

**SHOROC INC**  
**BOARD MEETING**  
**3pm – 5pm Wednesday 20 June**  
**2007**  
**Pittwater Council**  
**Level 3, 5 Vuko Place**  
**WARRIEWOOD**



## AGENDA

Section 1	Apologies and Welcome	
Section 2	Guest Speakers and Presentations	
	2.1 Pacific Technology Corridor – Mr Geoff Mullins and Professor Roy Green	1
	2.2 Dr Stephen Christley – Northern Sydney Central Coast Area Health Service	2
Section 3	Confirmation of the Minutes of the Previous Meeting	3
Section 4	Administrative Matters	
	4.1 Establishment of SHOROC office at Balgowlah	4
	4.2 Update on Recruitment of SHOROC Executive Director	5
		6
	4.3 New Local Government Minister	7
	4.4 Proposed Transport Meeting with Local MPs	8
	4.5 Proposed Media Management Policy for SHOROC	
Section 5	Update on SHOROC Projects	
	5.1 Transport	11
	5.2 Regional Employment Study	12
	5.3 Regional State of the Environment Report	13
	5.4 Workforce Planning	14
	5.5 Sportsground Management	15
	5.6 Procurement	16
Section 6	General Business	
Section 7	Next Meeting	
	Wednesday 22 August 2007, Mosman Council, 3-5pm	
	Attachment:	
	Minutes of previous meeting held 18 April 2007	



## SECTION 2. GUEST SPEAKERS AND PRESENTATIONS

### ITEM 2.1 PACIFIC TECHNOLOGY CORRIDOR – MR GEOFF MULLINS AND PROFESSOR ROY GREEN

#### **Background**

On 18 April 2007, SHOROC hosted the SN2030 Forum at the Macquarie Graduate School of Management Conference. At the forum, Mr Geoff Mullins and Professor Roy Green launched the Preliminary Business Plan for a Pacific Technology Corridor.

#### **Overview of the Proposal**

The Pacific Technology Corridor is a project in a number of stages to undertake “cluster mapping” of an emerging corridor of high tech companies and their activities in the corridor called the Pacific Technology Corridor. There is potential to link with the companies in the corridor and educational institutions such as Macquarie University.

#### **Invitation for SHOROC Buy-in**

The business plan for the proposal now includes the contribution of \$20,000 per annum for four years for SHOROC. This would permit:

- A nominated SHOROC representative to attend Board meetings as an observer
- Membership of working committees
- Each member council to be a member of the Council
- Access to data and website links.

#### **General Managers’ Advisory Committee Comments**

General managers have recommended that:

- SHOROC support the proposal
- SHOROC contribute \$20,000 per year for the next four years to the proposal
- SHOROC seek contributions from member councils on an assessment (rate) basis to cover the SHOROC contribution
- SHOROC invite Mr Geoff Mullins and Professor Roy Green to make a brief presentation to the Board meeting on 20 June.

#### **RECOMMENDATIONS:**

1. That SHOROC receive and note the Pacific Technology Corridor.
2. That SHOROC consider its position and the comments of the General Managers’ Advisory Committee on the proposal.

SECTION 2. GUEST SPEAKERS AND PRESENTATIONS

ITEM 2.1 NORTHERN SYDNEY CENTRAL COAST AREA HEALTH SERVICE – DR  
STEPHEN CHRISTLEY, CEO

**Background Information**

Following on from an earlier Board meeting, the SHOROC President has invited Dr Stephen Christley to provide a further briefing on matters concerning the new hospital and report on progress with the Services Procurement Plan.

Dr Stephen Christley will be joined by Mr Frank Bazic and Mr Chris Fleming.

**RECOMMENDATION:**

1. That SHOROC welcome Dr Stephen Christley and his colleagues to the meeting, and thank them for their presentation.

SECTION 3. CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

MINUTES OF THE MEETING HELD ON 18 APRIL 2007

The minutes of the meeting held on 18 April 2007 are at Attachment 1.

