

Minutes

Local Representative Committee

Date	9 November 2016	Time	10am
Venue	Council Chambers – Forster	Note-taker	Jane Ree
Present	Jan McWilliams, Kathryn Bell, Jim Henderson, Frank Hooke, Karen Hutchinson, Trent Jennison, Robyn Jenkins, Carol McCaskie, Katheryn Smith, Leigh Vaughan, John Turner.		
In attendance	Steve Embry (Director Corporate & Business Systems), Jane Ree (Manager Communication & Engagement), Glenn Handford (Interim General Manager), Paul De Szell (Director Community Spaces & Services) and Lisa Schiff (Director Planning & Natural Systems)		

Meeting Items

Item	Key Points / Actions	
1	Open meeting	
2	Acknowledgement of Country	
3	Apologies	Len Roberts and David West.
4	Declaration of Interest	Nil
5	Confirmation of previous minutes.	Minutes of 12 October 2016 confirmed. Nil matters arising.

6	Interim General Manager update	<p>Glenn Handford provided overview of implementation status update and noted:</p> <ul style="list-style-type: none"> • that the community meetings are being well received with the dual issues of rate rise and rate harmonisation being key issues across the region. • that the rate freeze position for merged Councils was not stated in policy, nor in proclamation and the policy position is subject to the Government's consideration of the IPART interim report titled "Freezing existing rate paths for newly merged Councils". • the continued positive feedback from Department Premier & Cabinet regarding implementation progress when he and the Administrator attend Sydney for meetings with DPC.
7	Reports on status of priority actions	Nil
8	Feedback	<p>8.1 - Feedback from Local Government Conference</p> <ul style="list-style-type: none"> • The Local Government Conference held in Wollongong in October was attended by John Turner, Glenn Handford, Jan McWilliams, Carol McCaskie, Karen Hutchinson, Leigh Vaughan, Kathryn Bell, Len Roberts and Katheryn Smith. • LRC members provided positive feedback on valuable workshops, networking and reported that MidCoast Council and the Administrator were specifically mentioned by the Minister in terms of progress on implementation. • Several amalgamated Councils were in attendance and additional workshops attended by LRC members. • John Turner was thanked by the Chair on behalf of committee members for supporting LRC attendance which was also appreciated by LGNSW. • Carol McCaskie reported that she has joined the LG NSW reference group on review of the Local Government Act. This group will provided advice to LGNSW and initially is seeking feedback from Councillors and LRC members on the Model Code of Conduct. <p>8.2 - MidCoast Identity Steering Group feedback</p> <ul style="list-style-type: none"> • Jane reported that 12 workshops had been held throughout the region with staff and community members to develop MidCoast branding and identity. Very similar theme across the region have emerged

		<ul style="list-style-type: none"> • Representatives appointed attendees at each of the workshops then met to form a steering group to progress the development of MidCoast brand and identity which is due for completion in January 2017. • The key themes will be used to form the framework for the development of the MidCoast Community Strategic Plan in the first half of 2017. • Kathryn Bell and Frank Hooke attended steering group and workshops were attended by Jan, Leigh, Katheryn & Jim.
9	Paul DeSzell	<p>Paul DeSzell, Director of Community Spaces & Services provided an updated on the following issues as requested:</p> <p>9.1 - Aviation Business Park</p> <ul style="list-style-type: none"> • John Dougherty (Manager Property & Commercial Services) and Paul De Szell provided an overview of the Taree Aviation Business Park and its status. • The business park is the portion of land that sits to the let of the main terminal – the former Greater Taree City Council had created subdivision (community title) targeted sales for aviation related use. • Draft contracts of sale prepared, community management plan prepared and marketing agent appointed • Community title subdivision – works in similar matter to strata where owners continue to contribute <p>9.2 - Volunteers & role in MidCoast Council</p> <ul style="list-style-type: none"> • Confirmed volunteers are integral component of service delivery for MidCoast Councils and acknowledged that many services with the Community Spaces & Services Division could not operate without volunteer time and labour. • The role of volunteers is likely to expand in the future MidCoast Council. <p>9.3 - Customer requests</p> <ul style="list-style-type: none"> • Confirmed that for consistency any customer requests received by LRC members should be sent to the Chair who will pass on to Lineve for referral and follow up. • Lineve will ensure that customer requests are tracked via appropriate system.

