



Agenda

Ingleside Community Reference Group

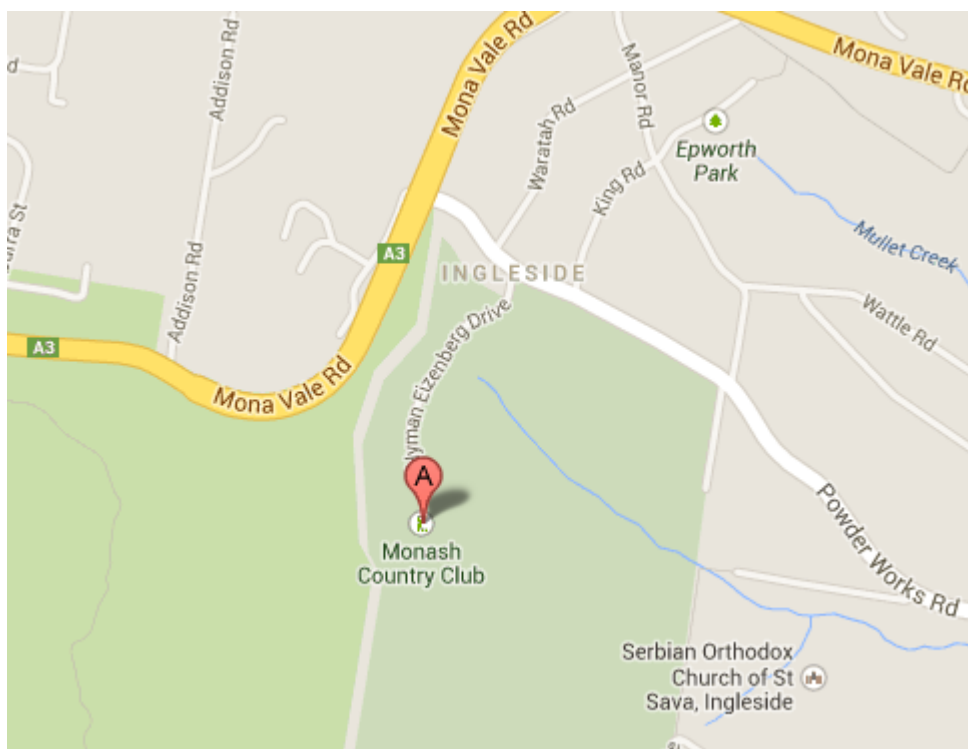
Notice is hereby given that an Ingleside Community Reference Group meeting of Pittwater Council will be held in the Conference Room, Monash Country Club, Powderworks Road, Ingleside on

30 October 2013

Commencing at 4:00pm for the purpose of considering the items included on the Agenda.

Steve Evans
DIRECTOR, ENVIRONMENTAL PLANNING & COMMUNITY

MEETING LOCATION



For information in relation to this agenda or to give an apology, please call Pamela Tasker on 9970 1663 or email pamela_tasker@pittwater.nsw.gov.au

All Pittwater Council's Agenda and Minutes are available on Pittwater's website at **www.pittwater.nsw.gov.au**

Statement of Respect

Pittwater Council promotes and strives to achieve a climate of respect for all and endeavours to inspire in our community shared civic pride by valuing and protecting our unique environment, both natural and built, for current and future generations.

We, the elected members and staff of Pittwater Council, undertake to act with honesty and integrity, to conduct ourselves in a way that engenders trust and confidence in the decisions we make on behalf of the Pittwater Community.

Voting Members of the Committee, namely

Cr Julie Hegarty, Chairperson

and the following Community Representatives:

Mr Glen Ilic, Wilga Wilson Residents Association
Mr David Seymour, Katandra Bushland Sanctuary
Mr John Simmonds, Sydney Conference Training Centre
Mr David Palmer, Pittwater Natural Heritage Association
Mr Dick Clarke, Elanora Heights Residents Association
Mr Stephen Choularton, Bayview & Ingleside Residents Association
Ms Linda Haefeli, Climate Action Pittwater
Mr Chris Hornsby, Warriewood Valley Residents Association
Ms Roberta Conroy, Bayview – Church Point Residents Association
Ms Jacqui Marlow, Friends of Narrabeen Lagoon Catchment
Mr Stephen Smith, Wirreanda Valley Residents Association
Mr Ian Longbottom, Galstaun College
Ms Anne Jeffrey, Bayview Heights Estate Owners Group
Mr Philip Rosati, Pittwater Resident Representative
Mr Conrad Grayson, Pittwater Resident Representative

