

**Minutes of the Mount Thorley Warkworth (MTW)
Voluntary Planning Agreement (VPA)
Community Committee Meeting
Monday, 17 September 2018
Held in the Committee Room commencing at 1.30pm**

Present:

Cr Sue Moore (Chair), Mark Ihlein, Amanda McMahon, Ian Hedley, Adrian Gallagher, Pauline Rayner, Christina Metlikovec, Judith Leslie, Greg Banks and Alan Andrews.

In attendance:

Jodie Jeffery, Anthony Egan (left at conclusion of Item 6).

1. Welcome

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

2. Apologies: Nil.

3. Disclosure of Interest: Nil.

4. Confirmation of Meeting Minutes 15 August 2018

The Minutes of the meeting held 15 August 2018 were confirmed after the following amendments:

- **Question raised** as to who owns the Bulga Scout Hall property. Amanda McMahon will confirm if it is Crown Land.

Moved Adrian Gallagher / **Seconded** Judith Leslie

5. Business Arising

Ian Hedley met with Amanda McMahon after the Committee meeting held on 15 August 2018 for discussion in relation to the unnamed property at Milbrodale Road.

It was identified in the discussion that the unnamed property (Lot 82 DP755240) adjacent to Milbrodale School, is Crown Land that Ian Hedley indicated is held under a perpetual lease. Ian Hedley identified crown land (Travelling Stock Route) east of Welsh's Road (Lot 7001 DP94096) as Dodd's reserve.

Adrian Gallagher asked that it be noted that the section of unsealed length of Welsh's road is 600 metres.

6. Overview of responsibility of Committee and its operations – Anthony Egan, Director Corporate & Community Services (as per notice of motion to agenda)

Anthony Egan introduced himself providing an overview of his role and some of his responsibilities which includes Governance, as Director Corporate & Community Services.

Anthony Egan acknowledged the concerns raised by Pauline Rayner, Christina Metlikovec, Judith Leslie and Greg Banks in correspondence dated 6 September 2018, received by the Chair, Mayor Sue Moore (**refer to Attachment 1**).

Anthony Egan advised that Section 355 of the *Local Government Act, 1993* relates to how a council may exercise functions and that Section 377 of the Act enables council to delegate to its committees functions, other than the functions that are restricted under this section. Council can determine how we record minutes, being action and outcome focused minutes, not verbatim, and that Consultative Committees are not run by Council.

Confirmation was provided by Anthony Egan that it is not Council's current practice to audio record Council meetings due to privacy issues. However this may change due to a current draft Code of Meeting Practice which has been issued by the Office of Local Government, which indicates that Local Councils may be required to do so.

There was general discussion as to how minutes were prepared for Council meetings and committee meetings of Council.

In response the Chair reiterated that the committee minutes were to record action based outcomes for referral to Council as per the Terms of Reference (ToR) and as there were no actions to record for the meeting held on 15 August 2018 it was decided to make good use of the time allocated for committee members to identify their top three priority projects instead.

The Chair sought guidance from Anthony Egan on how to record meeting minutes. Anthony Egan suggested that:

1. the inclusion of a précis for each item for future agendas may benefit the committee;
2. committee members are reminded of clause 5.3 of ToR and for consensus decision making to have a mover and seconder recorded;
3. a committee member may request that their vote on a matter be recorded.

Anthony Egan read out clause 10 of the ToR and clarified that the draft minutes of each meeting are to be reviewed by the chair and circulated to all committee members as soon as practicable after the meeting.

Question was asked regarding business arising item on the agenda and it was explained that any item that was on previous minutes was automatically permitted as business arising at the next meeting.

Action: That the agenda include a précis of the item and that the draft minutes of each meeting are to be circulated to all committee members as soon as practicable in accordance with clause 10 of the Terms of Reference.

Moving forward, the Chair suggested that should there be anything substantial that a member requires to be noted, that they request it be recorded.

7. Principles of Prioritisation of Projects

Mark Ihlein and Amanda McMahon presented working sheets for the prioritisation of projects and advised of how the proposed principles could be used for projects to be scored against each of the criteria for consideration by the Committee.

The proposed criteria discussed were Community Benefit, Sustainability and Perceived Community Support. Amanda McMahon explained the proposed scoring and weighting methodology and suggested that the perceived community support is qualitative not quantitative. The proposed works program, priority explanation and priority calculations are attached as **Attachment 2**.

There was general discussion as to how the Bulga VPA functioned.

The Chair suggested that the proposed project selection criteria be shown in the minutes. These are attached to the minutes.

Question was asked on how the Bulga principles were derived.

- were these accepted by the Broke Bulga Milbrodale Community Committee?
- were they perceived as having being fair and equitable?
- did the scoring help with prioritisation of projects?

Previous Bulga VPA members gave a brief understanding of the limited funds and the size of the projects identified.

Moved Ian Hedley / **Seconded** Pauline Rayner that:

1. there was a general agreeance on the principles for the prioritisation of projects; and
2. the principles for the prioritisation of projects to be reported back to the next meeting for further consideration and endorsement.

Action: Jodie to circulate the Mt Thorley Warkworth VPA Project Selection and the Bulga Coal VPA Project Selection spreadsheets to committee members for their consideration prior to the next meeting.

8. Initial Project Prioritisation

Carried forward for discussion at the next Committee meeting.

9. General Business

Adrian Gallagher advised that he had received a call from Paul Smith, Traffic Engineering and Safety Officer in relation to safety concerns with the bend on Milbrodale Road on the approach to Putty Road. Paul Smith advised that the concern will be raised at the Local Traffic Committee meeting for consideration as there will be funding for a Safer Roads project on Milbrodale Road in this financial year.

Ian Hedley asked that an opportunity be available for the submission of more detail in support of projects put forward for consideration by the committee.

Action: It was agreed that the detail be provided to Jodie Jeffery to distribute to committee members regarding Ian's request.

Judith Leslie asked if Bulga would receive 60% of the road closure funds. The Chair answered this was not part of the ToR of this committee and Council had not as yet determined how the funds would be used on the roads within the whole of Singleton Local Government Area.

Christina Metlikovec advised that the Inlet Road road reserve vegetation is overgrown and suggests that this is a bushfire hazard for residents that will require chainsaws to reduce the overgrowth. Vehicles are not able to pull over to allow oncoming traffic to pass.

Action: Jodie Jeffery to create a Customer Request (CRM) for Inlet Road maintenance of overgrown vegetation within the road reserve that is considered to be a bushfire hazard and visual obstruction.

10. Next Meeting

It was agreed that the next meeting will be held on Monday, 15 October 2018 commencing at 1.30pm in the Committee Room at Singleton Council.

11. Meeting closed

The Chair thanked Committee members for their attendance and the meeting closed at 2.36pm.