

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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			<ul style="list-style-type: none">- 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). <p>Other comments made by reference group members included:</p> <ul style="list-style-type: none">- 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. <p>An image of the comments made by reference group is captured below.</p>

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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	<p>The Facilitator took reference group members through an initial co-design activity for a capacity-building program for community organisations.</p> <p>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.</p>

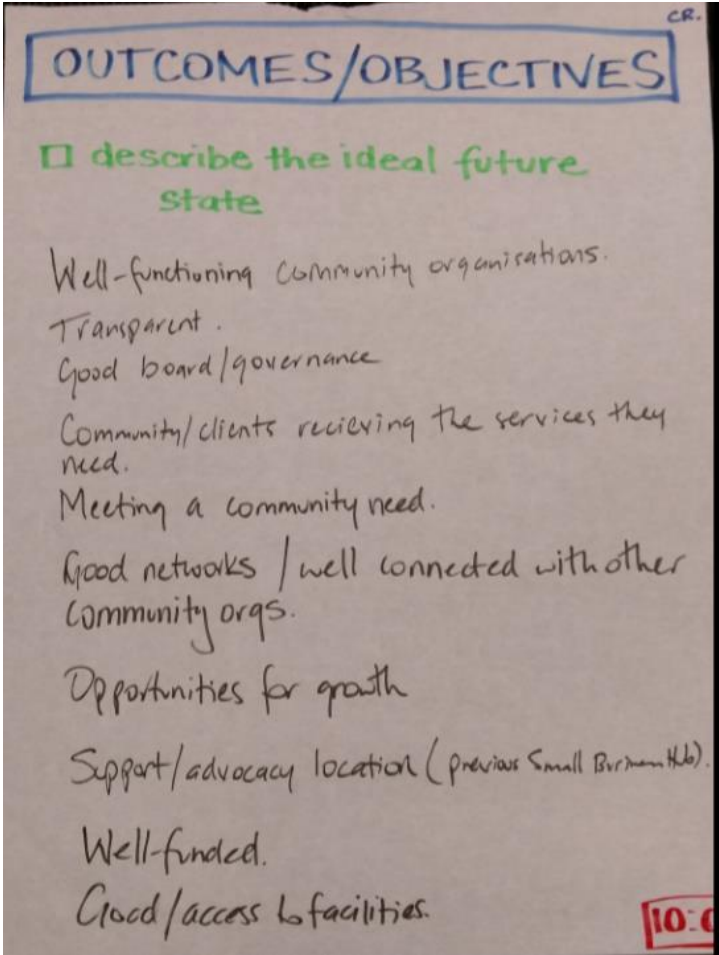
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		<p>ISSUE IDENTIFICATION</p> <p>1. What's the issue we are trying to solve?</p> <ul style="list-style-type: none"> Facility functionality/size/availability Lack of sustainability Compliance x regulatory environment (ie. insurance) Board management / governance Volunteers \$\$ Reaching potential <p>2. why do we think the issue exists?</p> <ul style="list-style-type: none"> Workforce / volunteers (ie. time poor) Big expectations lack of / same people Funding Leadership Speed of change (technology) (and regulatory environment). Complex community needs x ability of org to respond.

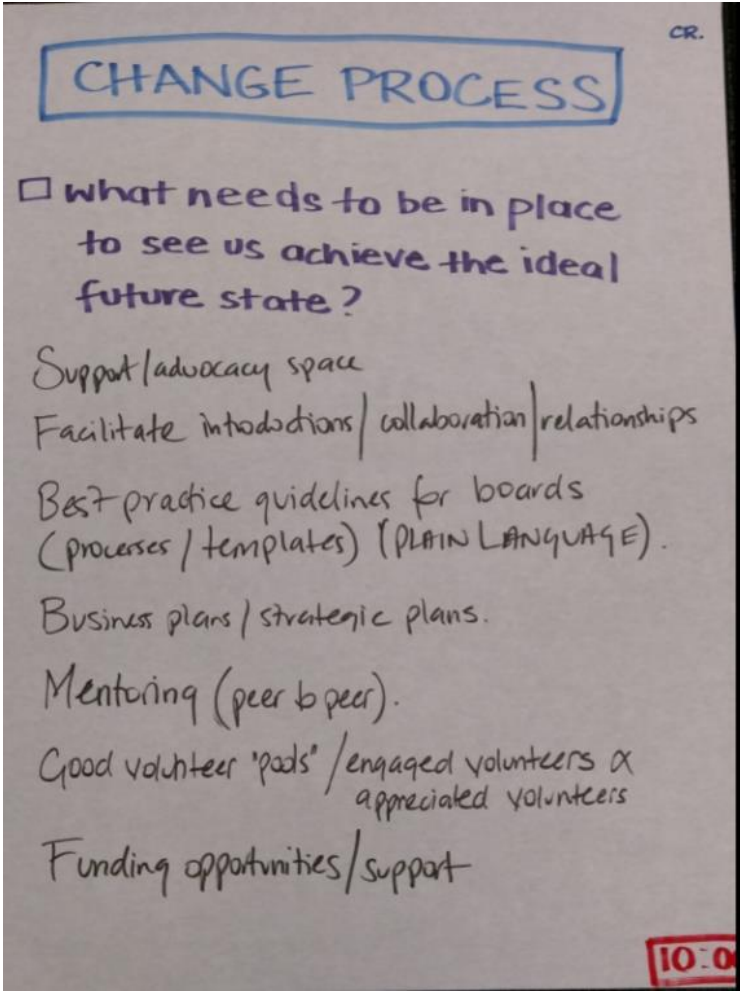
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		<p>The second step in the co-design process was 'Outcomes/Objectives'. The comments and notes from reference group members are captured in the below image.</p>  <p>The image shows a piece of paper with handwritten notes. At the top, the title 'OUTCOMES/OBJECTIVES' is written in blue ink and underlined. Below the title, the text 'describe the ideal future state' is written in green ink. The main body of the notes lists several points in black ink: 'Well-functioning community organisations.', 'Transparent.', 'Good board/governance', 'Community/clients receiving the services they need.', 'Meeting a community need.', 'Good networks / well connected with other community orgs.', 'Opportunities for growth', 'Support/advocacy location (previous Small Business Hub).', 'Well-funded.', and 'Good access to facilities.' In the bottom right corner, there is a red stamp that reads '10:0'.</p>