The following Technical Advisors (non-voting):

Mr Lee Mulvey, Project Manager, DP&I
Mr Vic Baueris, Probity Advisor

The following Council Advisors (non-voting):

Mr Steve Evans, Director, Environmental Planning & Community
Ms Liza Cordoba, Principal Officer – Land Release
Ms Tija Stagni, Senior Strategic Planner – Land Release
Mr Robbie Platt, Assistant Strategic Planner – Land Release
Ms Anja Ralph, Strategic Planner – Land Release
Ms Jane Mulroney, Principal Officer - Community Engagement
Ms Pamela Tasker, Minute Secretary / Administration Officer

And other Council Advisors as required are requested to be in attendance. Others are free to attend as Observers. Please note, however, observers are not invited to engage in discussion or voting in any matter before the Committee.

C H A R T E R

INGLESIDE COMMUNITY REFERENCE GROUP

Established:	24 June 2013
Function:	This Reference Group will consider and resolve on matters relating to the Precinct Planning Process for Ingleside.
Aims:	<p>To provide a safe and equitable forum where members, derived from registered community groups, community organisations and Pittwater residents:</p> <ul style="list-style-type: none"> • Have equal opportunity to contribute and be involved in discussions with the Ingleside Project Team on relevant issues • Complement other elements of the broader consultation framework established for the Ingleside Precinct Planning Project • Act as another mechanism through which Council the Ingleside Project Team can bring items where consultation is required • Be a means of identifying innovative ideas that can enhance the precinct planning for Ingleside.
Composition/Membership: <ul style="list-style-type: none"> ➤ Up to fifteen (15) members consisting of: <ul style="list-style-type: none"> - nominated representatives from registered Resident Associations within the Ingleside Release area; - nominated representatives from registered community groups with specific environmental, recreational, commercial or other interests; - business owners within the Ingleside Release Area or in the immediate vicinity; - persons with significant expertise and knowledge in land release area planning, development, urban planning or traffic planning. ➤ Interested observers are invited to attend. They must advise the minute secretary at least 24 hours in advance of their intention to attend. Observers are invited as observers and are not acting as regular members appointed to reference groups. ➤ All other Councillors are invited to attend and observe. 	<ul style="list-style-type: none"> • The Chairperson elected by Council on 24 June 2013. • The following Community Members: <ul style="list-style-type: none"> - Mr Glen Ilic, Wilga Wilson Residents Association - Mr David Seymour, Katandra Bushland Sanctuary - Mr John Simmonds, Sydney Conference Training Centre - Mr David Palmer, Pittwater Natural Heritage Association - Mr Dick Clarke, Elanora Heights Residents Association - Mr Stephen Choularton, Bayview & Ingleside Residents Assoc - Ms Linda Haefeli, Climate Action Pittwater - Mr Chris Hornsby, Warriewood Valley Residents Association - Ms Roberta Conroy, Bayview–Church Point Residents Assoc - Ms Jacqui Marlow, Friends of Narrabeen Lagoon Catchment - Mr Stephen Smith, Wirreanda Valley Residents Association - Mr Ian Longbottom, Galstaun College - Ms Anne Jeffrey, Bayview Heights Estate Owners Group - Mr Philip Rosati, Pittwater Resident Representative - Mr Conrad Grayson, Pittwater Resident Representative • Ex Officio Advisors (non voting) being representatives from the Department of Planning & Infrastructure or other advisors as required.
Quorum:	A majority of members provided at least 1 Councillor is present.
Reporting Procedures:	Minutes of meetings to be reported to the Sustainable Towns & Villages Committee of Council for consideration.
Meetings:	Bi-Monthly or in accordance with the project milestones.
Council Members Appointed:	Chairperson: Cr Julie Hegarty

Ingleside Community Reference Group Meeting

TABLE OF CONTENTS

Item No	Item	Page No
1.0	Apologies	6
2.0	Declarations of Pecuniary Interest / Non Pecuniary Conflict of Interest	6
3.0	Confirmation of Minutes	6
4.0	Issues Arising from Last Meeting	7
5.0	Business Arising	7
5.1	Request for Presentation on Water and Sewerage Strategies	7
5.2	Sustainability Principles guiding the Precinct Planning Process	7
5.3	Consultant Studies and Next Step	7
5.4	Role of Probity Advisor in the Process	8
6.0	General Business	8
7.0	Next Meeting	8

**The Director, Environmental Planning & Community
has approved the inclusion of
all reports in this agenda.**

1.0 Apologies

Apologies must be received and accepted from absent Members and leave of absence from the Ingleside Community Reference Group Meeting must be granted.

