

**North Sydney Combined Precincts Committee
(CPC) Tuesday 15 August 2023
6.00pm start, Ros Crichton Pavilion**

General Meeting Minutes

Voting Participants¹: SW (Anzac Park); JB (Anzac Park); JB (Bay); PE (Brightmore), LS (Brightmore); GM (Euroka); KH (Euroka); CC (Harrison); DM (Hayberry); LT (Holtermann); KB (Holtermann); CP (Neutral); SB (Parks); PM (Willoughby Bay); JH (Wollstonecraft).

Also present: Jenny Gleeson (JG), Manager Corporate Planning & Engagement (North Sydney Council, Minutes); Sam Clark (SC), Administrative Support Officer (North Sydney Council)

Apologies: SM (Parks/CPC Co-convenor); IG (Waverton/CPC Co-Convenor); JC (Milson); EB (Milson); GC (Neutral); MTJ (Willoughby Bay)

A/Co-convenor presiding: GM (Euroka)

The meeting started at 6.00pm

1. Acknowledgement of Country

GM (Euroka) opened the meeting by acknowledging the traditional owners of the land on which the meeting was held and welcoming all attendees to the meeting.

2. Meet and Greet - Luke Harvey, Council's Director Corporate Support

JH (NSC) gave an overview of his background, and his role at Council within the new three-division structure. The Precinct System is under the Corporate Support Division. LH (NSC) acknowledged the longevity of Precinct Committees, their connection to Council's commitment to open government and transparency, and their role in local development.

GM (Euroka) thanked LH (NSC) for addressing the meeting.

LH (NSC) left the meeting.

3. Previous Minutes of 20 June 2023

MOTION: The minutes of the general meeting held on 20 June 2023 were confirmed as read and correct.

MOVED BY: CP (Neutral), SECONDED BY: SW (Anzac Park)

CARRIED UNANIMOUSLY

4. Council's Reply to Previous Minutes (Summary of Actions)

Noted.

5. Co-convenors Report

ATTACHMENT A

¹ Limited to two voting representatives per active Precinct Committee.

6. Council Update (JG, NSC)

ATTACHMENT B - slides

a. Annual General Meetings - Procedures Reminder

JG (NSC) provided a recap of the AGM Guidelines for individual Precinct Committees AGMs must - for more information refer to the memorandum dated 2 August 2023:

- timing of AGMs is currently at the discretion of each Precinct Committee.
- AGMs are in-person meetings (remote AGMs are currently not permitted)
- distribute meeting notice flyers at least 7 days prior
- an independent 'Returning Officer' must conduct the election - advise Council who your Returning Officer is a minimum of 1 week prior to the meeting
- office bearers can hold a position for a maximum of 4 consecutive years i.e. a person cannot hold the same executive position for more than 4 consecutive years.
- self and peer nominations are accepted (nominees must accept peer nominations); nominations may be accepted from those not physically present at the AGM
- residents, workers, students and property owners within the Precinct area may vote; attendees from adjacent inactive Precinct areas may also vote, but cannot hold office (other than in an interim capacity)
- proxy votes are not permitted i.e. must be physically present to vote
- the number of votes for/against/abstain each position must be recorded in the AGM minutes.

b. 2023/24 Operational Funding & MOUs

JG (NSC) advised that operational funding for 2023/24 is now available. Funding can be claimed in accordance with the memo dated 31 July 2023:

- committees with \$3,500 or less in their account at the time of applying are eligible.
- funding remains at \$1,500 for the current financial year.
- the amount of funding for future years will be reviewed this year, once current Precinct-initiated boundary changes have been finalised.
- each Precinct Committee has been sent a new Memorandum of Understanding (MOU) to complete and return, regardless of whether claiming operational funding.

c. Precinct Admin Survey 2023

JG (NSC) advised that this benchmarking has been conducted since 2006. Council seeks feedback from active Precinct Committees regarding satisfaction with Council's current administrative support/levels of service to the Precinct System. The findings of the 2023 survey will be presented to the Combined Precincts Committee in due course. Complete one (1) survey per Precinct Committee - refer to the memo dated 2 August 2023 for the URL.

d. Precinct System Review - implementation of recommendations

Copies of the revised draft Implementation Plan were tabled (ATTACHMENT C). JG (NSC) provided background, advising that the actions within the Plan came from the feedback received in response to the exhibited Discussion Paper (2020) and was provisionally endorsed by the Council on 25 July 2022.

1. Precinct Area Boundaries
2. Policy, Code and Guidelines
3. Marketing & Promotion (Communications Plan)

4. Training
5. Financial Support by Council

JB (Anzac Park) noted that there are a lot of actions still be undertaken, and questioned whether all actions need to be done. (JG (NSC) advised that the Plan's content is a result of consultation undertaken to date, but that all Precinct Committees will be given the opportunity to provide further feedback in due course.

Delays in implementing the plan are largely due to stall vacancies and workload priorities. The Working Groups will recommence to progress implementation in accordance with the Council resolution of 25 July 2022.

ACTION: Council staff to update the Implementation Plan timings and reissue to all Precinct Committees.

e. New Precincts System Logo

Background: The draft Implementation Plan includes an action to refresh the North Sydney Precinct System logo, as part of the suite of actions under the Marketing and Promotion focus area. To build brand awareness, it is envisaged that the new logo will be used on all promotional materials including individual Precinct meeting flyers. Note: Precinct Committees can still use their own logo (as the main logo on their flyers) plus the new Precinct System logo.

Earlier this year, Council invited Precinct Committees and individual members to advise the words that evoke the Precinct System. The words received were presented to the CPC in May 2023, and used by Council's in-house graphic designer to inform several draft design options which were briefly presented to the CPC in June 2023. Feedback on the draft design options closed 11 August 2023.

JG (NSC) detailed the feedback received from seven Precinct Committees, which was mixed. In summary:

- some overtly indicated their preferred design/s from the six options, with Option 1 being the most overtly favoured, (with a caveat for more that their preference was for none, unless forced to pick one)
- some indicated a preference for type C, inclusive of the NSC logo and tag line
- some prefer the current Precinct System logo, and suggested that it be modernised
- some requested to see the options in monochrome/black and white, noting that Council currently prints flyers in black and white on coloured paper
- some requested the design options need to be considered in their smallest representation (NSC logo can't be smaller than 20mm).

