIRST IAG MEETING**

#### **DISCUSSION**

Members discussed their views on the first of the IAG meetings and the following points were discussed:

- The need to use the information from these meeting to inform the community and put their minds at rest on issues that are of concern to them. J Mulronee noted that there will be a standing agenda item for updating members, as well as looking at strategic issues such as community engagement.
- The publication of Council Meeting business papers and the possibility was raised of seeing a draft agenda index before the meeting to allow members to discuss any issues within the community.
- Clarification is required around the role the IAG plays in the Vision and Strategic Plan as this is to be developed by the new Council.
- Members acknowledged that this is an opportunity to give the community a chance to get involved by asking what is important for them, and areas we should focus on.
- It is the expectation of the Department of Premier and Cabinet that Council complete a visioning exercise by December 2016. The draft Community Strategic Plan by Sept 2017. The visioning exercise will be a major community engagement exercise.

### **3.3 NEXT IAG DRAFT AGENDA**

#### **DISCUSSION**

Agenda items for the next IAG meeting are to be confirmed.

## **4.0 LRC UPDATE**

### **4.1 REFLECTIONS ON FIRST LRC MEETING**

#### **DISCUSSION**

J Mulronee invited members to raise any feedback on how to improve the LRC meetings. Members discussed the summaries from each of the LRCs and noted that there will be areas of overlap.

K Lewis noted that at the next LRC meeting they will revisit the summaries from the previous LRCs and see how these correspond with the previous combined CSP themes. These areas will then be prioritised.

## **5.0 OTHER PRIORITY AREAS**

### **5.1 COMMUNITY ENGAGEMENT FRAMEWORK AND COMMITTEE STRUCTURE**

#### **DISCUSSION**

J Mulronee presented members with an overview of the IAG and LRC committee structure. She



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also gave an overview of initial thoughts on an updated committee structure as part of the overall community engagement framework. Some previous committees need to continue for legislative reasons ie Traffic Committee, others may continue as working groups or community groups.

**ACTION:** Council has started analysis of these committees and will report back progress to the IAG for further input.

Members discussed the committee structure and raised concerns that it would not work with an elected council. M Hewitt advised that these committees were only in place for the duration of the Administration, the elected council will review and determine its own committee structure in the new term.

There was discussion around former Council committees in relation to funds they still hold, and whether or not it is appropriate for members to attend meetings of those committees that continue to operate.

K Lewis noted that the process needs to be equitable across the Northern Beaches. IAG members can be invited to participate in groups and can speak at Council Meetings but anything operational needs to be treated as a customer request.

K Lewis advised that they are trying to use the best practices from all three former Councils and engage these community groups with future projects as required. The community engagement framework will involve registered community groups as a mechanism for community engagement and communication. This will ensure that is an equitable structure for community participation.

## 6.0 GENERAL BUSINESS

### 6.1 PATHWAY OF OLYMPIANS – JEAN HAY

#### DISCUSSION

J Hay advised that with the Rio Olympics coming up, former Manly Council had planned and budgeted to continue with the 'Pathway of Olympians' on East Esplanade in Manly and queried whether or not it was appropriate to change it to include northern beaches Olympians. Members discussed the costs of the plaques and the criteria in which a person was eligible and members agreed for it to remain as is.

## 7.0 NEXT MEETING

### 7.1 CHANGE OF MEETING DATE

#### DISCUSSION

The next meeting of the IAG was scheduled for the 22 June 2016 but Jean Hay is unable to attend and would like to change the date to 29 June. Members noted that it was the same date as the LRC meeting. Members agreed that they would change the date to the 29 June 2016 and go straight from the IAG into the LRC meeting.

#### DECISION

The next IAG meeting will be held on 29 June 2016. The new meeting schedule to be forwarded.

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**SUMMARY OF ACTIONS**

ACTION	RESPONSIBLE OFFICER
Delegation for Citizenship Ceremonies to be confirmed.	Melinda Hewitt
List of IAG and LRC members and staff contacts to be circulated	Katie Kirwan
Revised IAG and LRC meeting schedule to be circulated	Katie Kirwan

*The meeting closed at 8:36pm*

**ATTACHMENTS**

1. Powerpoint Presentation