

NORTHERN BEACHES
COUNCIL

MEETING NOTES

IMPLEMENTATION ADVISORY GROUP (IAG) MEETING

held in the Councillors Room, Manly Chambers, Manly on

WEDNESDAY 27 JULY 2016

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COUNCIL

**Meeting Notes of the Implementation Advisory Group (IAG) Meeting
held on Wednesday 27 July 2016
in the Councillors Room, Manly Council Chambers, Manly
Commencing at 4:07pm**

ATTENDANCE

Committee Members

Ms Jean Hay AM
Mr Michael Regan (*joined the meeting at 6:12pm*)
Ms Kylie Ferguson
Mr Alex McTaggart
Mr Jose Menano-Pires
Ms Cathy Griffin

Chair
Deputy Chair
Deputy Chair
Member
Member
Member

Council Officers

Mr Mark Ferguson
Ms Beth Lawsen
Ms Kate Lewis
Ms Jane Mulroney
Ms Helen Lever
Ms Katie Kirwan
Ms Trish O'Grady

General Manager
Deputy General Manager Public Affairs
LRC Executive Officer (Environment)
LRC Executive Officer (Social)
LRC Executive Officer (Economic)
Governance Officer (Notes)
Executive Assistant and Protocol Officer

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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

DISCUSSION

That the apologies of Dick Persson be noted.

2.0 REVIEW OF PREVIOUS MEETING NOTES

2.1 CONFIRMATION OF PREVIOUS NOTES AND BUSINESS ARISING AND REVIEW OF ACTIONS – BETH LAWSEN AND EXECUTIVE OFFICERS

DECISION

K Ferguson / A McTaggart

That the Notes of the Implementation Advisory Group (IAG) meeting held on 14 July 2016, copies of which were previously circulated are hereby confirmed as a true and correct record of the proceedings of that meeting

3.0 ADMINISTRATOR'S UPDATE

3.1 GENERAL BUSINESS

DISCUSSION

Mark Ferguson, General Manager provided updates on the following matters on behalf of the Administrator:

PCYC

This is scheduled to be completed in January/February.

Skate Ramp in Kitchener Park

This will be officially opened on 3 September 2016 at 10am and M Ferguson advised that all members will be invited.

ACTION: Extend invitations to IAG members for opening of skate ramp in Kitchener

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Park, Mona Vale.

Hospital Structure Plan

There was a meeting held on 15 July with the Department of Planning regarding the Hospital Structure Plan preparation. The Plan is due to go to Council in September 2016.

Michael Regan requested a meeting with the General Manager, Administrator and former Ward C Warringah Councillors to discuss the report prior to it going to Council.

ACTION: M Ferguson's office to arrange meeting between GM, the Administrator and former Warringah C Ward councillors to discuss the Hospital Structure Plan and report to Council.

Mona Vale Road

Funding is proceeding with works to commence on the eastern end.

B-Line

At the Council Meeting on 2 June, Council resolved to write to the Minister for Transport to request that the B-Line be extended to Newport. Council are still waiting on a response.

Manly Vale Public School

M Ferguson is meeting with them next week to discuss their DA. Their application goes to the Joint Regional Planning Panel (JRPP) in August.

Manly Oval Car Park Review

A draft set of findings has been given to staff but any outcomes are still a couple of weeks away. Once the findings have been finalised and validated, recommendations will be made to Council.

Andrew Boy Charlton Pool

Jean Hay advised that the pool opens on 13 August 2016.

Brookvale Oval

M Ferguson is meeting with the Premiers Department next week to discuss this.

Marine Parade

Beth Lawsen, Deputy General Manager Public Affairs provided an update on the progress of the repair works at Marine Parade in Manly. There was brief discussion around tenders for the replacement of the amenities block, and B Lawsen discussed the approximate costs of the repair works. M Ferguson advised the amenities block is due to be finished by late September.

New LEP

The Department of Planning would like to partner with Council on a new LEP, and have suggested a new model based on five Wards. M Ferguson will be raising this with EMT and noted this will not be finalised until there is an elected council in place.

