

NORTHERN BEACHES  
COUNCIL

## MEETING NOTES

### IMPLEMENTATION ADVISORY GROUP (IAG) MEETING

held in the Councillor's Room, Manly Town Hall on

**THURSDAY 14 JULY 2016**

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COUNCIL

**Meeting Notes of the Implementation Advisory Group (IAG) Meeting**  
**held on Thursday 14 July 2016**  
**in the Councillors Room, Manly Town Hall**  
**Commencing at 4:03pm**

**ATTENDANCE**

**Committee Members**

Ms Jean Hay AM  
Ms Kylie Ferguson  
Mr Alex McTaggart  
Ms Cathy Griffin

Chair  
Deputy Chair  
Member  
Member

**Council Officers**

Mr Mark Ferguson (*Left the meeting at 6:10pm*)  
Ms Beth Lawsen  
Ms Kate Lewis  
Ms Jane Mulroney  
Ms Helen Lever  
Ms Katie Kirwan

General Manager  
Deputy General Manager Public Affairs  
LRC Executive Officer (Environment)  
LRC Executive Officer (Social)  
LRC Executive Officer (Economic)  
Governance Admin Officer (Notes)

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### 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

##### DECISION

*A McTaggart / K Ferguson*

That the apologies from Dick Persson, Michael Regan and Jose Menano-Pires be noted.

### 2.0 REVIEW OF PREVIOUS MEETING NOTES

#### 2.1 CONFIRMATION OF PREVIOUS MINUTES AND BUSINESS ARISING AND REVIEW OF ACTIONS

##### DECISION

*A McTaggart / K Ferguson*

That the Notes of the Implementation Advisory Group (IAG) meeting held on 29 June 2016, copies of which were previously circulated are hereby confirmed as a true and correct record of the proceedings of that meeting.

##### DISCUSSION

Beth Lawsens, Deputy General Manager Public Affairs and Public Officer discussed the following updates on the Actions from the 29 June 2016 meeting Notes:

**Action:** Analysis of committees (Executive Officers)

**Update:** To be discussed during the course of this meeting

**Action:** Circulate updated contact list with Beth Lawsens' contact details (Katie Kirwan)

**Update:** Completed

**Action:** Investigate the issue with the Oxford Falls mountain bike track (Mark Ferguson)

**Update:** Ongoing

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### 2.2 CORRESPONDENCE TO BE TABLED

#### DISCUSSION

Beth Lawsen discussed the correspondence received from Hon. Paul Toole, Minister for Local Government congratulating Council on their achievements during the first 50 days of proclamation.

As well as congratulating Council, the letter acknowledges the contribution of former councillors to their communities and seeks support by way of Council resolution, to confer on former councillors the title of Honorary Councillor.

Members discussed the Honorary Councillor proposition and voiced their concerns about the confusion this may cause within the community, and the perception that former councillors still have power to make decisions when in fact they do not. Members agreed that their preference is to kindly decline the offer of the title and be referred to as members of the IAG.

#### RECOMMENDATION TO THE ADMINISTRATOR

That the Administrator write to the Hon. Paul Toole, Minister for Local Government on behalf of the Implementation Advisory Group to thank him for his letter acknowledging their work as councillors, and to advise that given their current status, members wish to be referred to as committee members of the Implementation Advisory Group, and not Honorary Councillors.

### 3.0 ADMINISTRATOR'S UPDATE – MARK FERGUSON

#### 3.1 GENERAL BUSINESS

##### DISCUSSION

Mark Ferguson, General Manager provided members with an updated on the following matters on behalf of the Administrator:

##### Coastal Erosion Policy

The Policy is now on exhibition and design consultancy for the sea wall preparation has started. Members discussed the differing of opinions throughout the community as to the responsibility of funding for the sea wall. M Ferguson clarified the funding available and the contributions being made by the State Government. Members agreed that Council need to communicate the benefits of the part funding to the community in a positive light, with the emphasis on the protection of infrastructure that the whole community benefits from.

