

Meeting minutes

Local Representative Committee

Date	10 May 2017	Time	9am
Venue	Council Chambers – Forster	Note-taker	Jane Ree
Present	Jan McWilliams, Kathryn Bell, Jim Henderson, Karen Hutchinson , Frank Hooke, Carol McCaskie , Katheryn Smith, Leigh Vaughan, Len Roberts, David West and John Turner.		
In attendance	Steve Embry (Director Corporate & Business Systems), Jane Ree (Manager Engagement & Communication) and Glenn Handford (Interim General Manager).		
Apologies	Trent Jennison.		

Item	Key Points / Actions	
1	Open meeting	
2	Acknowledgement of Country	
3	Apologies	Trent Jennison
4	Declaration of Interest	Nil
5	Confirmation of previous minutes.	Minutes of 12 April 2017 confirmed noting the following amendment: <ul style="list-style-type: none"> In the absence of the appointed Chair, Len Roberts was voted as Chair of the meeting.
6	Matters arising from previous minutes	Nil

7	Report on status of priority action	NA
8	2017/18 Draft Budget and Operational Plan	<p>Presentation by Phil Brennan (Manager Finance) and Steve Embry (Director Corporate Systems)</p> <ul style="list-style-type: none"> • Whilst many fees are statutory, there are fees over which Council may exercise discretion. • Managers have reviewed these and sought to harmonise where possible. • Examples of significant change include waste fees and OOSM fees in order to bring fee structures into line. • Note also that some fees remain unchanged and will be reviewed following the completion of service reviews. • Cemeteries is an example of this where there are discrepancies across the base fees because the service/product is variable between regions. These will be reviewed again following completion of the cemeteries service review that will reveal the actual cost of delivering service and highlight why there are variations in charge based on product/ service offering. <p>Action: Ensure that media briefed on changes.</p>
9	IGM update	<p>Glenn Handford provided an overview of matters of importance ahead of the transition to an elected Council.</p> <ul style="list-style-type: none"> • Refer to attached pyramid presentation that provided overview of the required focus of the new Council.
10	Cedar Party Bridge	<p>Presentation by Richard Pamplin (Project Manager) and Ron Hartley (Director Engineering) on the learnings and outcomes from the recent consultation undertaken in Wingham regarding options for the Cedar Party Bridge.</p> <ul style="list-style-type: none"> • Note that wide ranging suggestions by community members are being considered.
11	SRV application	<p>Steve Embry provided overview of the SRV process</p> <ul style="list-style-type: none"> • Seeking to put a report to Council in late May that recommends that application be lodged with IPART following which the full application including attachments will be on Council's website. • It is expected that IPART will advertise the application following receipt and it will then be available on their website. • IPART will advertise the submission for 28 days and assess Council's application against the OLG Guidelines and in accordance with IPART's application requirements

		<ul style="list-style-type: none"> All submissions are then to be lodged with IPART not with Council. There will be information on IPART website as to how to lodge a submission
12	Candidate Information	<p>Jane Ree (Manager Engagement & Communications) & Steve Embry (Director Corporate & Business Systems) provided overview of approach to candidate information sessions</p> <ul style="list-style-type: none"> Candidate sessions will be held in three locations (Forster, Gloucester and Taree) during June. A daytime and night time session will be offered. Candidate information pack is being developed in conjunction with Department Premier & Cabinet.
13	Brand update – Donna Hudson	<p>Donna Hudson (Coordinator Communications) provided an overview of the community engagement and creative process to determine new MidCoast Branding</p> <ul style="list-style-type: none"> Community input received via two online surveys and workshops. Broad range of opinions were considered by Manex who determined which concept would rollout as future brand. No budget for rollout – focus will largely be digital Some projects have grant funding for signage that is required to be acquitted prior to 30 June. These projects will reflect the new brand. Examples include public waste bins in Gloucester and signage at Cattai Wetlands.
14	Meeting closed	1.00 pm
15	Next meeting	14 June 2017 - Forster