

**NOTICE OF ANNUAL GENERAL MEETING
SHOROC BOARD**

**Wednesday 8 November 2006 commencing 1.00 – 4.00 pm
at Mosman Council
(including lunch hosted by Mosman Council)**

DISTRIBUTION:

| SHOROC Executive | Position | Organisation |
|--------------------------------------|---------------------------------------|--------------------------|
| Cr Denise Wilton | Mayor SHOROC Chair | Mosman Council |
| Mr Viv May | General Manager | Mosman Council |
| Councillor Dr Peter Macdonald | Mayor | Manly Council |
| Mr Henry Wong | General Manager` | Manly Council |
| Cr Alex McTaggart MP | Mayor | Pittwater Council |
| Mr Mark Ferguson | General Manager | Pittwater Council |
| Mr Dick Persson AM | Administrator | Warringah Council |
| Mr Stephen Blackadder | General Manager | Warringah Council |
| | | |
| Ms Margie Brown | Executive Director | SHOROC |
| Ms Andrea Dawson | Administrative Project Officer | SHOROC |

LUNCH PRESENTATION:
In attendance:

**24/7 Film Festival Finalists 2006
SHOROC Safe Community Steering Committee
24/7 Film Festival coordinators**

AGENDA

SHOROC ANNUAL GENERAL MEETING Wednesday 8 November 2006

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| 1. | Welcome and Apologies | 3 |
| 2. | Confirmation of Executive Minutes of Meeting 24 August 2006 (Appendix 1) | 3 |
| 3. | Business Arising – Action Items (Appendix 2) | 3 |
| 4. | Annual Report from the Chair (Appendix 3) | 3 |
| 5. | Election of SHOROC Executive – President & Vice President (Refer Constitution Appendix 4 and Nomination Form Appendix 5) | 3 |
| 6. | Tregear Report – Communication Action Plan (Appendix 6) | 4 |
| 7. | Re-Application as a WHO Safe Community | 5 |
| 8. | General Business | 5 |
| 9. | Next Meeting | 5 |

APPENDICES

1. Minutes of Meeting held 24 August 2006
2. Business Arising – Action Items as at 1 November 2006
3. Report from the Chair
4. SHOROC Constitution
5. Nomination Form: Election of SHOROC Inc. Executive
6. Tregear Report: Communication Action Plan

1. WELCOME AND APOLOGIES

2. CONFIRMATION PREVIOUS OF MINUTES

Minutes of previous Meetings held 24 August 2006.
Refer **Appendix 1**.

Executive Director's Recommendation:
That the Minutes of Meetings held 24 August 2006 be endorsed.

3. BUSINESS ARISING – ACTION ITEMS

Refer Action Items **Appendix 2**

Executive Directors Recommendation:

To note this advice.

4. SHOROC ANNUAL REPORT

Executive Director's Advice:

Mayor Denise Wilton will present the Chair's Report for 2006, refer **Appendix 3**, and the Executive Director will distribute copies of the 2006 Annual Report.

Executive Director's Recommendation:

- 1. Board receives the Chair's Report and Annual Report 2006**
- 2. Executive Director attends a meeting of each SHOROC Council to present an overview of the Annual Report 2006 to Councillors and Directors.**

5. ELECTION OF CHAIR

Executive Director's Advice:

While it has been the custom to rotate the position of Chair on an annual basis, under our new Constitution as an incorporated association, the Board is required to elect a President and a Vice President from its membership; such offices only being filled by elected representatives. Please refer to SHOROC Inc. Constitution, **Appendix 4, items 8, 9 and 10.**

The Constitution requires that elections shall be conducted twelve (12) monthly in accordance with the provisions of the Local Government Act 1993 and regulations for the election of Mayor and Deputy Mayor. A nomination form is attached for this purpose, refer **Appendix 5**.

The Executive of the Board shall be the President and the Vice President.

Executive Director's Recommendation:
That the Board elects a Chairman for 2006/07.

6. TREGEAR REPORT: COMMUNICATION ACTION PLAN

Executive Director's Advice:

In late 2005, SHOROC commissioned Thompson Tregear Pty Ltd to undertake a regional sportsgrounds analysis. This was in response to the Councils desire to work more strategically in planning for the sustainable development and maintenance of sportsgrounds within the SHOROC region, incorporating Manly, Mosman, Pittwater and Warringah local government areas.

The SHOROC Executive acknowledged the important role of the Manly Warringah Pittwater (MWP) Sporting Union within the region, particularly in relation to the sportsgrounds allocation process, and requested that the Sporting Union Executive Committee should be consulted in the review process.