Members also discussed the relevance of this policy to other beaches in the area, and the requirement for a policy that is applicable to estuary beaches, which were also affected during the storm.

**ACTION:** M Ferguson to discuss with the Administrator the requirement for a Coastal Erosion Policy that is applicable to estuary beaches.

**ACTION:** M Ferguson to promote the benefits to the wider community of Council's funding to the sea wall.

**ACTION:** K Lewis to invite the Natural Environment Unit to present the Coastal Erosion Policy to

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the IAG.

### Frenchs Forest Structure Plan (land adjacent to Northern Beaches hospital site)

This is in relation to the appropriate future zoning for properties around the hospital. Council are meeting with other relevant government agencies tomorrow to discuss and work through related issues. M Ferguson advised there is a briefing with Health Scope in August and the IAG Members are welcome to attend.

**ACTION:** K Kirwan to send invitations to IAG members for the Health Scope briefing.

### Palm Beach Walkway

The design has been finalised and Council are seeking funding from Roads and Maritime Services (RMS).

### Manly Vale Public School

The assessment of the application is proceeding towards referral to the NSW Joint Regional Planning Panel (JRPP) for determination.

### Manly Oval Car Park

The report of the review of the project is due at the end of next week and will be reported back to Council at a later date. Members discussed whether community group submissions are to be considered in the review and queried whether it was appropriate to include submissions, regardless of qualification on the subject matter. M Ferguson advised that the Administrator welcomes submissions from the community but all documents will be reviewed for relevance and appropriateness before sending to the auditor.

### Draft Implementation Plan

Council is recruiting for the interim level three Executive Manager roles. M Ferguson discussed the recruitment process and advised that interviews will take place in due course, with the aim to have these positions clarified by 9 August 2016. M Ferguson advised that all positions are advertised internally however there have been some planning positions that were not filled internally so Council have had no option but to look to external candidates for those. Members briefly discussed the difficulties with salary banding and structure which will need to be confirmed in conjunction with HR from all three offices. In relation to the Executive Manager positions, current salary conditions still apply as it is only an interim structure.

### Executive Management Team (EMT)

Council are aiming to put in place some coaching to bring EMT together. There is a workshop tomorrow hosted by the Department of Premier and Cabinet (DPC) to assist council's in defining what they will look like once fully integrated.

Members discussed General Business requests and B Lawsen advised that regional issues can be brought to the IAG for update and discussion however, if the item is specific to a particular project or specific location/area this item needs to be dealt with by way of a customer request or direct referral to the responsible Deputy General Manager.



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### 4.0 IMPLEMENTATION PLAN UPDATE

#### 4.1 DRAFT SUMMARY OF IMPLEMENTATION PLAN – MARK FERGUSON

##### DISCUSSION

M Ferguson presented the draft Implementation Plan that has to be lodged with the DPC. The draft Plan will go to Council in August. Members requested that the Implementation Plan needs to ensure affirmative action is taken to ensure balance of gender in the new Executive Structure through the current recruitment process.

### 5.0 COMMITTEE STRUCTURE

#### 5.1 DISCUSSION ON PROPOSED COMMITTEES AND PRESENTATION

##### DISCUSSION

Kate Lewis, Executive Officer (Environment LRC) handed members the Briefing Notes with the proposed committee structure and provided members with a brief explanation to it.

B Lawsen acknowledged K Lewis, H Lever and J Mulroney for the amount of work they have done in creating the proposed committee structure.

K Lewis discussed the proposed structure and provided an overview of how the Strategic Working Groups (SWGs) align to each of the Local Representation Committees (LRCs).

Members discussed the role of the Research Officers and the Executive Managers and how future agendas for the LRC will be structured. The structure will be similar to what all three former Council's have previously worked with.

There was discussion around how Council will deal with community groups, and members were advised that they can continue to meet as normal but they will not receive any financial support from Council. however, they will receive some administration support by way of publication of their agendas and minutes. Members noted that the community groups hold a vast amount of local knowledge and Council need to ensure they have a voice.

