

Minutes

Local Representative Committee

Date	13 July 2016	Time	10.30am
Venue	Committee Room – Gloucester	Note-taker	Jane Ree
Present	Jan McWilliams, Kathryn Bell, Jim Henderson, Frank Hooke, Karen Hutchinson, Trent Jennison, Robyn Jenkins, Len Roberts, Katheryn Smith, Leigh Vaughan & David West.		
Apologies	Carol McCaskie		

Meeting Items

Item	Key Points / Actions	
1	Open meeting	
2	Acknowledgement of Country	
3	Apologies	Carol McCaskie
4	Declaration of Interest	Nil
6	Confirmation of previous minutes – 29 June 2016	Confirmed
7	Matters arising from previous minutes:	6.1 Local Government Conference – noted that attendance of LRC members approved by Administrator. Those members who have expressed an interest to attend are as follows: Leigh, Jan, Carol, Karen, Katheryn, Kathryn, Len plus Glenn.

		<p>Action:</p> <p>a) Michelle Jobson to book accommodation</p> <p>b) Report to be provided to LRC by those who attended.</p> <p>6.2 Future interface between community and LRC</p> <p>Action:</p> <p>a) Glenn will meet with Administrators on Friday in Sydney and bring recommendation back to next meeting.</p> <p>6.3 Measures of success for LRC</p> <ul style="list-style-type: none"> • Agreed that community need to know how they will be engaged by Council and the LRC is one way to do this. • KPIs should be determined <p>Action:</p> <p>a) Members to consider proposed measures of performance/ success noting that metrics such as number of meetings, actions etc will be kept but that feedback from community and their feeling of being involved in implementation should be captured.</p> <p>b) List for next meeting.</p>
	Committee representation	<p>Noted:</p> <ul style="list-style-type: none"> • Previous minutes to reflect that Trent Jennison appointed to Sport and Recreation Committee with David as alternate. • Destination Management Plan under development for MidCoast Tourism and that LRC members and other key stakeholders will be involved in steering. • Committees central to local communities (such as Australia Day) may remain <p>Agreed that in MidCoast Council a need for a function as fulfilled by former Heritage, Access, Tourism and Recreation, Economic Development Committees requires further exploration.</p>

		<p>Action:</p> <p>a) Background on Economic Development Committee to be distributed to members.</p> <p>b) Staff to provide advice on how community input can be captured in these areas</p>
	LRC Terms of Reference	LRC members recommend that Administrator adopt Terms of Reference as amended and discussed and attached to these minutes.
10	Administration of the LRC	<p>10.1 Remuneration and expenses</p> <p>Noted remuneration of LRC members and expenses and facilities policy both going to Council for adoption.</p> <p>10.2 Email</p> <ul style="list-style-type: none"> • Email addresses to be assigned to individual members of LRC that is consistent and assigned to MidCoast Council server. • Noted some members will use this as a “ghost account” and some will use it as direct contact point. • Email on business cards and website. <p>10.3 Correspondence handling</p> <p>Emails from public pertaining to</p> <ul style="list-style-type: none"> • the business of the committee and matters on the agenda of the Council to be forwarded to LRC@midcoast.nsw.gov.au (address to be confirmed) and cc to Chair. The Chair and Steve/Jane (as delegated by IGM) determine action • service requests, complaints, matters being considered by staff (eg: DA) received by LRC members should be sent to LRC@midcoast.nsw.gov.au <p>10.4 Business papers for LRC and MidCoast Council to be made available to members in hard copy and via Docs on Tap as desired.</p>

11	Local Government Week (1-8 August 2016) – LRC role	LRC members will stage a morning tea or attend an event in one each of the three localities on different days. Action: Local Government Week events to be distributed to LRC members.
12	Draft Manning Valley Local Strategy	Deferred.
13	Forster Civic Precinct	Presentation on project and current status provided by Steve Embry.
14	Future meeting dates	Future LRC meeting dates. Note 10am start. 24 August - Forster 28 September - Taree 26 October - Gloucester 23 November - Forster 14 December - Taree
15	Community sessions	Three monthly at this stage.
16	General business	Silage – inquiry about waste service policy to be actioned by Jane. Library agreement (Gloucester library)– update sought for next meeting
17	Meeting closed	1pm

Next Meeting

Date	24 August 2016	Time	10am
Venue	Forster	Note-taker	Jane Ree