The Final Tregear Report was presented to the SHOROC Executive at their meeting on 24 August 2006. As a result, the Executive requested that a meeting be convened between the Mayors, Warringah Administrator and members of the MWP Sporting Union Executive for the purpose of discussing some of the principles of the Tregear Report findings. The Executive also requested that a Communication Plan be drafted and tabled for consideration by the MWP Sporting Union Executive members at the same time.

Subsequently, the Mayors and the Warringah Administrator met with the MWP Sporting Union President, Mr Eric Galloway, and members of his Executive on 14 September 2006 at Warringah Council. As an outcome of this meeting Mr Galloway commented that the Sporting Union Executive understands the Councils position and that they wish to work with Councils to resolve the issues.

The Tregear Report is being presented to Councils progressively requesting they note the recommendations; and authorise the Mayors and General Managers to oversee the implementation in accordance with the agreed Communication Plan (refer **Appendix 6**) and in consultation with the MWP Sporting Union Executive.

Executive Director's Recommendation:

To note this advice.

7. RE-APPLICATION AS A SAFE COMMUNITY

Executive Director's Advice:

In 1999, in recognition of the innovative injury prevention and safety programs implemented in the region, SHOROC was welcomed as the newest member of an international group of SAFE COMMUNITIES within the World Health Organisation (WHO) Safe Community Network. SHOROC was the first metropolitan region and the 40th community in the world to achieve this status.

The Board endorsed the Safe Community Steering Committee's recommendation to the GMAC that we should re-apply for designation as a Safe Community, supported

by Northern Sydney Central Coast Area Health Service. The region's challenge for the future is to optimise the processes and maximise the benefits of collaboration. As a member of the WHO Safe Community Network we will be encouraged to maintain our safety focus and continue to deliver innovative solutions that are relevant to our community needs.

The Re-application was forwarded on 24 October 2006 and Dr Carolyn Coggan, Director Safe Communities Foundation New Zealand, will visit our region on Friday 24 November 2006 to conduct site inspections. This will commence as our guest at the White Ribbon Day Breakfast.

Arrangements have been made for a Redesignation Ceremony and morning tea to be held at Warringah Council Chambers on Monday 27 November 2006 commencing at 10am.

Executive Director's Recommendation:

- 1. To note this advice.**
- 2. Acknowledge the work of the Safe Community Steering Committee in preparing the Re-application and progressing the arrangements for the site inspections on Friday 24 November 2006 commencing with the White Ribbon Day Breakfast, and organisation of the Redesignation Ceremony on Monday 27 November 2006.**

8. GENERAL BUSINESS

9. NEXT BOARD MEETING

The next meeting is scheduled Wednesday 13 December 2006 at Pittwater Council from 3pm – 5pm.

Dr Stephen Christley has requested an opportunity to address the SHOROC Board on this occasion.

LATE GENERAL ITEM

SHOROC INCORPORATION ISSUES

1. Finance

SHOROC became an incorporated association on 19 September 2006. In establishing a separate entity, Item 25 (iv) of the Constitution requires that:

'The Organisation shall pay monies received by it to a bank account held in the name of the Organisation and shall use such monies for the purpose of, and subject to, the terms of the Constitution.

SHOROC Inc. requires a resolution of the Board in order to establish a bank account in the name of the Organisation. It is proposed that this bank account will operate with four signatories to the account, two signatories required on all cheques.

Executive Director's Recommendation:

That the Board endorses the move by the Organisation to establish a Commonwealth Bank account in the name of Shore Regional Organisation of Councils Incorporated.

2. Staff

Item 22 of the Constitution of SHOROC Inc. advises that 'the Organisation shall have the power to appoint such staff as the Organisation may require from time to time.

SHOROC currently has one full-time and one temporary part-time employee, and Warringah Council employs all staff.

It is proposed that SHOROC Inc. becomes the direct employer and that the two employees are transferred to the new Organisation, retaining their full entitlements and benefits under any existing contract or IR agreements under the Local Government Act. Arrangements will also need to be made in order for SHOROC Inc. to become a scheduled employer under the Local Government Superannuation Trustee, which will enable staff to retain their membership and benefits.

