

Minutes: VALLEY RCRC Meeting

Thursday 10th March 2022, 4:00pm-5:30pm

Venue: ZOOM online

Attendees	Leigh Harry, Jillian Edwards, Alison Gommers, Maree Rothwell, Shona Rimmer, Bruce Argyle, Denise Stevens, Tracey Reid (YRC), Kristal Johnson (YRC)	
Optional	Trish Madden (CEF)	
Apologies	Kathleen Holton, Michelle Zwagerman, Karina Hogan, Caroline Evans, Cr Fiona McAllister	
Standing Agenda Items	Lead	Actions/Notes
1. Acknowledgement of Country and Greetings	Leigh Harry	
2. Acceptance of previous minutes and Declarations of Interest.	Leigh Harry	
3. Actions from previous meetings	Leigh Harry	<p>Action: Leigh suggests everyone takes some time to look at the link as it puts contents around what it is that the group is doing <i>Completed</i></p> <p>Action: Tracey to send out the draft for engagement plan, feedback needs to be sent back before the next meeting. <i>Completed</i></p> <p>Action: Tracey to set up Denise and Kath to meet with the communication people to discuss engagement <i>Completed</i></p> <p>Action: Tracey to inform group about this matter after the meeting takes place. (Tracey meeting with David about analysing and linking in other data sets) <i>Data provided</i></p> <p>Action: Collate some questions for Jess so she can prepare before the meeting. <i>N/A</i></p> <p>Action: Invite Jess to the next meeting if she is available - no questions received, so will organise when needed <i>N/A</i></p>
4. CRC Coordinator Report/Governance	Tracey Reid	<ul style="list-style-type: none"> Terms of Reference - Appendix section <p>Action: Jillian to forward final copy of appendix section to Tracey so it can be attached to ToR</p>
5. Working Group Reports	Jill Edwards	<p>Subcommittee's summary and Reports tabled:</p> <p>Jill, Karina, Michelle, Maree</p> <p>- To work on what questions will be asked of stakeholders.</p> <p>- Created a table for questions to be asked</p>

		<ul style="list-style-type: none"> - Using the Disasters Emergency Management for insight, this was sent out to everyone - Using this as a guide, still need to narrow down the questions - Working on a way to capture the data and how to analyse it quickly - Need to refine the question and will do after receiving the feedback <p>Action: Everyone to give feedback about the questions sent out to the group by 17th March</p> <ul style="list-style-type: none"> - Need to know the correct ethical protocol to follow when out engaging with people <p>Action: Tracey to send though the ethical protocol</p> <ul style="list-style-type: none"> - Once questions are finalized, send to Tracey for the council's privacy/policy team to look at so it's ready to go out <p>Michelle, Bruce, Leigh</p> <ul style="list-style-type: none"> - To work on the Funding guidelines section (Eligibility) - Selection criteria - No update – presentation by Trish Madden (CEF) regarding Guidelines. <p>Denise, Kath, Fiona</p> <ul style="list-style-type: none"> - Working on the engagement plan - Had a positive meeting with Council about the communication / engagement process - Need to merge all documents together to have an agreed plan and approach to make it consistent - Template to be used to pull it together - Limited marketing funding so need to use its wisely - All marketing needs to go through council to get all the branding - Jo was helpful, explained good way to reach different audiences. When at that stage should check in with Jo to ask if on the right track <p>Action: Bring the engagement plan group <i>Denise, Kath, Fiona</i> with the stakeholders group <i>Jill, Karina, Michelle, Maree</i> to put it all together. Need to set a date to have this meeting</p>
6. Community Engagement		<ul style="list-style-type: none"> • Engagement Plan Feedback – as above
7. Community-Led Recovery Plan		<ul style="list-style-type: none"> • Concern raised about the role of the RCRC in creating a Community-Led Recovery Plan. <ul style="list-style-type: none"> ○ One member enquired about the role of the Valley CRC and stated that she believed that purpose of the RCRC was to be a Grant-making panel not a Plan-making group (in reference to community engagement and development of Community-Led Recovery Plan). She stated that Council already has a Recovery Plan and that it was redundant for the RCRC to make another one. ○ The Deputy Community Cochair stated her understanding was opposite and that after the last meeting the Valley CRC agreed that engagement was the most important thing to