Following discussion, it was agreed:

- wording preference for North Sydney Precincts (format B)
- font of Options 1 and 4 were most preferred
- preference for text-based logo as gives more flexibility regarding usages

ACTION: Council to prepare alternate Precinct System logo options (with/without NSC logo lock) as follows:

- a) text: North Sydney PRECINCTS***
- b) larger size "North Sydney" font***
- c) version with "voice to Council" as tagline***
- d) version with "community forums" as tagline***
- e) version with "support by North Sydney Council" as tagline***

JG (NSC) also tabled two flyer template mock-ups prepared in-house, one with and one without an individual Precinct logo. It is proposed that flyer designs be uniform in an effort to increase readability and appeal, and create brand association.

f. Precinct System Promotion

JG (NSC) asked if there is interest in having a stall to promote Precinct Committees at the Living Futures Sustainability Festival on Sunday 29 October 2023, 10am to 4pm. Photos of a similar stall at a Randwick Council were displayed. A roster of Precinct representatives is needed to man the stall. Attendees unanimously supported the idea.

JB (Anzac Park) also suggested that such a stall be had at the Crows Nest Festival 2023, on 15 October, 10am to 5pm. This idea was also supported.

Capacity to have a regular stall at local markets was briefly discussed. JG (NSC) that insurance cover is needed for such events, which is currently purchased on a per-event basis. Links to Implementation Plan action 3.4.6.

ACTION: Council to book a stall both events, pending availability.

ACTION: Council to source insurance cover for the two stalls.

g. Current/upcoming consultations (taken as read)

- [Young Street and Grosvenor Street Intersection - Cycling and Walking Upgrades](#) - closes 14 August
- [Draft Foreshore Parks & Reserves Plan of Management](#) - closes 18 August
- [Draft Youth Strategic Plan](#) - closes 20 August
- [Anzac Ave, Cammeray bus zone restriction](#) - closes 1 September
- [Murdoch St, Cremorne children's crossing](#) - closes 1 September
- [Parraween Street free 30 min parking trial](#) - closes 20 September
- [Planning Proposal 8/21 North Sydney Centre](#) - closes 25 September
- [Moodie St, Cammeray footpath widening, parking re-arrangement and one-way conversation](#) - 1 October 2023
- [Ridge St, North Sydney short term parking arrangement](#) - 1 October 2023
- [Ridge St Window Gallery feedback](#) - ongoing

All engagements are promoted via the Precinct eNews weekly or available from Council's Your Say North Sydney site at <https://yoursay.northsydney.nsw.gov.au/>

7. General Business

a. Proposed Motions - Nil

b. Discussion Items (pre-submitted items)

i. Heritage - news and updates (Harrison-Bennett)

Harrison-Bennett Precinct will share some major news regarding a long running heritage battle in Cremorne. Specifically, the outcome of the North Sydney Planning Panel meeting held 19 July 2023 regarding PP 5/23 which proposed "to amend NSLEP 2013 such that the properties at 115, 117, 119, 121, 123; 125 Holt Avenue, Cremorne are identified as heritage items through their listing within Schedule 5 - Environmental Heritage and identification on the Heritage Map. The Panel unanimously voted to support the proposal and importantly "by way of comment the Panel is of the opinion that

the Council continue to pursue with high priority a heritage review for the LGA". An update on the Parraween Street cottages will also be provided.

MdS (Harrison-Bennett) advised the outcome of the 14 August 2023 Council meeting regarding [item 10.2](#) Planning Proposal 5/23. Council resolved:

- 1. THAT Council note the recommendations of the North Sydney Local Planning Panel Meeting of 19 July 2023 on Planning Proposal PP 5/23.*
- 2. THAT Council endorse the Planning Proposal to amend the North Sydney Local Environmental Plan 2013 such that the properties at 115, 117, 119, 121, 123 & 125 Holt Avenue, Cremorne are identified as local heritage items through their listing within Schedule 5 – Environmental Heritage and identification on the Heritage Map.*
- 3. THAT Council resolve to forward the Planning Proposal to the Department of Planning and Environment to seek a Gateway Determination.*
- 4. THAT upon receipt of a Gateway Determination, the Planning Proposal be publicly exhibited.*
- 5. THAT the outcomes of any public exhibition be reported to Council.*

ACTION: The CPC seeks an update from Council on the Comprehensive Heritage Review included in the Delivery Program (project 3.3.2.02)

9. OTHER ITEMS - tabled at the meeting

- a. WHT Tree Loss update (Bay)** - JB (Bay) advised that members of Bay Precinct recently attended a meeting with TfNSW, during which the total number of trees destroyed to date was noted as 1,200 (as at July 2023) and that up to 3,000 total trees will go.

10. NEXT MEETING - Tuesday 17 October (agenda items due 9am, 25 September)

Representatives of the Eastern Harbour City team within Greater Cities Commission will present regarding increased densities.

Remaining 2023 meeting dates:

Tuesday 28 November (agenda items due 9am, 6 November)

Meeting closed at 7.26pm

CPC Co-Convenor's Report - August 2023

As Precincts are aware from the last precinct meeting, the Western Harbour Tunnel is progressing regardless of what the government says. The WHT tunnel will now be dug under Sydney Harbour and have a much better environmental impact on Sydney Harbour and at Waverton. This is a welcome development.

However, the contracts are based on preparation for an eventual Beaches-Link project. In particular;

1. The Cammeray Park site will include a car park for the workers of the Beaches-Link project
2. A construction shed and control facilities for the Beaches-Link project will be built, notwithstanding the fact that it may never be needed.
3. No land will be returned to the local community as this is not part of the Western Harbour Tunnel project scope

Furthermore, the project continues to offset the loss of land at Cammeray Park by the development of land at Berry's Bay. This offset is not supported by North Sydney Council nor the Waverton Precinct. The Berry's Bay land is in largely in existing public ownership and has only been unusable because it has been fenced off. The land has previously been promised to be returned to the people of NSW and should not be used to reduce green space elsewhere in North Sydney.