		<ul style="list-style-type: none"> • Noted that customer can lodge their own customer request via the form on the MidCoast Council website or via telephone and this should be encouraged. <p>9.4 - Events</p> <ul style="list-style-type: none"> • Risk management surrounding events is the responsibility of Governance yet the approval and coordination for events held on Council land in MidCoast will be the responsibility of Communications & Engagement Team. • Noted that harmonised process for approval will be rolled out across the new Council • Paul stressed that the focus of his division was to facilitate outcomes and not regulate. The team are focused on what can be done, not what can't be done. • Work blending policy and approaches of former Councils is underway.
10	Planning update	<p>Lisa Schiff, Director of Planning & Natural Resources provided an updated on the following issues as requested:</p> <ul style="list-style-type: none"> • LEP and DCP updates and harmonisation will be dealt with by the Strategic planning team which currently consists of a manager and 7 staff and anticipated this will take a number of years. The NSW Department of planning does not expect this happen immediately and instead is supporting of the current approach of the team. • The team has big task ahead with a number of proposals, amendments and projects already initiated and a fair amount of work is associated with all projects with some more advanced than others. • The Northern Gateway proposal is critical economically with substantial background work already undertaken. And Fame Cove remains a focus. • The team are still sorting how resources will be allocated through a lens of determining community benefit and priority. • We are required to re-examine the whole of the new region area and discuss with community what is appropriate and not appropriate. • Report being prepared for December Council meeting that proposes development of Rural Economic Development Strategy which will set the base for future investigations and LEP amendments with an aim for adoption by mid next year. The NSW Department of Agriculture supportive of the approach.

11	Corporate & Business Systems update	<p>Steve Embry, Director of Corporate & Business Systems provided an updated on the following issues as requested:</p> <p>11.1 - Contract register</p> <ul style="list-style-type: none"> • Being consolidated and when this is complete it will be available via website. <p>11.2 - Contract renewal YMCA</p> <ul style="list-style-type: none"> • Complex considerations underway to finalise the contract renewal between MidCoast Council and the YMCA who manage the Forster, Taree and Wingham facilities which is likely to deliver efficiencies and savings for both YMCA and MCC. <p>11.3 - Gloucester Caravan Park</p> <ul style="list-style-type: none"> • Caravan park leasing arrangement due to expire October 2019 and issues discussed.
12	Policy development – Proposed trial of	<p>Briefing paper that proposes a possible approach to a trial of extension of the former Greater Taree City Council Vibrant Spaces program to discreet areas of MidCoast Council including Tea Gardens, Hawks Nest, Gloucester, Stroud, Bulahdelah and Pacific Palms discussed. Support from LRC for elements of discussion to be reflected in Council report to be considered by Administrator at November meeting.</p>
13	General Business	<p>13.1 - Rates Harmonisation</p> <ul style="list-style-type: none"> • Discussion surrounding strong community feedback and support for accelerating time frames for rate harmonisation. General Manager will continue approach and discussing options with Government. <p>13.2 - Civic Precinct project (Forster)</p> <ul style="list-style-type: none"> • Council report likely for December meeting to progress Civic Precinct project. <p>13.3 - Stronger Communities funding</p> <ul style="list-style-type: none"> • Meeting of assessment panel appointed in accordance with DPC guidelines was held early November and a report will be going to November Council meeting. <p>13.4 - Gloucester</p> <ul style="list-style-type: none"> • Local issues discussed include progress on sale of aged care site.

		<p>13.5 - Proposed special rate variation</p> <ul style="list-style-type: none"> • Report for November Council meeting being prepared. <p>13.6 - Evaluation of the role of LRC</p> <ul style="list-style-type: none"> • Discussion surrounding the methodology for evaluating the role of the LRC during the interim period. <p>Action:</p> <p>Agreed that Jane will circulate questions posed by Administrator and will collate responses to be discussed at special workshop to be held on 7 December at 12pm in Forster. The workshop will determine if independent facilitation required.</p>
14	Meeting closed	1.15pm
15	Next meeting	Wednesday 14 December 2016, 9am – 1pm, Taree (Committee Room)
16	2017 meeting dates & venues	<ul style="list-style-type: none"> • 8 February 9am – 1pm Forster Administration Building • 8 March 9am – 1pm Taree Administration Building • 12 April 9am – 1pm Gloucester Administration Building • 10 May 9am – 1pm Forster Administration Building • 14 June 9am – 1pm Taree Administration Building