

MEETING NOTES

Central Connect Leadership Roundtable Meeting
16th February 2021, 12-1.30pm
Ulverstone Surf Club



Attendees:			
Name	Position	Organisation	Membership Category
Jodi Hodgetts	Aboriginal Community Member	Aboriginal Community Member	Our People
Tony Medcraft	Aboriginal Community Member	Aboriginal Community Member	Our People
Damian Peirce	Career Facilitator	Industry Training Hub	Business and Industry
Liam Stirrat	Chronic Health Nurse	No. 34 Aboriginal Health Service	Aboriginal Services
Gerhard Wilemse	Clinical Services Manager	Salvation Army Bridge Program	Community Services
Jo Hobbs	Community Learning Coordinator	Libraries Tasmania	Education and Training
Chris Fletcher	Community Member	Cradle Coast Mountain Bike Club	Social and Leisure
Bronwyn Waterhouse	Executive Officer	New Mornings	Children and Youth
Jan Bonde	Mayor	Central Coast Council	Local Government
Rhonda Wilson	North West Coordinator	Paraquad Tasmania (NW)	Disability Services
Glen Lutwyche	Principal	Ulverstone Secondary College	Education and Training
Peter Shurley	Senior Pastor	Life Christian Church	Support Groups and Associations

Apologies:			
Name	Position	Organisation	Membership Category
Julie Jacobson (Interim Chair)	Community Member	Community Member	Our People
Sarah Jones	Director Operations University College & Short Course Unit Manager	UTAS	Education and Training
Dr Emil Djacic	General Practitioner	Patrick Street Clinic Ulverstone	Health and Medical
Jenelle Wells	Health Promotion Consultant (Mersey)	Tasmanian Health Services	Health and Medical
Simon Douglas	Manager	Ulverstone Neighbourhood House	Support Groups and Associations
Janice Archer	President	Rotary Ulverstone West	Community Services

Backbone Team:	
Name	Position
Mel Blake	Collective ed. Central Coast Lead
Judi Walker	Connecting Care Lead
Maree Gleeson	Community Governance Consultant
Hayley Covey	Community Support Officer

Item	Attachments/ Links/Actions
Welcome and Acknowledgement of Country	
<p>Chris welcomed everyone to the meeting. Jodi presented an Acknowledgement of Country.</p> <p>Chris covered housekeeping, went through the meeting objectives and agenda and read out a note from Julie Jacobson, Interim Chair who could not be at today's meeting. Julie recognises that she has now missed two meetings and wanted the group to know although she is committed to Central Connect, she would like to give members the opportunity to elect another Chair if the group deem this necessary. There was a unanimous response from the group that they would like Julie to continue in this role.</p>	The backbone team will communicate this with Julie.
Recap	
<p>Based on members feedback after the meeting in December, it became apparent that not all members are clear on the purpose and function of the Leadership Roundtable.</p> <p>At tables, members were asked to review documents provided and have a discussion about this. Some of the comments back from groups included:</p> <ul style="list-style-type: none"> • We need to be more outcome focussed; actual targets are needed and should be SMART. • Need to be clear on what we are working towards. • Elevator pitch could be shorter. • Allocating priorities is important, to make sure we are realistic about what we can achieve. 	<p>Supporting documents provided:</p> <ul style="list-style-type: none"> - Ways of Working - Elevator Pitch - Action Group updates

- Outcomes need to be achievable and measurable.

Guiding Principles Workshop

As agreed during our December Meeting, we need to determine our guiding principles to include in the Ways of Working document.

Scope was agreed by the group:

- Simple and relatable
- Robust – to help guide decision making for the CCLR
- Outcomes focussed
- Sustainability focussed (5 years +)

A supporting document was provided to each group with examples from other initiatives/communities and Groups were asked to identify their top 5 principles.

