

**Minutes of the Mount Thorley Warkworth (MTW)
Voluntary Planning Agreement (VPA)
Community Committee Meeting**

**Library Meeting Room
Singleton Council Library
Cnr Queen Street and Civic Avenue
1.30pm Thursday 28 March 2019**

Present: C Metlikovec (CM), J Leslie (JL), P Rayner (PR), G Banks (GB), A Andrews (AA), I Hedley (IH), A Gallagher (AG), Cr Sue Moore (Chair), M Ihlein (MI), A Egan (AE) 1.30pm to 2.19pm.

In attendance:
Jodie Jeffery

1. Welcome and Apologies

The Chair welcomed Committee members. Attendance sheet circulated and completed by all.

Apologies – Amanda McMahon

Moved C Metlikovec / **Seconded** A Andrews

All Carried

2. Disclosure of Interests: None declared.

3. Confirmation of Meeting Minutes – 11 February 2019

Moved I Hedley / **Seconded** A Andrews

Against: C Metlikovec, J Leslie.

Carried

4. Business Arising

Concerns were raised that the scoring for prioritisation of projects was not opaque and it was not understood how the final score was calculated. There was discussion held in regards to methodology, the aggregate amount of individual member scores, the inclusion of zero (0) scores and the weighting used for each of the three (3) set criteria.

The Chair reminded committee members that consensus was desirable however this was not achievable so ratings were discussed and allocated at the meeting on 11 February. The Chair asked for a motion to report the scoring to Council. A recommendation moved and seconded before being declared as all carried. The Committee will not be re-evaluating the already scored potential projects.

It was agreed that moving forward the score for each criteria to be calculated by the addition of each individual score given, divided by the total number of members eligible to vote resulting in aggregate score rating, be it a whole number or fraction.

Request asked for confirmation that the Terms of Reference went to Council for adoption. The Chair and MI advised that it had been to Council and adopted. Confirmation of date of Council meeting to be provided.

Action: Jodie to provide confirmation that Council adopted the MTW VPA Community Committee Terms of Reference prior to the next Committee meeting.

5. Agenda Items

i. Terms of Reference

Clarification in regards to Committee Terms of Reference – Anthony Egan

Council endorsed the Voluntary Planning Agreement at its June 2017 meeting.

The VPA articulates a governance structure being the Mount Thorley Warkworth – Voluntary Planning Agreement Community Committee where community representatives should come from Bulga and surrounds to make recommendations to the Council on a prioritised list of projects. It also required the endorsement of a Terms of Reference (ToR).

Council at its meeting held on 5 June 2017 adopted the Terms of Reference for the Mount Thorley Warkworth Voluntary Planning Agreement Community Committee which are appended at **Attachment 1** (Council Record number 16/78902).

Refer to **Attachment 2** for content provided to the committee by Anthony Egan regarding Terms of Reference.

AE sought confirmation from committee members of their acceptance of the ToR.

In relation to the ToR AE advised the:

- committee will cease on conclusion of the execution of the VPA;
- length of Term can be changed, it was however elected as a sunset committee, and once funds have been spent the committee will dissolve accordingly;
- ToR is based on a standard that Council use across their committees;
- Audit Improvement and Risk Committee currently looking at staggering its' membership to ensure that the committee does not lose all knowledge at the same time;
- Operation clause 5.3 consensus decision making is important and is consist with practice undertaken at other meetings e.g. Council meetings and provided an example of recent event when another Council went to casting vote;
- ToR is to be reviewed and the Committee is to provide a self-assessment of its performance against its ToR annually.

Concern was raised that the prioritisation of projects process was rushed. The Chair reminded committee members that the process was walked through during the progression of priority scoring and that consensus was sought at this time.

AE advised that the process undertaken was no different to a Council Tender process of applying weighting and scoring scale of 0 to 5 used.

Confirmation was sought by the Chair that after discussion held today, that the scoring process was now understood.

Discussion held in relation to the weighting used to rank the project priority. The Chair reminded the Committee that there had been considerable discussions held at the time of which the weighting had been selected, agreed on and carried unanimously at the meeting held last year.

It was agreed that a standard template form be developed and completed for future project proposals by submitters to ensure that community benefit, sustainability and perceived community support criteria are addressed on all submissions, to assist with decision making. The form would be made available on Council's website for ease of access and wording provided as to when project proposals would be considered, to assist with Works Program requirements.

There was some discussion on the Village Master Plans and suggestion that the community was not supportive of the adopted Plans.

The Chair advised the draft minutes of each meeting will be reported back to the Committee for endorsement prior to them being reported to a Council meeting.

AE invited questions from committee members. There were no questions asked.

ii. Code of Meeting Practice and Code of Conduct

Clarification in regards to Code of Meeting Practice and Code of Conduct – Anthony Egan

Code of Conduct

Refer to **Attachment 2** for content provided to the Committee by Anthony Egan regarding Code of Conduct.

