Resilient Communities Community Reference Group Minutes

Date	Tuesday, 22 October 2019	**Time**	6 - 8pm
Location	Lockyer Room, Ipswich Civic Centre		

List of Council Attendees (P = Present, A = Apology, NA = Not in attendance)	
P	Greg Chemello, Interim Administrator
P	Nick Hughes, A/IA Executive Officer
A	Ben Pole, General Manager Community, Cultural and Economic Development
P	Abbey Richards, Community Development Manager
P	Danni Jansen, Community Research and Engagement Coordinator
P	Tanya Appleton, A/Community Development Coordinator
P	Josie Berry, Community Grants Coordinator
P	Community Engagement Team Member

Community Reference Group Attendees (P = Present, A = Apology, NA = Not in attendance)			
NA	Timothy Jordan	P	Larissa Melanie
NA	Rowena McGregor	P	Nev Paulsen
A	Anita Dwyer	P	Rebekah Pick
A	Ben Hentschke	P	Eric Rushton
A	Louise Lebhers	P	Shay Ryan
A	Belinda Walker	P	Reena Sharma
P	Graeme Ault	P	Larry Stumer
P	Bev Cooper	P	Carina Tretow-Loof
P	Jon Janetzki	P	Ruma Wagley
P	Nigel Lavender	P	Michelle Williams

Agenda Item		**Participants**	**Minutes**
1	**Convenor's welcome** **Acknowledgement of Country**	Greg Chemello – Interim Administrator	Greg Chemello, Interim Administrator, officially opened the meeting and undertook an Acknowledgement of Country. Mr Chemello spoke briefly about his recent meetings with local groups and organisations, the CBD redevelopment and the $67 million dollar Springfield Central Sports Complex.
2	**Group check-in**	Facilitator Community Reference Group members	Community Reference Group members were asked by the Facilitator the following check-in question: What is one (1) thing you have talked about in your networks in respect to Council or the Community Reference Group since the last meeting? Responses included: - Our site visit to Safe City at the last meeting;

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			- Sharing with others what Ipswich offers; - Promotion of the Australia Day Awards; - The three (3) focus areas agreed to in our last meeting; - Promotion of community consultation opportunities (i.e. the current Children, Youth and Families Policy consultation). Other comments made by reference group members included: - More information on grants and funding needed; - Linkage/cross-linkage between Council website and Ipswich First platform and other platforms; - Arts and Culture; and - A desire for more interaction and discussion between reference group meetings. An image of the comments made by reference group is captured below.

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			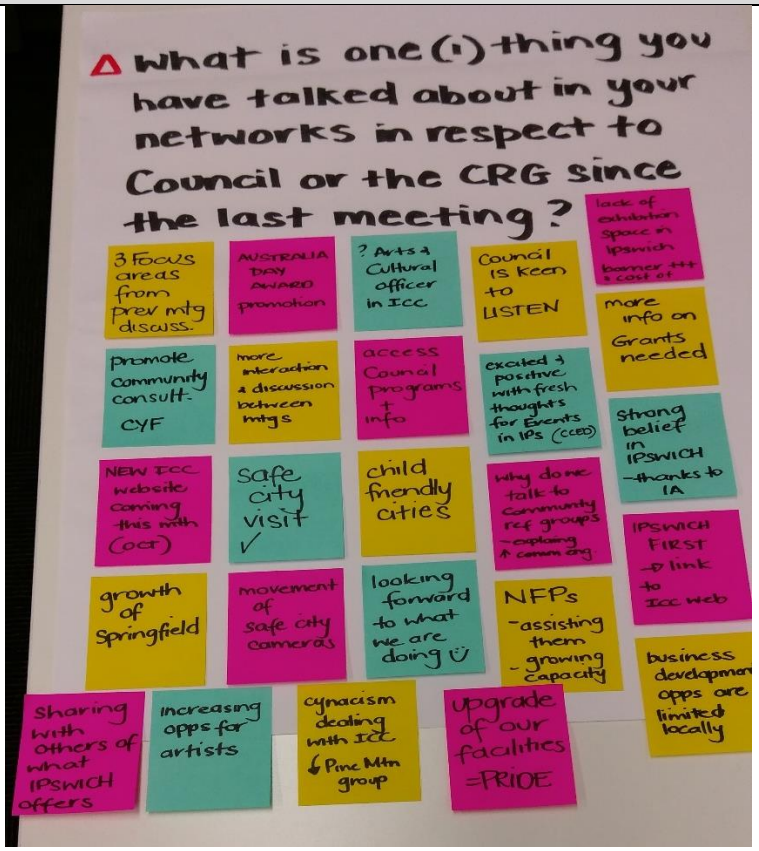
3	**Standing Agenda Item: 'Declaration of potential or actual conflicts of interest'**	Community Reference Group members	Facilitator introduced this standing agenda item noting that this agenda item will be included in all meetings moving forward. Facilitator asked members to consider and declare whether they have any actual or perceived conflicts of interest with any of the agenda items at this meeting. No conflicts of interest declared by any members.
4	**Actions from last meeting: Confidentiality**	Facilitator Community Reference Group members	The Facilitator noted in relation to the information and discussions had during community reference group meetings that, unless specifically stated as otherwise, all information and discussions had during these meetings is able to be discussed and shared with networks outside of these meetings. There may be situations where draft documents are presented in these meetings and are unable to be shared with others, however, council will inform group members of this and the reasoning