The Western Harbour Tunnel project team is seeking feedback on the new project plan which involves tunnelling under the harbour rather than laying a tunnel on top of the harbour floor. Your precinct may wish to consider these issues if you are making a submission. Submissions close at 11.59pm Tuesday 15 August 2023 and must be made in writing directly to the NSW Department of Planning and Environment - <https://www.planningportal.nsw.gov.au/major-projects/projects/modification-2-construction-method-change-tbm>

PRECINCT RELATED COUNCIL UPDATES

**Combined Precincts Committee
15 August 2023**

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AGM PROCEDURE

AGMs must be conducted in accordance with the Guidelines and memo dated 2 August 2023:

- timing of AGMs is currently at the discretion of each Precinct Committee.
- AGMs are in-person meetings (remote AGMs currently not permitted)
- distribute meeting notice flyers at least 7 days prior
- an independent 'Returning Officer' must conduct the election - advise Council who your Returning Officer is a minimum of 1 week prior to the meeting
- office bearers can hold a position for a maximum of 4 consecutive years i.e. a person cannot hold the same executive position for more than 4 consecutive years.
- self and peer nominations are accepted (nominees must accept peer nominations); nominations may be accepted from those not physically present at the AGM
- residents, workers, students and property owners within the Precinct area may vote; attendees from adjacent inactive Precinct areas may also vote, but cannot hold office (other than in an interim capacity)
- proxy votes are not permitted i.e. must be physically present to vote
- the number of votes for/against/abstain each position must be recorded in the AGM minutes.

OPERATIONAL FUNDING 2023/24

Claim in accordance with the Guidelines and memo dated 31 July 2023 :

- Committees \$3,500 or less in their account at the time of applying are eligible.
- Funding remains at \$1,500 for the current financial year.
- The amount of funding for future years will be reviewed this year, once current Precinct-initiated boundary changes have been finalised.
- Each Precinct Committee has been sent a new Memorandum of Understanding (MOU) to complete and return, regardless of whether claiming operational funding.

PRECINCT ADMIN SURVEY 2023

- Benchmarking has been conducted since 2006.
- Council seeks feedback from active Precinct Committees regarding satisfaction with Council's current administrative support/levels of service to the Precinct System. The findings of the 2023 survey will be presented to the Combined Precincts Committee.
- Complete one (1) survey per Precinct Committee - refer to the memo dated 2 August 2023 for URL.









DRAFT IMPLEMENTATION PLAN - FOCUS AREAS

Focus Areas:






1. Precinct Area Boundaries
2. Policy, Code and Guidelines
3. Marketing & Promotion (Communications Plan)
4. Training
5. Financial Support by Council










DRAFT PLAN - MARKETING & PROMOTION (AREA 3)

Issue	Action	Status
3.1 Promotion of the Precinct System is not overt on Council's website	3.1.1 Explore options to enhance promotion of the Precinct System via Council website, including reinstating the address look-up function and short video	
	3.1.2 Promote individual Committee meetings via Community event listings	
	3.1.3 Add 'why get involved in the Precinct System' information to the Council website	
	3.1.4 Add standing project tile 'Precinct Committees' to the Your Say North Sydney home page	
	3.1.5 Review standing content per individual Committee page of Council's website	
3.2 Precinct System branding not uniform, various logos currently in use	3.2.1 Prepare new Precinct System logo for use on all communications including flyers	









DRAFT PLAN - MARKETING & PROMOTION (AREA 3)

Issue	Action	Status
3.3 Precinct meeting agendas not uniform and while not currently mandatory the majority of Committees prepare and distribute flyers	3.3.1 Prepare agenda/flyer template for use by all Precinct Committees, including co-branded with Precinct and Council logo and section for Council information/current engagements including QR code	
	3.3.2 Explore Schedule of Rates for flyer printing and delivery	
	3.3.3 Promote the Precinct System via Council's New Residents Kit (summary version)	
3.4 Opportunity to improve Council's promotion of the Precinct System	3.4.1 Promote quarterly via North Sydney News (community newsletter)	
	3.4.2 Promote quarterly via social media posts from Council's accounts plus paid promotion via local community Facebook groups	




DRAFT PLAN - MARKETING & PROMOTION (AREA 3)

Issue	Action	Status
3.4 Cont.	3.4.3 Include standing section (Committee meetings listing) within monthly Council eNews	
	3.4.4 Explore print and online media advertising options to promote meetings listing, pending available budget	
	3.4.5 Design and print a large scale banner to be periodically displayed at events	
	3.4.6 Explore feasibility of holding a stall at local markets, pending insurance cover	
	3.4.7 Promote the Precinct System via email signature/ banner from yoursay@ and precincts	
3.5 Use of Council's notice boards as promotional method inconsistent	3.5.1 Designate/reserve an A4 space for exclusive Precinct use per noticeboard and/or to display	
	3.5.2 Design and print a generic A4 poster to be updated in accordance with the noticeboard change over schedule	

DRAFT PLAN - MARKETING & PROMOTION (AREA 3)

Issue	Action	Status
3.4 Cont.	3.4.3 Include standing section (Committee meetings listing) within monthly Council eNews	
	3.4.4 Explore print and online media advertising options to promote meetings listing, pending available budget	
	3.4.5 Design and print a large scale banner to be periodically displayed at events	
	3.4.6 Explore feasibility of holding a stall at local markets, pending insurance cover	
	3.4.7 Promote the Precinct System via email signature/ banner from yoursay@ and precincts	
3.5 Use of Council's notice boards as promotional method inconsistent	3.5.1 Designate/reserve an A4 space for exclusive Precinct use per noticeboard and/or to display	
	3.5.2 Design and print a generic A4 poster to be updated in accordance with the noticeboard change over schedule	
	3.5.3 Promote via bus shelters communications panels	

DRAFT PLAN - MARKETING & PROMOTION (AREA 3)

Issue	Action	Status
3.6 Not all Precinct Committees have a generic email address	3.6.1 Assist Precinct Committees to establish generic email addresses; keep access details on file to assist turnover of Office Bearers	
3.7 Some Precinct Committees have created their own websites and/or Facebook page	3.7.1 Consult with Precinct Committees regarding setting minimum website/Facebook page content standards [links to 2.9.1]	
3.8 50 th Anniversary of the North Sydney Precinct System	3.8.1 Prepare and implement a 50 th Anniversary events program	

NEW PRECINCT LOGO DEVELOPMENT - WORD CLOUD

Information
Assist local Listen
Help a voice or Village
Community
first Local Share
Conduit Connect
Neighbours

Current Logo



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NEW PRECINCT LOGO - DRAFT OPTIONS

