

# Meeting notes

## Local Representative Committee

Date	14 September 2016	Time	9am
Venue	Committee Room – Taree	Note-taker	Jane Ree
Present	Jan McWilliams, Kathryn Bell, Jim Henderson, Frank Hooke, Karen Hutchinson, Trent Jennison, Robyn Jenkins, Carol McCaskie, Len Roberts, Katheryn Smith & David West.		
In attendance	John Turner, Glenn Handford, Jane Ree.		

### Meeting Items

Item	Key Points / Actions
1	Open meeting Welcome to all – acknowledgement that this meeting provides an opportunity for members to learn about the new region and reminder to all about phone etiquette.
2	Acknowledgement of Country
3	Apologies Leigh Vaughan
4	Declaration of Interest Trent Jennison declared that he manages a Disability Service.
5	Confirmation of previous minutes – 24 August 2016 Confirmed
6	Matters arising from previous minutes: 6.1 Rocky Hill - noted that the Rocky Hill session staged by Council with NSW Department Planning were useful (morning and evening session) and appreciation for staff in attendance noted..

	<p>6.2 MCC committees – request that members of former Committees be formally thanked for contribution.</p> <p>6.3 Stronger Communities Funding – noted that information has been in media, is on website. Local presentations staged during the previous week for potential applicants and some were attended by LRC members. Panel has not yet been established by Administrator.</p> <p><b>Action:</b> All LRC members to be aware of guidelines and circulate information to networks.</p> <p>6.4 Meeting protocol</p> <p>It was agreed members of the LRC should be invited to events and when apologies sent, they should be noted at the event. The expectation is that LRC members need to share information and request that information being circulated in public domain also be provided to LRC members so that they may circulate.</p> <p>6.5 Calendar of engagement</p> <ul style="list-style-type: none"> <li>• Overview of proposed engagement throughout the region.</li> <li>• Discussion surrounding value and function of community sessions and noted that there is a need to capture all community members by offering both daytime and evening sessions. Agreed that the format of the sessions will need to support capture of the issues, sharing of the discussions and appropriate follow up and feedback.</li> <li>• Dates are being amended and a new calendar will be circulated on 19/9.</li> </ul> <p><b>Action:</b> please advise Jane if you are attending the LRC sessions next week:</p> <p>Tuesday 20 September at 10 am – Harrington Library</p> <p>Tuesday 20 September at 2pm – Wingham Town Hall</p> <p>Thursday 22 September at 10am – Flow Old Bar</p> <p>6.6 Identity and brand workshops</p> <p>Discussion noted the following:</p> <ul style="list-style-type: none"> <li>• Workshops/ focus groups will be held throughout the region in late September and early October to capture preliminary feedback around identity for the region, preliminary information for the development of the Community Strategic Plan and develop the MidCoast Brand in line the Department Premier and Cabinet timelines.</li> </ul>
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		<ul style="list-style-type: none"> <li>• Brand is more than logo and helps to bind a large community. Alongside these workshops, additional sessions are being held to develop a Destination Management Plan for Tourism for the region.</li> <li>• Mixed views of members with regard to the MidCoast name.</li> </ul> <p><b>Action:</b> Specific workshop for LRC members will be arranged. It is likely this will be in the week commencing 10 October.</p> <p>6.7 LRC contact information Confirmed that this is published on the MidCoast website at the following link: <a href="http://www.midcoast.nsw.gov.au/Council/About-MidCoast-Council#Council-LocalnbspRepresentative-Committee-amp-Implementation-Advisory-Group-4">http://www.midcoast.nsw.gov.au/Council/About-MidCoast-Council#Council-LocalnbspRepresentative-Committee-amp-Implementation-Advisory-Group-4</a></p> <p><b>Action:</b> The Terms of reference and the minutes for the committee should be published on this page.</p> <p>6.8 Media On the back of this morning's ABC radio interview with MidCoast Council staff member it is agreed that centralised media management/ approval and reporting is paramount.</p>
7	Reports on status of priority actions	<ul style="list-style-type: none"> <li>• Local Government Conference</li> <li>• Recent media coverage noted.</li> <li>• LGNSW has been requested to confirm that opportunity for discussion surrounding implementation issues for merged Councils can be discussed with attending LRC members from throughout the state.</li> </ul> <p><b>Action:</b> Transport and accommodation detail to be sent to attendees.</p>
8	Community Spaces and Services overview and structure - Paul De Szell	<p>Paul provided an overview of the Community Spaces and Services directorate. Presentation will be circulated with minutes and copies of the Departmental managers and functions circulated.</p> <p>Discussion noted that</p> <ul style="list-style-type: none"> <li>• the establishment of a Centrelink agency within the Gloucester office (beginning 26 September) was well received at recent meeting between Administrator and Department Premier &amp; Cabinet.</li> <li>• the current agreement between the former Greater Taree City Council and the Manning Valley Chamber of Commerce (that funds the Economic Development Board and a position employed by the Chamber) is due to expire at the end of 2016.</li> </ul>

