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# SHOROC Inc

## Board Meeting

Wednesday 22 August 2007  
Mosman Council  
Civic Centre, Mosman Square  
Spit Junction  
3.00 pm – 5.00 pm



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	31 <sup>st</sup> October 2007	
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	<ul style="list-style-type: none"><li>• Minutes of Previous Meeting held 20 June 2007</li><li>• New Ideas for Planning –Notes from Forum held 14<sup>th</sup> August 2007</li></ul>	

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## **SECTION 2. CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING HELD ON 20 JUNE 2007**

The minutes of the meeting held on 20 June 2007 are at Attachment 1.

### **RECOMMENDATION:**

- 1. That SHOROC receive and endorse the minutes of the Board meeting held on 20 June 2007 at Pittwater Council**

## **SECTION 3. ADMINISTRATIVE MATTERS**

### **3.1 APPOINTMENT OF EXECUTIVE DIRECTOR**

Following a competitive selection process, SHOROC has appointed a new Executive Director. Leta Webb commenced in the role on 13 August 2007.

Leta brings a wealth of experience that will be of particular value to SHOROC. Her most recent role was Director of Environmental and Community Management at Leichhardt Council and she previously held the position of Director of Planning at Kuringai Council. She held senior planning positions at Auburn and Kogarah Councils, and has experience working at a ROC in the position of program manager at the Southern Sydney ROC.

Leta has qualifications in law, planning, environmental management and education. She will be a tremendous asset to SHOROC.

Leta's email address is [leta@shoroc.nsw.gov.au](mailto:leta@shoroc.nsw.gov.au). Her telephone number is 9976 1438, mobile 0419 429 029.

### **RECOMMENDATION:**

- 1. That SHOROC welcome Leta Webb to the position of Executive Director.**

### **3.2 INVITATION TO LOCAL GOVERNMENT MINISTER TO ATTEND SHOROC MEETING**

Following the Board Meeting of 20<sup>th</sup> June it was agreed that an invitation should be issued to The Hon Paul Lynch MP, Minister Local Government to attend one of our Board Meetings during 2007.

A response from the Minister's office conveyed apologies for being unable to attend on any of the proposed dates due to prior Ministerial commitments.

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Further correspondence with the Minister's office requested a date upon which the Minister would be available.

SHOROC will inform Board Members the outcome of this request and discuss the possibility of rearranging a Board Meeting to accommodate the Minister's availability.

**RECOMMENDATION:**

1. That SHOROC receive and note the report on the invitation to the Minister for Local Government to attend a SHOROC Board meeting.

**SECTION 4. MATTERS OF INTEREST TO DELEGATES**

**ITEM 4.1 "NEW IDEAS FOR PLANNING FORUM"**

Under agreement through COAG, all States are required to undertake a program of regulatory reform to identify how legislation can be changed to promote business efficiency.

The operation of the planning and approvals systems can add avoidable costs and delays to business and has been targeted for attention by all governments in Australia.

The Department of Planning conducted a one day program called *New Ideas for Planning – a Forum* on 14 August, 2007 at Technology Park, Redfern to open up discussion and debate on changes that can be made to improve the NSW planning and approvals system. The Forum was attended by about 600 people representing local government, State authorities, private consultants working in planning and development, developers, associations and groups and businesses.

The morning session comprised a number of speakers: Director General, Department of Planning; Minister for Planning; Professor and Director of the Graduate School of Government (Sydney University), Smart eDA Program Queensland government, Executive Director Property Council of Australia (representing 14 groups and associations); President Local Government Association. The presentations outlined issues and perspectives and raised matters for consideration for reform and to stimulate further discussion. A summary of notes taken at the Forum by SHOROC's Executive Director are attached (Attachment 2).

The afternoon session was a series of interactive workshops on the following subjects: development assessment; strategic planning; plan making; ePlanning; exempt and complying development. The session identified issues, solutions and challenges.

The Minister set out some areas he thought required reform and outlined a timeframe for change:

*Possible areas for reform:*

- Need to increase what is covered by exempt and complying development – aim for 50% of applications.

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- Private certification needs to be expanded – acknowledge need to have checks and balances and is not against proposals to increase accountability.
  - Need to look at review systems including Section 82A and appeals – need a system of review that is faster and cheaper and does not involve lawyers.
  - ePlanning needs to be expanded.
  - Need to streamline State concurrences and improve turnaround times.
  - Development assessment – need to look at what other states are doing.
  - Improve plan making provisions so that focus on the real issues and develop simple threshold criteria against which rezonings can be assessed.
  - Adopt a consistent philosophical basis for section 94 and other funding.
  - Review the Heritage Act – consider the Productivity Commission report.