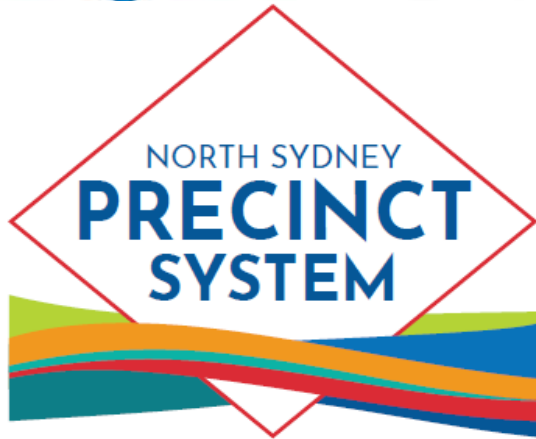
1



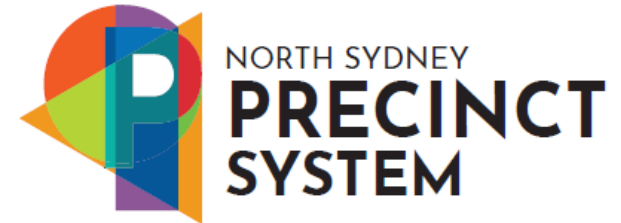
2



3



4



5



6



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NEW PRECINCT LOGO - DRAFT OPTIONS (VARIATIONS)



NSC logo can't be smaller than 20mm



NEW PRECINCT LOGO - DRAFT OPTIONS (GREYSCALE)



PROPOSED FLYER TEMPLATE (NO INDIVIDUAL LOGO)

HARRISON-BENNETT PRECINCT MEETING

3 AUGUST 2023

Invitation to our General Meeting to be held by ZOOM on
Thursday 3 August 2023 at 7pm

AGENDA

1. Confirm the July 2023 Minutes and note Council's response (SOA)
2. Council Meeting - review items from 24.7.23. Next meeting 14.8.23
3. Harrison/Bennett Precinct Merger - progress update
4. New Precinct logo - community feedback on draft design options
5. DAs and Planning Proposals - updates
 - PP 4/23, 183-185 Military Road (cnr Rangers Rd), Neutral Bay
 - PP 6/22, 1-7 Rangers Rd, Neutral Bay (Woolworths) - rezoning review
 - PP 5/23, 115-125 Holt Ave - Group heritage listing proposal - outcome of North Sydney Planning Panel 19.7.23
 - DA 132/23, 11 Bennett St, Cremorne
6. Neutral Bay Town Centre Planning Study - general update
7. Parraween Street Cottages - update
8. Have your Say - review items open for public feedback (see overleaf)
9. Any other business

IMPORTANT INFORMATION: This meeting will be held via ZOOM.
Please RSVP by 3pm Thursday 3 August 2023 to harrison.precinct@gmail.com

In March 2023, Harrison and Bennett Precincts formally agreed to merge the two Precinct Committees. Council is in the process of updating the Precinct map and web page.



WHAT IS A PRECINCT COMMITTEE?

Precinct Committee meetings are run by community volunteers. Precinct comments are considered and responded to by Council in its statutory decision-making role.

www.northsydney.nsw.gov.au/precincts

Precinct Minutes available on Council website

<https://www.northsydney.nsw.gov.au/harrisonprecinct>

HAVE YOUR SAY

Young Street and Grosvenor Street Intersection:

Cycling and Walking Upgrades - closes 14 August

Council is seeking feedback on the final concept design for the Young Street and Grosvenor Street Intersection Cycling and Walking Upgrades. The design includes new plantings, pavement upgrades, separated pedestrian and cyclist crossing, and the link between Neutral Bay town centre and the Young Street bi-directional cycleway.

Draft Foreshore Parks & Reserves Plan of Management (PoM)

- closes 18 August

The draft PoM for Foreshore Parks & Reserves sets out Council's land management objectives, addresses current issues and identifies and prioritises required work.

Draft Youth Strategic Plan - closes 20 August

This plan sets out Council's key commitments to the young people who live, work, visit and study in the North Sydney local government area.

Visit <https://yoursay.northsydney.nsw.gov.au/>

IMPORTANT INFORMATION

Trees for Newborns Trial Program

Choose a native or exotic tree to plant on your property as a way to celebrate the birth of your new baby. Council will deliver the plant to your door, free of charge. Help positively impact the environment - this program will help increase local tree canopy cover, which has declined by 11.7% since 2008.

Neutral Bay Shopping Area Streetscape Committee Meeting

The next meeting will be held on 22 August 2023, 5.30pm start - register to attend <https://www.northsydney.nsw.gov.au/streetscape-committees>

Development Application Notification E-newsletter

Subscribe to Council's Development Applications and Consents E-news at <https://www.northsydney.nsw.gov.au/E-news>

For more information contact:

North Sydney Council: 9936 8285 or precincts@northsydney.nsw.gov.au



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PROPOSED FLYER TEMPLATE (WITH INDIVIDUAL LOGO)

WAVERTON PRECINCT MEETING

1 AUGUST 2023

Come along, Catch up, Join in the discussions

This month we have new
Council's Director Open Space & Infrastructure, Gary Parsons
as our guest speaker

FIND OUT ABOUT

1. the upcoming new Park in Waverton
2. programmed maintenance and upgrades for existing local Parks, Reserves, and Playgrounds in Waverton
3. about the former Golf Links at Cammeray after the Freeway upgrade project ends

The meeting starts at 7.30pm on Tuesday 1 August 2023 at the
Uniting Community Hall

<https://waverton.net.au/waverton-precinct/>
<https://www.northsydney.nsw.gov.au/wavertonprecinct>

Waverton Precinct Committee is part of the North Sydney Precinct System



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Precinct System Review - Revised Draft Implementation Plan

This Improvement Plan outlines how the management responses to the consultant's recommendations will be actioned by Council. These actions will improve the role and function of the North Sydney Precinct System, in terms of Council's administration and accountability to and by individual Precinct Committees, and increase community participation through greater awareness of the Precinct System.

