



northern
beaches
council

Partnership and Participation
Strategic Reference Group

MINUTES

PARTNERSHIP & PARTICIPATION STRATEGIC REFERENCE GROUP

held in the Guringai Room, Civic Centre, Dee Why on

WEDNESDAY 13 FEBRUARY 2019

Minutes of the Partnership & Participation

Strategic Reference Group

held on Wednesday 13 February 2019

in the Guringai Room, Civic Centre, Dee Why

Commencing at 6:07pm.

ATTENDANCE:

Committee Members

Cr Sue Heins (Chair)	
Cr Penny Philpott	
Steve McInnes	Surf Life Saving Sydney Northern Beaches Inc
Stacey Mitchell	
Ina Vukic	Northside Enterprise
Antony Biasi	
John Buggy	Belrose Open Space Corridor Association
Denice Smith	
Craig Susans	
David Murray	
Caroline Glass-Pattison	First Nations
Myriam Conrie	
Hannah Jamieson	

Council Officer Contacts

Melanie Gurney	Executive Manager Library Services
Andrew Grocott	Manager, Community Engagement
Sonya Gallery	Executive Manager Governance & Risk
Anna Moore	Senior Advisor – Governance
Annie Laing	Governance Officer
Kath McKenzie	Executive Manager Community Engagement & Communications
Michael McDermid	Manager, Corporate Strategy
Tamara Lukic	Governance Officer

The Chair welcomed new member Hannah Jamieson and Myriam Conrié to the group.

1.0 APOLOGIES

Apologies were received from Chris Fulton, Mayor Regan, Stacey Mitchell and Cr Ferguson.

2.0 DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

Cr Heins declared a less than significant non-pecuniary interest on Item 5.5 Community Grant-Working Towards a Policy as she is on the board of Manly Warringah Women's Resource Centre.

3.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

3.1 MINUTES OF PARTNERSHIP & PARTICIPATION STRATEGIC REFERENCE GROUP MEETING HELD 28 NOVEMBER 2018

S McInnes /D Smith

The Minutes of the Partnership & Participation Strategic Reference Group meeting held 28 November 2018 were confirmed as a true and correct record of the proceedings of that meeting.

4.0 UPDATE ON ACTIONS FROM LAST MEETING

ITEM NO.	ACTION	RESPONSIBLE OFFICER	DUE DATE
5.1	Deputy Mayor to follow up on lack of consultation for changes to parking time on Pacific Parade Dee Why.	Deputy Mayor	Ongoing
5.1	Consider bringing back the signage topic in May - for the group to see the results of their input. Andrew also to provide an update for the group.	Andrew Grocott	Ongoing
6.1	Melanie Gurney talk to the Communications Team about updating the website with information about Council's branding. <i>Information on the significance of the Council logo has been provided on the website.</i>	Melanie Gurney	Completed

5.0 AGENDA ITEMS

5.1 PARTNERSHIP AND PARTICIPATION STRATEGIC REFERENCE GROUP MEETING SCHEDULE FOR 2019

DISCUSSION

The group was provided with the 2019 Partnership & Participation Strategic Reference Group meeting schedule. Cr Heins also advised that there may be additional meetings to those on the schedule which may be called in need and as agreed by the committee.

ACTION

That the Partnership and Participation Strategic Reference Group:

- A. Accept the meeting schedule for 2019.
- B. Note the possibility of additional meetings if required.

5.2 NORTHERN BEACHES LOCAL ENVIRONMENTAL PLAN/PLANNING OUR SUSTAINABLE FUTURE

DISCUSSION

Suzy Lawrence, Principal Planner presented on the Northern Beaches Local Environment Plan and Local Strategic Planning Statement. A copy of the presentation "*Northern Beaches Local Environment Plan*" was circulated to members in the Agenda.

The Northern Beaches Local Government Area currently has four Local Environment Plans and Council will be working over the next few years to combine them into a single Local Environment Plan. Council is also developing a Local Strategic Planning Statement which will guide strategic planning.

A vigorous discussion was held in regards to the information provided on the following topics:

- Planning framework for greater Sydney.
- District plan actions for Strategic and Place Planning.
- Local Environment Plan (LEP) Road Map.
- LEP Health Check (methodology and ranking).
- Local Strategic Planning Statement approach.

ACTION

That the Partnership and Participation Strategic Reference Group:

- A. Note Council's report from the 27 November 2018 and attached Local Environment Plan Review and Health Check
- B. Commits to provide input into the vision, priorities and actions for the draft Local Environment Plans via extraordinary meetings to be scheduled early 2019.
- C.

5.3 DIPLOMATIC TIES AND CIVIC RELATIONSHIPS DISCUSSION PAPER

DISCUSSION

Sonya Gallery, Executive Manager Governance & Risk presented on Council's Sister Cities and sought group's thoughts, suggestions and input. A copy of the presentation "*Civic Relationships*" was circulated to members in the Agenda.

This item resulted in a dynamic conversation and the group agreed that it was important for Sister Cities relations to have the following:

- A. A purpose
- B. Value
- C. An outcome
- D. A reciprocal benefit
- E. A story to tell.

Also that it should:

- A. Provide a community benefit
- B. Be rewarding
- C. Be a partnership
- D. Ideally encourage the community's involvement.

Cr Heins shared the example of a long and special relationship between Northern Beaches and Brewarrina, the school exchange programs, mentoring programs in technology and support in hard times.

It was also suggested that the Council look at the NSW Government existing relationships, leverage of those without reinventing or duplicating.

In discussing the Draft Policy the group also agreed that the Policy:

- A. Has to have benefits that tie to Council's Strategic Plan
- B. Doesn't have to necessarily be cultural based but rather more innovative
- C. Has to be inclusive and not restrictive of groups such as people with disabilities.

