

SIRA – Community Engagement and Communications Subcommittee (CECS)

Meeting notes

15 April 2014 – 07:30

Present: Judy, Hubert, Jenny, Sharon, Cass

Notes: Hubert

1. Update on the list of members CECS:

Judy Readman (Co-chair)	Cass Gye	Graeme Crayford
Hubert van Mierlo (Co-chair)	Shar Jones	Shona Forsyth
Jenny Frazer	John Maxim	Phil Pryor
Sharon Kinnison	Paul Smith	Karl Mallon
Karin Krueger	Ray de Smeth	
	Julian Muir	

Discussion on specific tasks and potentially structure of CECS deferred to the next meeting (22 April)

Frequency of meetings, also deferred. One idea is to alternate meeting focus on CE and Communications.

2. Community Engagement, general discussion about goals and objectives

Overall objective is to show SIRAC is genuinely interested in the community's views. CE should be a two way process, not just information dispersal (although this is important too). Potential issue will be that we will get into a talk-fest without real progress. This is why we need to set the parameters and choose the right level of engagement. Building trust is also important. When receiving input from the community we need to do something with it. Feedback even if input is not able to be used constructively. Jenny shared the CE Policy of PWC for reading – see attached. This should be an ongoing discussion leading to embedding CE in everything we do.

3. Forum 4 May

Discussion on topics, how many topics. Choose topics which will attract participants. Too theoretical potentially puts people off. The forum can be a test case for CE itself.

Forum proposed as follows:

- The forum is hosted by CECS
- Limit to two subject areas:
 - o Waste and Wastewater subcommittee to facilitate topic 1
 - o Parks, Reserves, Wharves and Marine Issues subcommittee to facilitate topic 2
- Free discussion after short intro from subcommittees
- Note taking of the discussions and ideas (use butcher paper and note pads)
- Evaluation form at end of forum to be handed out

- Ask participants for names and email addresses so this can be used for follow up
- Forum to be advertised in PON, email and posters

Program (total duration 2 hours)

1. Registration (between 08:30 and 09:00)
2. General introduction (purpose and follow up of forum) and welcome: Judy (5 mins)
3. Jenny Intro on CE and discussion guidelines (5 mins)
4. Split into 2 groups
5. Session one discussions (30 mins)
6. Coffee / Thee (15 mins)
7. 2 Groups swap subject areas
8. Session two discussions (30 mins)
9. Summaries from discussions and ideas from each subject areas (20 mins)
10. Fill in evaluation forms (5 mins)
11. Spare time (10 Min)

After the Forum:

- a. Type up notes and distribute to participants within 7 days (check with SIRAC if this is OK)
- b. Notes to be discussed within the 3 subcommittees (SECS, W&W and PRWM)
- c. Recommendations based on feedback received to be presented at SIRAC meeting 18 May
- d. Lessons learnt from Forum format etc. to be used by CECS for next forum and CECS strategy.
- e. CECS documents on website (to be discussed at next meeting)

Tasks:

- A. Check of Hall is reserved (Cass)
- B. Notes meeting (HvM)
- C. Notice for PON, email, posters (HvM)
- D. Write up intro/guidance for forum (JF)
- E. Prepare introduction (JR)
- F. Prepare discussion PRWM (SK and TP)
- G. Prepare discussion W&W (JR and CG)