

Minutes of LAM Convenors Meeting

Date	4 February 2009	Start Time: 4pm	Finish Time: 5pm	Location: Level 10, Rm 1
Meeting Purpose	To discuss registration and implementation of Neighbourhood Forum Charter			
Attendees	Pauline Smith, Noel Bottrell, Alice Cartan, Peter Mair, Greg Hesse			
Apologies	Len Fares			

Actions and Agreements

No.	What	Action
2	Registration as Neighbourhood Forum Reg. forms received from all groups present.	Engagement Coordinator to complete registration process and discuss with Len Fares and Valerie Hussain.
3	Promotion and advertising Lead time for Council Advertiser column – 1 week + 1 day Peter Mair expressed concern over whether community reads Advertiser column. Pauline and Alice like the new look of the Advertiser column. Peter would like Council to maintain noticeboards in the Windang area. Noel reports that there is a noticeboard outside Coledale Senior Citizens. Alice adds that there will be a noticeboard at the new Thirroul Community Centre and Library. Pauline suggested Council produce template shells that the NFs can fill in details of current meetings and distribute. Greg suggests rates notice inserts.	Engagement Coordinator to investigate rates notice schedules, noticeboards and template shells. Jodie Healy to arrange media release about Neighbourhood Forums.
4	Exploration of opportunities to consult on major plans and projects Discussion around practical considerations for meetings including general agenda items and also consultation on Council plans and projects. The group agreed it was desirable to have information on major plans and projects at the meetings. Engagement team to negotiate agenda/time needed with each Chair prior to meeting. Pauline suggested it would be positive to have representatives from Divisions come to talk about what they do. Noel would be particularly interested in someone attending to explain the DA assessment process.	Engagement Coordinator to investigate possibilities for Council staff to attend Neighbourhood Forums to discuss their services.

5	<p>Process for creation and distribution of agenda.</p> <p>Discussion about process of distributing agendas. By sending the agenda to the Engagement Team prior to the meeting there will be an opportunity to seek information and possibly guest speakers to address the issue and reduce turn around time on enquiries. General business and questions without notice will still occur.</p>	<p>All Chairs to create agenda and send to consultation@wollongong.nsw.gov.au.</p> <p>Engagement team to make agendas available on Council website.</p>
6	<p>Elections for Chair and Co-chair positions. Neighbourhood Forum Charter specifies that elections need to be arranged for these positions within 3 months of registration. Engagement Team will arrange formal election process and place ads in Advertiser for elections to take place in May.</p>	<p>Engagement Team to arrange elections with convenors.</p>
7	<p>General Business</p> <p>Community Leaders Meeting with Administrators: Jodie Healy distributed copies of Charter and invited all convenors to attend meeting on 3 March at 2pm. Questions to be put to the Administrators need to be sent to Jodie Healy by Friday 20 March who will forward them on to the Administrators.</p> <p>Information sessions: Jodie Healy has arranged Information Sessions to be held in Unanderra, Dapto and Warrawong to discuss process for creating a Neighbourhood Forum.</p> <p>Charter: request for convenors that the clause stating Chair and Co-Chair positions to only be held for 1 year be removed.</p>	<p>Jodie Healy to send invitations</p> <p>Jodie Healy to send details to convenors</p> <p>Jodie Healy to investigate.</p>
	<p>Next Meeting date: June 2009 (TBC)</p>	