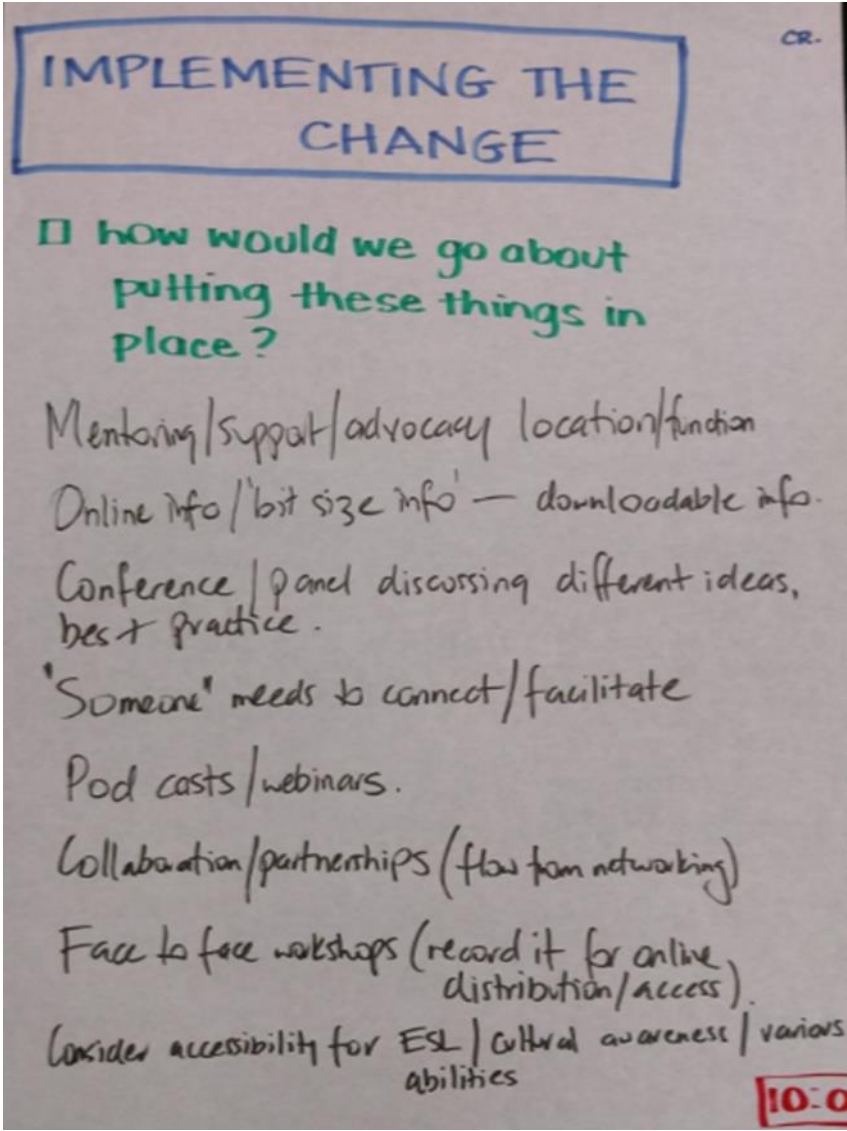
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		<p>The third step in the co-design process was 'Change Process'. The comments and notes from reference group members are captured in the below image.</p>  <p>The image shows a piece of paper with handwritten notes in blue ink. At the top, the title 'CHANGE PROCESS' is written inside a hand-drawn rectangular box. Below the title, there is a list of items, each preceded by a small square checkbox. The items are: 'what needs to be in place to see us achieve the ideal future state?', 'Support/advocacy space', 'Facilitate introductions/collaboration/relationships', 'Best practice guidelines for boards (processes/templates) (PLAIN LANGUAGE).', 'Business plans/strategic plans.', 'Mentoring (peer to peer).', 'Good volunteer "pods"/engaged volunteers or appreciated volunteers', and 'Funding opportunities/support'. In the bottom right corner of the paper, there is a small red stamp that reads '10.0'.</p>