2.0 Declarations of Pecuniary Interest/Non-Pecuniary Conflict of Interest

Reference Group Members are advised of the following definitions of a "pecuniary" or "conflict" of interest for their assistance:

- * Section 442 of the Local Government Act, 1993 states that a "pecuniary" interest is as follows:

"(1) [Pecuniary interest] A Pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated.

(2) [Remoteness] A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter."

Reference Group Members should reference the Local Government Act, 1993 for detailed provisions relating to pecuniary interests.

- * Council's Code of Conduct states that a "conflict of interest" exists when you could be influenced, or a reasonable person would perceive that you could be influenced by a personal interest when carrying out your public duty.
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3.0 Confirmation of Minutes

Confirmation of the Minutes of the Ingleside Reference Group Meeting held on 25 September 2013. The Minutes were endorsed by Council at the meeting on 21 October 2013. A copy of the Council Report and the resulting Minute Item are attached at Appendix 1 to this Agenda.

4.0 Issues Arising from Last Meeting

4.1 Probity Issues

4.1.1 Declaration forms concerning Pecuniary Interests arising at the last meeting have been circulated and received.

4.1.2 Mr Vic Baueris has been appointed Probity Advisor and will be in attendance at this meeting.

4.2 Minister's Letter of Support

Mr Lee Mulvey to advise on progress.

5.0 Business Arising

5.1 Request for presentation on water and sewerage strategies

An email request has been received from Ms Conroy requesting a presentation from Sydney Water in regard to Sydney Water's strategies and priorities for the Ingleside area.

This item seeks to respond to the request in terms of the administrative arrangements established for this Reference Group and explain how state and servicing agencies will be consulted during the precinct planning process.

5.2 Sustainability Principles guiding the Precinct Planning Process

This item will address the sustainability principles guiding the precinct planning process for Ingleside.

5.3 Consultant Studies and Next Step

This item will discuss the various Consultant Studies being prepared for this project, the scope of works being addresses by the consultant studies.

5.4 Role of Probity Advisor in the Process

Mr Vic Baueris, Probity Advisor, will speak to the role of the Probity Advisor in the process and answer members' questions.

6.0 General Business

7.0 Next Meeting

The next meeting of the Ingleside Community Reference Group is scheduled to be held on Wednesday, 11 December, 2013 commencing at 4.00pm. It is envisaged at this stage that this meeting will take the form of a workshop.

MINUTE ITEM

C12.8	Minutes of the Ingleside Community Reference Group Meeting held on 25 September 2013
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Meeting: Sustainable Towns & Villages Committee

Date: 21 October 2013

COUNCIL DECISION (By Exception)

That the Minutes of the Ingleside Community Reference Group meeting of 25 September 2013 be noted.

(Cr Hegarty / Cr White)

Notes:

Cr Hegarty declared a less than significant non-pecuniary interest in item C12.8 – Minutes of the Ingleside Community Reference Group Meeting held on 25 September 2013, and took part in the discussion and voting on this item. The reason provided by Cr Hegarty was:

"I am a landowner in the vicinity of the land release however, at this stage no decisions are being made".

C12.8	Minutes of the Ingleside Community Reference Group Meeting held on 25 September 2013
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Meeting: Sustainable Towns & Villages Committee

Date: 21 October 2013

STRATEGY: Corporate Management

ACTION: Maintain and Service Council's Range of Committees

PURPOSE OF REPORT

To present to Council the Minutes of the first Ingleside Community Reference Group Meeting which was held on 25 September 2013 (refer **Attachment 1**).

1.0 BACKGROUND

- 1.1 The Ingleside Community Reference Group was established by Council to provide a forum for discussion between Council, the Ingleside Project Control Group and Precinct Working Group (comprising officers from the Department of Planning and Infrastructure, UrbanGrowth NSW and Pittwater Council), the community and other interested groups on a range of issues throughout the various stages of the Precinct Planning Process. The reference group brings together the expertise and diverse community knowledge required to suitably manage any potential release of land in Ingleside.
- 1.2 To fulfil its role, the Ingleside Community Reference Group is to:
- provide a safe and equitable forum where members, derived from registered community groups, community organisations and Pittwater residents, have equal opportunity to contribute and be involved in discussions with the Ingleside Project Team on relevant issues;
 - complement other elements of the broader consultation framework established for the Ingleside Precinct Planning project;
 - act as another mechanism through which Council and the Ingleside Project Team can bring items where consultation is required;
 - be a means of identifying innovative ideas that can enhance the precinct planning for Ingleside.

