
Present	Ian Hedley (IH), Adrian Gallagher (AG), Greg Banks (GB), J Leslie (JL), Alan Andrews (AA), Mark Ihlein (MI), Jason Linnane (JL), Amanda McMahon (AM), Cr Sue Moore (Chair)
In attendance	Jodie Jeffery, Executive Assistant Jason Linnane, General Manager (GM)
Meeting Location	Committee Room

1. Welcome and Apologies – 2.04pm

- Welcome
- Acknowledgement of Country by Chair
- Apologies: Pauline Rayner (PR).

2. Disclosure of Interests

- Nil declared

3. Confirmation of Minutes

- The minutes of the meeting dated 9 December 2019 were confirmed.

Moved Ian Hedley / **Seconded** Adrian Gallagher

4. Matters arising from the Minutes

- IH: Action list item regarding noticeboard placement - MI advised he has sourced Guidelines from Transport for NSW. Action completed.

- **Bulga Milbrodale Equestrian Complex (BMEC)**

JL raised on behalf of PR that the following not be recorded as Carried Unanimously:

“Resolved to encourage Bulga Milbrodale Equestrian Complex (BMEC) Committee to complete a project nomination submission for consideration by the Committee of funding assistance for a feasibility study”.

PR does not support providing encouragement and in her opinion opportunity was not provided to each Committee member to voice their opinion. GM determined future minutes be recorded as carried only.

Action: Future Minutes be recorded as “Carried” not Carried Unanimously.

- GM met with BMEC representatives. Feasibility study quotation received will be reviewed and feedback provided to BMEC;
- Greg Banks accepted the position of Community Member.

Action: Mark Ihlein to advertise Expression of Interest for Alternate Community Committee Member position.

- ToR council representation is made by Mark Ihlein and Amanda McMahon. GM participation will be in attendance only and not vote. MI and AM to cast vote respectively;

- AM will commence voting as not previously done so; and
- ToR wording will be reviewed and amended accordingly.

5. Agenda Items

i. Annual Review Process – Jason Linnane

Clarification of process and involvement.

- Aim of review is to work together to improve processes and outcomes for the community;
- Terms of Reference for MTW VPA requires an annual review and reporting to Council;
- Council is committed to undertaking the review and the recent survey circulated to Committee members was focused on the operation of the committee as a starting point;
- Data collected from the survey and review will be used to identify areas in need of improvement;
- Recommendation will be reported to Council as to how to move forward with Committee. The Council determination will then trigger the commencement of process improvements.

Documents tabled and distributed to all in attendance:

- MTW VPA Committee Review Survey Results (**Attachment 1**);
- Systems View (**Attachment 2**);
- RACI Chart (Responsible, Accountable, Consulted, Informed) (**Attachment 3**);
- Process Map (**Attachment 4**);
- Forward meeting schedule (**Attachment 5**); and
- Financial Report (**Attachment 6**).

ii. Review of Survey Results – Jason Linnane

Conversation on survey process, results / findings and other committee member matters.

- Survey was not compulsory, could be completed confidentially and participation was limited to members of the committee;
- Refer to **Attachment 1**.

Question	Average Score	Comment
1	4	Less than satisfactory. Nomination process discussion held.
2	3	Agreed slow progress to date approving projects. Further discussion will feed back to submissions and how much content disclosed in submission provided.
3	2	Highest score was 4 – lowest was 0. Opportunity for improvement. Will improve with new process in place.
4	2	Highest score was 8 – lowest was 0. Feedback on projects needs improvement. Understanding what would be achieved when engage consultant including funds allocated. Lack of resources has biggest impact on delivery of approved projects.

5	2	Highest score 6 – lowest was 0. Suggested that community do not feel included nor understand what's going on. Suggestion made that 1 committee meeting per year be held in Bulga Hall for community attendance to view.
6	2	Highest score 5 – lowest 0. Key points to be provided by each committee member during decision making process.
7	3	Highest score 8 – lowest 0. Lack of resources to support Committee activities is an important issue to be addressed. Chair will assist with community communication.
8	3	Highest score 5 – lowest 0. Noticeboard installation to display matters of interest to community to be completed. Designated resource of project officer would improve outcomes in this area.
9	3	Highest score 8 – lowest 0. Would improve with a designated resource allocated to VPA projects. Social media and circulation of community newsletter and community noticeboard will assist.
10	5	Highest score 9 – lowest 0. Existing ToR has not been resourced to enforce it. Review provides opportunity to amend accordingly to achieve better outcomes
11	3	Highest score 5 – lowest 0. Indicates improvements required which will be addressed by completion of annual review of Committee.

