

NORTHERN BEACHES
COUNCIL

NOTES

IMPLEMENTATION ADVISORY GROUP MEETING

held in the Councillors Room, Manly Town Hall on

WEDNESDAY 5 OCTOBER 2016

northernbeaches.nsw.gov.au

**Notes of the Implementation Advisory Group Meeting
held on Wednesday 5 October 2016
in the Councillors Room, Manly Town Hall
Commencing at 4:08pm**

ATTENDANCE:

Members

Jean Hay, AM	(Chairperson)
Michel Regan	(Deputy Chairperson)
Kylie Ferguson	(Deputy Chairperson)
Alex McTaggart	
Jose Menano-Pires	

Council Officers

Dick Persson, AM (<i>Joined the meeting at 4:43pm</i>)	Administrator
Mark Ferguson (<i>Joined the meeting at 5:15pm</i>)	General Manager
Beth Lawsen	Deputy General Manager, Public Affairs
Katie Kirwan	Governance (Notes)

Visitors

Lynne Jess	Governance
Trish O'Grady	Executive Assistant and Protocol Officer

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

That the apologies of Cathy Griffin, Helen Lever and Kate Lewis be noted.

2.0 CONFIRMATION OF NOTES OF PREVIOUS MEETINGS & REVIEW OF ACTION LOG

2.1 NOTES OF IMPLEMENTATION ADVISORY GROUP HELD 7 SEPTEMBER 2016

M Regan / K Ferguson

DECISION

That the Notes of the Implementation Advisory Group (IAG) held 7 September 2016, copies of which were previously circulated to all Members, are hereby confirmed as a true and correct record of the proceedings of that meeting.

3.0 REVIEW OF PREVIOUS ACTIONS

3.1 REVIEW AND UPDATE OF PREVIOUS ACTIONS AND BUSINESS ARISING - BETH LAWSEN

DISCUSSION

Beth Lawsen, Deputy General Manager Public Affairs discussed the process by which members are to claim their expenses, and advised all claims are to be sent to the Governance Manager in Dee Why, Melissa Lee:

Phone: 9942 2444

Email: melissa.lee@northernbeaches.nsw.gov.au

B Lawsen provided an update on Actions arising from the previous meeting:

General Business Items 4.2:

Action: Manly beaches cleaning schedule

Update: Beach Cleaning schedule as follows:

Mechanical cleaning - Daily	Cleaning by hand - Daily	Cleaning by hand - Weekly
Queenscliff	Shelly Beach	Fairlight

North Steyne		Fisher Bay
South Steyne		Castle Rock
Little Manly		Sangrado pool & beach
Forty Baskets		Pickering Point
Clontarf		
Sandy Bay		
East Esplanade		
West Esplanade		

Action: Publication of reports on Manly Oval and Whistler Street carpark

Update: The reports will be published when finalised. Discussed legal implications for involved parties.

NOTE: The order of business was changed to discuss Items 5.1- *Draft LRC Agenda* and 8.1 – *General Business, Communication* as the next Items on the agenda.

5.0 LRC AGENDA

5.1 DRAFT LRC AGENDA FOR 19 OCTOBER 2016 MEETING - BETH LAWSEN

DISCUSSION

B Lawsen discussed the (circulated) draft agenda for the next Local Representation Committee (LRC) meeting to be held on 19 October. She advised there will also be feedback on the first Strategic Reference Group (SRG) meeting that was held on 28 September 2016.

B Lawsen advised that attendance for the IAG and LRC meetings are monitored and a monthly report is prepared for the Administrator. A letter has been prepared advising members of their obligations, and the expectations of Council.

Michael Regan requested that absence due to a member representing Council at a community function should be noted as such, not just a standard apology.

Members noted that some members of the LRC may be unsure as to their obligations, and the difference in obligations on the IAG and LRC members. Some submitted expressions of interest for membership, whilst others were invited to participate by the Administrator. Those who were invited may not have been made aware of the terms of membership.

Jose Menano-Pires noted that the same terms should apply to the Administrator and the General Manager.