ACTION

Governance organise a joint workshop with Community and Belonging before 19 March 2019.

5.4 COMMUNITY GRANTS - WORKING TOWARDS A POLICY

WORKSHOP ACTIVITY

Kath McKenzie, Executive Manager Community Engagement & Communications and Michael McDermid, Acting Executive Manager Strategy, Performance & Improvement presented on this item and sought group's assistance with the draft policy around grants.

The group did a workshop on challenges from both the Community and Council perspective. A complete list of feedback received on challenges in managing grants is at Attachment 1.

Following opportunities were also identified:

- A. Partnerships between Council and Community which would also promote equity and transparency
- B. Consider alternative approaches to grants, such as lottery style or one off events
- C. Grants for commercial businesses as they are the biggest sources of the most innovative ideas and the most familiar with their communities.

ACTION:

That:

- A. The workshop activity be included in the community engagement report for the development of the policy and framework.
- B. M McDermid further investigate the cost involved with the 'Grant Guru' software, the cost involved
- C. The group further discuss/research if the grants should be open to individuals too
- D. K McKenzie send the guidelines to members for feedback
- E. Members to vote to prior to public exhibition.

Attachment 1

Challenges in respect Community Grants

Feedback from the Partnership and Participation SRG is in black font and Community and Belonging SRG is in grey font.

Principles for inclusion in the Policy have also been developed. The relationship between the Principles and issues is shown in green font.

<p>More support and assistance is required to skill up community groups in preparing applications:</p> <ul style="list-style-type: none"> • How to sessions and more resources required to show what a good application looks like – workshops, videos on-line, mock-up of successful applications • Offer grant writing courses outside of when grants are available • Ensure guidelines and criteria are completely understood by community applicants • Clear guidelines and feedback to unsuccessful applicants <p><u>Principle 2, 5</u></p> <p>Difficulties in completing grant applications – process including paperwork/online</p> <ul style="list-style-type: none"> • Review questions to keep to a minimum • Effort in completing applications should be relative to the size of the grant • Consider 2 stage grant processes – minimal info phase 1 and invitation to submit further information at phase 2 • Applicants should have an opportunity to identify to the panel that funding is not available under other programs <p><u>Principle 2, 5</u></p> <p>Not for profit groups working together to prepare applications</p> <ul style="list-style-type: none"> • Applicants must be an incorporated association to be eligible for a grant – the challenges in finding an organisation to partner with • Not for profit explored • Invite targeted community groups for desirable programs – co-auspice 	<p>How to deal with unsuccessful applications</p> <p><u>Principle 2, 5, 6</u></p> <p>Funds for mates – perception that everyone doesn't have the same opportunity to receive funding</p> <ul style="list-style-type: none"> • Grant funding should be fairly allocated around the community <p><u>Principle 1, 2, 3, 4, 5, 6</u></p> <p>How to manage 'expected' grants - reputational damage to Council if 'expected' grants are not awarded</p> <ul style="list-style-type: none"> • Community sponsorship options to be broader • Operational grants are provided for a fixed term (eg 3 years). The applicant then needs to reapply and the merits of the program assessed against those of other applications <p><u>Principle 1, 2, 3, 4, 5, 6</u></p> <p>Not enough grant funds to go around to all the worthy causes</p> <p><u>Principle 1, 3, 4, 5, 6</u></p> <p>Applications need to be consistently and objectively assessed against the Guidelines</p> <p><u>Principle 6</u></p>
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- Interchange meeting of agencies to discuss co-grant programs

[Principle 2, 5](#)

Many groups use professional grant writers those that don't may be disadvantaged as they lack the experience in preparing the application

- Separate out corporate/professional grant writers from normal community

Where to source funding from other than Council – other grant opportunities

- Grant Guru – provide more information about this product and how it will support the community in searching for grants
- Council to provide business support to unsuccessful grant applicants – or a separate grant option

[Principle 2, 5,](#)

Equity for community groups through the process

[Principle 1, 2, 3, 4, 5, 6](#)

Assessment panel membership needs to be broader eg 1 member per village

[Principle 6](#)

Opportunity to expand offering to include place activation grants – partnerships

[Principle 2,](#)

Need to look at availability of Music venues as there is a lack of venues on the NB and may require Council support

- Infrastructure grants for cultural activities should be available - Not enough music venues and no opportunity to get assistance
- Council purchasing equipment for ongoing events eg stages, marquees, chairs

[Principle 2,](#)

Grant programs should be offered more than once a year

Events grants – Council should look at providing indemnity insurance for organisers

A determined need by the community need not a business opportunity

Need funding support for new and innovative initiatives and programs

[Principle 1, 2, 4](#)

6.0 SUMMARY OF ACTIONS

ITEM NO.	ACTION	RESPONSIBLE OFFICER	DUE DATE
5.3	Organise a joint workshop with Community & Belonging SRG before 19 March	Annie/Sonya	15 May 2019
5.4	Workshop activity be included in the community engagement report for policy and framework development	Michael/Kath	
5.4	Further investigate on further investigate the cost involved with the 'Grant Guru' software and update the group at the next meeting	M McDermid	15 May 2019
5.4	Send the guidelines to SRG members for feedback	M McDermid	1 March 2019
5.4	Member to vote on the Draft prior to public exhibition	SRG group	

The meeting concluded at 8:41pm

This is the final page of the Minutes comprising 9 pages numbered 1 to 9 of the Partnership & Participation Strategic Reference Group meeting held on Wednesday 13 February 2019 and confirmed on Wednesday 15 May 2019.