**RECOMMENDATION:**

1. That SHOROC receive and endorse the minutes of the Board meeting held on 18 April 2007 at Warringah Council

SECTION 4. ADMINISTRATIVE MATTERS

ITEM 4.1 ESTABLISHMENT OF THE SHOROC OFFICE AT BALGOWLAH

**Introduction**

Arrangements have been made with Manly Council to establish an office for the SHOROC secretariat at the new works depot at Balgowlah. The physical relocation took place on 5 June 2007.

**New Administrative Arrangements**

The move caused little disruption to SHOROC operations. New administrative arrangements are:

#### *Post Office Box*

- SHOROC has a new PO Box at Balgowlah
- The new address is PO Box 1030, Balgowlah, 2093
- All mail from the previous PO Box will be diverted to the new address.

#### *Telephones*

- SHOROC's new telephone numbers are: 9976 1439 and 9976 1438
- Calls made to the previous numbers will be diverted to the new numbers.

#### *IT Arrangements*

- Manly Council has purchased PCs and a printer on behalf of SHOROC.
- SHOROC will have a hosted domain email server, with all email accounts using the "shoroc.nsw.gov.au" domain.

#### *Transfer of Electronic Records*

- All electronic records have been transferred from Warringah Council.

#### *Deed of Lease*

- Manly Council is preparing a deed of lease for SHOROC's consideration.

#### *Thanks to Warringah Council*

- Prior to the move, the acting executive officer wrote to the General Manager of Warringah, formally advising of the impending move and thanking Warringah for its support and assistance to SHOROC over the years.

#### **RECOMMENDATIONS:**

1. That SHOROC receive and note the report on the establishment of the SHOROC office at Balgowlah.
2. That the Board express its thanks to Warringah Council for its support and assistance over the years.

#### SECTION 4. ADMINISTRATIVE MATTERS

#### ITEM 4.2 RECRUITMENT OF SHOROC EXECUTIVE DIRECTOR

#### **Introduction**

Members would be aware that Margie Brown left SHOROC on 19 April 2007. Since that time, the General Managers' Advisory Committee has appointed an acting executive director (Melissa Gibbs) and is currently overseeing the recruitment of a new Executive Director.

#### **Advertising**

Following an unsatisfactory response to the initial advertisement, the position was re-advertised in May. Applications closed 1 June 2007.

### **Shortlisting and Interviews**

A working group of some council HR managers and the acting executive officer have shortlisted candidates, and interviews will be held in the week beginning 18 June.

All general managers will be represented on the interviewing panel, along with the acting executive officer.

#### **RECOMMENDATION:**

1. That SHOROC receive and note the report on the recruitment of the SHOROC Executive Director.

#### SECTION 4. ADMINISTRATIVE MATTERS

##### ITEM 4.3 NEW LOCAL GOVERNMENT MINISTER

Members would be aware that the Hon Paul Lynch, MP, has been appointed Minister for Local Government following the last State election. It is proposed to invite the Minister to attend a future Board meeting.

A number of other ROCs have sought meetings with the new Minister, as have other groups such as the LGMA and LGSA. The Minister is a former Liverpool City councillor and a former President of WSROC.

In his statements to date, the Minister has supported resource sharing and co-operation between councils as a means to ensure efficiencies. It would seem timely to invite the Minister to a future Board meeting to, firstly, introduce SHOROC, and secondly, have the opportunity to discuss the Government's plans for local government during this term.

#### **RECOMMENDATIONS:**

1. That SHOROC receive and note the report on the new Local Government Minister.
2. That SHOROC invite the Minister to attend a future Board meeting, leaving the date to suit the Minister's schedule.

SECTION 4. ADMINISTRATIVE MATTERS

ITEM 4.4 PROPOSED TRANSPORT MEETING WITH LOCAL MPs

At a recent General Managers' Advisory Committee meeting, it was suggested that SHOROC convene a meeting of the four local Members of Parliament to seek agreement on the critical transport issues to take to the State Government.

In item 5.1 (below) it is recommended that SHOROC commission a transport study. It is suggested that the proposed forum with local MPs coincide with the commencement of this study.