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4.0 GENERAL MANAGERS UPDATE

4.1 IMPLEMENTATION PLAN UPDATE – 60 DAY REPORTS FROM COUNCIL'S TRANSITION TEAM – MARK FERGUSON

DISCUSSION

M Ferguson provided members with an update on the 60 day implementation plan and highlighted the following points:

- The first stage of interviews for the 36 Executive Manager positions have been completed, with the second stage starting next week. We hope to have all positions appointed by 26 August 2016. Successful appointments will all attend a workshop on the 30 August 2016.
- Stephen Clements, Deputy General Manager Planning and Community has tendered his resignation and will be leaving Council on 26 August 2016. Recruitment for this position will be carried out in August.
- TechOne has been decided on as the core IT system. There will be a stringent implementation, training and communications plan around this. M Ferguson noted the benefits of this chosen system due to its flexibility and adaptability which is crucial for the current environment. There was also further discussion around the financial benefits of the system and M Ferguson noted that Council has one year to deliver its implementation.
- Rates Notices were distributed this week with the Northern Beaches parking permits.

4.2 FINANCE UPDATE – MARK FERGUSON

DISCUSSION

M Ferguson discussed the report on Financial Matters circulated to members with the Agenda, and noted the following points:

- All three former councils Workers Compensation policies have been integrated resulting in substantial savings.
- At present, we are still running the three former councils websites. There will be a common content webpage within the next 12 months and re-built once branding has been decided. An interim branding for ranger and lifesaver uniforms will be done sooner to allow operation across the whole LGA.
- Spending of \$150m in CapEx works.
- Members discussed procurement assistance and waste contracts between Council and SHOROC, and noted changes in management at SHOROC.
- M Ferguson will be meeting with NSROC and other General Managers in the four Council district groups to discuss NBC's implementation strategy.
- Report is going to Council shortly on invitation to tender for Kimbriki's proposed resource recovery facility. Members briefly discussed operations at Kimbriki.

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- Council has agreed to take on the management of the Northern Sydney Aboriginal Heritage Office. Members suggested that this should be communicated to the community as a good news story. M Ferguson advised it is still in the very early stages of negotiations that are unlikely to be finalised until October.

M Ferguson also discussed Council's loan borrowings and the level of debt and noted that for the size of the organisation, it is very modest. There was brief discussion around what is a reasonable amount of debt, and the advantages and disadvantages of debt/debt free approaches to Council's financial positioning

M Regan queried whether any additional funds will be funnelled into the Northern Beaches Merger Savings Fund and questioned whether it would be more appropriate to use the money to start to repay any backlog. M Ferguson advised the point of this fund was show the community that real savings are being realised and that there will be a lot of rigour around the savings and they will be accounted for. This fund is to be used to provide for non-operational types of expenses, which could be anything including debt reduction.

M Ferguson also discussed correspondence from the Office of Local Government (OLG) noting an amendment to be made to the proclamation in relation to the accounting period / reporting.

5.0 STRATEGIC WORKING GROUPS – BETH LAWSEN

DISCUSSION

B Lawsen discussed the agreed structure for the Strategic Working Groups (SWGs) and provided members with a proposed meeting schedule and advised that this schedule was discussed at the last Local Representation (LRC) meeting on 20 July 2016. A report with the proposed structure will be going to Council on 9 August 2016.

B Lawsen discussed the process of appointment of membership. Subject to adoption of the proposed structure at the Council Meeting on 9 August, an Expression of Interest (EOI) survey will be circulated and published soon thereafter. IAG members will meet and select community representatives for the SWGs in September, with all successful appointments to meet on 22 September 2016 (TBC) for an inductions and a CSP visioning workshop.

There was discussion around the size of the committees and the allocation of representation from electoral Wards. Members suggested that Council staff wait to see what interest was received from the EOI process and then decide on the size of membership and representation.