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			for this.
5	**Presentation: Online Community Engagement Platform**	Facilitator Community Reference Group members	Facilitator explained Council's new online community engagement platform - Shape Your Ipswich - and took members through the website explaining its use. Facilitator also introduced members to the Resilient Communities Closed Group Forum on the website and explained that this was a way that they can now communicate and have discussions between meetings.
FOCUS AREA 1: Resources, information and capacity building for community organisations			
6	**Presentation: Grants and Funding**	Josie Berry, Community Grants Coordinator	A brief presentation was provided to the reference group members about Council's grants and funding opportunities.
7	**Presentation: My Community Directory**	Danni Jansen, Community Research and Engagement Coordinator	A brief presentation was provided to the reference group members about My Community Directory, a service provided by Council to enable community members and community organisations to access information about local community organisations and local events. Reference group members were also taken through the My Community Directory website - https://www.ipswich.qld.gov.au/community/community-directory.
8	**Activity: Designing a program for community organisations**	Facilitator Community Reference Group members	The Facilitator took reference group members through an initial co-design activity for a capacity-building program for community organisations. The first step in the co-design process was 'Issue Identification'. The comments and notes from reference group members are captured in the below image.

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		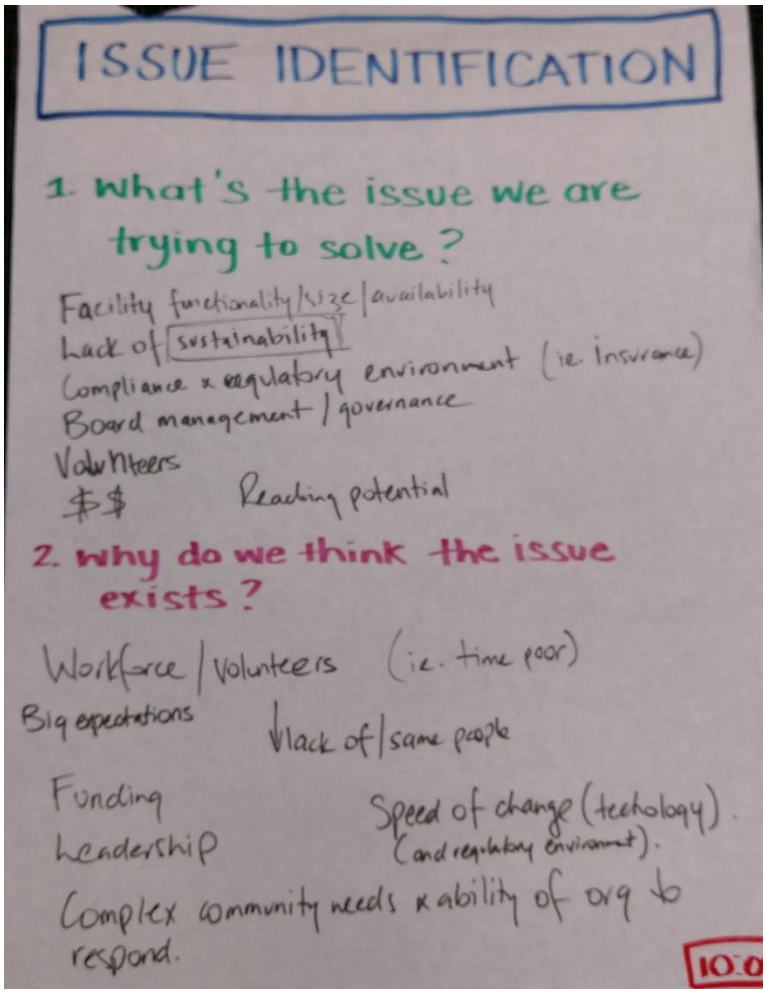

