

## **Developing Charlton Together    CRC Meeting 1    17 February, 2011**

Minutes prepared by facilitator Antoinette Danaher. To be reviewed and adopted at next meeting.

### **Attendees:**

#### **CRC Community Members**

- Greg Carmody
- Nola Wright - EWHS Board Member
- John Harley - Charlton 2020
- Susan Harley
- Richard Porter
- Kay Cosser
- Sue McLean
- Garry Larmour- Charlton Forum / Rotary
- Steve (Mouse) Renfrey
- Tamara Renfrey
- Jenny Purden
- Peter Watts
- Terry Lane - Lions
- Brian Heenan

#### **CRC Advisors / Supporters**

- Brett Eastwood DHS
- Warwick Heine - Buloke Shire
- Naomi Grant - Buloke Shire
- Ken Rowe - Buloke Shire
- Michelle Ryan – Buloke Shire
- Cr. Leo Tellefson - Buloke Shire
- Cr. David Pollard - Buloke Shire
- Cr. Stuart McLean - Buloke Shire
- Helen Proctor – Buloke Shire

### **QUICK SUMMARY of Meeting Actions Arising:**

#### **CRC:**

- To decide at next meeting whether to put forward a submission to the Comrie Review

#### **Members:**

- To review draft Terms of Reference(TOR) and provide feedback at next meeting

#### **Buloke Shire:**

- To convene a meeting with the Insurance Council of Australia
- To locate an expert to inform the CRC about the recent floods and book in a meeting ASAP
- To investigate all funding and report back to CRC as information becomes available.
- To keep a register of opportunities and covenants / funds received and expenditure.

#### **Antoinette:**

- To propose draft CRC Values for review at the next meeting.
- To allocate relevant priorities (from the existing Community Plan and subsequent input) to appropriate sub- committees in draft, for review and adoption by the CRC.
- To produce Sub-Committee TOR once the CRC TOR have been adopted.
- to draft a Press Release about the commencement of the CRC (Tto be approved by Kay Cosser, John Harley and the Buloke Shire).
- To contact Sebastian Zwalf at DHS for PR assistance as required.
- To propose dates, Tuesday's fortnightly at first (not 2<sup>nd</sup> or 4<sup>th</sup> Tuesday)
- MARCH MEETINGS: 1<sup>st</sup> March, 15<sup>th</sup> March, 29<sup>th</sup> March

## **NEXT MEETING: 6pm Tuesday March 1, 2011 Charlton Shire Hall**

### **Meeting Purpose:**

- To form an EFFECTIVE CRC for Charlton
- Set up a workable mechanism including sub-committees
- Develop a forward action plan

The facilitator (Antoinette) told the meeting that she was in the employ of the Charlton CRC while being paid by DHS funds via Buloke Shire. Her role is to serve the CRC and Charlton Community as long as her services are still meaningful and add value.

Antoinette spoke about her experience working in Victorian Communities and suggested that spending time laying strong foundations was a key element for success.

A significant amount of time at this first meeting (only) was spent on identifying behaviours, personality and learning styles and potential barriers to success.

Antoinette's first question was designed to help clarify the values the CRC would share.

Q. What is wrong with meetings and committees? (Input from Committee)

- too much talk and not enough action
- not "one meeting"
- bad decision making processes
- not solving the problem they are set up to address
- hidden agendas
- being steam rolled in discussion
- duplication in discussion / repeating the same sentiments in different words
- meetings starting/ finishing late
- inappropriate meeting times
- reiterating what has happened for latecomers
- lack of shared vision

Antoinette outlined her experience and research as to why some Committees struggle and informed the meeting that the set up of Charlton's CRC needed to ensure these issues were understood and addressed:

- Lack of terms of reference (TOR)
- Lack of role understanding & clarity of expectations
  - what can and can't be funded
  - what's important and what's not
  - who has authority
- Lack of transparency
- Undefined Time Frame
- Make Up – member skills, interests and experience imbalance
- Volunteer behaviour / attitude. Varying degrees of emotional Intelligence – leading to poor behaviour: bossy, compliant, resentful etc.
- Volunteers over-committing
- Not properly bonded as a team
- Assumptions about people – preconceptions rather than a willingness to engage
- Lack of transparency
- Lack of respect within the group
- Self Interest

- Poor meeting management
- Lack of understanding about different personalities and learning styles
- Ineffective communication – both within the CRC and beyond to the community.

**ACTION: Antoinette to propose draft CRC Values to address these potential issues for review at the next meeting.** (Draft values included below in these minutes to give members thinking time)

	<b>DRAFT Values</b>	<b>Some Performance Indicators</b>
<b>C</b>	<b>Clarity</b>	We focus on solving the problems we were set up to address; We work to agreed Terms of Reference We understand our role & are clear about our expectations We have efficient processes; we don't duplicate discussions. .
<b>H</b>	<b>Health</b>	We are honest and effective in our communication; We mandate supportive behaviour and attitude
<b>A</b>	<b>Action</b>	We take informed action rather than just talk
<b>R</b>	<b>Respect</b>	Our agreed processes are followed; There is no shaming, waffling or steamrolling; Our meetings start and finish on time; Our discussions are not repeated for latecomers
<b>L</b>	<b>Learning</b>	We recognise different styles; We make no assumptions; We share skills and experiences to help others We are willing to listen
<b>T</b>	<b>Transparency</b>	All viewpoints encouraged; We have no hidden agendas; We have "one" conversation at meetings
<b>O</b>	<b>One Team</b>	We share a common Vision and Mission
<b>N</b>	<b>News</b>	Information is freely shared with the CRC and available to Community members

