

Meeting minutes

Local Representative Committee

Date	8 March 2017	Time	9am
Venue	Committee Room – Taree	Note-taker	Jane Ree
Present	Jan McWilliams, Kathryn Bell, Jim Henderson, Karen Hutchinson , Frank Hooke, Trent Jennison , Carol McCaskie , Katheryn Smith, Leigh Vaughan, Len Roberts and John Turner.		
In attendance	Steve Embry (Director Corporate & Business Systems), Jane Ree (Manager Engagement & Communication), Glenn Handford (Interim General Manager).		
Apologies	David West		

Item	Key Points / Actions	
1	Open meeting	
2	Acknowledgement of Country	
3	Apologies	
4	Declaration of Interest	
5	Confirmation of previous minutes.	<p>Minutes of 8 February 2017 – confirmed subject to:</p> <ul style="list-style-type: none"> inclusion of the concern raised by Frank Hooke that community will not understand rationale for allocation of stronger community; and amendment that minutes should read Apologies for non attendance.

6	Matters arising from previous minutes	Aged Care in Gloucester – documentation required to exchange now received from MidCoast Water so this is preceding
7	Reports on status of priority actions	Nil
8	Governance Policy Framework and Governance Framework (Rob Griffiths, Manager Governance)	<p>Rob Griffiths (Manager Governance) provided an overview of the MidCoast Council Governance Framework and MidCoast Council Policy Framework. The Governance Framework will include:</p> <ul style="list-style-type: none"> • Policy Framework • Enterprise Risk Management Framework • Internal Audit Framework • Council Committee Structure and Support • Records Management • Statutory Reporting • Council Meetings • Councillor Support • Training and Support <p>The Governance team are in process of collating and reviewing all former Council policies making recommendations on future direction.</p> <p>Rob outlined the process of policy making and approval, highlighting the separation of Council and Administrative policy.</p>
9	Administrator's blog and proposed workshops for Councillors (Jane Ree & Rob Griffiths)	<ul style="list-style-type: none"> • Discussion regarding the role that will be taken by the Administrator in informing the community of the role of the new Council, with 11 elected members who elect a Mayor for two years. • There is a need to outline to communities what sort of skills and qualities an elected member will need to have now in an organisation the size of MidCoast. The scale of the new Council and the requirement for business acumen is key. • Discussions have been held with Fairfax regarding publishing a regular column that may also include a Q&A from community members.

		<ul style="list-style-type: none"> • There is need to outline to community and potential candidates how Council's elected arm works in with Administration Representation • It is anticipated that not having a popularly elected Mayor may require additional explanation especially because this is the model that had applied in former Greater Taree area. • Candidate workshops will be scheduled and delivered by Glenn as well as NSW Electoral Commission. • LRC members provided a range of suggestions for helpful and useful information for potential candidates.
10	IGM update	<ul style="list-style-type: none"> • Overview of activity required to be completed prior to the Council election. • Community meetings this week at Blackhead and Tea Gardens • Local issue raised regarding Seascope at Hallidays Point which will be addressed at a separate meeting. • Update on organisation structure
11	Cedar Party Bridge options (Phil Miles - Manager Projects and Engineering)	<ul style="list-style-type: none"> • Presentation by Phil Miles (Manager Projects and Engineering) on proposed options for Cedar Party Creek Bridge which is a Regional road and strategic freight route. • Phil outlined the issues with the existing road, potential for flood impact, the rail crossing and existing bridge structural capacity and future freight implications • See attached presentation.
12	Overview of structures (Steve Embry)	This item was covered in the IGM update.
13	General business	<p>13.1 Forster Civic Precinct</p> <p>Confidential report to Council meeting this afternoon recommending progression to sign contracts with proponent. Following the Council meeting, if the recommendation is endorsed the overview of the project will be released to community. A community engagement plan is being prepared.</p> <p>13.2 Club Grants</p> <p>Confirmed that former Great Lakes Club grants administered by Council – not former Taree and Gloucester areas.</p>

		<p>13.3 Creative Ageing Forum Forum in Port Macquarie in March to discuss arts programs that support older people to stay fit and well or support people living with chronic conditions such as Dementia and Parkinsons.</p> <p>13.4 Local Government Women's Association It was suggested that MidCoast Council retain membership of Local Government Women's Association and recommended that a delegate from Council attend its conference 4-6 May in Penrith.</p> <p>13.5 Roadworks Update sought on:</p> <ul style="list-style-type: none"> • Section of Bucketts way south of Gloucester – what is status – it appears so new it doesn't have painted lines on it • Bucketts Way neat Landfill – does it still require hot seal? • Reports on road crews working in rain with what appeared to be an absence of traffic management • Maintenance on median strip/ centre aisles required in Taree and Forster • Town entry into Taree and Forster requires attention <p>13.6 PET Recycling Plant In Gloucester a recycling plant for PET plastic being built and feedback provided the people who are building are delighted with support received from Council</p> <p>13.7 Opera by the Lake A very successful event with attendance by lots of people there from outside region</p> <p>13.8 Emergency Services Levy</p> <ul style="list-style-type: none"> • From 1 July 2017, the NSW Government will abolish the Emergency Services Levy (ESL) on insurance policies and replace it with a Fire and Emergency Services Levy (FESL) paid alongside council rates.
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14	Meeting closed	1pm
15	Next meeting	12 April 2017