Executive Director's Recommendation:

- 1. Endorse the move to transfer current employees to the new Organisation, employees retaining their full entitlements and benefits under any existing contract or IR agreement under the Local Government Award.**
- 2. Support the move towards the Organisation becoming a scheduled employer under the Local Government Superannuation Trustee, which will enable staff to receive benefits as members of the Local Government Superannuation Scheme.**

MINUTES
SHOROC INC. ANNUAL GENERAL MEETING

Wednesday 8 November 2006
1.00 – 4.00 pm at Mosman Council

1. PRESENTATION: 24/7 YOUTH FILM FESTIVAL FINALISTS 2006

The SHOROC Chair, Mosman Mayor Denise Wilton, welcomed Board members and the following representatives of the Safe Community Steering Committee and the 24/7 Youth Film Festival working group to the meeting.

Mosman

Julie Murphy, Manager Community Services
Sarah Edwardes, Youth Development Officer

Manly

Beth Lawson, Manager Human Services & Facilities
Treena Allen, Manager Community Services
Steve Hill, Youth Services Co-ordinator

Warringah

Russell Wolfe, Team Leader, Safety & Community Services
Justin Burke, Youth Development Officer
Robert Van den Blink, Co-ordinator Youth Development

Pittwater

Lindsay Godfrey, Manager Community & Libraries
Sue Turner, Community Development Officer

Apologies:

Leanne Martin, Community
Kate Munro, Youth Services
Jane Mulroney, Community Development Officer

Mayor Wilton congratulated the Safe Community Steering Committee for preparation of the Re-Application for designation as a Safe Community within the WHO Safe Community Network. She acknowledged the excellent projects that have been delivered through our Safe Community Program since designation in 1999.

Mayor Wilton invited Sarah Edwardes to lead the discussion and presentation of the 24/7 Youth Film Festival finalists. All members of the team participated in discussion, which focussed on elements of the 2006 event and future challenges before the Board actually viewed the three finalists.

Viv May moved a vote of thanks for the very informative and entertaining presentation. This was endorsed unanimously by all Board members, who welcome these opportunities to familiarise themselves with individual projects and to personally thank staff for their involvement and enthusiasm.

Special guests departed and Mayor Wilton opened the Annual General Meeting.

2. WELCOME AND APOLOGIES

The meeting welcomed Beth Lawson, Manager Human Services & Facilities, Manly Council. Henry Wong arrived at the commencement of discussions.

3. CONFIRMATION OF PREVIOUS MINUTES

Minutes of previous Meetings held 24 August 2006.
Refer **Appendix 1**.

Executive Director's Recommendation:

That the Minutes of Meetings held 24 August 2006 be endorsed.

SHOROC RESOLVED:

To endorse Minutes of Meeting held 24 August 2006.

**Viv May/ Mark Ferguson
CARRIED**

4. BUSINESS ARISING – ACTION ITEMS

Refer Action Items **Appendix 2**

Executive Directors Recommendation:

To note this advice.

SHOROC RESOLVED:

To note this advice.

**Stephen Blackadder/Viv May
CARRIED**

Manly Mayor Dr Peter Macdonald requested that Election of Chair be brought forward as he had to leave the meeting early.

5. ELECTION OF CHAIR

Executive Director's Advice:

While it has been the custom to rotate the position of Chair on an annual basis, under our new Constitution as an incorporated association, the Board is required to elect a President and a Vice President from its membership; such offices only being filled by elected representatives. Please refer to SHOROC Inc. Constitution, **Appendix 4, items 8, 9 and 10**.

The Constitution requires that elections shall be conducted twelve (12) monthly in accordance with the provisions of the Local Government Act 1993 and regulations for the election of Mayor and Deputy Mayor. A nomination form is attached for this purpose, refer **Appendix 5**.

The Executive of the Board shall be the President and the Vice President.

Executive Director's Recommendation:

That the Board elects an Executive for the 2006/07 term.

Further Advice:

It was acknowledged that 'such offices only being filled by elected representatives' as above, included the Warringah Administrator, Mr Dick Persson AM. However, Mr Persson excluded himself for nomination to a position on the SHOROC Executive.

Mayor Wilton stepped down as Chair and the Executive Director chaired the meeting. As there was only one nomination for President (proposed Viv May and seconded Mayor Denise Wilton) the meeting welcomed Mayor Alex McTaggart MP as the new President for SHOROC Inc. for the 2006/07 term.

Mayor Dr Peter Macdonald nominated Mayor Denise Wilton as Vice President, seconded by Henry Wong. Mayor Wilton accepted the nomination and the meeting welcomed her unanimously as the new Vice President.