AE referred to **Attachment 3** to advise the Committee of the publication from the NSW Government that provides an overview of Standards of Conduct for Council Officials as required under the Model Code of Conduct.

AE stated that as council committee members it is expected that members treat others with respect. AE reminded members that they are to disclose and manage conflicts of interest using the example that should the Chair of a pony club be a member of a committee that were to vote on a project that related to the pony club, then the member should remove themselves from the room whilst the matter is being considered.

Code of Meeting Practice

Refer to **Attachment 2** for content provided to the Committee by Anthony Egan regarding Code of Meeting Practice.

AE advised that he was available to discuss this matter further and the Chair invited questions. There were no questions asked. AE left the meeting at 2.19pm.

iii. Review of Committee Actions

*iii.i Jodie Jeffery to circulate submissions and sales brochure provided by Adrian Gallagher and Ian Hedley to committee members. **Completed 13/02/2019***

It was agreed that all committee members had received the emailed submissions.

iii.ii Mark Ihlein to report prioritisation of projects undertaken 11 February 2019 for Council consideration at the 18 March 2019 meeting.

It was decided that the report would not go to Council until after confirmation of the draft minutes was achieved. The report will now go to the 15 April Council meeting for consideration.

There was discussion in relation to the concept of the proposed engagement of Project Manager which would assist with the feasibility of projects. Questions asked as to how a project manager would be sourced and on what terms. MI suggested that this be sourced externally due to Council current resources and additional overhead costs to employ a project manager to undertake in-house. Terms yet to be determined however consideration may be given to an hourly rate, dependant on process and needs basis for design, consultation and sourcing of quotations.

iii.iii Mark Ihlein to seek RMS opinion of location for installation of electronic community message board.

It was determined that further discussion with the Committee was required and a consensus reached on a suitable site.

Feedback received at the Bulga Community meeting, held on 26 March, indicated preference for both a traditional noticeboard to which printed notices could be attached and also the installation of an electronic message board in the style of those found in front of the Singleton Christian College.

MI requested Phil, Bulga Hall Committee, seek feedback at their next Hall committee meeting on the possible installation of a notice board, suitable content, approval delegation and responsibility of same.

iii.iv Cr Sue Moore to circulate Baiame Cave submission to the Aboriginal Advisory Committee. **Completed**

Baiame Cave submission forwarded to Cr Tony Jarrett by the Chair.

iv. Possible Purchase of Private Land
Update to be provided by Mark Ihlein

Discussion held in relation to:

- Independent valuation required as a basis of conversation with land owner;
- Valuation not appropriate for discussion in public domain;
- Use of land unknown;
- Potential purchase was raised by I Hedley at Bulga Community meeting held 26 March;
- if Council were to purchase land it would become Council's asset.

AA recommended that if the land purchase was to be pursued an Option Agreement would be the better method.

Action: Alan Andrews to provide information to the Committee on an Option Agreement at the next meeting for consideration.

v. Electronic Message Board
Update on cost to procure provided by Mark Ihlein

MI sought direction from the Committee providing approximate costing of \$15,000 single sided, \$20,000 double sided, and to incorporate solar power capability it would be more.

Discussion held included consideration of:

- type of message board options
 - hard copy / electronic; single or double sided, electricity power source;
- Message suggested content approval delegation and maintenance for consideration
 - Bulga Milbrodale Progress Association Inc.
 - MTW Committee members consult with their community regarding this item
- appropriate location
 - suitable to reduce risk of vandalism on Class B Public Land;
 - suggestions included: the birdcage; site of existing noticeboard; Cnr Inlet and Putty Roads; Road reserve outside Yancoal owned land; in the vicinity of Hotel; and current Council owned land
 - visibility

The Chair sought agreeance for a recommendation to be reported to Council.

It was agreed that:

1. Funding of approximately \$20,000 be allocated favouring the purchase and installation of a double sided electronic message board to be located Cnr Inlet and Putty Roads; and
2. Funding of approximately \$2,000 be allocated favouring the purchase and installation of a physical lockable double sided noticeboard at a site to be determined.

Moved Ian Hedley / **Seconded** Judith Leslie

All Carried

vi. **Prioritisation of Potential New Project and Costings**

Discussion in regards to prioritisation methodology proposed by Judith Leslie in email dated 14 March 2019.

Email tabled and discussion held in Business Arising regarding clarity of process.

Undertake the prioritisation of potential new projects not discussed at 11 February 2019 meeting.

Deferred due to technical issues the spreadsheet could not be accessed at the time of the meeting.

