

Meeting minutes

Local Representative Committee

Date	12 April 2017	Time	9am
Venue	Committee Room – Forster	Note-taker	Jane Ree
Present	Kathryn Bell, Jim Henderson, Karen Hutchinson , Frank Hooke, Trent Jennison , 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), Glenn Handford (Interim General Manager).		
Apologies	Jan McWilliams & Trent Jennison		

Item	Key Points / Actions	
1	Open meeting	In the absence of the appointed Chair (note apology) the committee voted Len Roberts as Chair of the meeting.
2	Acknowledgement of Country	
3	Apologies	
4	Declaration of Interest	
5	Confirmation of previous minutes.	Minutes of 8 March 2017 confirmed.
6	Matters arising from previous minutes	Ron Hartley (Director Engineering & Infrastructure) was in attendance and discussed road maintenance.

7	Reports on status of priority actions	Noted that MidCoast Council has renewed membership with the Australian Local Government Women's Association
8	Business arising	John Turner addressed the meeting and advised that his intention is to dissolve the LRC on 30 June 2017.
9	IGM update	<p>Glenn Handford (interim General Manager) addressed the Committee on the following items:</p> <p>9.1 Local Government Amendment (Rates – merged Council Areas) Bill 2017</p> <ul style="list-style-type: none"> • Outlined the proposed action arising as a result of the passing of the Local Government Amendment (Rates – Merged Council Areas) Bill in March 2017. • Updated the committee on the outcomes of the recent meeting with IPART and advised that an application for a Special Rate Variation commencing in 2017/18 will be sought. Additional Council meetings will be scheduled in order to meet the IPART timeframes. • Noted that whilst the opportunity to levy additional rates is key to being set up for success, recognises that rates harmonisation remains high priority for community. <p>9.2 MidCoast Water</p> <ul style="list-style-type: none"> • Notes that exhibition period closes today. • Submissions lodged with Office Local Government will be considered. • If the proposed dissolution of MidCoast Water proceeds, then the proclamation will detail future steps and timelines. • Staff representing customer service, IT, Finance and HR continue to meet to resolve anticipated impacts. <p>9.3 Department Premier & Cabinet (DPC)</p> <ul style="list-style-type: none"> • Administrators, Interim General Managers, and Managers (Governance, IT and Communications) continue to meet together on a frequent basis with representatives from other merged Councils at forums hosted by the DPC in Sydney. • Candidate information packs are being prepared by the DPC with input from Governance and Communications Managers of merged Councils.

		<ul style="list-style-type: none"> Information sessions for candidates likely to be held in May/ June. <p>9.4 MidCoast culture & values update</p> <ul style="list-style-type: none"> Advised that work is commencing internally with staff from all offices and depots to develop organisational values. The Corporate Strategy Office has been established to work with the Leadership team and has commenced implementation of the Corporate Development Program whilst also taking lead on key Corporate Projects (such as the Special Rate Variation application). The Project Management Office sits within Corporate Strategy and facilitates and supports merger and integration activities.
10	Cedar Party Creek Bridge update	<p>Phil Miles (Manager Projects & Engineering); Dan Aldridge (Manager Community Spaces, Recreation & Trades); and Richard Pamplin (Project Manager Planning & Natural Systems) provided an overview of the status of consultation with community regarding design of the Cedar Party Creek Bridge.</p> <ul style="list-style-type: none"> The reference group (community stakeholders and representatives) has met twice and agreed that a pop-up display that outlines potential options will be staged in the Wingham CWA room that is staffed by members of the project team throughout the first week of May. A dedicated page on the website has been established (http://www.midcoast.nsw.gov.au/Have-Your-Say/Cedar-Party-Creek-Bridge-replacement). Committee members discussed alternate modes of consultation.
11	Libraries update – Gloucester Library and Bulahdelah Library	<p>Chris Jones – Manager Libraries provided an update on:</p> <ul style="list-style-type: none"> Bulahdelah Library – closing with service to provided out of the Rural Transaction Centre via an MOU with the Bulahdelah Chamber of Commerce Gloucester Library – we have been successful in securing a grant for \$172,658 to assist in fit out for library. This will commence following the migration of the collection from Newcastle Library to MidCoast. <p>Refer to attached presentation.</p>
12	IT status	<p>Nev Finch (Manager Information & Communication) provided an overview of the current status of IT and the key projects underway in order to harmonise the systems across three former areas and all sites.</p> <p>Refer to attached presentation.</p>

13	General business	Note that John Turner has advised that the LRC will cease on 30 June 2017.
14	Meeting closed	1.00 pm
15	Next meeting	10 May 2017 - Forster