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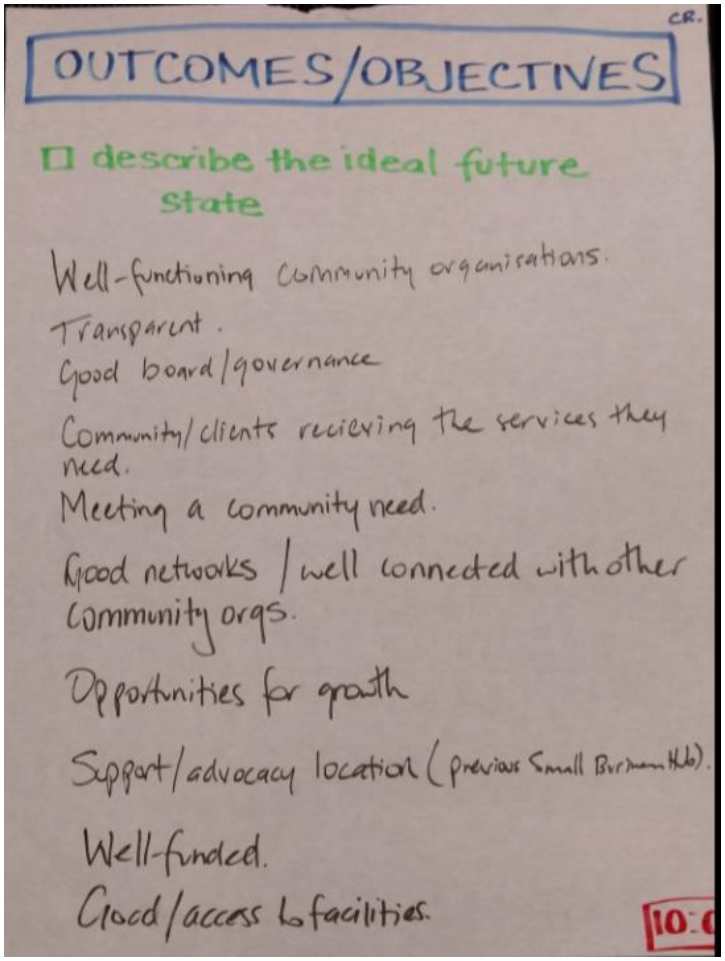
		The second step in the co-design process was 'Outcomes/Objectives'. The comments and notes from reference group members are captured in the below image. 