SHOROC RESOLVED:

1. To formally thank Mayor Denise Wilton for representing the organisation as the SHOROC Chair during the preceding 18 months.
2. That the Board endorse Cr Alex McTaggart MP, Mayor of Pittwater, as SHOROC Inc. President for the 2006-2007 term.
3. That the Board endorse Cr Denise Wilton, Mayor of Mosman, as the SHOROC Inc. Vice President for the 2006-2007 term.
4. That Mayor Alex McTaggart MP chair the meeting.

Dick Persson/Henry Wong
CARRIED

Mayor Dr Peter Macdonald left the meeting.

6. SHOROC ANNUAL REPORT**Executive Director's Advice:**

Mayor Denise Wilton will present the Chair's Report for 2006, refer **Appendix 3**, and the Executive Director will distribute copies of the 2006 Annual Report.

Executive Director's Recommendation:

1. Board receives the Chair's Report and Annual Report 2006.
2. Executive Director attends a meeting of each SHOROC Council to present an overview of the Annual Report 2006 to Councillors and Directors.

Further Advice:

In presenting her report, Mayor Wilton congratulated Margie Brown on the Annual Report and advising that she had enjoyed her term representing the SHOROC.

SHOROC RESOLVED:

1. Thank Mayor Wilton and receive the Chair's Report and Annual Report 2006.
2. Endorse thanks to Margie Brown and Andrea Dawson for their support.
3. Executive Director to attend a meeting of each member Council to present an overview of the Annual Report to Councillors and Directors.

Dick Persson/Mayor Alex McTaggart
CARRIED

7. TREGEAR REPORT: COMMUNICATION ACTION PLAN

Executive Director's Advice:

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Executive Director's Recommendation:

To note this advice.

Further Advice:

The Executive Director advised that we can confirm Thursday 7 December 2005, 3pm – 4pm, as convenient for all member to attend the inaugural 'Regional Sports Liaison Committee' Meeting. As per the Communication Action Plan, SHOROC is also progressing Item 3.2 relating to work that Councils need to undertake in order to inform strategic planning and sportsground management processes.

SHOROC RESOLVED:

1. Write to the MWP Sporting Union, confirming date of the inaugural Regional Sports Liaison Committee Meeting, enclosing copy of the final Tregear Report, and requesting the following information:

- a. Audit of Teams 2005/2006**
- b. Audit of Accounts**
- c. Member contributions to Associations**
- d. Priority regional capital works projects**

2. Executive Director to finalise draft Project Brief in relation to work to be completed by Councils internal working group and also draft a proposed Agenda for meeting on 7 December 2006 with the MWP Sporting Union.

**Mayor Alex McTaggart/Dick Persson
CARRIED**

8. RE-APPLICATION AS A SAFE COMMUNITY

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Executive Director's Recommendation:

3. To note this advice.
4. Acknowledge the work of the Safe Community Steering Committee in preparing the Re-application and progressing the arrangements for the site inspections on Friday 24 November 2006 commencing with the White Ribbon Day Breakfast, and organisation of the Redesignation Ceremony on Monday 27 November 2006.

SHOROC RESOLVED:

1. Note advice.
2. Acknowledge the work of the Safe Community Steering Committee in preparing the Re-application and progressing the arrangements for the site inspections on Friday 24 November 2006 commencing with the White Ribbon Day Breakfast, and organisation of the Redesignation Ceremony on Monday 27 November 2006.

Mark Ferguson/Henry Wong
CARRIED

9. GENERAL BUSINESS

9.1 SHOROC Constitution

Board members were asked to formally sign the new SHOROC Inc. Constitution, the draft having been presented to all member Councils for consideration and approval. The Executive Director advised that a copy would be forwarded under covering letter to all member Councils for their records.

9.2 SOLACE Congress 2006

Stephen Blackadder requested an opportunity to present a report relating to his attendance at the SOLACE Congress 2006 at our next meeting. In the meantime, he will distribute a copy of the report to the General Managers.

10. NEXT MEETING

The next meeting is scheduled Wednesday 13 December 2006 at Pittwater Council from 3pm – 5pm. Dr Stephen Christley has requested an opportunity to address the SHOROC Board on this occasion.

SHOROC RESOLVED:

- 1. To invite Dr Stephen Christley to address the SHOROC Board as requested.**
- 2. Councils may wish to invite other representatives to attend this session.**

**Dick Persson/Dr Peter Macdonald
CARRIED**

The President thanked Mayor Wilton for Mosman Council's kind hospitality before declaring the meeting closed.