B Lawsen advised that the membership, along with the Terms of Reference for the objectives of the SWG's; will be advised by staff to LRC members at their next LRC meeting on 3 August 2016.

Note: For purposes of clarity – since the meeting of 27 July, the SWG's have been renamed as **Strategic Reference Groups. (SRG's)** in accordance with a request from Northern Beaches Executive.

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**6.0 EXTERNAL STAKEHOLDER COMMITTEES AND REPRESENTATION –
BETH LAWSEN**

DISCUSSION

Kate Lewis, Executive Officer referred to the Briefing Notes as circulated at the 14 July 2016 meeting (copy attached) and briefly discussed other working groups and committees, and the appointment process for these.

7.0 COMMUNITY GROUPS AND ASSOCIATIONS – BETH LAWSEN

DISCUSSION

Jane Mulroney, Executive Officer briefly discussed community groups and associations and noted that these groups will be self-determining, and will not be resourced directly by Council. The idea is that they will register online to formalise communication and consultation with Council and these groups. A basic degree of governance will need to be demonstrated to show legitimacy, such as meeting minutes.

J Mulroney noted that Community Groups will need to be incorporated in order to apply for the Stronger Communities Fund.

8.0 LRC DRAFT AGENDA FOR 3 AUGUST 2016 – HELEN LEVER

DISCUSSION

B Lawsen advised that staff are reviewing all former council's paperwork from former working groups with a view to include this in the next LRC meeting agenda. Members requested that the objectives for the SWGs are circulated prior to the LRC meeting so they have a chance to review them and provide some informed feedback at the meeting.

Members discussed the proposed agenda and J Mulroney noted that some members had requested the joint sessions to be reduced to allow more discussed for the individual LRC.

8.1 COMMUNITY PRECINCTS – JEAN HAY

DISCUSSION

Jean Hay referred to discussion in a previous IAG Meeting where the issue of precinct groups who still held funds was discussed. It has come to light that an LRC member has requested that a precinct group gives any funds that they will hold to him. J Hay questioned what the outcome of this discussion was.

M Ferguson advised that the funds they still hold are not Council funds but he will review the constitutions of the precinct committees and send a letter to them with a recommendation on what they do with any remaining funds. Members noted their concerns that the precinct groups may think the LRC member has the authority to take this money.

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ACTION: M Ferguson to review constitutions for the (former Manly) Precinct committees and send a letter of advice to members on any funds they have remaining (refer item to Mr E McPeake).

9.0 NEXT MEETING

DISCUSSION

J Hay asked members if they were in agreement to reduce the IAG meetings to a monthly occurrence, instead of twice monthly. All Members agreed.

ACTION: K Kirwan to circulate updated list of meeting dates to Members.

The next meeting of the Implementation Advisory Group (IAG) will be held on 10 August 2016 in the Councillors Room, Manly Council building.

SUMMARY OF ACTIONS

ACTION	RESPONSIBLE OFFICER
Extend invitations to IAG members for opening of skate ramp in Kitchener Park, Mona Vale.	K Kirwan
Arrange meeting with Mark Ferguson, the Administrator and former Warrinagh C Ward councillors to discuss the Hospital Structure Plan and report to Council.	M Ferguson (<i>refer to GM Office</i>)
Copy correspondence from OLG to be circulated to Members.	K Kirwan
Review constitutions for the precinct committees and send a letter of advice to members on any funds they have remaining.	M Ferguson (<i>refer to E. McPeake</i>)
Circulate updated meeting schedule	K Kirwan

The meeting concluded at 6:14pm

*This is the final page of the Notes comprising 8 pages
numbered 1 to 8 of the Implementation Advisory Group
meeting held on 27 July 2016*

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2016/230892

Strategic Working Groups, Committees and Community Groups Engagement Structure

Background

Following the proclamation of the new Northern Beaches Council, a report was adopted by the Administrator thanking all previous committee members for their involvement.

Council has been working through the previous committees and working groups across the three former council areas and has developed the following approach during the interim council.