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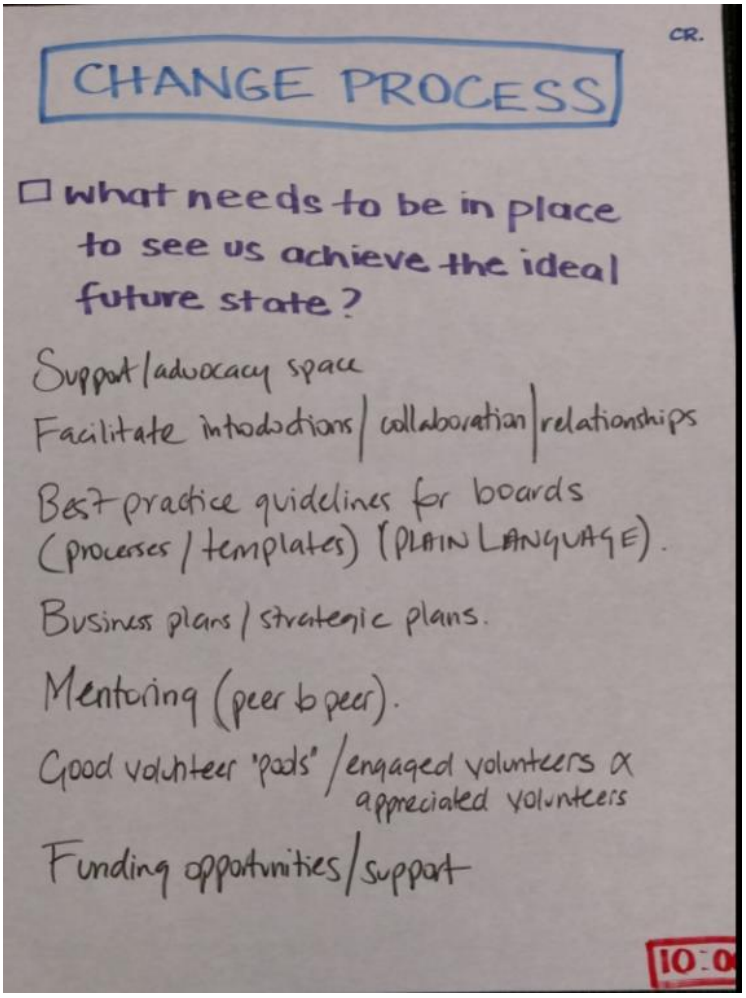
		The third step in the co-design process was 'Change Process'. The comments and notes from reference group members are captured in the below image. 

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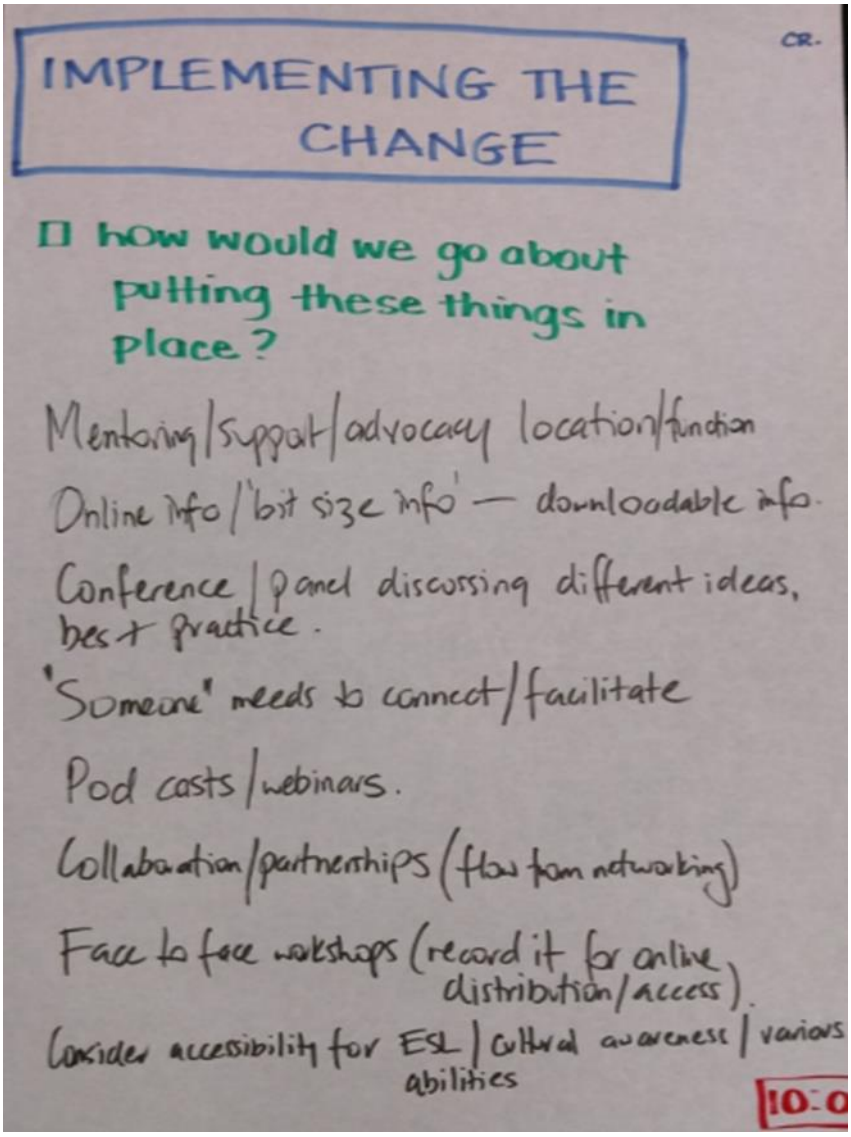
		The fourth step in the co-design process was 'Implementing the Change'. The comments and notes from reference group members are captured in the below image. 