**RECOMMENDATIONS:**

1. That SHOROC receive and note the report on the proposed meeting with local Members of Parliament.
2. That SHOROC convene a meeting of the Mayors, Warringah Administrator and local Members of Parliament to discuss and agree the critical transport issues to take to the State Government.

SECTION 4. ADMINISTRATIVE MATTERS

ITEM 4.5 PROPOSED MEDIA MANAGEMENT POLICY FOR SHOROC

**Background**

SHOROC is sometimes required to issue media releases and respond to media inquiries. While this is not a huge part of SHOROC's activity, media interest is likely to increase in the organisation as SHOROC becomes further entrenched in the governance structures of the region, and as it increases its level of project activity. Media management is potentially a high risk area of activity, as adverse publicity reflects poorly on SHOROC and by association, its member councils. In addition, any flaws in media strategy (premature release of an announcement, poorly prepared spokespeople, conflicting messages from member councils, etc) could be used by the media as a story in itself. It is therefore vital that SHOROC has an effective policy for media management.

**Existing Process**

The existing process appears to be:

- SHOROC secretariat drafts the media release, which typically includes a comment from the President, Mayors and Administrator
- Media release is circulated to councils for comment and approval

- The media release is amended to take into account council comments, then released to local papers
- SHOROC secretariat follows up local papers.

It is proposed to amend this strategy slightly to ensure that:

- The executive director is accountable and involved in the critical steps
- The final draft of the media release is approved by the general manager with portfolio responsibility for the subject matter
- That an appropriate spokesperson is nominated for follow up comment
- That SHOROC staff receive training in media management.

The proposed media management policy is set out on the following pages.

### **General Managers' Advisory Committee Comments**

The General Managers' Advisory Committee has considered and endorsed the proposed media policy.

#### **RECOMMENDATIONS:**

1. That SHOROC receive and note the report on media management.
2. That SHOROC endorse the proposed media management policy as presented.

SHOROC

### PROPOSED MEDIA MANAGEMENT POLICY

---

#### **Background**

Media interest in SHOROC is likely to increase as the organisation matures, becomes further entrenched in the governance structures of the region, and as it increases its level of project activity.

Media management it is a potentially high risk area of activity for SHOROC, as adverse publicity reflects poorly on the organisation and by association, its member councils. In addition, any flaws in media strategy could be used by the media as a story in itself.

Examples of common flaws include:

- Premature release of an announcement
- Incorrect or inflated claims of success



- Poorly worded media releases
- Overly-long media releases and the provision of superfluous information
- Poorly prepared spokespeople
- Conflicting messages from member councils
- Poor management of the media following the release (eg. referring media inquiries to multiple spokespeople, not being prepared to provide further information, not responding promptly to media inquiries, etc.)

Strategy flaws have the potential to upset the relationship between SHOROC and its member councils, and position local government in the region in a poor light. Flaws could also result in the media ignoring SHOROC's media releases in future, as journalists prefer to report a well-written piece and deal with professional people.

It is therefore vital that SHOROC have a robust set of procedures for issuing media releases and dealing with media inquiries.

### **Appointing a Spokesperson**

Section 9 of SHOROC's constitution specifies the role of the President. Included in the list of duties the President shall fulfil are:

- Act as spokesperson for the Organisation representing one voice on regional issues where councils have adopted a unanimous decision of SHOROC
- Present the Organisation and its decisions in a positive way to the community, media, government and other interested groups.

The constitution does not appear to empower any other officer holder to act as spokesperson. Therefore, in the event the President chooses not to act as spokesperson on a particular issue, he or she would need to delegate that responsibility.

### **Other Spokespeople**

Given the need to ensure that SHOROC is appropriately represented in the media, the President's nominated spokesperson should be appropriately trained in media management or at least well briefed on the subject matter. Given that the SHOROC executive director may be required to act as SHOROC spokesperson on occasions, or brief nominated spokespeople on others, it is vital that the executive director is well trained in media management and in the writing of media releases. The SHOROC administrative projects officer should also receive training in writing media releases.

