

MINUTES

1 ATTENDANCE

John Lewis, Stephanie Kensitt, Barry Lawson, Henrietta Houghton

In Attendance: Cr Jan Davis, Gail Eacher (Secretary)

2 APOLOGIES

Annie Harvey, Carol Brown, Ernie Lang, Cr Janet Lambert

3 APPOINTMENT OF ACTING CHAIRPERSON

Cr Jan Davis appointed as Acting Chair for the Biennial General Meeting.

4 CONFIRMATION OF MINUTES

S Kensitt/B Lawson

That the minutes of the Annual General Meeting of the Evandale Advisory Committee held on Tuesday, 3 July 2018, be confirmed as a true and correct record of proceedings.

Carried

5 REPORT BY CHAIRPERSON

The outgoing Chairperson, Mr Lewis, provided a brief verbal report on the extended 3-year term of the Committee. He noted that the last 18 months of the term had been particularly difficult due to the COVID-19 Pandemic

Mr Lewis thanked members for their work and time put into the Committee; and acknowledged the cooperative working relationship of the Committee, Councillors and Council.

RESOLVED to accept the verbal report provided by the outgoing Chairperson.

6 MEMBERSHIP

At the Council meeting of 28 June 2021 the members listed below were endorsed for a term of 2 years to June 2023:

- Annie Harvey
- John Lewis
- Carol Brown
- Stephanie Kensitt
- Barry Lawson
- Ernie Lang
- Henrietta Houghton

RESOLVED that the membership information be received.

7 ELECTION OF OFFICE BEARERS

i) Appointment of Chairperson

H Houghton/S Kensitt

That Mr John Lewis be appointed as Chairperson of the Evandale Advisory Committee..

Nomination accepted.

There being no further nominations, Mr Lewis was appointed Chairperson of the Evandale Advisory Committee for the 2021-2023 term.

ii) Appointment of Vice-Chairperson

J Lewis/S Kensitt

That Mr Barry Lawson be appointed as Vice-Chairperson of the Evandale Advisory Committee..

Nomination accepted.

There being no further nominations, Mr Lawson was appointed Vice-Chairperson of the Evandale Advisory Committee for the 2021-2023 term.

8 SECRETARIAL SUPPORT

The Committee noted that the 2021-2023 MOU reflected changes approved at the 17 May 2021 Council meeting.

The following amendment to the MOU was noted in regard to the provision of secretarial support:

Provision of secretarial support will be provided :

- *on a monthly basis, during office hours (subject to officer availability); or*
- *on a bi-monthly basis, for meetings out of office hours (subject to officer availability, for meetings commencing at or before 6.30pm), or*
- *\$2,500 in lieu of secretarial support. (Currently the monies are provided for projects subject to Council approval; and whether the funds are a reasonable incentive).*

The Committees appointed Council Secretary will provide secretarial support for a maximum of 11 meetings per annum. Secretarial support will not be provided for subgroup meetings; however, some administration assistance may be provided for approved projects.

The Evandale Advisory Committee is to opt for one of the following resources to be provided by the Northern Midlands Council:

- *Secretarial assistance (meetings held in office hours) at scheduled monthly meetings, subject to availability.*
- OR*
- *Secretarial assistance (meetings held out of office hours commencing at or before 6.30pm) at scheduled bi-monthly meetings, subject to availability.*
- OR*
- *An annual budget allocation of \$2,500, in lieu of secretarial assistance, to be made available for projects, or secretarial support, as approved by Council.*

The Committee considered the following:

That

- the Committee continue to meet at the current time of 7.00pm on the first Tuesday of the month and opt to receive an annual budget allocation of \$2,500 in lieu of secretarial assistance;

OR

- the Committee meet at an earlier time commencing out of office hours, before 6.30pm and receive bi-monthly secretarial assistance;

OR

- the Committee determine to meet at an earlier time during office hours.

S Kensitt/H Houghton

That the Committee agree that meetings of the Evandale Advisory Committee be held on the first Tuesday of each month at 4.00pm.

Carried

9 REVIEW OF MEMORANDUM OF UNDERSTANDING

The Memorandum of Understanding (MOU) is circulated as an attachment.

It should be noted that the 2021-2023 MOU reflects changes approved at the 17 May & 28 June 2021 Council meeting.

S Kensitt/H Houghton

That the Committee endorse the Memorandum of Understanding and request the elected Chair to sign the Memorandum of Understanding (MOU) on behalf of the Committee; and opt to hold meetings during office hours and receive monthly secretarial support.

Carried

10 CLOSURE

The Chairperson closed the Biennial General Meeting at 7.31pm.