Action: B Lawsen to review the process, letters sent, who the invited members were, and to ensure they are made aware of the terms of membership, and the advice from Office of Local Government on the guidelines for engagement.

8.3 COMMUNICATIONS – BETH LAWSEN

DISCUSSION

Kylie Ferguson noted that she has received feedback from residents groups saying there is a lack of communication from Council.

B Lawsen advised members of the administrative process for managing correspondence, and members discussed the various forms of communication available from Council, such as e-newsletters, letterbox drops, customer requests, as well as the *Yoursay* page.

B Lawsen noted that Council are preparing an improved way to provide registered community groups with responses. She is working with the Governance team as well as systems, similar to *Yoursay*, that all of the Northern Beaches can access.

The Friendship, Cultural Exchanges and Sister Cities programs have been discussed with the General Manager and with organisers of these programs.

The Governance & Enterprise Risk Manager will work together with Beth and staff to address matters with the program delivery, noting that several programs have ceased to function and that some programs have been advised by Council staff of the amalgamation to Northern Beaches Council.

4.0 COUNCIL UPDATES

4.1 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:

- SRG initial meeting; overall feedback has been good
- Council Meeting on 27 September
- Hospital Structure Plan
- Mona Vale Place Plan
- B-Line
- Fees for swimming clubs utilising the Manly Andrew 'Boy' Charlton pool

There was further discussion around the Mona Vale Place Plan and members voiced some of the possible concerns held by the community.

K Ferguson suggested that a model of Mona Vale showing the proposals from the Place Plan and the General Manager noted this suggestion.

D Persson noted that there has been discussion amongst other councils to disband the IAG and LRC by the end of June. He asked members to provide their thoughts on this to him. He advised that he believes the final decision should be a decision of Council.

He also discussed the proposed Council Meeting timetable for 2017, and in particular the first meeting post elections. He believes there should be a meeting almost immediately after the

elections, (prior to any Councillor training and inductions), in order to elect the Mayor and Deputy Mayor.

Members of the IAG unanimously supported this recommendation.

Action: M Ferguson to enquire about getting a model of Mona Vale showing the Place Plan proposals.

4.2 GENERAL MANAGER'S UPDATE – MARK FERGUSON

DISCUSSION

Mark Ferguson, General Manager provided members with an update on the following matters;

- Manly Vale Public School: Council are waiting on an amended development application from them to change the shape of the building.
- Four Pines at Glen Street Theatre: they are resubmitting their development application in order to comply with seating and parking requirements.
- Implementation Plan: Progressing well and plans will be finalised after Christmas and will be discussed with the IAG

M Regan requested an update from the 'Listening Posts' at the next IAG meeting.

Action: K Kirwan to add 'Listening Posts' update as an item on the next Agenda for the IAG.

6.0 WORKSHOP TOPICS

Nil

7.0 PRESENTATIONS

Nil

8.0 GENERAL BUSINESS

8.1 FINDINGS FROM THE SRG INDUCTION – BETH LAWSSEN

DISCUSSION

B Lawsen briefly discussed the feedback from the SRG induction meeting and the interest, appreciation and general community excitement of the commencement of the SRG by appointment.

She confirmed an administrative error in the correspondence that was sent to unsuccessful applicants that may have caused some confusion for applicants.

SUMMARY OF ACTIONS

ITEM NO.	ACTION	RESPONSIBLE OFFICER	DUE DATE
5.1	Review the process and any Terms of Reference provided by invitation to LRC members, and to ensure they are made aware of the terms of reference for members.	Beth Lawsen	2 November 2016
4.1	Enquire about getting a model of Mona Vale showing the Place Plan proposals.	Office of the GM	2 November 2016
4.2	Add topic to next IAG Agenda – 'Feedback from Listening Posts'	Katie Kirwan	2 November 2016

The meeting concluded at 6:00pm

This is the final page of the Notes comprising 7 pages numbered 1 to 7 of the Implementation Advisory Group meeting held on Wednesday 5 October 2016 and confirmed on Wednesday 2 November 2016