### **Procedure for Issuing Media Releases**

Following is a procedure for issuing media releases. The procedure is designed to ensure that SHOROC's constitution is upheld, and to minimise the chance for errors and inconsistencies.

1. In the event the President chooses not to act as spokesperson on a particular issue, the Secretariat contacts the President to determine his or her nominated spokesperson.
2. The nominated spokesperson receives a briefing from the executive director, with support from a council technical officer if required.
3. The SHOROC executive director prepares, or approves a draft media release, which should include a comment from the President, Mayors, Administrator and the President's nominated spokesperson.
4. The media release is circulated to councils for comment and approval of quote attributed to the council's representative.
5. The executive director amends, or approves an amendment of, the media release incorporating council comments.
6. The SHOROC secretariat forwards the media release for approval to the general manager with portfolio responsibility for the subject.
7. Once approved, the media release is issued.
8. The SHOROC secretariat provides a copy of the finalised media release to general managers and key council contacts.
8. The SHOROC executive director follows up the media release with local media.
9. The SHOROC executive director monitors comments from the President's spokesperson to ensure the message is consistent with the media release and SHOROC policy.

## SECTION 5. UPDATE ON SHOROC PROJECTS

### ITEM 5.1 TRANSPORT

#### **Background**

Following on from a workshop with council officers held in April, SHOROC invited Halcrow to submit a proposal to develop a Transport and Landuse Strategy. The proposal has been circulated to general managers and transport planners for comment.

#### **Comments**

All comments received to date have been generally positive, confirming that the proposal broadly reflects the discussions with council representatives at the April workshop. There has been some comment, however, on some aspects of the proposal relating to data collection that require discussion by transport planners. The proposal is costed at approximately \$25,000.

#### **General Managers Advisory Committee Recommendations**

The General Managers Advisory Committee has endorsed the Halcrow proposal, subject to the region's transport planners agreeing on the data collection details. The General Managers Advisory Committee has recommended that SHOROC accept the Halcrow proposal (as amended), and that councils contribute equally to the cost of the study.

**RECOMMENDATIONS:**

1. That SHOROC receive and note the report on the transport proposal.
2. That SHOROC engage Halcrow to undertake the Transport and Land Use Strategy.
3. That SHOROC ask the region's transport planners meet to negotiate data collection issues with Halcrow.
4. That SHOROC invite member councils to contribute equally to the cost of the study.

SECTION 5. UPDATE ON SHOROC PROJECTS

ITEM 5.2 REGIONAL EMPLOYMENT STUDY

**Background**

SHOROC has received \$60,000 from the Department of Planning to undertake a Regional Employment Study. The results of the study will inform the sub-regional strategies for the region and council LEPs.

**Expressions of Interest**

SHOROC has prepared an Expression of Interest, which has now been endorsed by senior planning managers in member councils and the Department of Planning. It has been circulated to consultants recommended by member councils. Expressions of Interest close on 29 June 2007.

**RECOMMENDATION:**

1. That SHOROC receive and note the report on the regional employment study.

SECTION 5. UPDATE ON SHOROC PROJECTS

ITEM 5.3 REGIONAL STATE OF THE ENVIRONMENT REPORT

**Background**

SHOROC has decided to produce a regional State of the Environment (SoE) report. A number of meetings have been convened with council officers, who have agreed, in general terms, on the content and structure of the regional report.

**Timing**

A further meeting is scheduled for 21 June. At this meeting, council representatives will identify items and subjects for data collection; a definitive list of headings for inclusion in the regional SoE; and data collection methods.

The working group is aiming for a first draft regional SoE by September 2007.

**RECOMMENDATION:**

1. That SHOROC receive and note the report on the regional State of the Environment report.

SECTION 5. UPDATE ON SHOROC PROJECTS

ITEM 5.4 WORKFORCE PLANNING

**Background**

SHOROC has convened a number of meetings with council human resources professionals to develop a regional approach to workforce planning and dealing with skills shortages.