*Timetable for change*

- In 2-3 months have a discussion paper which will consider options.
- Exposure draft by February , 2008
- New legislation by June 2008
- New processes by 1 July, 2008

Working groups will be established for each issue.

**RECOMMENDATION:**

1. That SHOROC receive and note the report on the “New Ideas for Planning” forum.

**SECTION 5. UPDATE ON SHOROC PROJECTS**

**ITEM 5.1 TRANSPORT AND LAND USE STUDY**

**Background**

Following a meeting in April 2007 of representatives of member councils, SHOROC invited Halcrow to submit a consulting proposal to prepare a transport and land use strategy for the SHOROC region. The April meeting was convened following an earlier Transport Priorities workshop, which identified a “wish list” of transport improvements.

SHOROC has committed to working collaboratively to raise the profile of transport as an issue at State level by producing:

- An employment strategy for the region (currently underway, as noted below)
- A transport and land use strategy for the region.

SHOROC has endorsed Halcrow’s consulting proposal, and a meeting of council transport planners with Stephen Moore of Halcrow was convened on 7 August to commence work.

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## Study Progress

At the 7 August meeting, it was agreed:

- To provide Stephen Moore of Halcrow with all available information and previous transport studies
- To prepare an initial report to council staff for comment by 11 September, with a follow up workshop with council officers on 25 September to facilitate feedback on the initial report
- To finalise the report and present the findings to councillors, the Warringah Council Administrator and council staff on 11 October at Manly Council.

## Study Report

The report to be prepared by Halcrow will present a range of alternative technologies and the implications of each. The workshop on 11 October will prompt councillors to consider and firmly agree on the direction to be taken by the region. The study report and workshop will be presented as “realities vs acceptance” and is aimed at agreeing on policies and directions for the future.

Since the meeting on 7 August, the GMAC meeting of 15<sup>th</sup> August stressed the importance of the transport strategy linking in to an overall regional strategic framework.

<b>RECOMMENDATION:</b>
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| <ol style="list-style-type: none"><li>1. That SHOROC receive and note the report on the Transport and Land Use Study</li></ol> |
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## SECTION 5. UPDATE ON SHOROC PROJECTS

### ITEM 5.2 REGIONAL EMPLOYMENT STUDY

#### Background

SHOROC has received funding from the Department of Planning from the Planning Reform Fund to undertake a study to evaluate the existing and potential employment generating activities and land use patterns in the SHOROC region. The study will inform the North East and Inner North Subregional Strategies and LEP reviews and the development of a regional economic strategy.

The objectives of the study are:

1. To provide an indication of the employment capacity under existing planning controls; analyse the relationship between residential growth and the demand for different types of employment land and infrastructure derived from this growth.
2. To analyse the trends of different types of employment generating activities, including retail, commercial, industrial, home business, public services, not for profit, non-government sector and volunteering work.
3. Particular attention should be paid to the condition of the existing centres/corridors.

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## **Appointment of Consultant**

Following a competitive expression of interest process to select an appropriate consultant, Hill PDA has been appointed to prepare the study. Hill PDA is a specialist property consultancy. They have undertaken similar employment studies for the St George group of councils, Fairfield, Campbelltown, Kuringai and Wollongong Councils. Their referees spoke very highly of their professionalism, experience and technical ability.

## **Study Progress**

The study will begin in earnest with a working meeting of council planning staff on Friday 17 August at Manly Council. Obviously, the new Executive Director's extensive planning experience will ensure that this project achieves its maximum potential.

### **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 resolved to prepare a regional SoE report. A working group of council officers responsible for preparing SoE reports has been convened to prepare the report. The group is chaired by Stephen Clements, Manly Council, and Kym Thrift of Manly Council has resumed responsibility for compiling the regional report with information and draft chapters provided by the council officers.

#### **Progress**

The working group is making outstanding progress. Officers have been getting together regularly to ensure the report is prepared by the target date. Chapter headings have been agreed, and council officers are in the process of gathering the information required for the report using agreed templates and timelines.

### **RECOMMENDATION:**

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

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

### **ITEM 5.4 PROCUREMENT**

#### **Background**

SHOROC has a Procurement Group comprised of officers from member councils responsible for procurement. The group meets once each month.

#### **Hunter Councils**

All member councils have signed a memorandum of understanding with the Hunter Councils group, which permits the SHOROC members to purchase under the contacts and supply agreements established by Hunter Councils.

Members of SHOROC's Procurement Group have visited the Hunter Council offices on a number of occasions, and the Hunter Councils procurement manager attended the last meeting of the Procurement Group to discuss upcoming tenders.