Group 1:

Openness & transparency

Sustainability

Equity & participation

Effectiveness & efficiency

Purposeful & responsive

Group 2:

Empower Community

Inclusive

Respectful

Accessible

Stable

Group 3:

Place-based (local problems, local solutions)

Inclusive (no disadvantage)

Have the courage to take informed risks

Group 4:

Purposeful

Authentic

Inclusive

Judi to theme these and include in the Ways of Working document for future endorsement from the group.

23022021_CCLR Guiding Principles.pdf

<p>to bring about necessary change</p> <p>Performance/responsible/action orientated</p> <p>Continuous improvement/review & transparent/results</p> <p>Constantly questioning ??? Who else ???</p>	<p>Achievable</p> <p>Recognisable</p>	
Ways of Working (internal document)		
<p>Changes to the Ways of Working document were made following feedback from the group during the December meeting and the updated document was circulated on 28/1/21. No changes have been suggested to date.</p>		<p>Guiding Principles added to this document. To be endorsed by members out of session.</p> <p>23022021_CCLR Ways of Working_Final.pdf</p>
Future agenda design		
<p>Members would like to see the following agenda items and format:</p> <p>Agenda items:</p> <ul style="list-style-type: none"> • Welcome to/Acknowledgement of Country • Apologies and welcome to proxy members • Acceptance of notes and actions from previous meeting • Action Group reporting <ul style="list-style-type: none"> ○ Summary notes in pack ○ Presentations on a rotating basis (CCLR to provide guidelines) ○ Celebration stories/grounding stories • Creativity/innovation 		<p>Interim Chair to work with these items and format for future meeting design (excluding the March meeting which will be focussed on developing a Community Wellbeing Plan).</p>

<ul style="list-style-type: none"> • Funding opportunities • Future governance <p>Format:</p> <ul style="list-style-type: none"> • Not too formal • Workshops • Special guests 	
Preparation for March meeting – Community Wellbeing Plan and Indicators	
<p>Judi and Mel flagged the process and resources required to develop the Central Connect's 2021 Community Wellbeing Plan and Indicators at the March meeting.</p> <p>Request to extend this meeting to two hours and hold from 11 am – 1 pm which members agreed to. Liam offered space at No. 34 for this Workshop.</p> <p>Outcomes for Central Connect and themes from brainstorming session at the December meeting, were provided for table discussion. Points made by members included:</p> <ul style="list-style-type: none"> • Burnie Works utilised a Graphic Facilitator for their recent community plan workshops. • Simon may have some data to share from Neighbourhood Houses Tasmania. • Damian can access year 12 attainment and employment data. • Data needs to be verified/made sense of/in community context, rather than just relying on ABS data for example. • Need local data, specific to our community. • Need to determine how we identify and collect data. This may need an Action Group. 	<p>Hayley to send updated calendar invite with time and location.</p> <p>Members to share ideas, tools and resources that could be used to assist this planning (via email to Hayley).</p>

<ul style="list-style-type: none"> It would be helpful to have a clear 'product' with a clear communications message/strategy to help with connecting to local groups and community. Ensure that it is well known that we are not in competition with other groups, we are connecting up and complementing each other. 	
Next steps and close	
<p>Judi asked the group if they would be happy for her to draft a roster for Shadow Chair; the group were happy for this to take place. The Shadow Chair will work with the Interim Chair (supported by the Backbone Team) to develop meeting agenda's and meeting proceedings. This will also help to build leadership capacity.</p> <p>Mel outlined that Scott (CEO) and Kath (COO) from Beacon Foundation would like to attend a future meeting as funders of the Backbone Team. Members were happy for the invite to come through the Interim Chair for Scott and Kath to attend the April meeting and were happy to allow a 10-15 min timeslot for information sharing.</p> <p>Meeting closed at 1.40pm.</p>	<p>Judi to circulate roster for Shadow Chair.</p> <p>Mel to ask Julie to write a letter of invitation to Scott and Kath to attend the CCLR Meeting on 20/4/21.</p>