

NORTHERN BEACHES  
COUNCIL

## MEETING NOTES

### IMPLEMENTATION ADVISORY GROUP (IAG) MEETING

held in the Councillors Room, Manly Town Hall on

**WEDNESDAY 7 SEPTEMBER 2016**

**Meeting Notes of the Implementation Advisory Group (IAG) Meeting  
held on Wednesday 7 September 2016  
in the Councillors Room, Manly Town Hall  
Commencing at 4:11pm**

**ATTENDANCE**

**Committee Members**

Ms Jean Hay AM	Chair
Mr Michael Regan <i>(joined the meeting at 4:15pm)</i>	Deputy Chair
Ms Kylie Ferguson	Deputy Chair
Mr Jose Menano-Pires	Member
Ms Cathy Griffin	Member

**Council Officers**

Mr Dick Persson AM <i>(joined the meeting at 5:00pm)</i>	Administrator
Mr Mark Ferguson <i>(joined the meeting at 4:50pm)</i>	General Manager
Beth Lawsen	Deputy General Manager Public Affairs
Ms Kate Lewis	LRC Executive Officer (Environment)
Ms Jane Mulroney	LRC Executive Officer (Social)
Ms Helen Lever	LRC Executive Officer (Economic)
Ms Katie Kirwan	Governance Officer (Notes)

**Visitors**

Michael McDermid <i>(joined the meeting at 4:18pm)</i>	Executive Manager, Corporate Strategy & Planning
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## 1.0 WELCOME AND INTRODUCTIONS

### 1.1 ACKNOWLEDGEMENT OF COUNTRY – JEAN HAY, AM

#### DISCUSSION

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

### 1.2 APOLOGIES – JEAN HAY, AM

#### DECISION

*K Ferguson / C Griffin*

That the apologies of Alex McTaggart be noted.

## 2.0 REVIEW OF PREVIOUS MEETING NOTES

### 2.1 CONFIRMATION OF PREVIOUS NOTES FROM 10 AUGUST 2016 MEETING - JEAN HAY, AM

#### DECISION

*C Griffin / K Ferguson*

That the Notes of the Implementation Advisory Group (IAG) meeting held on 10 August 2016, copies of which were previously circulated are hereby confirmed as a true and correct record of the proceedings of that meeting.

### 2.2 REVIEW AND UPDATE OF ACTION LOG - HELEN LEVER

#### DISCUSSION

Helen Lever, Executive Officer, provided an update on Actions arising from the previous meeting:

**Action:** Circulate meeting schedule and send appointments.

**Update:** SRG meeting dates will be finalised next week. Dates will be circulated to Members as soon as possible.

**NOTE:** The order of business changed to discuss *General Business* - Items 4.1 to 4.3 as the next Items on the agenda.

## 4.0 GENERAL BUSINESS

### 4.1 INCORRECT MANLY DAILY ARTICLE – CATHY GRIFFIN

#### DISCUSSION

Cathy Griffin noted the incorrect article in the Manly Daily reporting that Beth Lawsen, Deputy General Manager Public Affairs had resigned from Northern Beaches Council. C Griffin noted her personal support of B Lawsen, and her continuation of employment within the organisation.

Members discussed the appropriate course of action to be taken by Council, and the various options available. Members agreed it was a decision for the General Manager to choose the most appropriate action.

#### DECISION

The Implementation Advisory Group note the inaccuracy of the Manly Daily report and are pleased that Beth Lawsen is still a member of the Executive Management Team of Northern Beaches Council.

### 4.2 L M GRAHAM RESERVE, MARINE PARADE AND IVANHOE PARK – CATHY GRIFFIN

#### DISCUSSION

C Griffin requested an update on the following matters:

##### LM Graham Reserve

B Lawsen advised that most of the work has been completed with the exception of some works in relation to the red brick building.

##### Ivanhoe Park and Marine Parade

B Lawsen advised that there have been discussions between the Administrator and Ben Taylor, Deputy General Manager Environment and Infrastructure. A Project Manager has been appointed to progress the plans.

##### Mechanical Beach Cleaning (Manly)

C Griffin advised this appears to have been suspended and questioned why this was the case. B Lawsen advised she is not aware of this and will refer the matter to the appropriate Executive Manager.

**ACTION:** Provide and update on the status of mechanical beach cleaning/raking on Manly Beach.

##### Manly Oval Car Park Independent Reports

C Griffin queried when these reports will be published.

**ACTION:** General Manager to advise when Independent Reports into Manly Oval Car Park will be published.

B Lawsen acknowledged K Lewis and H Levers' appointments as Executive Manager Community Engagement, and Governance and Enterprise Risk, respectively and congratulated them on their new roles.

#### **4.3 ISSUE PAPER AND CSP ENGAGEMENT ACTIVITIES – MICHAEL MCDERMID**

##### **DISCUSSION**

B Lawsen introduced Michael McDermid, Executive Manager Corporate Strategy and Planning.

M McDermid, circulated a draft of the Issues Paper ('the Paper') and gave an overview of discussions held the with LRCs. He advised that this document will form the basis on which Council engage with the community, the process for which has already begun, and the aim is to get community input on this document.

