

Minutes: UPPER YARRA RCRC Meeting

Thursday 3 March 2022 @ 5.30pm-7.30pm

Zoom

Attendees	Lesley Grimes, Gordon Buller, Barry Megee, Nicole Plasajec, Gia Underwood, Brad Colling, Kerri Schroder, Jim Brown, Emily Lewis, Cr Jim Child, Tracey Reid (YRC), Kristal Johnson (YRC)	
Optional	Trish Madden (CEF)	
Apologies	Miriam Fathalla, Rodney McKail, Paul Traynor, Zoe Irving	
Standing Agenda Items	Lead	Actions/Notes
1. Acknowledgement of Country and Greetings	Cr Child	
2. Acceptance of previous minutes and Declarations of Interest.	Gordon Buller	
3. Actions from previous meetings	Gordon Buller	<p>ACTION: All members to review ToR and provide feedback at next meeting.</p> <ul style="list-style-type: none"> - Everyone is happy with ToR - Tracey to make the change: to make decisions needs to be 50% of group plus 1 <p>ACTION: Members who were not present to take some time reflecting what they want to achieve as a member of the RCRC and send their answers to questions to Tracey by 22 February:</p> <ul style="list-style-type: none"> • 3 questions you think are important to ask community • What does community led recovery mean to you? • What groups/cohorts will you be able to approach? - Overall happy with the questions - Requested to add in people's suburb and age <p>ACTION: Tracey to talk with YDO about their survey and engagement with young people.</p> <ul style="list-style-type: none"> - <i>Carry over this action, work still being done.</i> <p>ACTION: Tracey to check with missing members if they got the wrong time, date, issues with getting onto ZOOM</p> <ul style="list-style-type: none"> - <i>Barry, Emily, Jim, and Nicole all sent in apologies</i> <ul style="list-style-type: none"> - Everyone is happy with the meeting time - Issues with contacting Paul Traynor and Zoe Irving
4. CRC Coordinator Report/Governance	Tracey Reid	<ul style="list-style-type: none"> • Elect Co-chair

		<p>Cr Jim Child nominated Gordon Buller as Co-chair Lesley Grimes seconds that nomination Everyone agreed</p> <p>Gordon Buller nominated Lesley Grimes as Deputy chair Barry Megee seconded that nomination Everyone agreed</p> <p>Action: Co-chairs of all RCRC groups having a meeting Wednesday 16th March 5:30pm-6:30pm (one or both to attend)</p> <p>Action: Tracey to send invite to Gordon and Lesley for the co-chair meeting</p> <ul style="list-style-type: none"> • Terms of Reference <p>Note changes - One point to change, to make decisions needs to be 50% of group plus 1</p> <p>Action: Tracey to amend and provide to Director/Manager for endorsement.</p>
5. Working Group Reports	All	<p>Working groups created</p> <ul style="list-style-type: none"> • Nicole, Emily, Kerri To go through the data once it's been in the google drive (data analyses working group) • Gia, Gordon, Lesley Liaising with community groups in the area, Millgrove action group, MRAG etc (Millgrove & Warburton engagement working group) • Still to be decided on Engagement planning group
6. Community Engagement	All	<p>Reflection on Questions:</p> <ol style="list-style-type: none"> 1. <i>How can our community thrive?</i> 2. <i>Now that things are reopening, if you haven't returned to your usual activities that bring you joy, what's stopping you? Is there something that could make this easier?</i> 3. <i>x\$ COVD recover grant, what community project would you spent it on?</i> <p>What are you going to do with these questions, and who are you going to target?</p> <ul style="list-style-type: none"> • Attending community groups to speak with them. Going with others from this group that also live around the area of Millgrove, Warburton area to go to places like, Advancement League etc • Target disadvantaged people, get a good mixture of old and young, sporting groups (footy, cricket, bowls), high schools etc • Access community members through the CIRE hub, could start surveying anyone who walks through the door, can also target kids in after school youth programs • Paring up with others is a good idea, can come at the questions in different angles