		<p>focus on, especially regarding resilience and preparedness.</p> <ul style="list-style-type: none"> ○ There was general agreement by members that understanding community priorities was a significant part of the role of RCRC. ○ A Community-Led Recovery Plan (CLRP) is different to Council's Recovery Plan. A CLRP will be informed primarily but community insights, relate specifically to the valley region and the community's articulation of its priorities. It informs the actions that the community will take in leading their own recovery. ○ As a result, the original enquirer stated that she may need to reconsider her involvement in the Valley CRC. <p>David Impey (CEF) would like to come to next meeting to speak with RCRC about creating a Plan.</p>
8. Grant-making		<ul style="list-style-type: none"> ● Trish Madden from Community Enterprise Foundation <ul style="list-style-type: none"> ○ Funding Guidelines ○ Rapid Release Grant ● 2 options, quick release, or full process ● Full process guide <u>example</u> <ul style="list-style-type: none"> - Consultation and finalise plan by May - Promoting this in June (marketing, comms, information sessions) - The grants team will organise the guidelines and how to apply - RCRC organises the functions - Open the program in late June (for a minimum of 4 weeks) - Program closes in August - They will do initial evaluation and then all applications get handed to RCRC group to go through and put forward your recommendations of which ones you wish to support - This will then be sent back to Trish and her team to go through and then onto the director of recovery and manager of business and community recovery for final approval (1 week) - Late September grants team will complete any final due diligence required and get approval - Early October generate correspondence for applicants. Those successful will have to accept terms and conditions (legally binding agreement) - Once accepted the funding is made available to them - After that project should be starting. - They have 12months to start the project and 60days to complete the report ● Quick release guide example <ul style="list-style-type: none"> - This is a targeted perspective - Might only be 1-2 applications - Could be funding to run some events

		<ul style="list-style-type: none"> - You go to specific groups, target them, and get them to apply for these - As there only small amounts it can be done a lot quicker - The grants team will need to know, what's your purpose of the funding. Needs to be very clear in why you want to do this - Is it you just trying to show people that you're getting money out there or because you have identified an actual need for it (how has this been identified)? - What's the budget you want to release in this rapid stage - What's the timeline that you need the money out there (might take a few weeks) - You need to consider the geographic area <ul style="list-style-type: none"> • Grant program funding criteria will be shared to the group after a few more tweaks made • The grant cannot be given to individuals, it needs to be a not-for-profit organisation • What can be funded. Some basic projects objectives are cultural, social, economic, environment and needs to be inline with at least one of these • Strong support and involvement in the community • Project can't already be commenced • If they have co-contributions that needs to be supplied in writing • They need to be project ready <p><i>Answers to Questions</i></p> <p>The organisation doesn't have to be in the region to apply but there needs to be an obvious benefit for the region if it's to be accepted.</p> <p>There is no defined responsibility for this group to be checking the projects, eyes and ears on the ground is a great help (Trish's team is overall responsible).</p> <p>Rapid realise what's your thoughts? Bruce, Leigh, and Michelle were thinking the time has passed.</p> <p>Have you though about the amount you want to realise. Not discussed yet</p> <p>Can we keep the process simple when applying. The application process is the process and can't be changed however it is straightforward and required the basic information for good governance</p>
9. Other business		<p>To be added to next agenda</p> <p>Alison's notes that were sent to Leigh to be shared with the group and discussed in the next meeting</p> <p>Action: Leigh to get in contact with everyone to have a few workshops before the next formal meeting</p> <p>Workshop meeting 24th March</p> <p>Thursday 14th April meeting is the day before good Friday. Leigh & Bruce can't make it. Possible alternate date</p>

10. Next Meeting

Thursday 14th April 2022 4pm-5:30pm (TBA)

Venue: TBA

Meeting schedule for 2022, Second Thursday of each month, 4pm-5:30pm

14 April, 12 May, 9 June, 14 July, 11 August, 8 September, 13 October, 10 November, 8 December