**Proposals Under Development**

The Workforce Planning Group has agreed on the following proposals:

- To hold a management development forum for key council staff with a special guest speaker (preferably a high profile resident of the region with an important management message)
- To hold a forum for school careers advisers from the region's high schools to present information about career development opportunities in local government and promoting local government as an employer of choice
- To meet with TAFE representatives to explore workforce planning and development opportunities
- To prepare a paper outlining options for knowledge management
- To consider options for mature age employees retaining involvement in the workforce beyond retirement.

**RECOMMENDATION:**

1. That SHOROC receive and note the report on workforce planning.

SECTION 5. UPDATE ON SHOROC PROJECTS

ITEM 5.5 SPORTSGROUND MANAGEMENT

**Media Release**

SHOROC issued a media release announcing the agreed capital improvements on 10 May. Shortly thereafter, the Manly, Warringah, Pittwater Sporting Union (MWPSU) presented a cheque for \$385,000 to Warringah Council, which has now been transferred to SHOROC's trust account.

**Sportsground Management Working Group Meeting**

A Sportsground Management Working Group meeting was held on 24 May. This group includes representatives from member councils and the MWPSU. Outcomes from this meeting include:

#### *Disbursement of Funds*

- Representatives from the MWPSU suggested that the funds should only be paid to councils when the agreed projects are ready to commence
- The meeting agreed to recommend to the Regional Sportsfield Liaison Committee a process for allocating funds to councils only when the projects are ready to commence.

#### *Fields Management*

- Some councils are still to provide information on maintenance and other costs
- A new governance framework is required to advance the project (noting the inherent limitations and competing demands of the MWPSU, which is a volunteer group)
- MWPSU is still to provide feedback on draft user agreements.

#### *User Pays Model*

- MWPSU is still to examine the user pays models suggested
- Councils want more equitable funding and allocation arrangements.

#### *Next Steps*

- MWPSU and council representatives will hold a special workshop to consider the various governance, user pays and allocation models presented.

### **Disbursement of Funds – General Managers Advisory Committee Comments**

At its recent meeting, the General Managers Advisory Committee considered the matter of funds disbursement. General managers suggested that councils should submit a tax invoice to SHOROC when they are ready to begin the works, and that SHOROC approve the expenditure.

#### **RECOMMENDATIONS:**

1. That SHOROC receive and note the report on sportsground management.
2. That SHOROC endorse the proposed process for funds disbursement suggested by the General Managers Advisory Committee, that is, to request councils to submit an invoice to SHOROC when they are ready to begin approved works, and that SHOROC approve the expenditure.

SECTION 5. UPDATE ON SHOROC PROJECTS

ITEM 5.5 PROCUREMENT

## Background

SHOROC's Procurement Management Group has been meeting to explore ways of reducing costs and improving services to member councils. Since the last Board meeting, the group has progressed a number of matters.

## Hunter Councils

The Group has agreed to affiliate with the Hunter Councils group to take advantage of that region's joint procurement program and access the tenders and agreements already established. The SHOROC has undertaken further analysis of a number of matters, including:

- E-tendering arrangements
- The benefits of affiliation and the range of services provided by Hunter Councils
- Probity procedures used by Hunter Councils
- Further information on vehicle rebates payable to councils.

## Other Initiatives

Other initiatives under consideration include:

- *Stationery* – analysis of the region's top stationery items will be undertaken with a view to negotiate better arrangements with councils' supplier
- *Hardware* – a similar exercise will be undertaken for the region's top hardware items, for possible negotiation with the current State Government contract holder or combined tender
- *Novated vehicle leasing* – a review will be undertaken of reverse novated leases and provided to all member councils for consideration
- *Bush regeneration* – this is big expenditure item for councils, and there could be benefits from a joint tender. Specification requirements will be sought from council officers.

## General Managers Advisory Committee Comments

The General Managers' Advisory Committee has strongly supported the activities of the Procurement Group, and councils are currently in the process of reviewing further information on the Hunter Councils proposal.