- Consistencies shown with regards to the view of Committee members;
- Disappointing more funds not spent to date from a Yancoal perspective;
- Review process and survey undertaken will initiate positive change moving forward;
- The VPA states 'Bulga and surrounds' which includes the Milbrodale area.

iii. VPA Key Processes – Jason Linnane

- *Conversation and confirmation of key processes;*
Systems View - refer to Attachment 2

RACI Chart - refer to Attachment 3

Process Map - refer to Attachment 4

iv. Next Steps – Jason Linnane

- *Report to Council to endorse review findings and process moving forward;*
Discussion held regarding community consultation and engagement suggestions.

Resolved that it be recommended to Council that:

The Committee supports the document package tabled by the General Manager leading to the resourcing of a designated Project Officer.

Moved Alan Andrews / Seconded Ian Hedley
Carried

Action: Finalise engagement of a designated Project Officer resource prior to April meeting.

Action: Amend item 10 of Terms of Reference for timeline of minutes report to Council and seek endorsement by Council of same.

- *Implementation of key processes including forward meeting schedule.*
MTW VPA Committee Meeting Schedule 2020 – refer to Attachment 5

v. Project Updates

Update on progression of projects

Bulga Recreation Reserve Playground - Amanda McMahon

- Site works scheduled to commence on Monday; and
- Notification that the existing playground will be fenced off from Monday has been posted today on social media.

Bulga Stock Reserve Plan of Management (PoM) – Amanda McMahon

- Alan Ginns, Gondwana, engaged to undertake the work distributed feedback forms to the Bulga community;
- Focus group meeting held with local groups and land managers in December 2019;
- Feedback currently being correlated;
- Briefing will be provided to Councillors on Monday 10 February prior to completing the draft PoM (due for completion in May);
- Further opportunity for feedback once the draft Plan of Management goes on exhibition;
- The PoM will come back to the committee;
- Opportunity will be provided for input/feedback once a draft has been prepared.

Bulga Community Hall Improvements – Mark Ihlein

- \$12,088.36 (ex GST) was paid for the new media system;
- Balance of funds allocated for physical improvements to the hall; and
- Project Officer will work through this with the community.

Community Noticeboard – Mark Ihlein

- An update was provided with the following action.

- Action:**
1. Resolve site location for installation of noticeboard;
 2. Seek revised quotation for electronic noticeboard including solar support and a static noticeboard;
 3. Report to Council for endorsement of additional funds if required;
 4. Resolve ongoing management of noticeboard content;
 5. Procurement and installation of noticeboards;

The Chair sought any further questions or comments.

- MI: a project reporting table will replace the current action list format for status of projects.

vi. Financial Report – Jason Linnane

*An accumulated interest report to be tabled at the committee meeting.
 Report tabled and hardcopy provided to all in attendance.*

- Current balance as shown on report is \$2,821,836.7 which remains in the Bulga Community Project Fund;
- Income of \$2.9m paid by Yancoal in accordance with VPA payment schedule; and
- Work in progress to be an addition to financial report format tabled.

Action: Amend financial report to include work in progress.

6. Other Business

Action: 1. MI to prepare Project Officer position description and advertise. Final copy to be circulated to the Committee for their information;

2. MI to arrange advertisement for the position vacant Alternate Community Committee member week ending 14 February 2020.

3. Jodie to provide hardcopy of each Agenda, Minutes and relevant attachments be provided at meetings.

4. Jodie to note Options Agreement action item as completed and remove.

- GM: Singleton Community & Economic Development Fund Policy went to Council in December 2019;
- Policy provides opportunity for Bulga/Milbrodale community to apply for funding;
- Government structure process will be set – anticipate available later in 2020;
- Community newsletter distribution will include Council website, community letterbox drop and copies supplied to tavern and local store.

No other business raised.