2.0 ISSUES

- 2.1 The first meeting was an induction for Reference Group members and invitations were extended to their nominated alternates.
- 2.2 Probity and conflict of interest issues were raised by Reference group members, and will be addressed by the probity advisor who will attend the next Ingleside Community Reference Group on 30 October 2013.

3.0 SUSTAINABILITY ASSESSMENT

This report does not require a sustainability assessment.

4.0 EXECUTIVE SUMMARY

- 4.1 To present to Council the outcome of the first meeting of the Ingleside Community Reference Group held on Wednesday, 25 September, 2013.

RECOMMENDATION

That the Minutes of the Ingleside Community Reference Group meeting of 25 September 2013 be noted.

Report prepared by
Liza Cordoba – Principal Officer Land Release

Steve Evans
DIRECTOR, ENVIRONMENTAL PLANNING & COMMUNITY

MINUTES

Ingleside Community Reference Group

held in the Conference Room, Mona Vale Customer Service Centre, Village Park, 1 Park Street, Mona Vale on

25 September 2013

Commencing at 4:08pm



Attendance:

Cr Julie Hegarty, Chairperson
Ms Nadia Aivazian, Bayview & Ingleside Residents Association
Mr Dick Clarke, Elanora Heights Residents Association
Mr Antony Edye, Climate Action Pittwater (Alternative Representative)
Mr Conrad Grayson, Pittwater Resident Representative
Ms Linda Haefeli, Climate Action Pittwater
Mr Chris Hornsby, Warriewood Valley Residents Association
Mr Glen Ilic, Wilga Wilson Residents Association
Ms Anne Jeffrey, Bayview Heights Estate Owners Group
Mr Brad Jeffrey, Bayview Heights Estate Owners Group (Alternative Representative)
Mr Ian Longbottom, Galstaun College
Ms Margaret Makin, Bayview–Church Point Residents Association (Alternative Representative)
Ms Jacqui Marlow, Friends of Narrabeen Lagoon Catchment
Mr David Palmer, Pittwater Natural Heritage Association
Mr Philip Rosati, Pittwater Resident Representative
Mr David Seymour, Katandra Bushland Sanctuary
Mr John Simmonds, Sydney Conference Training Centre
Mr Dennis White, Wirreanda Valley Residents Association (Alternative Representative)
Mr Lee Mulvey, Project Manager, DP&I
Mr Steve Evans, Director, Environmental Planning & Community
Ms Liza Cordoba, Principal Officer – Land Release
Ms Tija Stagni, Senior Strategic Planner – Land Release
Mr Robbie Platt, Assistant Strategic Planner – Land Release
Ms Jane Mulroney, Principal Officer - Community Engagement
Ms Pamela Tasker, Minute Secretary / Administration Officer

Ingleside Community Reference Group Meeting

TABLE OF CONTENTS

Item No	Item	Page No
1.0	Apologies	
2.0	Declarations of Pecuniary Interest / Non Pecuniary Conflict of Interest	
3.0	Discussion Topics	
3.1	Reference Group Induction & Code of Conduct	
3.2	The Ingleside Precinct Planning Process and the role of the Reference Group	
4.0	Business Arising	
5.0	Next Meeting	

1.0 Apologies

The following apologies were received and leave of absence was granted from the Ingleside Community Reference Group (ICRG) Meeting held on 25 September 2013.

- Ms Roberta Conroy, Bayview–Church Point Residents Association
- Mr Stephen Smith, Wirreanda Valley Residents Association
- Mr Stephen Choularton, Bayview & Ingleside Residents Association

Notes:

1. Ms Margaret Makin attended as the alternative delegate representing the Bayview–Church Point Residents Association.
2. Mr Dennis White attended as the alternative delegate representing the Wirreanda Valley Residents Association.
3. Ms Nadia Aivazian attended as the alternative delegate representing the Bayview & Ingleside Residents Association.