B Lawsen invited members to provide their thoughts and feedback and advised that the proposed structures will be presented the LRCs on 20 July 2016. Members discussed the proposal and highlighted the following points:

- Politically affiliated groups – will they be granted registration?
- What is the specific objective of each of the groups?
- Will LRC members from one category, eg Economic be able to apply to sit on a SWG that IS aligned to the Environment LRC?
- Who will drive the agenda – Council staff or the members? The Executive Managers will provide topics that the working groups will need to consider, and will align with the topics previously identified by the LRC in respect of a draft CSP being developed. The working groups do not necessarily align to a particular business unit.
- Need to ensure a fair proportion of representation, eg the number LRC members that are invited to each group to allow adequate community representation. Part of the objective is to broaden knowledge across the whole of the Northern Beaches area, not just in their former LGAs.
- Should membership be electoral ward orientated, therefore ensuring fair membership and

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- assisting in breaking down the sense of Warringah, Pittwater and Manly.
- Sustainability and gender equity needs to be a core value across all groups.
- Registration of community groups. What is the criteria for registration?

There was discussion around the objectives and guidelines and the requirement for them to be very simple and clear in the scope of work and outline an effective communication channel between Council and community.

Members discussed the former Manly Council precinct groups and their level involvement with Development Application (DA) submissions, and members noted the need for them to be guided to work in the community towards the strategic issues. There was further discussion around statutory notification periods and Council's obligations on receipt of a DA submission from a community group – they are treated no differently to that of a submission received by a resident.

**ACTION:** K Lewis to clarify the DA notification requirements in accordance with local Development Control Plans (DCPs).

**ACTION:** Executive Officers to review the list of committees and ensure any missing groups are added before the proposal goes to Council.

**ACTION:** Executive Officers to ensure that the guidelines stipulate that no politically affiliated group will be registered as a community group.

Jane Mulroney, Executive Officer noted that whilst a significant amount of background work has been done, the staging of the establishment of the working groups is something that is yet to be determined.

Members discussed whether this was an interim committee structure or if this would continue once an elected council are in place and full integration has happened.

This structure is an interim structure but if it works and the community are satisfied with it, there is no reason why the elected council cannot resolve to continue with this structure.

## 6.0 LRC AGENDA

### 6.1 LRC AGENDA – KATE LEWIS

#### DISCUSSION

K Lewis discussed the format of the upcoming LRC agenda. Some members have voiced their requests that the joint sessions are limited, allowing for more discussion time within their individual LRC.

Members discussed the draft LRC agenda and made some minor changes, but noted that the Coastal Erosion Policy and the draft committee structure will probably take up the majority of time anyway, which will not allow for a great deal of individual discussion amongst individual LRCs.

## 7.0 NEXT MEETING

The next meeting of the Implementation Advisory Group (IAG) will be held on Wednesday 27 July 2016 in the Councillors Room, Manly Town Hall.

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**SUMMARY OF ACTIONS**

<b>ACTION</b>	<b>RESPONSIBLE OFFICER</b>
Discuss with the Administrator the requirement for a Coastal Erosion Policy that is applicable to estuary beaches.	Mark Ferguson
Promote the benefits to the wider community of Council's funding to the sea wall.	Mark Ferguson
Invite the Natural Environment Unit to present the Coastal Erosion Policy	Kate Lewis
Send invitations to IAG members for the Health Scope briefing.	Katie Kirwan
Clairfy the DA notification requirements in accordance with local Development Control Plans (DCPs).	Executive Officers
Review the list of committees and ensure any missing groups are added before the proposal goes to Council.	Executive Officers
Ensure that the guidelines stipulate that no politically affiliated group will be registered as a community group.	Executive Officers

*The meeting concluded at 6:26pm*

*This is the final page of the Notes comprising 8 pages  
numbered 1 to 8 of the Implementation Advisory Group  
meeting held on 14 July 2016*