#### **What does a CRC do?**

- Overarching / Helicopter view of the recovery and the emerging plan
- Partnership: Community, Shire, Government & Agency liaison
- Made up of representatives of sub committees + Government & Agency reps as required

#### **Sub Committees**

- manage action on the ground
- relevant Community priorities allocated to each group

## Three sub- committees were formed:

### Economic

- re-energising the local economy;
  - Greg Carmody
  - Garry Larmour

### Rebuild / Prevention / Environment

- Addressing future disaster prevention; reconstructing community infrastructure, houses and other buildings; restoring our natural environment<sup>1</sup>
  - John Harley
  - Ian Blair
  - Garry Larmour
  - Sue Mc Lean
  - Tamara Renfrey
  - Brian Heenan

### People

- providing information, resources and other supports to local communities to assist in the recovery of personal and community strength.
  - Susan Harley
  - Nola Wright
  - Richard Porter
  - Steve Renfrey
  - Jenny Purden
  - Terry Lane

### Sub Committees:

- recruit volunteer resources as required
- Provide a direct link to/from community members

**ACTION: Antoinette to allocate relevant priorities (from the existing Community Plan and subsequent input) to appropriate sub- committees in DRAFT for review and adoption by the CRC.**

### CRC TOR

- Draft TOR based on a combination of Fire CRC's were tabled and provided to Members with feedback requested at the next meeting. Members wanting an electronic copy of the DRAFT TOR can contact [adanaher@impulse.net.au](mailto:adanaher@impulse.net.au)
- To be endorsed at next meeting

**ACTION: Members to review draft TOR and provide feedback at next meeting**

**ACTION: Antoinette to produce Sub-Committee TOR once the CRC TOR have been adopted.**

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<sup>1</sup> Environment has been allocated to Rebuild / Prevention as it is assumed that a lot of prevention will involve environmental issues (e.g. river clean up etc.)

## Potential Funding Sources

A number of potential sources have been identified but further research is required:

- State and Federal Govt - need clarity on access/distribution methodology
- Charlton Community Bank Flood Fund - need clarity on access / distribution methodology
- CEF (B&AB) Flood Fund - need clarity on access/distribution methodology
- Council funds from other LGA's - need clarity on access/distribution methodology
- Red Cross Flood Fund Appeal - need clarity on access/distribution methodology
- CBA Grants Fund – competitive - must apply - application provided
- Other philanthropics – competitive - must apply
- Unknown fundraising events (service clubs etc.) - need clarity on distribution methodology
- Other - need to find out sources
- need clarity on distribution methodology

**ACTION: Buloke Shire to investigate all funding and report back to CRC as information becomes available.**

**ACTION: Buloke Shire to keep a register of opportunities and covenants / funds received and expenditure.**

## Further considerations<sup>2</sup> for the CRC were noted:

- Emergency Communication – use of fm radio
- Confidence - people may leave town - become uneconomic
- flood mitigation is priority 1 2 + 3 or Charlton is doomed
- people distressed and traumatised
- Charlton to be a better place than it was before the floods (not just “the same as”)
- State Government Comry Review - making a submission on cause and prevention

**ACTION: CRC to decide at next meeting whether to put forward a submission**

- Insurance - lack of response - not calling back from insurance companies - people need assurance - availability is ad hoc - some got insurance from GIO in the last week or so - other neighbouring towns being black banned by some companies.
- Insurance ombudsman / Insurance Council of Australia - contact is important - promote the Insurance Council attending Charlton

**ACTION: Buloke Shire to convene a meeting with the Insurance Council of Australia**

- If we have a flood next week what is going to save us? - need an action plan
- need assurance to give confidence to invests in biz and homes
- guarantee that funds and equipment are available for next emergency - need to be very careful – what emergency? how much? what equipment?
- also considerable planning to develop an action plan - where is the danger coming from - do we protect the town at all costs and "drown the farmers" - protection needs to look further upstream as well - get an expert in to inform the CRC about the recent floods

**ACTION: Buloke Shire to locate an expert in to inform the CRC about the recent floods and book in a meeting ASAP**

- Community education / support on self protection

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<sup>2</sup> Unless an **ACTION** is noted, all matters will be devolved to sub committees for inclusion in their plans

- Medical and health services
  - CRC Meeting schedule  
**ACTION: Antoinette to propose dates, Tuesday's fortnightly at first (not 2<sup>nd</sup> or 4<sup>th</sup> Tuesday)**  
**MARCH MEETINGS: 1<sup>st</sup> March, 15<sup>th</sup> March, 29<sup>th</sup> March**
  - Ongoing communication – Media - Social media – Newsletter – Email – Posters - With whom? - How often?
  - Press Release - Confidence building - What the CRC is? - How others can contribute/participate
  - Ongoing communication from CRC  
**ACTION: Antoinette to draft a Press Release about the commencement of the CRC – to be approved by Kay Cosser, John Harley and the Buloke Shire**
- ACTION: Antoinette to contact Sebastian Zwalf at DHS for assistance.**