There are five key priority areas:

1. Boundaries
2. Policy, Code and Guidelines
3. Marketing and Promotion
4. Training
5. Operational Funding

Key Priority Area 1: Precinct Area Boundaries (R5)						
Result: Precinct Committees to determine their own boundaries						
Issue	Outcome	Current Situation	Action	Responsibility	Timeframe	Status
1.1 Precinct area boundaries have not been formally reviewed since the mid-1990s	The principle that the question of mergers or amalgamations between Precincts or their dissolution are matters for the Precinct Committees themselves to determine ¹	Current Precinct boundaries are a result of amalgamation over time of the original 56 areas and no longer reflect original criteria - resulting in arbitrary boundaries. Current Policy references how stakeholders can propose boundary changes.	1.1 Establish and document procedures (within the Guidelines) outlining the administrative support available to Precinct Committees proposing mergers/amalgamations or dissolutions.	Corporate Planning & Engagement	Q3 2022/23	On Track
1.2 Process for seeking to reactivate a Precinct area not publicly documented	Community awareness of process for activating a Precinct Committee in recess	Reactivation process advised to interested parties on request	1.2.1 Edit Guidelines: document process proposing boundary changes	Corporate Planning & Engagement	Q3 2022/23	Pending

¹ Council resolution 25 July 2022 (Min. No. 213; Item 8.2)

Key Priority Area 2: Policy, Code and Guidelines						
Result: Policy Guidelines are up to date and address issues identified by the Review						
Issue	Outcome	Current Situation	Action	Responsibility	Timeframe	Status
2.1 Convenor not Chair/Chairperson	Office bearer role consistent across all Precinct Committees - Chair to be replaced by Convenor ²	Various titles in use/ inconsistent application by Precinct Committees	2.1.1 Edit Policy and Guidelines: Chair to be replaced by Convenor	Corporate Planning & Engagement	Q3 2022/23	Pending
2.2 Property owner not defined	Limit to SMEs/local businesses as opposed to corporates including major supermarket chains	Property owner not defined Business eligibility not defined	2.2.1 Edit Policy and Guidelines: define property owner and business eligibility (R1)	Corporate Planning & Engagement	Q3 2022/23	Pending
2.3 Student eligibility currently too low	Student eligibility increased to 18 years	Students 15 years and over currently eligible to vote	2.3.1 Edit Policy and Guidelines: adjust Student minimum age (R1)	Corporate Planning & Engagement	Q3 2022/23	Pending
2.4 Scope of participation by owners of property within multiple Precinct areas not defined (R2)	Property owners with an interest in more than one Precinct area can attend all active Precinct Committees in which they own property, and must an declare interest as applicable	Not addressed in Policy and Guidelines but experienced by some Precinct Committees	2.4.1 Edit Policy and Guidelines: a property owner with an interest in more than one Precinct area can attend all active Precinct Committees in which they own property and must an declare interest where applicable	Corporate Planning & Engagement	Q3 2022/23	Pending
	Eligible to hold office in one Precinct area only	Not addressed in current Guidelines but experienced by some Precinct Committees	2.4.2 Edit Policy and Guidelines: a person cannot hold office in more than one Precinct area	Corporate Planning & Engagement	Q3 2022/23	Pending

² introduction of Convenor/Co-Convenor as standard office bearer roles via *Code of Conduct - Precinct Office Bearers & Members* readopted in November 2020.

Key Priority Area 2: Policy, Code and Guidelines						
Result: Policy Guidelines are up to date and address issues identified by the Review						
Issue	Outcome	Current Situation	Action	Responsibility	Timeframe	Status
2.5 Role of Precinct Committees within Council's community engagement framework not defined (R3)	Outline what Council wants to see from Precinct Committees	Guidelines do not currently detail the outcomes Council wants from the Precinct System and/or individual Precinct Committees, nor what Precinct Committees and/or their participants can expect from Council	2.5.1 Edit Community Engagement Protocol: illustrating how the Precinct System as an inform/consult method sits within Council's engagement framework ³	Corporate Planning & Engagement	Q3 2022/23	Pending
			2.5.2 Edit Policy, Code and Guidelines: streamline references to the role/purpose of the Precinct System within the Community Engagement Protocol	Corporate Planning & Engagement	Q3 2022/23	Pending
			2.5.3 Edit Guidelines: incorporate success factors in - explain what is a Precinct Committee/why get involved - Office Bearer roles and responsibilities (R9)	Corporate Planning & Engagement	Q3 2022/23	Pending
			2.5.4 Update the Induction Module: better explain the role/purpose of the Precinct System as an inform/consult method (R3)	Corporate Planning & Engagement	Q3 2022/23	Pending
2.6 Timing of Council engagements/public exhibitions does not always align with the meeting schedule for affected Precinct areas. (R4)	Instances reduced where an engagement period conflicts with the applicable (target) Precinct Committee/s (i.e. an identified key stakeholder) unable to meet to consider	Precincts meeting schedule does not necessarily align with timing of Council engagements, meeting schedules/deadlines, prohibiting Precinct Committees as key	2.6.1 Implement a corporate Engagement Schedule - new engagements/public exhibitions commence one week after endorsement by a Council meeting, unless otherwise specified	Corporate Planning & Engagement	Q3 2020/21	Completed

³ include diagram of the context of Council's engagement methods, e.g. Precinct Committees, Streetscape Committees, Online information sessions program etc

Key Priority Area 2: Policy, Code and Guidelines						
Result: Policy Guidelines are up to date and address issues identified by the Review						
Issue	Outcome	Current Situation	Action	Responsibility	Timeframe	Status
	proposal prior to the submission deadline	stakeholder/within affected area to participate effectively in the opportunity to have a say	2.6.2 Consult with Precinct Committees regarding the practicality of all Committee meetings being held on the same day or week of the month e.g. two weeks prior to Council meetings or one week after Council meetings [links to 3.3.2]	Corporate Planning & Engagement	Q3 2022/23	Pending - suggestion only; would assist with flyer delivery coordination
2.7 Permit and resource remote Committee meetings (R7/9)	Permit Precinct Committees to hold remote meetings ⁴ complemented by a minimum of either four (quarterly) or two (biannual) in-person meetings with a subscription for each Precinct Committee supplied by Council	Use of remote meeting format is currently not formally permitted by Council; this has had positive benefits e.g. increase in the number of participants, ability to reach new people/wider demographics	2.7.1 Consult with Precinct Committees regarding to determine the minimum in-person meeting frequency per annum	Corporate Planning & Engagement	Q3 2022/23	Pending
			2.7.2 Check what remote meetings support Randwick/Waverley Councils supply to Precinct Committees	Corporate Planning & Engagement	2020/21	Completed
			2.7.3 Explore the feasibility of Annual General meetings being held online	Corporate Planning & Engagement	#	
			2.7.3 Edit Guidelines: include guidance/privacy requirements for use of online/remote meeting format ⁵ to ensure consistency in application per Committee [links to 5.1.2.]	Corporate Planning & Engagement/Privacy Officer	Q3 2022/23	Pending