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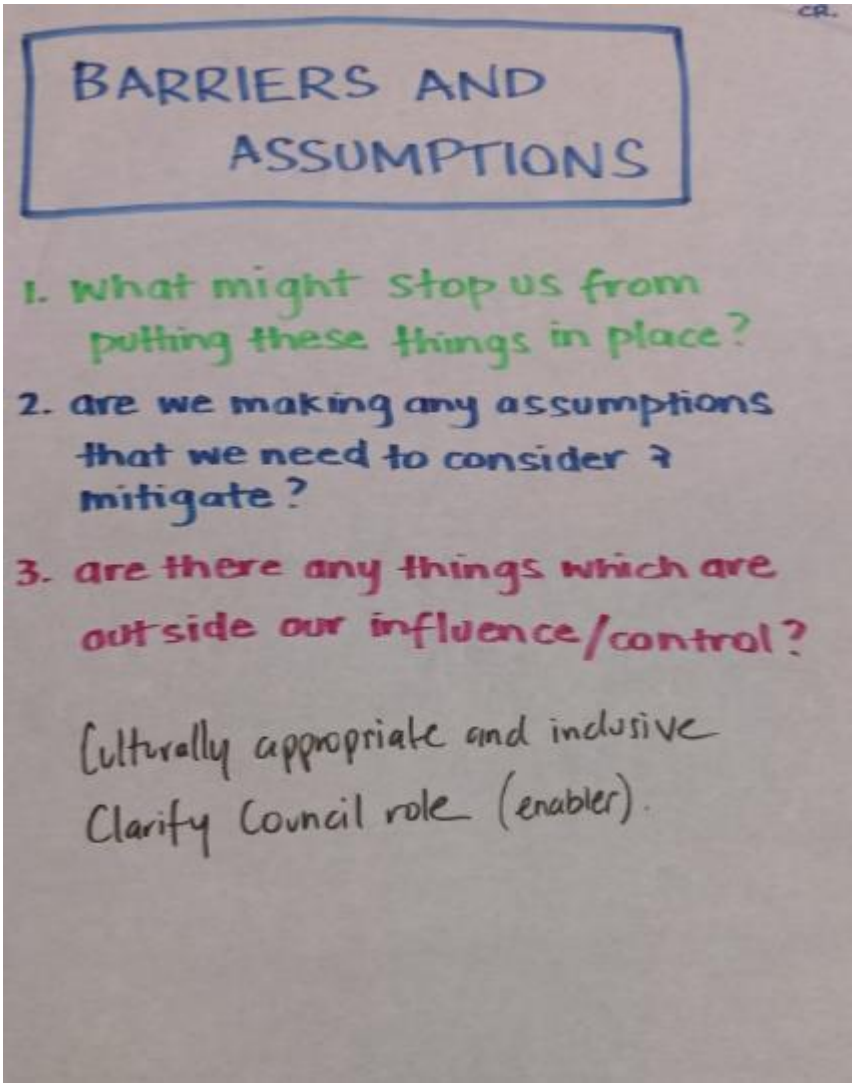
		The final step in the co-design process was 'Barriers & Assumptions'. The comments and notes from reference group members are captured in the below image. 

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9	**Close & check-out**	Facilitator Community Reference Group members	The meeting was running overtime and, accordingly, a formal close and check out activity was not undertaken. The Facilitator reminded members that the next meeting would be a combined meeting of all Community Reference Groups and is scheduled for 11 December 2019.

Meeting closed: 8.15pm.

Date of next meeting: Wednesday, 11 December 2019