2.0 Declarations of Pecuniary Interest/Non-Pecuniary Conflict of Interest

Cr Hegarty declared a Pecuniary Interest as follows:

“I am the owner of 12 Minkara Road Bayview.”

Mr Glen Ilic (Wilga Wilson Residents Association) declared a Pecuniary Interest as follows:

“I am the owner of 13 Wilga Street Ingleside.”

Mr Dennis White (Wirreanda Valley Residents Association) declared a Pecuniary Interest as follows:

“Landowner Wirreanda Valley.”

Mr David Palmer (Pittwater Natural Heritage Association) declared a Pecuniary Interest as follows:

“Owner of 26 Cicada Glen Road Ingleside.”

Ms Anne Jeffrey (Bayview Heights Estate Owners Group) declared a Pecuniary Interest as follows:

“I am the owner of 29 Walter Road Ingleside.”

Mr Brad Jeffrey (Bayview Heights Estate Owners Group) declared a Pecuniary Interest as follows:

“I am the owner of 29 Walter Road Ingleside.”

Mr John Simmonds (Sydney Conference Training Centre) declared a Pecuniary Interest as follows:

“I am a Director and Landowner of the Sydney Conference & Training Centre which is located within the Ingleside Land Release Area.”

Ms Nadia Aivazian (Bayview & Ingleside Residents Association) declared a Pecuniary Interest as follows:

"Landowner of 3 (Lot 13) Walter Road Ingleside (DP30325)."

Note:

Mr Ian Longbottom (representing Galstaun College) advised in the interests of full disclosure that he chairs the NSW Property Services Advisory Council, one of a number of Ministerial Advisory Councils established to act as a source of advice to the NSW Minister for Fair Trading. No potential conflicts of interest relating to participation on this Advisory Council, now or in the future, were foreseen.

Ingleside Community Reference Group Charter (Amended):

The following changes to the Ingleside Community Reference Group Charter were noted. Ms Mulroney will effect these changes administratively and the amended Charter will be circulated to members for their information prior to the next meeting.

1. Function – delete first paragraph as follows:

"To consider and resolve on matters involving goals and initiatives contained in the key direction of Council's Strategic Plan – Land Use & Development."

2. Composition/Membership – amend first dot point as follows:

Where it currently reads *"The Chairperson elected by Council and the Chairperson of the corresponding Principal Committee of Council."*

it should now read *"The Chairperson elected by Council on 24 June 2013."*

3. Reporting procedures – amend Principal Committee name:

Council resolved at its meeting on 16 September 2013 to amend Principal Committee names, so that the *Planning an Integrated Built Environment Committee* is now known as the *Sustainable Towns and Villages Committee*.

3.0 Discussion Topics

3.1 Reference Group Induction & Code of Conduct

Proceedings in Brief

Presentation by Ms Jane Mulroney, Principal Officer – Community Engagement. Ms Mulroney provided members with an induction kit which included a copy of the power point presentation and other relevant documents such as Pittwater Council's Code of Conduct.

Ms Mulroney discussed administrative arrangements including the need to contact the Minute Secretary when members could not attend the meeting. All representatives of registered community groups needed to have an identified alternate delegate to attend meetings when they were unable to attend. Members need to provide the names of their alternate delegate as soon as possible.

Other items covered by the presentation included:

- Responsibilities of members were clearly outlined.
- Code of conduct issues were discussed including the expectation that members will conduct themselves in a way which enhances public confidence in the reference group
- Members agreed to abide by Council's core values of service, communication, integrity, leadership, respect, wellbeing
- Business papers will be distributed to members approximately two weeks prior to each meeting
- The Agenda prepared for the Ingleside Community Reference Group is agreed to by the Project Control Group, the body which oversees the precinct planning and is the decision making body for the process.

3.2 The Ingleside Planning Process and the role of the Project Control Group

Proceedings in Brief

Presentation by Mr Lee Mulvey, Project Manager – Department of Planning & Infrastructure (DoPI), and Ms Liza Cordoba, Principal Officer – Land Release. The induction kit contained the PowerPoint presentation (hard copy) on the Ingleside Planning Process and included the Ingleside Project Plan, program of key milestones and Ingleside Community Participation Plan.