⁴ Zoom or equivalent

⁵ Inspired by http://www.randwick.nsw.gov.au/_data/assets/pdf_file/0003/272487/Online-Precinct-Meetings-Guide-for-Members-2020.pdf

Key Priority Area 2: Policy, Code and Guidelines						
Result: Policy Guidelines are up to date and address issues identified by the Review						
Issue	Outcome	Current Situation	Action	Responsibility	Timeframe	Status
			2.7.4 Review Attendance Sheet template: update accordingly [links to 2.13]	Corporate Planning & Engagement/Privacy Officer	Q3 2022/23	Pending
2.8 Admin portal required to streamline/ provide centralised folder/filing system for Precinct related correspondence including templates, memorandums and weekly eNews (R7)	Portal established for exclusive use by Office Bearers, reducing need for individual Committees to save documents on their personal PCs etc	Softcopy templates/forms issued annually and available on request; and/or available via Precinct eNews standing items Previously templates/forms were issued annually via a CD and correspondence sent periodically via email, with each Committee saving their end, as required Electronic forms not in use/not promoted via Council website to avoid misuse by the public	2.8.1 Establish a secure section within the Your Say North Sydney site to store 'Precinct use only' templates, correspondence etc	Corporate Planning & Engagement	Q3 2022/23	In progress
			2.8.2 Edit Guidelines: include reference to the 'Precinct use only' admin portal	Corporate Planning & Engagement	Q3 2022/23	Pending
2.9 Use of social media by Precinct Committees and office bearers	<i>Code of Conduct - Precinct Office Bearers & Members</i> refined	Use of social media currently defined via an Appendix to the <i>Code of Conduct</i>	2.9.1 Edit Guidelines: transfer Appendix regarding use of social media from the <i>Code of Conduct</i> ⁶ [links to 3.7.1] (R9)	Corporate Planning & Engagement	Q3 2022/23	Pending

⁶ Foreshadowed in Council report 30 November 2020 - see [Item 3.05](#) from Governance & Finance Committee meeting held 9 November 2020

Key Priority Area 2: Policy, Code and Guidelines						
Result: Policy Guidelines are up to date and address issues identified by the Review						
Issue	Outcome	Current Situation	Action	Responsibility	Timeframe	Status
2.10 Other matters ⁷ - as identified via emails/memorandums to all Precinct Committees need to be included in updated Guidelines	The Guidelines is a central repository detailing all current requirements of individual Precinct Committees	New/amended administrative procedures are announced via memorandum outside updates of the Guidelines	2.10.1 Edit Guidelines: incorporate matters identified via emails/memorandums currently not included in the Guidelines. Include option for appendices for future updates	Corporate Planning & Engagement	Q3 2022/23	Pending
2.11 Precinct related Service Level Agreements (SLAs) are outdated, they were last reviewed in 2011	The SLAs are up-to-date and consistent with the Policy and Guidelines	Precinct System SLAs concerning the, ensuring consistency with the updated Guidelines	2.11.1 Review/update Council's SLAs concerning the Precinct System, ensuring consistency with the Policy and Guidelines	Corporate Planning & Engagement	Q4 2022/23	Pending
			2.11.2 Make the updated SLAs available via the Precincts online admin portal [links to 2.8.1]	Corporate Planning & Engagement	Q4 2022/23	Pending
			2.11.3 Update Staff Procedures (internal how to guide): ensure consistency with updated SLAs/Guidelines (R0)	Corporate Planning & Engagement	Q4 2022/23	Pending

⁷ Intended as a 'catch all' for other matters e.g. Local Government Elections provisions, Redacting Minutes for publication on Council website

Key Priority Area 2: Policy, Code and Guidelines						
Result: Policy Guidelines are up to date and address issues identified by the Review						
Issue	Outcome	Current Situation	Action	Responsibility	Timeframe	Status
2.12 Periodic review of insurance cover	Insurance cover suitable to Precinct Committee activities	Council's insurance cover currently extended to the Precinct System (treated as s355 Committees by the Insurer) - public liability and professional indemnity The current Guidelines permits alcohol provision/service at Committee meetings, but activity not covered by Council's current insurer	2.12.1 Review current scope of insurance cover - clarify whether provision/service of alcohol at Committee meetings still permitted	Corporate Planning & Engagement/Legal & Risk	Q3 2022/23	Pending
2.13 Review internal of privacy procedures in line with Council's revised Privacy Management Plan	Applicable privacy management procedures in place and consistently applied	Attendance Sheets registered in Council's electronic document management system, access not restricted	2.13.1 Update Guidelines and Templates: as needed per actions arising from Council's <i>Records Management Review</i> and updated <i>Privacy Management Plan</i> [links to 2.7.4]	Corporate Planning & Engagement/Privacy Officer	Q3 2022/23	Pending
2.14 Combined Precinct Committee (CPC) Terms of Reference updated consistent with the Review outcomes (R8)	Currency of CPC Terms of Reference	CPC Terms of Reference were last amended by the CPC 2019 absent of formal consultation with Council regarding change in service levels	2.14.1 Update CPC Terms of Reference: in accordance with the Review outcomes/Council resolution	Corporate Planning & Engagement	Q4 2022/23	Pending
			2.14.2 Edit Policy and Guidelines: include reference to the CPC	Corporate Planning & Engagement	Q4 2022/23	Pending

Key Priority Area 2: Policy, Code and Guidelines						
Result: Policy Guidelines are up to date and address issues identified by the Review						
Issue	Outcome	Current Situation	Action	Responsibility	Timeframe	Status
2.15 Code to be updated per the Council resolution of 25 July 2022	2.15 Compliance with Council resolution	n/a	2.15.1 Update the Code per the Council resolution of 25 July 2022	Corporate Planning & Engagement	Q3 2022/23	Pending