		<ul style="list-style-type: none"> <li>the LRC request that the role of volunteers in the future MidCoast Council be listed as a future agenda item.</li> </ul>
9	MidCoast Destination Management Plan	<p>Noted that development of a MidCoast Council Destination Management Plan is underway with workshops being held throughout the region. LRC members have been provided with confirmed dates and are encouraged to attend to listen to participant views.</p> <p><b>Action:</b> a specific workshop for LRC members is requested and likely to be held in the week commencing 10 October.</p>
10	Upcoming council reports	<ul style="list-style-type: none"> <li>GLC Waste Strategy (John Cavanagh)</li> <li>Container deposit scheme (John Cavanagh)</li> <li>Group 3 LEP Amendments (Roger Busby)</li> <li>Review of Water Sensitive Design DCP in the former Great Lakes region (Gerard Tuckerman/Roger Busby).</li> </ul> <p>Questions raised:</p> <ul style="list-style-type: none"> <li>What are the total outstanding LEP and DCP from each of the three former Council and what is the plan for identifying these and then getting to Council?</li> </ul>
11	Department Premier & Cabinet representative – Derek McCarthy	<p>Derek McCarthy is the DPC liaison for MidCoast Council and he provided overview of his role with Department Premier &amp; Cabinet.</p> <p>Derek reported that MidCoast Council is well ahead of implementation progress. This is seen in Government as positive – there are not many in the same position.</p> <p>Derek advised that the DPC has issued a roadmap for implementation which listed items required to be completed in first three months were completed by MidCoast. Noted that the next three months gives more flexibility and positive that things are well on track in MidCoast.</p> <p>Derek confirmed that the DPC is committed to resourcing Councils appropriately to ensure success of the newly formed Councils.</p> <p>In relation to next year's election, Derek advised that an education campaign is anticipated ahead of the 2017 elections to ensure that the new Council that is elected has structure well embedded with framework and LTFP and plan for the future. It is expected that new Councils should not be operational and change structures – in MCC it would appear we have time to demonstrate what is working in structure and what isn't.</p>

		<p>Derek reinforced role of the LRC is advisory only and that decisions are not to be made by LRC members but by Administrators.</p> <p>Derek will provide a response to the following questions posed:</p> <p>Why do some Councils have wards and not others?</p> <p>What should LRC be concentrating on?</p>
12	General business	<p>12.1 The Interim General Manager advised that</p> <ul style="list-style-type: none"> <li>• organisational structures are being developed and will be rolled out to staff for consultation in a staggered approach over the next three weeks</li> <li>• the LTFP is getting closer to finalisation down with some questions still remaining.</li> <li>• he anticipates meeting with IPART and the DPC about possible rate rise and approach</li> </ul> <p>12.2 Council meetings</p> <p>No expectation that LRC members attend</p> <p>12.3 Future LRC meetings will be held in Great Lakes, Gloucester and Taree and noted that Taree is most accessible by members.</p> <p>12.4 Meeting protocols</p> <p>Refer to notes above</p> <p>Noted also that :</p> <ul style="list-style-type: none"> <li>• currently it is difficult to coordinate movement of staff and that improved IT solutions anticipated by end of September.</li> </ul>

		<ul style="list-style-type: none"> <li>• it is imperative that a minute taker be present throughout the LRC meeting and that appropriate administrative support be provided to ensure role of LRC is maximised.</li> <li>• there is risk that LRC members are not able to adequately advise Administrator and therefore it is requested that future presentations are provided ahead of meeting, (or a précis or briefing note including the staff recommendation) to maximise opportunity to provide advise to Administrator and IGM in a timely manner.</li> <li>• The advisory role of the LRC and member expectation were emphasised and agreed that information flow will be maximised when structures in place</li> </ul> <p><b>12.5 Future agenda items</b></p> <p>Requested that the following items be tabled at future meetings of the LRC</p> <ul style="list-style-type: none"> <li>• Contract list – why is this not on the website and how will the community be informed of MidCoast Council contractual relationships</li> <li>• Volunteers and their role in the future MidCoast Council</li> <li>• Contract renewal with YMCA and MALC</li> <li>• Taree Aviation Business Park</li> <li>• What are the total outstanding LEP and DCP from each of the three former Council and what is the plan for identifying these and then getting to Council?</li> <li>• Gloucester caravan park leasing arrangements</li> <li>• Feedback on customer request – how are they raised and how is the feedback loop closed</li> <li>• Events – approval and risk mitigation – whose role?</li> </ul>
13	Meeting closed	<p>Meeting closed at 2.18pm</p> <p>Next meeting: 9am – 1pm 12 October at Gloucester (noting that this is the same week as LRC identity and DMP workshops will be scheduled).</p>

## **Next Meeting**

Date	<b>12 October 2016</b>	Time	<b>9am</b>
Venue	Gloucester	Note-taker	Jane Ree