Representatives from Tender Link also attended the last meeting. Tender Link is an electronic tendering facility that is available to SHOROC and its member councils under the agreement with Hunter Councils.

SHOROC member councils are in the process of collecting information required by Hunter Councils to enable immediate participation in the current and planned supply agreements and contracts.

A further meeting of this working group will take place 23<sup>rd</sup> August to progress these issues.

<p><b>RECOMMENDATION:</b></p>
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| <p>1. That SHOROC receive and note the report on regional procurement.</p> |
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## **SECTION 5. UPDATE ON SHOROC PROJECTS**

### **ITEM 5.5 SPORTSGROUND MANAGEMENT**

SHOROC convened a meeting of the Sportsfields Working Group on Thursday 9 August. The working group comprises representatives from member councils and the Manly Warringah Pittwater Sporting Union (MWPSU).

The key areas of discussion were user agreements and a user pays model for sporting fields.

#### **User Agreements**

With regard to user agreements, the key concerns of MWPSU representatives are:

- Reluctance to assume additional liability
- Risk management
- Insurance costs.

However, MWPSU representatives expressed in principle support for a user agreement provided their concerns could be accommodated. It was agreed to remove some of the complexity of the current draft user agreement, and include a requirement for users to comply with councils' risk management policies, procedures and guidelines. This would see a requirement for user clubs to assign a ground manager to run the ground on the day. The new user agreement would need to be presented to the Sportsfields Liaison Committee (which also comprises Mayors and the Warringah Administrator) for approval.

#### **Fee Structure**

There is a fundamental reluctance on the part of the MWPSU to accept the need for user pays – in fact, representatives of the MWPSU believe that councils should pick up the vast majority of sporting fields costs. MWPSU representatives did concede at the meeting that there might be a case for sporting groups to cover the costs of some utilities, but not maintenance and other costs.

There was, however, agreement to approach other levels of government to assist, and council representatives suggested that such approaches would more likely succeed if it could be demonstrated that all parties are making a fair contribution, including councils and sporting groups.

Finally, MWPSU representatives expressed the strong view that if contributions were to rise above the current rate of \$3 per player per season, there would need to be a marked improvement in facilities and maintenance.

The next meeting of the Sportsfields Management Group will be held on Tuesday 18 September.

#### **RECOMMENDATIONS:**

1. That SHOROC receive and note the report on sportsground management.



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

### **ITEM 5.6 AUDITING SERVICES**

Some time ago, the General Managers Advisory Committee decided to explore the possibility of establishing a shared auditing service.

To progress this initiative, Max Glyde (Director Corporate Services, Mosman Council) and Melissa Gibbs met with Rik Hart and Warringah Council's internal ombudsman and internal auditor.

The result of the meeting is that the internal auditor and internal ombudsman will prepare a paper for the consideration of the General Managers group containing some options for structuring the service. The report is due in early September 2007.

#### **RECOMMENDATION:**

1. That SHOROC receive and note the report on auditing services.

## **SECTION 6. GENERAL BUSINESS**

## **SECTION 7. DATE OF NEXT MEETING**

The next meeting is scheduled for 31<sup>st</sup> October from 3pm-5pm at Warringah Council

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**Attachments**

1. Minutes of the SHOROC Board Meeting held on 20 June 2007 at Pittwater Council
  2. New Ideas for Planning – Notes from Forum held 14<sup>th</sup> August 2007
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**MINUTES OF SHOROC INC  
BOARD MEETING HELD 3PM  
WEDNESDAY 22 AUGUST  
2007 AT MOSMAN COUNCIL**



**IN ATTENDANCE**

**Manly Council**

Cr Dr Peter McDonald, Mayor of Manly  
Mr Henry Wong, General Manager

**Mosman Council**

Cr Denise Wilton, Mayor of Mosman  
Mr Viv May, General Manager

**Pittwater Council**

Cr Alex McTaggart, Mayor of Pittwater and President of SHOROC  
Mr Mark Ferguson, General Manager

**Warringah Council**

Mr Dick Persson AM, Administrator  
Mr Rik Hart, General Manager

**SHOROC**

Ms Leta Webb, Executive Director  
Ms Andrea Dawson Administrative Officer

**1. APOLOGIES AND WELCOME**

The President opened the meeting and welcomed all delegates. He extended a special welcome to Leta Webb, Executive Director, to her first Board Meeting.

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

**SHOROC resolved:**

1. To receive and endorse the minutes of the Board meeting held on 20 June 2007 at Pittwater Council.

**Moved: Viv May/Seconded Mark Ferguson**

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### **3. ADMINISTRATIVE MATTERS**

#### **3.1 Appointment of Executive Director**

Leta Webb was formally welcomed and invited to provide a background to her career in local government.