- There are no examples of how similar reference groups function as this is the first one of this nature that the DoPI has been involved with. This form of community consultation is expressed in the White Paper, however, so we might see them become more common.
- The public exhibition of the Precinct Planning Package is scheduled for four weeks in July 2014.
- The Reference Group will be provided with information as it becomes available and as agreed to by the Project Control Group.
- Continued consultation with landowners and stakeholders is planned throughout the entire process.
- Post public exhibition it should be 3 to 6 months until the rezoning stage.
- All submissions will be published online and included in the Submissions Report.
- The Submissions Report will identify all of the issues raised and how they were addressed.
- In the coming months the Precinct Working Group will be working to develop a Structure plan for Ingleside. The first step in its development is reviewing existing technical reports and commissioning new ones as required, assessing potential across the site and broadly identifying different usage, and working with the various authorities such as Sydney Water and Roads & Maritime Services to identify infrastructure issues.

- A report on the development of the overarching Structure plan will be discussed at the October meeting. Consultants are reviewing existing consultant studies to identify gaps in the existing data. This gap analysis may not be completed in time for the October meeting, but a spreadsheet summarising the work done to date will be provided for that meeting. It is anticipated that the completed gap analysis and additional information will be provide to members in November prior to the December Workshop.
- Council's flood study will be one of the studies under consideration.
- NSW State Government is covering the cost of Consultants Reports and technical data analysis. Pittwater Council will peer review the Consultants Reports.
- The Project Control Group (PCG) will be the executive body overseeing the Precinct Working Group (PWG).
- The PWG will engage the consultants, review the work and make recommendations to the PCG. PWG personnel are Liza Cordoba (Pittwater Council), Lee Mulvey (DoPI) and Nick Chandler (UrbanGrowth NSW).
- Council staff will be responsible for ensuring the peer review process. A technical team is already established.
- The Reference Group does have scope to investigate and discuss alternative options for issues such as the provision of infrastructure. Alternative technologies / solutions are included in the brief to consultants.
- There is likely to be a residential focus, although proposed housing densities and other land uses such as industrial or retail are not yet known.
- The PWG recognises there are constraints on sewerage infrastructure and are starting to work through these issues with Sydney Water. The Implementation Plan will identify all infrastructure constraints and the way forward.
- The timing of the release of consultants' reports is the issue, rather than the confidentiality of the reports. As reports are cleared for release they will be made available to the public via various websites. The final consultants' reports may not be available until just before exhibition of the Precinct Planning Package, however specific issues and recommendations from consultants' reports may need to be released to the Reference Group for discussion purposes. It is reiterated that any release of information will need the prior approval of the PCG.
- The NSW State Government and Pittwater Council are both significant landowners in Ingleside which raises probity issues. State and Local Government landowners do have a right to consultation and participation the same as any stakeholder, however a probity plan will have to be put in place that will ensure a clear separation of planning function and corporate property function for both institutions.
- A Probity Advisor is due to be appointed and will be invited to attend ICRG meetings. It is anticipated that the Probity Advisor will be available to attend the meeting on 30 October.
- The Probity Plan to be prepared by the Probity Advisor will also consider risk analysis and the ongoing management of any risks identified.
- The PWG will consult with the Green Building Council of Australia (GBCA) throughout the process. UrbanGrowth NSW also has its own green star rating system for new communities (called Precinx) and we will be briefed on this system as well.
- The Reference Points made by the Reference Group will be passed on to the PCG and to Pittwater Council. The Reference Group Minutes will be reported to Council as soon as possible following the meeting.
- Mr Mulvey is to ask the PCG if the ICRG can have copies of any PCG/PWG Minutes.
- As the Minister is the final authority, it was seen as useful to secure a letter of support from the Minister demonstrating good faith with the landowners. Mr Mulvey responded that there was a letter of support from the Director-General of Planning on Council website. He further undertook to request a letter of support from the Minister during an upcoming Ministerial briefing.

4.0 Business Arising

Nil.

5.0 Next Meeting

The next meeting of the Ingleside Community Reference Group is scheduled to be held on Wednesday, 30 October, 2013 commencing at 4.00pm.

As that meeting is scheduled after receipt and analysis of various consultant reports, it is hoped to have some form of gap analysis of the various reports and recommendations available for the consideration of the members.

The probity advisor will be appointed by 30 October and will hopefully be available to attend the meeting for discussion on the probity plan.

**THERE BEING NO FURTHER BUSINESS THE MEETING
OF THE INGLESIDE COMMUNITY REFERENCE GROUP
CONCLUDED AT 5.28PM ON WEDNESDAY 25 SEPTEMBER 2013.**