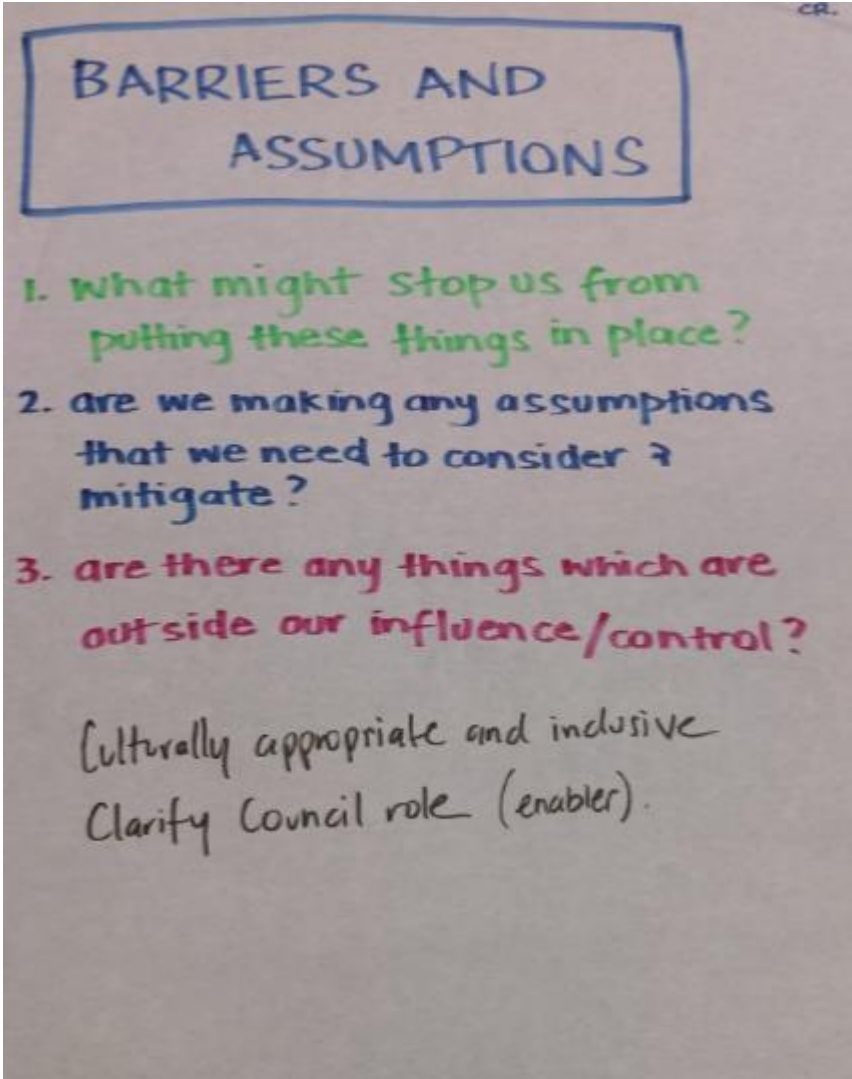
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		<p>The fourth step in the co-design process was 'Implementing the Change'. The comments and notes from reference group members are captured in the below image.</p>  <p>IMPLEMENTING THE CHANGE</p> <p>□ how would we go about putting these things in place?</p> <p>Mentoring/support/advocacy location/function</p> <p>Online info/'bit size info' — downloadable info.</p> <p>Conference/panel discussing different ideas, best practice.</p> <p>'Someone' needs to connect/facilitate</p> <p>Pod casts/webinars.</p> <p>Collaboration/partnerships (flow from networking)</p> <p>Face to face workshops (record it for online distribution/access).</p> <p>Consider accessibility for ESL/cultural awareness/ various abilities</p> <p>CR.</p> <p>10:0</p>

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		<p>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.</p>  <p>The image shows a handwritten flipchart with the title 'BARRIERS AND ASSUMPTIONS' in a blue box. Below the title are three numbered questions in different colors: green, blue, and red. At the bottom, there are two lines of handwritten text in black ink.</p> <ul style="list-style-type: none">1. What might stop us from putting these things in place?2. are we making any assumptions that we need to consider & mitigate?3. are there any things which are outside our influence/control? <p>Culturally appropriate and inclusive Clarify Council role (enabler).</p>

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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