The Board congratulated the General Managers on their selection of Leta to the position of Executive Director and wished Leta success in her role with SHOROC.

#### **SHOROC resolved:**

1. To note the appointment of Leta Webb as Executive Director of SHOROC with effect from 13<sup>th</sup> August 2007.
2. To commend the General Managers upon their appointment of Leta to this position.

**Moved: Viv May/Seconded Cr Denise Wilton**

#### **3.2 Invitation to New Local Government Minister to Attend SHOROC Meeting**

An invitation was sent to The Hon Paul Lynch MP Minister for Local Government to attend one of the SHOROC Board meetings during 2007.

The Minister conveyed his apologies that due to ministerial commitments he was unable to attend.

Subsequently a request was made to the Minister to nominate a convenient time for attendance.

The Board considered it appropriate and beneficial to prepare an agenda for the proposed meeting with the Minister, obtaining agenda items from all member councils.

The Board considered a suggestion by the President of SHOROC that he approach Cr Genia McCaffery to suggest that she contact the Minister recommending that he visit all ROCS.

#### **Action:**

1. SHOROC to email all members of the Board calling for agenda items in preparation for the proposed meeting with the Minister for Local Government.
2. Cr Alex McTaggart to approach Cr Genia McCaffery requesting she approach the The Hon Paul Lynch MP suggesting he allocate time to attend meetings with all ROCS

#### **SHOROC resolved:**

1. To note the recommendation.

**Moved: Alex McTaggart/Seconded: Mark Ferguson**

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## **4.0 MATTERS OF INTEREST TO DELEGATES**

### **4.1 “New Ideas for Planning” Forum**

Leta Webb attended a Forum organised by the Department of Planning on 14 August 2007 and provided the Board with a report on the main components of the Forum.

Leta spoke to her report, conveying her impressions and highlighting aspects that are likely to affect planning issues in the near future.

Discussion followed on the role of Private Certifiers and the use of assessment panels to determine development applications including the model being used in South Australia, S94 contributions and general planning issues.

#### **Action:**

1. SHOROC to circulate Leta Webb’s report on the Planning Forum to all Councils for circulation to their Councillors.
2. Rik Hart to circulate to all Members a parliamentary report on Assessment Panels.

#### **SHOROC resolved:**

1. To note the contents of the Executive Director’s Report on “New Ideas for Planning”

**Moved: Henry Wong/Seconded Mark Ferguson**

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

### **5.1 Transport**

A meeting was held on 7<sup>th</sup> August attended by Viv May, the Consultant Stephen Moore of Halcrow, Transport staff and SHOROC.

Viv May spoke about the issues discussed at that meeting and the need to have a vision covering 25+ years noting that transport issues underpin housing policy which in turn is affected by the employment strategy.

The Consultant has been provided with data from each Council and is currently working on a discussion paper to present to Councillors and staff on 11 October 2007.

#### **Action:**

1. SHOROC to invite all Councillors to the Workshop in October to discuss matters raised in the Consultant’s report.

#### **SHOROC resolved:**

1. To note progress made with regard to a transport and land use strategy.

**Moved: Viv May/Seconded Mark Ferguson**

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## **5.2 Regional Employment Study**

A meeting was held on 17<sup>th</sup> August attended by consultants Hill PDA, planning staff, a representative from the Department of Planning and SHOROC. The Consultants were impressive and the staff from member Councils were well informed and prepared for the meeting.

The Executive Director provided background information on the objectives of the study and reported on matters raised by the consultants which covered issues relating to retail, business parks, growth centres (particularly around the area at Frenchs Forest proposed for the new hospital) employment expansion, educational establishments, tourism and employment.

### **SHOROC resolved:**

1. To note the report on the regional employment study.

**Moved: Viv May/Seconded Rik Hart**

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

Henry Wong advised the Board on the excellent progress on the preparation of a Regional SoE Report. The first draft is expected at the end of September for distribution to Councils. Pittwater is providing a supplementary report which will be attached to the Regional SoE report.

It was reported that after 2008 it may not be necessary to provide a Regional State of the Environment Report.

### **SHOROC resolved:**

1. To note progress with regard to the preparation of the Regional State of the Environment Report.

**Moved: Henry Wong/Seconded: Mark Ferguson**

## **5.4 Procurement**

The last Procurement Meeting was held at Mosman Council on 26<sup>th</sup> July, attended by the Working Group and Viv May.

