



MINUTES

PARTNERSHIP & PARTICIPATION STRATEGIC REFERENCE GROUP

held in the Council Chambers, Dee Why on

WEDNESDAY 12 SEPTEMBER 2018

**Minutes of the Partnership & Participation
Strategic Reference Group
held on Wednesday 12 September 2018
in the Council Chambers, Dee Why
Commencing at 6:06pm**

ATTENDANCE:

Committee Members

Cr Sue Heins (Chair)	
Mayor Michael Regan	
Cr Penny Philpott	
Steve McInnes	Surf Life Saving Sydney Northern Beaches Inc
Antony Biasi	
John Buggy	Belrose Open Space Corridor Association
Denice Smith	
Caroline Glass-Pattison	First Nations

Council Officer Contacts

Melanie Gurney	Executive Manager Library Services
Andrew Grocott	Manager Community Engagement
Clarke Duddy	Manager Studio Production
Jasmine Evans	Governance Officer

1.0 APOLOGIES

Apologies were received from Ina Vukic, Craig Susans, Tammy Cook, Stacey Mitchell and Councillor Roslyn Harrison.

2.0 DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

There were no declarations of pecuniary or non-pecuniary conflicts of interest.

3.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

3.1 MINUTES OF PARTNERSHIP & PARTICIPATION STRATEGIC REFERENCE GROUP MEETING HELD 6 JUNE 2018

The Minutes of the Partnership & Participation Strategic Reference Group meeting held 6 June 2018 were confirmed as a true and correct record of the proceedings of that meeting.

S McInnes / J Buggy

4.0 UPDATE ON ACTIONS FROM LAST MEETING

Andrew Grocott advised that the two action items would be addressed at the meeting. He prepared information about Aware Visitors and Clarke Duddy will provide information about Council's Coloured Branding.

5.0 AGENDA ITEMS

5.1 STRATEGIES FOR TARGETED COMMUNICATIONS WORKSHOP

Andrew Grocott facilitated a warm up activity where he asked the group what the Community Engagement Principles mean to them:

Inclusive	Consideration	Respect	Timely
Planned	Transparent	Engaging	Committed

(Principles from the Local Government Act & Community Engagement Matrix)

The group provided the following feedback:

Inclusive	Reaching the whole community, not just the wider community. Youth, aged people, migrant groups, sporting groups and people who don't belong to a particular group. Reaching busy people and working families.
Planned	Asking the community what it wants out of a project before it starts planning. Being organised upfront and having structure. Clear timelines.
Respect	Treating everyone equally. Being free from bias.
Timely	Specify timeframes. Managing expectations. Providing realistic timeframes.

Committed	Genuine consultation. Being “committed to listening” (instead of having a desire to listen).
Consideration	Two way communication. Providing feedback to the community. Consultation feedback including all points of view and not being cleansed or distilled too much.
Transparent	Communicating objectives to the community clearly. All of the above.
Engaging	All of the above.

A member raised an example of an issue where he felt Council could have consulted with the community better. He said he owns a business on Pacific Parade Dee Why and the recent changes to the parking times on the street has made it difficult for his customers to stop at his shop. He said that the local businesses weren’t consulted before the changes were implemented.

The Mayor agreed that local businesses should be consulted on that type of issue and said he thought that was Council’s practice and there may have been an error in the process on that occasion. He said he would follow this up with staff as the businesses should have had the opportunity to have a say before the decision was made.

Action: Mayor to follow up on lack of consultation for changes to parking times on Pacific Parade Dee Why and report back to the group.

WORKSHOP ACTIVITY

Local Government Area Gateway Markers (Welcome Signs)

The group were asked to provide feedback on the engagement approach for the Gateway Markers project. As part of the amalgamation, Council received funding from the state government to create new gateway markers i.e. large roadside signs saying “*Welcome to the Northern Beaches*”.

In response to the information provided the SRG suggested:

- the project needed a clear purpose, objectives and messaging including identifying clearly how this project is funded (amalgamation grant from state government).
- Gateway Markers are for welcoming visitors (and not so important for locals) and should be considered as part of Council’s tourism/destination plan.
- the Economic and Smart Communities SRG should be briefed on the project.
- Gateway Markers should include a local indigenous history element such as ‘*Welcome*’ in the local aboriginal language.
- Gateway Markers be located at wharfs and they should be different to roadside markers.

The SRG questioned the purpose of wider community consultation on this as they believe it is not a contentious issue.

Councillors also indicated they had not received any direct requests for, or discussion about the establishment of Northern Beaches Gateway Markers which might reflect the lack of community interest in having them.

The question was raised, is feedback from this group enough consultation for this project? Andrew Grocott stated the Community Engagement Matrix states the level of engagement needed depending on risk and potential impact. He suggested testing the community sentiment around this project in a more controlled environment to get a better understanding of the need for a broader engagement approach before finalising the engagement approach.

The group also questioned if we had the resources to do this in-house and Clarke explained that due to costs and resources an in house option was not a viable solution.

Action: Clarke Duddy find out if RMS have any requirements about acknowledging traditional owners on gateway markers and report back the group.

5.2 COMMUNITY ENGAGEMENT PART 2

Due to time this item was deferred to the next meeting.

5.3 SHIFT OF 28 NOVEMBER 2018 MEETING

The group discussed changing the date of the next meeting however were unable to find a suitable alternative. The next meeting be held 28 November 2018 (as previously scheduled).

6.0 GENERAL BUSINESS

6.1 COUNCIL'S COLOURED BRANDING

Council's style guide contains information about the colours and symbols behind council's branding. The idea behind the brand is vibrancy. Green represents the bush, Blue represents water etc. The group suggested that the website have a page explaining the colours and symbols behind council's branding.

Action: Melanie Gurney talk to the Communications Team about updating the website with information about Council's branding.

6.2 DISTRICT PARK

The Mayor asked the group whether they were aware of the recent discussions and community feedback on the District Park lease issue.

The group discussed the District Park issue and their feelings about it. Some members commented that it is not clear to locals that District Park is Warringah Golf Club and the Bowling Club. The group discussed the importance of providing transparent information and building trust from the community across projects.

6.3 AWARE VISITORS

Andrew Grocott provided the group with information about the definition of Aware Visitors. He advised that Aware Visitors is an analytics term from the Northern Beaches Council engagement platform backend. They are unique visitors to at least one Your Say page that do not make a submission or download a document.

6.4 RECRUITMENT OF NEW MEMBERS

Melanie Gurney advised that Council put out an EOI to fill the vacant positions in the Partnership and Participation SRG and received 12 applications. A panel has been appointed to assess the applications and new members should be appointed before the next meeting.

SUMMARY OF ACTIONS

ITEM NO.	ACTION	RESPONSIBLE OFFICER	DUE DATE
5.1	Mayor to follow up on lack of consultation for changes to parking time on Pacific Parade Dee Why	Michael Regan	Next meeting
5.1	Clarke Duddy find out if RMS have any requirements about acknowledging traditional owners on gateway markers	Clarke Duddy	Next meeting
6.1	Melanie Gurney talk to the Communications Team about updating the website with information about Council's branding	Melanie Gurney	Next meeting

The meeting concluded at 8:17pm

This is the final page of the Minutes comprising 6 pages numbered 1 to 6 of the Partnership & Participation Strategic Reference Group meeting held on Wednesday 12 September 2018 and confirmed on Wednesday 28 November 2018