Objective

To establish a consistent and effective communication approach to involving and collaborating with community groups and key stakeholders during the interim council period.

1. Implementation Advisory Group (IAG)

Formed in May 2016 to support the Administrator during the Implementation Plan process. The IAG comprises of 3 previous Mayors and 3 previous councillors. The former mayors are each a chair of an LRC.

2. Local Representation Committees (LRC)

Formed in May 2016 to support the transformation process and provide connection to the broader community. The LRCs comprise of 22 former councillors from across the three previous council areas.

In the interim council period these committees replace the role played by the former Strategic Reference Groups across the region.

There are 3 LRCs covering the themes:

- Economic
- Social
- Environment

3. Strategic Working Groups (New)

The new Strategic Working Groups are aligned to Community Strategic Plan objectives, the LRC themes and address the key priority areas identified by each of the LRCs.

They also replace the role of the previous formal special interest committees across the former council areas as detailed below.

The scope, terms of reference, membership process, frequency etc will be finalised prior to expressions of interest being called.

The SWGs will be managed and facilitated by relevant Business Unit, chaired by LRC members and supported by Governance as required. They will commence to support business priorities for the development of the Draft Community Strategic Plan.

The SWG meeting notes will be forwarded to all LRCs for reference.

The general principles of accessibility, sustainability, inclusiveness, equity and building social capital apply to all Strategic Working Groups.

LRC	Strategic Working Group (SWGs)	Previous Special Interest Committees
Economic LRC	1. Affordable Housing working group	Affordable Housing Community Committee
	2. Economic Development and Tourism working group	Economic Development Community Committee Economic Development and Tourism
	3. Place Making working group	Enliven Pittwater Committee
Environment LRC	4. Natural Environment Working Group	Community Environment Warringah Coastal Community Committee Coastal Zone Management Community Working Group Harbour Foreshores and Coastline Management
	5. Waste and Recovery Management working group	Waste Management Committee
	6. Sustainable Transport Working Group	Sustainable Transport
Social LRC	7. Art, Culture and Heritage working group	Art and Culture Heritage and Local History Warringah Creative Space Advisory Group Manly Arts Festival Working group
	8. Community Safety working group	Community Safety and Place Management
	9. Inclusive Communities working group	Human Services and Social Planning Access and Mobility Committee
	10. Open Space and Recreation working group	Manly Scenic Walkway Playground Management Public Domains Sports and recreation facilities
	11. Northern Beaches Youth	Manly Youth Council, Warringah Youth Advisory Committee, Pittwater Youth Consultants, KALOF

4. Council Statutory Committees (to be reformed)

1. Local Traffic Committee (Completed)
2. Audit and Risk Committee (to be reformed)

5. Project Working Groups (Continuing)

1. Church Point Upgraded Aesthetics Advisory Group
2. Ingleside Community Reference Group
3. Northern Beaches Flood Management (New umbrella group)
 - Manly Lagoon Floodplain Risk Management Community Working Group (previous Manly Lagoon Catchment Coordinating Committee)
 - Narrabeen Lagoon Floodplain Risk Management Working Group
 - Newport Flood Study Community Working Group
 - North Narrabeen Flood Study Community Working Group

6. Joint External Stakeholder Committees (to continue with new representation)

1. Narrabeen Lagoon State Park Advisory Committee
2. Currawong State Park Advisory Committee
3. Northern Beaches Local Emergency Management Committee
4. Warringah Pittwater State Emergency Service Advisory Committee
5. Warringah Pittwater District Service Agreement – Liaison Committee
6. Manly SES Advisory Committee
7. Warringah Pittwater RFS Bush Fire Management Committee
8. Warringah Pittwater RFS Liaison Committee (Sub Committee)
9. Manly, Mosman, North Sydney Bush Fire Management Committee
10. Manly Wharf Working group
11. Manly Meals on Wheels
12. Club Grants Panel
13. Sister Cities and Friendship Group Committee

7. External Memberships (to continue with new representation)

1. Shorelink (Library)
2. NSW Public Libraries Association
3. Floodplain Management Australia
4. Greater Sydney Local Land Services Local Government Advisory Group
5. Shoroc Board
6. Shoroc Sub Committee - Kimbriki Centre
7. Sydney Coastal Council Group Inc.