Viv May gave an overview of the joint procurement opportunities raised at the meeting. General discussion ensued with regard to the benefits of purchasing and acquiring goods and services as a region. Mr May advised that the e-tendering process through Hunter ROC is proving beneficial.

Henry Wong advised that Manly's fleet is using bio diesel stored at Manly's depot.

The next meeting of the Procurement Committee will take place Thursday 23<sup>rd</sup> August at Warringah Council.

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**SHOROC resolved:**

1. To note the progress made by the Procurement Committee.

**Moved: Viv May/Rik Hart**

**5.5 Sportsground Management**

At the last meeting of the Sportsfield Management Committee held at Pittwater Council on 9<sup>th</sup> August, the User Agreement was discussed.

Mark Ferguson reported on the issues that are still unresolved with the Manly Warringah Pittwater Sporting Union with regard to implementing the conditions of the User Agreement.

Rik Hart quoted recent research undertaken by Warringah Council which identified the cost/recovery statistics.

The next meeting is scheduled for end September. Date to be confirmed.

As a matter of interest, it was brought to the Board's attention that a recent Department of Local Government circular discussed wording of swimming signs displayed at beaches.

**SHOROC resolved:**

1. To note progress made by the Sportsground Management Committee.

**Moved: Mark Ferguson/r Alex McTaggart**

**5.6 Auditing Services**

A meeting was held attended by Rik Hart, Ann Manewell (Warringah's internal auditor) and Jane Coulter( Warringah's Internal Ombudsman), Max Glyde of Mosman Council and Melissa Gibbs representing SHOROC.

A report is being prepared by Jane Coulter and Ann Manewell for presentation to the General Manager's at their September meeting.

Rik Hart led discussion with regard to the benefits of having an independent audit conducted at arm's length through SHOROC funded by each member council.

**SHOROC resolved:**

1. To note the progress on proposed Auditing Services.

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## **6. GENERAL BUSINESS**

### **6.1 Proposed Seminar conducted by Department of Sport & Recreation**

Cr Denise Wilton tabled a report detailing an invitation from Department of Sport & Recreation to provide 2 free child protection seminars for SHOROC member councils.

The Department will provide the presenter and all the resource material.

This was considered a good initiative

Mosman Council kindly offered to host the first seminar in early November with the second to be hosted by one of the other member councils.

Mosman Council's Director Community Development Kay Clarke will be pleased to work with the SHOROC Executive Director in arranging the above seminars.

#### **Action:**

1. Kay Clarke, Director Community Development, Mosman Council to contact SHOROC with regard to making suitable arrangements.

#### **SHOROC Resolved:**

1. That SHOROC accept the offer of the Department of Sport and Recreation to conduct free seminars on child protection by assisting with promotion and by providing free venues on mutually suitable dates.
2. That a member Council offers to provide a free venue for the second seminar and nominate staff to assist in the co-ordination of seminar arrangements.

**Moved: Cr Denise Wilton/Viv May**

### **6.2 Kids Safe at Sport**

Cr Denise Wilton advised that attendance by a Steven Gould at recent Mosman Council meetings has caused some concern.

### **6.3 Breakfast Meeting with Federal MP's**

Mosman Council have agreed to host a breakfast for the region's Federal Members and Mayors/Administrator, GMs and other relevant senior staff to promote regional issues prior to the federal budget.

The date for this Breakfast Meeting is Tuesday 28<sup>th</sup> August commencing 7.30am to be held at Mosman Council.

A welcome will be given by Cr Alex McTaggart followed by presentations delivered by Mark Ferguson, Viv May, Rik Hart and Henry Wong.



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#### **6.4 Discharge of Emissions in Pittwater**

Cr Alex McTaggart advised that as a result of the recent investigations into Unomedical at Mona Vale, Pittwater is conducting an audit of its industrial premises.

Cr McTaggart advised other Councils that if they have not recently conducted an audit themselves, then it might be prudent to do so.

Pittwater Council are now aware that there is an omission in the Department of Health schedule of chemicals as the particular chemical being emitted from Unomedical is not on the schedule.

Pittwater Council will be seeking support from SHOROC member councils at the forthcoming Local Government Conference to rectify this omission and to ask State Government Agencies to review the scheduling procedures for toxic chemicals.

#### **6.5 Mayoral Elections**

It was noted that with the forthcoming Mayoral elections, this will be the last time that Cr Alex McTaggart will preside over the SHOROC Board.

#### **SHOROC resolved:**

1. To thank Cr McTaggart for the excellent job he has done as President.
2. To place election of a new president on the agenda of the next Board meeting.

#### **7. NEXT MEETING**

Members noted details of the next meeting:

31<sup>st</sup> October 2007 at Warringah Council, 3-5pm.