### RECOMMENDATION:

1. That SHOROC receive and note the report on the region's procurement activities.





**SHOROC INC**  
**BOARD MEETING**  
3pm – 5pm Wednesday 20 June  
2007  
Pittwater Council  
Level 3, 5 Vuko Place  
WARRIEWOOD



## **MINUTES**

### **IN ATTENDANCE**

#### **Manly Council**

Mr Henry Wong (General Manager)

#### **Mosman Council**

Mr Max Glyde (Acting General Manager)

#### **Pittwater Council**

Councillor Alex McTaggart (Mayor, and President of SHOROC)

Mr Mark Ferguson (General Manager)

Mr Lindsay Godfery (Manager Community and Library Services)

#### **Warringah Council**

Mr Rik Hart (General Manager)

#### **SHOROC**

Ms Melissa Gibbs (Acting Executive Director)

Ms Andrea Dawson (Administrative Project Officer)

### **GUESTS**

Mr Geoff Mullins (Chairman, Enterprise Pacific Limited – Items 1 and 2)

Professor Roy Green (Dean, Macquarie Graduate School of Management – Items 1 and 2)

Ms Leanne Buttrose (Bendigo Bank – Items 1 and 2)

Dr Stephen Christley (Chief Executive, Northern Sydney Central Coast AHS – Item 3)

Mr Chris Fleming (Director, NSCCAHS – Item 3)

Mr Frank Bazic (General Manager, Northern Beaches Health Services – Item 3)

### **1. APOLOGIES AND WELCOME**

#### **Mosman Council**

Councillor Denise Wilton (Mayor)

Mr Viv May (General Manager)

#### **Manly Council**

Councillor Dr Peter Macdonald (Mayor)

## **Warringah Council**

Mr Dick Persson AM (Administrator)

The President opened the meeting and welcomed delegates, staff and guests to Pittwater.

### **SHOROC resolved :**

To accept the apologies, as submitted.

## **2. GUEST SPEAKERS AND PRESENTATIONS**

### **2.1 Pacific Technology Corridor**

Mr Geoff Mullins and Professor Roy Green addressed the Board meeting. They outlined:

- The background to the Pacific Technology Corridor proposal
- Progress in the past 60 days, including discussions with State and Federal government representatives
- Governance structure of the proposal
- Details of discussions with Federal and State government representatives
- Information about a corporate mapping project
- Funding requirements
- Plan for the next 60 days, which includes updating the business plan for the proposal.

The presentation was followed by a question and answer session. The President thanked Mr Mullins and Professor Green for attending the meeting. After Mr Mullins and Professor Green left the meeting, SHOROC resolved:

1. To receive and note the presentation on the Pacific Technology Corridor.
2. To thank Mr Mullins and Professor Green for attending the meeting.
3. To support funding the proposal for one year, subject to the Board's acceptance of a revised business plan, with further contributions beyond year one subject to the Board's satisfaction with the project's progress and performance against the business plan.

---

### **2.2 Northern Sydney Central Coast Area Health Service – Services Procurement Plan**

The President welcomed Dr Stephen Christley, Mr Chris Fleming and Mr Frank Bazic to the meeting. Mr Bazic made a presentation to the Board on matters concerning the new hospital and progress with the Services Procurement Plan.

Members asked a number of questions relating to:

- The adequacy of urgent and emergency care arrangements, particularly on the peninsular
- Details of palliative and aged care facilities
- Use of existing buildings
- The need to ensure the retention of the ambulance station at Avalon
- The need for an integrated solution for transport to the Frenchs Forest site, including the need to flood-proof the Wakehurst Parkway and upgrade key intersections
- The future of the Mona Vale site
- The need to ensure that the cost of transport upgrades are identified in the Plan and are not included in the \$380M budget allocated for Northern Beaches Hospital/Mona Vale Hospital/Manly Hospital
- The need for ongoing engagement with the community and SHOROC councils

In order to keep the lines of communication open, Mayor McTaggart and Mr Ferguson invited Dr Christley, Mr Fleming and Mr Bazic to attend a future Pittwater Council meeting to meet councillors and senior staff, and SHOROC will continue to invite representatives to Board meetings every six months.

