

Minutes of Neighbourhood Forum Convenors Meeting

Date	7 August 2009	Start Time: 11am	Finish Time: 12.30pm	Location: Level 10, Rm 1
Meeting Purpose	To discuss Neighbourhood Forum process			
Attendees	Pauline Smith, Bob Scullion, Noel Bottrell, Greg Hesse, Jill Hill, Ray Robinson, Felix Bronneberg, David Winterbottom			
Apologies	Alice Cartan, Valerie Hussain			

No.	Actions and Agreements
1	Spring into Corrimal – NF4 would like to attend with Council. Engagement Team to investigate.
2	Guest speakers – group resolved to only have one guest at any meeting. Convenors suggest an informal meeting for convenors to meet senior and project staff from Council. Engagement Coordinator to arrange.
3	Contact with Council – all requests for information should be made at meetings or else the Chair/Co-chair can contact Engagement Coordinator direct. All members are able to make enquiries to Council personally via the Customer Service Centre but are not authorised by the convenors to represent the needs of the Forum to Council.-
4	Action templates – Engagement staff to send the recorded questions to convenors to check prior to seeking responses. Please note the Engagement team is about to start using a new system that will change the format of the action sheets. More information will be provided when available.
5	More information sought – Engagement Team will send Advertiser pages to Convenors prior to appearing in the paper on Wednesday.
6	Request for boundary change – NF2 seek boundary change so that Stanwell Park and Coalcliff becomes part of NF1. Both convenors are comfortable with this but request community consultation prior to change.
	Next Meeting date: TBC