Key Priority Area 3: Marketing and Promotion/Communications Plan (R7)						
Result: Branding created and consistently applied to ensure brand identification enhanced by through increased promotion						
Issue	Outcome	Current Situation	Action	Responsibility	Timeframe	Status
3.1 Promotion of the Precinct System is not overt on Council's website	Improved/enhanced website presence	Precinct System section of website accessible via tab listed under Community Engagement section, located under Council & Meetings ⁸	3.1.1 Explore options to enhance promotion of the Precinct System via Council website, including reinstating the address look-up function and short video ⁹	Corporate Planning & Engagement/Communications & Events	Q2 2022/23	In development
			3.1.2 Promote individual Committee meetings via Community event listings	Corporate Planning & Engagement/Communications & Events	Q3 2022/23	Pending -
			3.1.3 Add 'why get involved in the Precinct System' information to the Council website ¹⁰	Corporate Planning & Engagement/Communications & Events	Q3 2022/23	Pending -

⁸ Direct URL is www.northsydney.nsw.gov.au/precincts;

⁹ Video example - https://www.waverley.nsw.gov.au/residents/precinct_committees

¹⁰ See https://www.waverley.nsw.gov.au/residents/precinct_committees re what is a Precinct Committee/why get involved

Key Priority Area 3: Marketing and Promotion/Communications Plan (R7)						
Result: Branding created and consistently applied to ensure brand identification enhanced by through increased promotion						
Issue	Outcome	Current Situation	Action	Responsibility	Timeframe	Status
			3.1.4 Add standing project tile 'Precinct Committees' to the Your Say North Sydney home page ¹¹ (improving connection with Council's Community Engagement Protocol)	Corporate Planning & Engagement	Q2 2022/23	Completed
			3.1.5 Review standing content per individual Committee page of Council's website	Corporate Planning & Engagement	Q2 2022/23	Completed
3.2 Precinct System branding not uniform, various logos currently in use	New program branding/new suite of individual Precinct Committee logos (designed by Council's graphic designer) in consultation with Precinct Committees (to increase brand awareness individual Committee logo variations will be discontinued)	Whilst a suite of logos is currently available (developed in the early 2000s), with consistent branding for all Committees, not all Committees use them; some use a logo they designed themselves	3.2.1 Prepare new Precinct System logo for use on all communications including flyers. ¹²	Corporate Planning & Engagement/ Communications & Events	Q4 2022/23	Pending
3.3 Precinct meeting agendas not uniform and while not currently mandatory the majority of Committees prepare and distribute flyers	Standardise meeting format/agenda	Committee meeting format/agenda varies from Committee to Committee, as does whether such is letterboxed in addition to email distribution	3.3.1 Prepare agenda/flyer template for use by all Precinct Committees, including co-branded with Precinct and Council logo and section for Council information/current engagements including QR code	Corporate Planning & Engagement/ Communications & Events	Q4 2022/23	Pending

¹¹ Like DAs

¹² Preference is to instil consistent logos and allows Lavender Bay and Cremorne Point to utilise their current "logos/artwork within their agenda template i.e. with program branding and NSC logo on agendas/minutes

Key Priority Area 3: Marketing and Promotion/Communications Plan (R7)						
Result: Branding created and consistently applied to ensure brand identification enhanced by through increased promotion						
Issue	Outcome	Current Situation	Action	Responsibility	Timeframe	Status
			3.3.2 Explore Schedule of Rates for flyer printing and delivery	Corporate Planning & Engagement/Procurement	Q4 2022/23	Pending
			3.3.3 Promote the Precinct System via Council's New Residents Kit (summary version)	Corporate Planning & Engagement/Customer Service & Records	Q4 2022/23	Pending
3.4 Opportunity to improve Council's promotion of the Precinct System	New promotional strategies trialled/implemented	Council's promotion of the Precinct System is minimal	3.4.1 Promote quarterly via North Sydney News (community newsletter)	Corporate Planning & Engagement/Communications & Events	Q4 2022/23	Double page spread in Summer issue 2022
			3.4.2 Promote quarterly via social media posts from Council's accounts plus paid promotion via local community Facebook groups	Corporate Planning & Engagement/Communications & Events	Q4 2022/23	Pending
			3.4.3 Include standing section (Committee meetings listing) within monthly Council eNews	Corporate Planning & Engagement/Communications & Events	Q1 2022/23 (then ongoing)	Monthly
			3.4.4 Explore print and online media advertising options to promote meetings listing, pending available budget	Corporate Planning & Engagement/Communications & Events	Q3 2022/23	
			3.4.5 Design and print a large scale banner to be periodically displayed at events	Corporate Planning & Engagement/Communications & Events	Q4 2022/23	

Key Priority Area 3: Marketing and Promotion/Communications Plan (R7)						
Result: Branding created and consistently applied to ensure brand identification enhanced by through increased promotion						
Issue	Outcome	Current Situation	Action	Responsibility	Timeframe	Status
			3.4.6 Explore feasibility of holding a stall at local markets, pending insurance cover	Corporate Planning & Engagement	Q3 2022/23	
			3.4.7 Promote the Precinct System via email signature/ banner from yoursay@ and precincts@	Corporate Planning & Engagement/Information Technology	Q4 2022/23	
3.5 Use of Council's notice boards as promotional method inconsistent	Standardise Precinct System promotion via Council-owned noticeboards/advertising panels	Council has over 60 noticeboards across the LGA, with the content usually updated every 6 weeks (except Dec/Jan) Some Committees have keys to the noticeboard/s within their Precinct area New permanent advertising panels to be installed across the LGA	3.5.1 Designate/reserve an A4 space for exclusive Precinct use per noticeboard and/or to display 3.5.2	Corporate Planning & Engagement/Community Development	#	
			3.5.2 Design and print a generic A4 poster to be updated in accordance with the noticeboard change over schedule	Corporate Planning & Engagement/Communications & Events/Community Development	Q4 2022/23	
			3.5.3 Promote via bus shelters communications panels	Corporate Planning & Engagement/Communications & Events/Engineering Infrastructure	Q4 2022/23	
3.6 Not all Precinct Committees have a generic email address	All Precinct Committees have their own email address, which can be pass onto when Office Bearers change	While the majority do, not all Committees have their own dedicated email address used by Office Bearers	3.6.1 Assist Precinct Committees to establish generic email addresses; keep access details on file to assist turnover of Office Bearers	Corporate Planning & Engagement/Information Technology	Ongoing	