M McDermid circulated the Stage 1 – Engagement Activities Schedule (Attachment 1) and noted that there will be further events held in October which are yet to be finalised, pending venue confirmation.

He advised that the Paper will be available online, as well as in libraries, along with an advertisement in the Manly Daily. There will also be a postcard delivered to residents.

The Paper will also be circulated to the SRG members once appointed and they will have the opportunity to provide feedback at their first meeting in September 2016.

There was discussion around the content of the Paper and members suggested more context around services and the role of Local and State Government.

### **3.0 COUNCIL MATTERS**

#### **3.1 ADMINISTRATOR'S UPDATE – DICK PERSSON, AM**

##### **DISCUSSION**

Dick Persson,AM Administrator provided members with a general update on Council matters, and in particular spoke briefly on the following:

- Kimbriki Resource Recovery Project
- Brookvale Oval
- Mayoral elections in September 2017
- Manly Daily article relating to Executive Manager conference

D Persson also noted that the feedback he is receiving from the community is generally positive.

### **3.2 GENERAL MANAGER'S UPDATE (IMPLEMENTATION PLAN) – MARK FERGUSON**

#### **DISCUSSION**

Mark Ferguson, General Manager, circulated the Draft Implementation Plan (Attachment 3) to members and advised the Plan was going to Council on 13 September 2016.

He discussed the changes in the organisation structure and changes to the divisions in light of Melinda Hewitt's, (Deputy General Manager Transformation People and Culture) resignation.

M Ferguson also provided an overview of the program of the Executive Managers conference, and noted that it was a very productive and successful exercise.

### **4.4 UPDATE ON SRG PROCESS – KATE LEWIS**

#### **DISCUSSION**

K Lewis updated members on the status of the SRG recruitment. She provided members with an overview of the number of applications for each SRG.

There was discussion around membership and composition, and the necessity for representation from key stakeholders. K Lewis confirmed that there will be positions available on the SRGs for key stakeholder representatives.

K Lewis discussed the SRG review panel meetings and advised that members will be provided with a summary of applicants to review by close of business on Friday.

D Persson advised that he would like a report to go to Council confirming membership.

K Lewis advised that SRG members will have an opportunity to meet the staff who will be servicing the SRGs at the meet and greet in September 2016.

### **4.5 CODE OF MEETING PRACTICE – HELEN LEVER**

#### **DISCUSSION**

H Lever advised the draft Northern Beaches Council Code of Meeting Practice is going to Council on 13 September 2016, to be considered for public exhibition.

## **5.0 LRC DRAFT AGENDA REVIEW**

### **5.1 LRC DRAFT AGENDA FOR 21 SEPTEMBER 2016 – KATE LEWIS**

#### **DISCUSSION**

Kate Lewis, Executive Officer suggested an update on the Northern Beaches Hospital Structure Plan at the LRC meeting to be held on 21 September.

## 6.0 NEXT MEETING

The next meeting of the Implementation Advisory Group (IAG) will be held on 5 October 2016 in the Councillors Room, Manly Council building.

## SUMMARY OF ACTIONS

ITEM NO.	ACTION	RESPONSIBLE OFFICER	DUE DATE
4.2	Provide and update on the status of mechanical beach cleaning on Manly Beach	Beth Lawsen	5 October 2016
4.2	General Manager to advise when Independent Reports into Manly Oval Car Park will be published.	Office of the GM	

*The meeting concluded at 6:19pm*

*This is the final page of the Notes comprising 7 pages numbered 1 to 7 of the Implementation Advisory Group meeting held on 7 September 2016*

**Listening Posts**

<b>Date</b>	<b>Event</b>	<b>Stall times</b>
Fri 16 Sept	Beaches Organic Markets Pittwater Rugby Park, Warriewood	10am-12noon
Sun 18 Sept	Narrabeen Markets, Berry Reserve, Narrabeen	9am-3pm
Tues 20 Sept	Bike Week cnr of Corso and Belgrave St, Manly	7-9am
Thurs 22 Sept	Bike Week Dee Why Beach Front	10am-12pm
Sun 25 Sept	Bike Week Bilarong Reserve, North Narrabeen	9am-1.30pm
Sat 1 Oct	Manly Jazz Festival Manly	10am-5pm
Sat 15 Oct	Brookie Show Brookvale Oval	12noon-6pm
Sat 22 Oct	Avalon Car Boot Sale Dunbar Park, Avalon	8am-2pm
Sun 6 Nov	Mona Vale Market Day Village Park, Mona Vale	10am-3pm



**Community Meetings**

<b>Date</b>	<b>Event</b>	<b>Stall times</b>
Mon 10 Oct	Glen Street Theatre, Glen Street, Belrose	6-8pm
Thurs 13 Oct,	Curl Curl Sports Centre, Abbott Road, Curl Curl (overlooking the netball courts)	6-8pm
Mon 17 Oct	Seaforth Community & Sports Pavilion, Wakehurst Parkway, Seaforth	6-8pm
Mon 24 Oct	North Narrabeen Surf Life Saving Club, Ocean Street, North Narrabeen	6-8pm
Thurs 27 Oct,	Mona Vale Golf Club Golf Avenue, Mona Vale	6-8pm