**SHOROC resolved:**

1. To thank Dr Christley, Mr Fleming and Mr Bazic for attending the meeting and reporting on progress.
2. To write to the NSW Minister for Health and the Premier's Office pointing out that the grade separation at Warringah Road and Wakehurst Parkway has not been costed and that the transport upgrades should be identified in the Plan with a separate budget; and to strongly stress the importance of ensuring east/west transport links are in place before works begin.
3. To write to the State Government stressing the need to retain the Avalon Ambulance Station.

---

**3. CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING**

**SHOROC resolved:**

To receive and endorse the minutes of the Board meeting held on 18 April 2007 at Warringah Council.

---

**4. ADMINISTRATIVE MATTERS**

**4.1 Establishment of the SHOROC Office at Balgowlah**

**SHOROC resolved:**

1. To receive and note the report on the establishment of the SHOROC office at Balgowlah.
  2. To express its thanks to Warringah Council for its support and assistance over the years.
-

## **4.2 Recruitment of SHOROC Executive Director**

### **SHOROC resolved:**

To receive and note the report on the recruitment of the SHOROC Executive Director.

---

## **4.3 New Local Government Minister**

The President suggested that all councillors in the SHOROC region be invited to attend the proposed meeting with the Minister.

### **SHOROC resolved:**

1. To receive and note the report on the new Local Government Minister.
  2. To invite the Minister to attend a future Board meeting, leaving the date to suit the Minister's schedule.
  3. To invite all councillors in the SHOROC region to attend the meeting once arranged, and to present the Minister with an overview of SHOROC's achievements.
- 

## **4.4 Proposed Transport Meeting with Local MPs**

Members noted that SHOROC is still in the process of developing a united position on all transport issues in the region, but some priorities were clearly agreed.

### **SHOROC resolved:**

1. To receive and note the report on the proposed meeting with local Members of Parliament.
  2. To convene a meeting of the Mayors, Warringah Administrator and the four local Members of Parliament to discuss the critical transport issues for incorporation in the regional transport strategy.
- 

## **4.5 Proposed Media Management Policy for SHOROC**

1. To receive and note the report on media management.
  2. To endorse and adopt the proposed media management policy as presented.
-

## **5. UPDATE ON SHOROC PROJECTS**

### **5.1 Transport**

#### **SHOROC resolved:**

1. To receive and note the report on the transport proposal.
  2. To engage Halcrow to undertake the Transport and Land Use Strategy.
  3. To ask the region's transport planners to meet to negotiate data collection issues with Halcrow.
  4. To invite member councils to contribute equally to the cost of the study.
  5. To invite local Members of Parliament to meet with the SHOROC Board once a unified SHOROC strategy is established.
- 

### **5.2 Regional Employment Study**

#### **SHOROC resolved:**

1. To receive and note the report on the regional employment study.
  2. To provide Mr Geoff Mullins and Professor Roy Green with a copy of the Expressions of Interest document for the study.
- 

### **5.3 Regional State of the Environment Report**

#### **SHOROC resolved:**

1. To receive and note the report on the regional State of the Environment report.
  2. To endorse the production of a regional State of the Environment report for the SHOROC region.
- 

### **5.4 Workforce Planning**

#### **SHOROC resolved:**

To receive and note the report on workforce planning.

---

## 5.5 Sportsground Management

Members discussed the process for disbursement of funds.

### **SHOROC resolved:**

1. To receive and note the report on sportsground management.
  2. To endorse the proposed process for funds disbursement suggested by the General Mangers Advisory Committee, that is, to request councils to submit an invoice to SHOROC when they are ready to begin approved works, and that SHOROC, as custodians of community funds, approve and release the expenditure as appropriate.
- 

## 5.6 Procurement

Members discussed the proposal to establish an internal audit unit at arm's length of councils. The unit would provide services to interested councils, and operate at a high level. Members also discussed novated leases

### **SHOROC resolved:**

To receive and note the report on the region's procurement activities.

---

## 6. GENERAL BUSINESS

No general business was presented.

---

## 7. NEXT MEETING

Members noted details of the next meeting:  
Wednesday 22 August 2007, Mosman Council, 3.00 pm to 5.00 pm.

---