Key Priority Area 3: Marketing and Promotion/Communications Plan (R7)						
Result: Branding created and consistently applied to ensure brand identification enhanced by through increased promotion						
Issue	Outcome	Current Situation	Action	Responsibility	Timeframe	Status
3.7 Some Precinct Committees have created their own websites and/or Facebook page	Consistent guidance in place, enabling individual Committees to decide whether they will set up and maintain a website/ Facebook page	Reimbursement of website costs permitted under the current Guidelines	3.7.1 Consult with Precinct Committees regarding setting minimum website/Facebook page content standards [links to 2.9.1] ¹³	Corporate Planning & Engagement	Q2 2022/23	Via Working Group 2
3.8 50 th Anniversary of the North Sydney Precinct System	50 th Anniversary is recognised and celebrated	The Precinct System has operated in various formats since 1971/72	3.8.1 Prepare and implement a 50 th Anniversary events program	Corporate Planning & Engagement/Communications & Events/Historical Services	Q1 2022/23	

Key Priority Area 4: Training						
Result: Training provided for all stakeholders in the Precinct System						
Issue	Outcome	Current Situation	Action	Responsibility	Timeframe	Status
4.1 Annual Induction unable to be delivered in person due to COVID restrictions; on hold pending investigation of online delivery methods	Annual induction provided online, allowing Office Bearers to complete at a time convenient to individuals	Induction Session has historically been held in person, one evening per annum; targeting both new and continuing office bearers (as refresher)	4.1.1 Prepare and deliver mandatory online induction module, accessible via ... [links to 2.8.1]	Corporate Planning & Engagement	Q4 2022/23	
			4.1.2 Prepare and deliver mandatory online Code of Conduct module, to be completed at least one during term of office	Corporate Planning & Engagement	Q4 2022/23	

¹³ Review Code in context of Model Code re Social and Council's own policy

Key Priority Area 4: Training						
Result: Training provided for all stakeholders in the Precinct System						
Issue	Outcome	Current Situation	Action	Responsibility	Timeframe	Status
4.2 Convenors would benefit from facilitation training and skills development for both in-person and online meetings	All Convenors complete mandatory facilitators skills training, at least one during their term of office	Facilitation skills training infrequently offered; in the past has been co-delivered with other councils with Precinct Systems	4.2.1 Deliver mandatory facilitation skills training for Convenors annually	Corporate Planning & Engagement	Q4 2022/23	
4.3 Office Bearers would benefit from networking with their peers from other Precinct Systems	Opportunities for networking with Office Bearers in other Precinct Systems periodically provided	There are only three Precinct Systems currently in operation in NSW - North Sydney, Randwick and Waverley. Networking opportunities previously provided, including the <i>Combined Councils Forum</i> in October 2009	4.3.1 Explore networking options with Randwick and Waverley Councils	Corporate Planning & Engagement	Q4 2022/23	
4.4 Perception by Precinct Committees that not all Councillors support the Precinct System/ relationship between the elected Council and the Precinct System could be improved	Improved awareness/ understanding of the role of the Precinct System by Councillors (R0)	Overview of Precinct System has been included as part of a Divisional overview as opposed to stand-alone module	4.4.1 Overview of the Precinct System incorporated into the Councillor Induction	Corporate Planning & Engagement/Executive Manager Governance	Q4 2023/24	Not yet commenced
4.5 Opportunity to enhance/improve staff awareness of the Precinct	Improve induction of new staff and increase periodically reminders to all	Precinct System is referenced in p4 of Employee Handbook (2021)	4.5.1 Promote Precinct System via in-person Staff Induction Session	Executive Manager Governance	#	

Key Priority Area 4: Training						
Result: Training provided for all stakeholders in the Precinct System						
Issue	Outcome	Current Situation	Action	Responsibility	Timeframe	Status
System including service levels	staff regarding agreed service levels	within context of community engagement at Council	4.5.2 Prepare standard text to send to new staff to explain the Precinct System and the role/responsibilities in responding to Precinct actions via ECM	Corporate Planning & Engagement	#	
		SLAs last reviewed in 2011	4.5.4 Promote revised Precinct System SLAs to Council staff [links to 2.11.1]	Corporate Planning & Engagement	Q3 2022/23	

Key Priority Area 5: Financial Support by Council						
Result: Operational and special projects/events funding allocation/applicability reviewed						
Issue	Outcome	Current Situation	Action	Responsibility	Timeframe	Status
5.1 Current Guidelines limit Office Bearer reimbursement to certain activity types/purchases	Committees able to fully recover costs associated with running a Precinct Committee	Guidelines last reviewed in 2011/12	5.1.1 Consult with Precinct Committees regarding scope of permissible purchases by Office Bearers for reimbursement via Operational Funding	Corporate Planning & Engagement	Q2 2022/23	via Working Group 1
			5.1.2 Procure subscription for online meetings for each Precinct Committee ¹⁴ [links to 2.7.3]	Corporate Planning & Engagement	Q2 2022/23	
			5.1.3 Explore feasibility of purchasing equipment to aid meeting facilitation for shared use by Committees	Corporate Planning & Engagement/Information Technology	#	

¹⁴ OR permit use of operational funding to cover subscription costs managed by individual Committees - potential cost savings through bulk purchase as opposed to individual subscriptions

Key Priority Area 5: Financial Support by Council						
Result: Operational and special projects/events funding allocation/applicability reviewed						
Issue	Outcome	Current Situation	Action	Responsibility	Timeframe	Status
5.2 Most Precinct Committees incur costs associated with the delivery of meeting flyer invites	Expenditure associated with flyer delivery is reduced as much as practical	Flyer delivery costs paid by individual Committee accounts direct to supplier; many use the same supplier who is not registered for GST. When originally set up, flyers were delivered by Committee members (no/minimal cost involved). Note: flyers printed by Council at cost to the Committee (i.e. additional to operational funding)	5.2.1 Explore schedule of rates for flyer delivery [frequency links to 3.3.2]	Corporate Planning & Engagement/Financial Services	Q4 2022/23	
5.3 Special Project/Event funding available but not utilised	Need for Special Project/Event funding reviewed	Not many Committees have applied for funding in recent years, and of those who have their requests have been denied/proposed use not suitable to be funded by this source	5.3.1 Internally review special project/event funding eligibility/scope of permissible uses and allocation/available amount per annum [links to 2.12]	Corporate Planning & Engagement	Q2 2022/23	