

MINUTES OF THE **BIENNIAL GENERAL MEETING** OF THE AVOCA, ROYAL GEORGE & ROSSARDEN LOCAL DISTRICT COMMITTEE HELD AT **12.50PM ON THURSDAY, 29 JULY 2021** AT THE AVOCA COMMUNITY CENTRE, ARTHUR STREET, AVOCA FOLLOWING THE VOLUNTEER INDUCTION SESSION

1 ATTENDANCE

Shirley Freeman, Helen Reynolds, Carolyn Wearing, Riccardo De Angelis, Lesley Collins, Fiona Kozub, Helen Richardson, Jane Mitchell, Leesa Rundell, Vicki Burn

In Attendance:

Mayor Mary Knowles, Gail Eacher

2 APOLOGIES

Nil

3 APPOINTMENT OF ACTING CHAIRPERSON

Mayor Knowles was appointed as Acting Chairperson for the Biennial General Meeting.

4 CONFIRMATION OF MINUTES

H Richardson/S Freeman

That the minutes of the Biennial General Meeting of the Avoca, Royal George & Rossarden Local District Committee held on Thursday, 30 August 2018, be confirmed as a true and correct record of proceedings.

Carried

5 REPORT BY CHAIRPERSON

The outgoing Chair of the Committee thanked the 2018-2021 Committee, for their commitment and noted that COVID-19 had disrupted the holding of meetings for some time. Mrs Freeman was pleased to note that the Committee was again able to meet. She thanked the Northern Midlands Council and Mrs Eacher for the work undertaken on behalf of the community and the Committee.

6 MEMBERSHIP

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

- | | | |
|-----------------------|--------------------|-----------------|
| • Shirley Freeman | • Lesley Collins | • Leesa Rundell |
| • Helen Reynolds | • Fiona Kozub | • Vicki Burn |
| • Carolyn Wearing | • Helen Richardson | |
| • Riccardo De Angelis | • Jane Mitchell | |

7 ELECTION OF OFFICE BEARERS

i) Appointment of Chairperson

L Collins/H Reynolds

That Shirley Freeman be appointed as Chairperson of the Avoca, Royal George & Rossarden Local District Committee for the 2021-2023 term.

Nomination accepted.

There being no further nominations Shirley Freeman was appointed Chairperson of the Avoca, Royal George & Rossarden Local District Committee for the 2021-2023 term.

iii) Appointment of Vice-Chairperson

L Collins/J Mitchell

That Helen Richardson be appointed as Vice-Chairperson of the Avoca, Royal George & Rossarden Local District Committee for the 2021-2023 term.

Nomination accepted.

There being no further nominations Helen Reynolds was appointed Vice-Chairperson of the Avoca, Royal George & Rossarden Local District Committee for the 2021-2023 term.

8 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 and 28 June 2021 Council meeting.

The following amendment to the MOU should be 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 Local District 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 bi-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.*

Discussion – the Committee considered the following:

- the Committee can continue to meet at the current time of 12.30pm on the last Thursday of alternate months (odd months) and opt to receive an annual budget allocation of \$2,500 in lieu of secretarial assistance;

OR

- the Committee can continue to meet at the current time of 12.30pm on the last Thursday of alternate months and receive bi-monthly secretarial assistance

OR

- the Committee can determine to meet at another time during office hours **(confirmation of day and time).**

H Reynolds/C Wearing

That the Committee

- 1) *continue to meet 12.30pm on the last Thursday of alternate months (odd months) and receive secretarial assistance*
- 2) *endorse the Memorandum of Understanding and request the Chair to sign the MOU on behalf of the Committee.*

Carried

9 CLOSURE

The Chairperson closed the Biennial General Meeting at 12.55pm.