8. Other Working Groups and Committees

1. Dee Why Lagoon South Catchment Flood Study Working Group (completed)
2. McCARRS Creek, Mona Vale and Bayview Flood Study Community Working Group (completed)
3. Avalon to Palm Beach Floodplain Risk Management Study and Plan Community Working Group (completed)
4. Dog Control Policy Review Working Group (TBD)
5. Manly LEP/ DCP working group (On hold)

9. Community Groups and Associations

Level of Service

Representation and engagement of community groups and associations is important for Council. Council support common interest groups to form self-determined, self-managed community groups or associations.

These groups can register their interest with Council and continue to play a role in Council decision making. Council will provide online information packs with sample documents to assist and a process to register interest.

Raising operational issues with Council will be via Customer Request (online) and will be referred and dealt with by the business units

Former locality and facility committees can apply for waiver of council venue hire for meetings for 12 months (~20).

Community groups can continue to be involved via:

- Email updates
- Council meetings
- CSP and Project engagement
- Access information online
- Representative roles for Strategic Working Groups via EOI
- Community group meetings

Examples of Stakeholder and Community groups across the region include:

- Community Gardens
- Sporting groups
- Manly Warringah Sporting Union
- Companion Animals
- Historical Groups
- Language Groups
- Church Groups
- Support Groups
- Volunteer Groups
- Animal welfare groups
- Northern Beaches Surf Life Saving Clubs

- Environment Groups
- Chambers of Commerce
- Rotary and Probus Groups
- Resident Associations and locality based groups (examples from across the region are detailed below)
 - Pittwater based resident and locality Groups: eg The Friends of the Bible Garden Memorial Inc, Avalon Beach Historical Society, Avalon Preservation Trust, Bayview - Church Point Residents Association Inc, Bayview Heights Estate Owners Group, Bayview - Ingleside Residents Association Inc, Bilgola Preservation Society, Careel Bay Residents Association, Clareville & Bilgola Plateau Residents Association, Coasters Retreat Association, Coastal Retreat Historical Society, Elanora Heights Residents Association, Friends of Bungan, Friends of Pittwater, Garigal Deep Creek Residents Association, Horseshoe Cove Association, Mackerel Beach Association Inc, Mona Vale Residents Association Inc, Newport Residents Association Inc, Palm Beach & Whale Beach Association Inc Scotland Island Residents Association (SIRA), Warriewood Valley Rezoning Association Inc, Warriewood Residents Association Inc, West Pittwater Community Association, Wilga Wilson Residents Association, Wirreanda Valley Land Owners Incorporated.
 - Manly based resident and Locality Groups: eg Little Manly, Ocean Beach, Fairlight, Clontarf, Fairy bower, Ivanhoe Park, North Harbour, Balgowlah Heights, Seaforth North, The Corso, Seaforth
 - Warringah based resident and locality groups: eg Terrey Hills Progress Association, Friends of Freshwater, Friends of Curl Curl, Curl Curl Sports Centre Group, Curl Curl Youth Group, Dee Why and Curl Curl Lagoon Group, Forestville RSL War Memorial Playing Fields Group, Harbord Literary Institute Group, John Fisher Park Group, Stony Range Group, Friends of Manly Dam, Collaroy Plateau Progress Association, Cottage Point Community Association, Duffs Forest Residents Association, Belrose Rural Community Association, Brookvale Valley Community Group, Killarney Heights Progress Association, Oxford Falls Progress Association.

Full list of Pittwater Registered Community Groups (see full list in Attachment 1):

http://www.pittwater.nsw.gov.au/community/community_groups/register_of_community_groups/list_of_registered_community_groups

LINCS database of community groups: <http://www.warringah.nsw.gov.au/live/community-support-services/community-directories/lincs-database>