6. General Business

Discussion in relation to concern raised as to what the community think the scope of this VPA is. PAC definition is for areas and communities directly impacted by the Warkworth Continuation Project mine westward expansion and VPA projects must relate to the people impacted and meet VPA criteria. The Chair advised that Council advertised for Milbrodale committee members to be included, referred to the VPA and ToR and agreed that some projects submitted for consideration may not be appropriate regardless of their location in Bulga or Milbrodale.

The Chair confirmed that there would not be changes made to items that have already been reported to and endorsed by Council, and acknowledged two new project submissions received by email were to be tabled, however they would not be considered today.

MI suggested the development of a community newsletter by Council Communication officer to clarify to the community what the VPA committee is, introduce each member and provide project proposal form including advice on expectation and timeline for Committee consideration of proposed project submissions.

Action: MI to develop and provide community newsletter draft for discussion at the next meeting.

Ian Hedley thanked Council representatives that attended the Bulga community meeting held on 26 March and advised that there were 32 attendees. Draft minutes to be finalised were offered to be provided to Council.

The Chair acknowledged information provided on the proposed equestrian project was of value however options with Glencore (suggested location) in regards to site would need to be determined and discussed in more detail before the committee could consider further. IH advised the proposed location is in the vicinity of Mount Leonard.

Document tabled: Bulga / Milbrodale Horse Riding / Recreation Grounds – Key Feedback Signatures of Support document which has 82 signatures. IH will provide more information for detailed discussion at the next committee meeting.

Action: Agenda Item Proposed Bulga / Milbrodale Horse Riding / Recreation Grounds for next committee meeting to be added by Jodie Jeffery.

Request made for an evaluation and review of the Committee performance as per ToR. The Chair advised that the evaluation and review is carried out annually as per ToR and is therefore not due now and is premature.

AA requested that VPA fund financial report update be provided at the next meeting.

Action: Financial report to be provided at the next committee meeting and be provided as a standard Agenda item to be sourced by Jodie Jeffery.

Action: tabled proposed project submissions to be circulated to the committee by Jodie Jeffery

- Bulga Community – Toro Z Master Professional 7000 Series Mower – P Rayner
- Seek Funding for The Cockfighter Publication and Distribution – J Leslie
- Bulga / Milbrodale Horse Riding / Recreation Grounds – Key Feedback Signatures of Support – I Hedley
- Milbrodale Approach Signage - A Gallagher
- Bulga Stock Reserve Road Improvement - A Gallagher

Greg Banks left the meeting at 3.27pm.

It was agreed that there were no additional matters for General Business.

7. Next meeting

It was agreed that the next meeting will be held at 1.30pm on Monday 13 May 2019 pending confirmation of calendar and meeting room availability.

Ian Hedley advised that he will be an apology.

8. Meeting Closed

The Chair thanked committee members for their attendance and the meeting closed at 3.34pm.



Mark Ihlein

Director Planning & Infrastructure Services Group

Mt Thorley Warkworth VPA Community Committee Actions

Date	Action	Responsible Officer	Due Date	Status
28/03/2019	Provide information to the committee on an Option Agreement at the next meeting for consideration.	Alan Andrews	Next committee meeting	
28/03/2019	Provide confirmation that Council adopted the MTW VPA Community Committee Terms of Reference.	Jodie Jeffery	Next committee meeting	
28/03/2019	Develop project proposal form template and install on Council website.	A McMahon	Next committee meeting	
28/03/2019	Financial report be provided at the next committee meeting and be provided as a standard Agenda item.	Jodie Jeffery	Next committee meeting	
28/03/2019	Agenda Item Proposed Bulga / Milbrodale Horse Riding / Recreation Grounds for next committee meeting to be added.	Jodie Jeffery	Next committee meeting	
28/03/2019	Develop and provide community newsletter draft for discussion at the next meeting.	Mark Ihlein	Next committee meeting	
28/03/2019	Circulate five (5) tabled proposed project submissions to committee members as provided by P Rayner, J Leslie, I Hedley, A Gallagher.	Jodie Jeffery	04/04/2019	Completed 29/03/2019
28/03/2019	Project Priority spreadsheet to be updated with scoring from 11/02/2019 meeting.	A McMahon	Next committee meeting	
11/02/2019	Circulate submissions and sales brochure provided by Adrian Gallagher and Ian Hedley to committee members.	Jodie Jeffery	15/02/2019	Completed 13/02/2019
11/02/2019	Prioritisation of projects to be reported to Council 18 March 2019.	Mark Ihlein	18/03/2019	Rescheduled to be reported to 15 April Council meeting.
11/02/2019	Seek RMS opinion of location for installation of	Mark Ihlein	28/03/2019	Deferred. Discussion held 28/03/2019.

	electronic community message board.			
11/02/2019	Circulate the Baiame Cave submission to the Aboriginal Advisory Committee.	Cr Sue Moore	28/03/2019	Completed.