

Community Inclusion and Wellbeing Reference Group

Date	Friday 29 March 2019	Time	10.00 – 11.45
Venue	Committee Room, MidCoast Council (Taree)	Note-taker	Melissa Garton
Present	<p>Cr Katheryn Smith, David Keegan, Jane Stevenson, Judy Hollingworth, Karen Fuller, Kylie Atkinson, Bree Katsamangos, Mave Richardson, Anna Burley, Mark Norris, Felicity Carter, John Price, David Isbel, Paul De Szell, Michelle Palmer (MP) and Melissa Garton (MG).</p> <p>Guest: Donna Hudson (MidCoast Council Governance Liaison & Projects Coordinator)</p>		
Apologies	Charles Broadfoot		

Meeting items

Item	Key points/actions
1	<p>Housekeeping/WHS</p> <p>Information provided on amenities and exits.</p>
2	<p>Introductions</p> <p>Introductions by all attendees.</p> <p>The group discussed pursuing Aboriginal representation on the reference group.</p>
3	<p>Induction</p> <p>Members were provided with an induction, including an overview of roles and responsibilities, approach to meetings, the code of conduct, conflict of interest, gifts and benefits and communication / media.</p> <p>Members were provided with an induction manual for future reference.</p> <p>Members were requested to complete a conflict of interest form as required, with copies available from MG.</p>
3	<p>Meeting arrangements</p> <p>Arrangements for 2019 reference group meetings were discussed and agreed, as follows:</p> <ul style="list-style-type: none"> - Friday 31 May from 9.30 – 11.00am - Gloucester - Friday 26 July from 9.30 – 11.00am - Forster - Friday 27 September from 9.30 – 11.00am - Taree - Friday 29 November from 9.30 – 11.00am - Gloucester

Next meeting

Date	31 May 2019	Time	9.30 – 11.00am
Venue	<p>Gloucester, MidCoast Council Administration Centre</p> <p>89 King Street, Gloucester</p>		

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Item No	Description	Date Raised	Action for	Due Date/ Timeframe	Status Update as at 29/3/19	
1	Consult with Council's Aboriginal Community Strengthening Officer, Hannah Earley, on Aboriginal representation on the reference group.	29/3/19	MG	31/5/19		
2	Sign and return confidentiality forms.	29/3/19	All members	31/5/19		Completed by members present at the meeting.
3	Provide members with a copy of their signed confidentiality agreement for future reference, as requested.	29/3/19	MG	31/5/19		
4	Send invites for 2019 reference group meetings	29/3/19	MP	12/4/19		
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10						

Key:

	Not yet scheduled for commencement		Commenced and on schedule		Commenced and not on schedule or overdue		Complete	→	Deferred	W	Withdrawn
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