



# 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

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## **Ingleside Community Reference Group Meeting**

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## **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.

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## **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.

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**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*.

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**3.0 Discussion Topics**

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**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.

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### **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 provided 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.

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## **4.0 Business Arising**

Nil.

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## **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.

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