7. Action List

Pulse/ Action No	Meeting Date	Action	Respon- sible Officer	Due Date	Comment	Status
	05/2/2020	Future Minutes be recorded as "Carried" not Carried Unanimously.	Minute Taker	Ongoing	Noted.	
	05/2/2020	Advertise EOI for Alternate Community Committee member position.	Mark Ihlein	21/2/2020		

MINUTES**Mount Thorley Warkworth VPA Community Committee
2.00pm Wednesday 5 February 2020**

	05/2/2020	Finalise engagement of designated Project Officer prior to April meeting.	Mark Ihlein			
	05/2/2020	Amend ToR timeline for minutes report to Council & seek Council endorsement.	Jason Linnane			
	05/2/2020	Resolve site location for installation of noticeboard.	Mark Ihlein			
	05/2/2020	Source revised quote 1 x electronic & 1 x static noticeboards with solar support.	Mark Ihlein / Amanda McMahon			
	05/2/2020	Resolve ongoing management of noticeboard content.	Mark Ihlein			
	05/2/2020	Procurement and installation of noticeboards.	Mark Ihlein			
	05/2/2020	Amend financial report to include work in progress.	Jodie Jeffery	01/4/2020		
	05/2/2020	Prepare Project Officer position description and advertise. Circulate final copy to Committee.	Mark Ihlein			
	05/2/2020	Prepare advertisement for the position vacant Alternate Community Committee member.	Mark Ihlein	14/2/2020		
	05/2/2020	Provide hardcopy of each Agenda, Minutes and	Jodie Jeffery	Ongoing		

MINUTES

**Mount Thorley Warkworth VPA Community Committee
2.00pm Wednesday 5 February 2020**






		relevant attachments be provided at meetings.				
	05/2/2020	Note Options Agreement action item as completed and remove.	Jodie Jeffery	01/4/2020	Completed.	
	9/12/2019	Offer vacant Community Member position to Greg Banks. Advertise for Committee position vacant.	Mark Ihlein	Prior to 5/02/2020	Offer accepted. Advertisement to be finalized on receipt of response.	
	9/12/2019	Update community newsletter to include Action List	Mark Ihlein		To be included after Committee meeting 05/02/2020 as subsequently endorsed by Council.	
	9/12/2019	Update community newsletter to include Broke Milbrodale Equestrian Centre (BMEC) proposed project information.	Mark Ihlein		General Manager & Director Planning & Infrastructure met with Broke Milbrodale Equestrian Centre representatives to discuss development of feasibility study as this is required for project to advance.	
	9/12/2019	Agenda Item for February 2020 meeting – Schedule of quarterly forward meeting dates.	Jodie Jeffery	20/01/2020	Completed. Agenda for 5 February 2020.	
	9/12/2019	Financial statement to be provided with Draft Minutes.	Mark Ihlein	20/12/2019	Completed. Circulated by email 20/12/2019.	

MINUTES

**Mount Thorley Warkworth VPA Community Committee
2.00pm Wednesday 5 February 2020**



	9/12/2019	Circulate playground equipment plan to committee members.	Amanda McMahon	20/12/2019	Completed. Circulated by email 17/01/2020.	
	9/12/2019	1. Discuss notice board placement with Bulga Hall Committee; 2. Forward RMS Guidelines to Mark Ihlein prior to further discussion.	Ian Hedley	Prior to 05/02/2020	1. Discussion held. 2. Guidelines sourced by Mark Ihlein from Transport for NSW.	
	26/08/2019	Provide accumulated interest report at the next committee meeting.	Mark Ihlein	18/11/2019	A financial report will be provided at each Committee meeting.	
	28/3/2019	Provide information to the committee on an Option Agreement at the next meeting for consideration.	Alan Andrews	Next committee meeting	No further action required.	
	28/3/2019	Develop project proposal form template and install on Council website.	A McMahon	Next committee meeting	Completed. Installed on Council website 05/02/2020.	
	28/3/2019	Agenda Item Proposed Bulga / Milbrodale Horse Riding / Recreation Grounds for next committee meeting to be added.	Jodie Jeffery	26/08/2019	Completed 09/12/2019.	

-  Complete
-  In progress
-  Outstanding/overdue

8. Next Meeting

- 2.00pm on Wednesday 1 April 2020
- Singleton Council Committee Room

The meeting closed at 3.41pm

Cr Sue Moore (Mayor)
Chairperson