

Sport and Recreation Reference Group

Date	Wednesday 5 June 2019	Time	5:30p.m – 7:30p.m
Venue	Manning Room, MidCoast Council (Taree)	Note-taker	Daniel Aldridge
Present	John Hughes, Ollie Rinkin, Chris Hutchison, Lance Fletcher, Matthew Wood, Bruce Potter, Peter Godfrey, Darrin Lewis, Jason Ryan, Craig Colvin, Cr. Brad Christensen, Paul De Szell, Donna Hudson Daniel Aldridge (DA)		
Apologies	David Weller, Elysha Futterleib, Cr. Troy Fowler		

Meeting items

Item	Key points/actions
1	Acknowledgement of Country
2	Declaration of any conflicts of interests Nil.
3	Introductions Brief introductions by all attendees.
4	Governance Induction Completion of induction including our terms of reference, roles and responsibilities, Code of Conduct, expectations and communications / media
5	Meeting Arrangements scheduling 2019/2020 meeting dates and times Wednesday 7 August 2019 – Forster – 5:30pm Wednesday 6 November 2019 – Gloucester – 5:30pm Wednesday 5 February 2020 – Taree – 5:30pm Wednesday 6 May 2020 – Forster – 5:30pm
6	Action items update Refer <i>Attachment A</i> .

Next meeting





Date	Wednesday 7 August 2019	Time	5:30pm – 7:30pm
Venue	Large Committee Room, MidCoast Council Administration Centre 4 Breese Parade, Forster		

Sport and Recreation Reference Group

Action items update

Item No	Description	Date Raised	Action for	Due Date/ Timeframe	Status Update as at 26/7/19
1	Sign and return confidentiality forms.	5/6/19	All	5/6/19	Completed by all members.
2	Provide members with a copy of their signed confidentiality agreement for future reference, as requested.	5/6/19	DA	7/8/19	To be completed at the next S&RRG meeting
3	Send invites for 2019/2020 reference group meetings.	5/6/19	DA	31/7/19	In progress
4	Submit a list of strategic sport and recreation related matters for discussion and the next meeting	5/6/19	All	5/8/19	In progress
5	Submit general items for inclusion on the next meetings agenda	5/6/19	All	5/8/19	In progress
6	Give consideration for the inclusion of female members, ensuring that we have a diverse representation. Provide names of people of who may wish to be a member of the S&RRG.	5/6/19	All	7/8/19	In progress

Key:

	Not yet scheduled for commencement		Commenced and on schedule		Commenced and not on schedule or overdue		Complete	→	Deferred	W	Withdrawn
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