- Everyone listed groups that they would look at targeting, so that the group is across this and ensure that groups aren't being doubled up on or missed
 - Barry: To contact WHYLD within this month
 - Nicole: I can survey community members (youth and 50+) that come into YJ Cire Com Hub and through my contacts/networks, I would be able to get a good collection of data by next meeting
 - Kerri: Youth specific group at CERI community HUB
The mountain bike community to integrate, riders that are less confident or competent on a bike. I will approach another youth specific group who have become disengaged with community or school from the Yarra ranges YSAS Sherpa Program.
 - Gia: Millgrove Resident Action Group, Mill Warra Primary School (Millgrove campus but by association the East Warburton campus too) and other groups Millgrove Residence Action Group (MRAG) talks to from the Millgrove area
 - Lesley: I can survey a range of community members at Yarra Centre which come from the surrounding areas
 - Brad: Wandin football netball club, possibly Seville football netball club

Action: Nicole to create a google drive that everyone can access and collate all the information. It will have step by step instructions on how to sign in, set up and use

Action: If the group wants to put things on Facebook you need to let Tracey know as this will need to be done through the comms team and they will generate the post that will go on council Facebook page which you can then share.

Suggestions

- Creating a survey monkey online and paper form that can be shared with the groups that you go out and talk to
- All data collected will need to be analysed by this group
- Developing Engagement Plan discussion
- There needs to be good plans in place
- Need to have a very clear plan in place before engagement
- There is a difference between talking with people on the fly or being a guest at a formal meeting to chat with them
- To be able to do posters, flyers, brochures etc need to give Tracey a good lead-time to get these organised and printed
- Before going out and engaging the community, really need to have a very clear engagement planning in place. Ideally the survey should be already to go before you go out and talk with people

		<p>Action: 17th March to have refined Engagement Plan via google Drive and then going out after need to know why and what you'll do with the info</p> <p>Everyone has agreed that google drive will be the means of communication between meetings to follow up around engagement with the community</p> <p>Workshop zoom meeting Thursday 17th March 5:30pm-6:30pm</p>
4. Community-Led Recovery Plan		<ul style="list-style-type: none"> • Engagement plan – you need to know what you will be doing with the information given, as people will want to know. This will tell people what to expect to come from the engagement • David Impey (CEO CEF) is coming to the next meeting, to talk about the recovery plan process. He will be running a workshop to help facilitate bring this all together
5. 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 your 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>Groups timeline</p> <ul style="list-style-type: none"> - get out in the community and ask the questions and then analyse the data by end of April - bring all the information together and creating the plan in May <p>Action: Trish to circulate this information about the grant making and any questions to be sent back</p>
6. Other business		<p>To make up the flyers you need a good lead time for it to be ready</p> <p>Survey monkey, need a summary for why you are putting this survey out there to the public and why people should be filling it in.</p> <p>Action: Nicole will draft Survey Monkey summary and will send back to Tracey and the group Friday.</p> <p>Everyone happy with having their details shared with the group. Email everyone already has but phone number and area they are in. Making it easier to go working groups with others close by. Information to be put into the google drive</p> <p>WHYLD community group contacted Tracey. Peter Conwley Has an idea for a project for the Don Valley</p>

		<p>Hall. This project came out of the storms, they want to be a small additional place for contact to utilise following an emergence and managed by the WHYLD group. Emergency backup power to charge mobile phone, shower areas etc. This is something that a community is looking for, it's something to be considered when doing the engagement.</p> <p>Action: Tracey to forward on information re WHYILD to Barry and cc in Gordon. Barry to report back to the group about this in the next meeting</p>
7. Next Meeting	<p>Workshop zoom meeting Thursday 17th March 5:30pm-6:30pm</p> <p>Formal meeting Thursday 7th April 5:30pm-7:30pm</p> <p>Location TBA</p>	

Upper Yarra Meeting schedule

First Thursday of each month, 5:30pm-7:30pm at Venue TBA

~~3 February, 3 March~~, 7 April, 5 May, 2 June, 7 July, 4 August, 1 September, 6 October, 3 November, 1 December

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