

AMENDED ITEM



Item No: 2.1
Title: The Local Representation Committee
Department: Governance

29 June 2016 Extraordinary Council Meeting

D12361806

Report Purpose:

To implement the proposed Local Representation Committee of the Central Coast Council.

Recommendation:

- 1** *That Council establish a Local Representation Committee.*
- 2** *That Council adopt the revised "Local Representation Committee - Terms of Reference" (attachment 1 to this report) as the Terms of Reference for the Local Representation Committee.*
- 3** *That Council appoint the following former councillors as members of the Local Representation Committee.*
 - *Greg Best*
 - *Deanna Bocking*
 - *Gabrielle Bowles*
 - *Chris Burke*
 - *Craig Doyle*
 - *Doug Eaton*
 - *Bob Graham*
 - *Ken Greenwald*
 - *Jim Macfadyen*
 - *Lisa Matthews*
 - *Hillary Morris*
 - *Vicki Scott*
 - *Jeff Strickson*
 - *Lloyd Taylor*
 - *Adam Troy*
 - *Doug Vincent*
 - *Bob Ward*
 - *Lynne Webster*
- 4** *That Council note this report.*

2.1 The Local Representation Committee (contd)

Context:

At its meeting held on 8 June 2016 Council resolved as follows:

"RESOLVED on the motion of Mr Reynolds:

- 70/16 *That Council acknowledge the significant civic service of the councillors of the former Gosford and Wyong Councils.*
- 71/16 *That Council adopt the "Local Representation Committee - Terms of Reference" (attachment 1 to this report) as the Terms of Reference for the proposed Local Representation Committee of the Council.*
- 72/16 *That Council request that the Chief Executive Officer invite expressions of interest from each of the 19 councillors who held civic office in the former Gosford or Wyong Councils immediately prior to the making of the Local Government (Council Amalgamations) Proclamation 2016.*
- 73/16 *That Council request that the Chief Executive Officer provide a report to the extraordinary meeting of Council on 29 June 2016 on the expressions of interest received from those former councillors.*
- 74/16 *That Council note this report."*

Immediately after that meeting the 19 former councillors of the former Gosford and Wyong Councils were invited to express their interest to be a member of the proposed Local Representation Committee ("LRC"). Each of those former councillors were provided with a copy of the draft Terms of Reference considered by Council at that meeting.

2.1 The Local Representation Committee (contd)

Expressions of interest were received from the following 18 former councillors:

Name	Former Council
Greg Best	Wyong Shire Council
Deanna Bocking	Gosford City Council
Gabrielle Bowles	
Chris Burke	
Craig Doyle	
Doug Eaton	
Bob Graham	Wyong Shire Council
Ken Greenwald	
Jim Macfadyen	
Lisa Matthews	Wyong Shire Council
Hillary Morris	Gosford City Council
Vicki Scott	
Jeff Strickson	
Lloyd Taylor	
Adam Troy	Wyong Shire Council
Doug Vincent	
Bob Ward	
Lynne Webster	Wyong Shire Council

The 18 expressions of interest were carefully considered against the draft Terms of Reference considered at the 8 June 2016 meeting of Council. All of those who expressed an interest in being a member of the LRC committed to the success of the new Central Coast Council, and had both willingness and ability to assist the Administrator by providing advice on local views and issues. The former councillors continue to have close involvement with the Central Coast community.

Recommendation:

It is recommended that the 18 former councillors that expressed an interest in being a member of the LRC be appointed to the LRC. Each of those former councillors has expressed a willingness to provide advice to Council on local views and issues, and a commitment to the success of the new Central Coast Council.

With 18 members of the LRC, it is recommended that the following Working Groups be established, comprising six members of the LRC each with one of those members to be appointed Chair of that Group by the Administrator:

1. Environment
2. Economic
3. Community

2.1 The Local Representation Committee (contd)

The attached draft revised Terms of Reference (attachment 1) will permit those Working Groups to be established. It is recommended that the attached draft revised Terms of Reference (attachment 1) be adopted by Council.

Financial Impact:

Members of the LRC will be remunerated at a rate equal to their remuneration as a (former) Councillor in accordance with state government guidelines. Funds are available for this purpose.

Critical Dates Or Timeframes:

The Administrator will determine the meeting schedule of the LRC, in accordance with the (proposed) revised Terms of Reference (attachment 1).

Attachments

- 1** Local Representation Committee - Terms of Reference - 29 June 2016 D12377515

Local Representation Committee - Terms of Reference

Name

The name of the committee is the “**Central Coast Council Local Representation Committee**” (“LRC”).

Purpose

The LRC is an advisory body. Its purpose is to provide advice to the Administrator on local views and issues. This includes:

- advising on communication and engagement with the community
- providing advice on the vision and priorities of the Central Coast Council
- Providing assistance, as determined by the Administrator, to engage communities and partners in planning for the new Central Coast Council.

Chairperson and Minutes

The Administrator will determine the chairperson of the LRC. Secretariat support will be provided to prepare agendas and minutes of each meeting

Membership

The LRC comprises councillors of the former Gosford City Council and the former Wyong Shire Council who are committed to the success of the new Central Coast Council. The Administrator will appoint and remove members of the LRC and may appoint other community representatives where appropriate. The original members of the LRC are as follows:

Name	Relevant former Council
Greg Best	Wyong Shire Council
Deanna Bocking	Gosford City Council
Gabrielle Bowles	
Chris Burke	
Craig Doyle	
Doug Eaton	Wyong Shire Council
Bob Graham	
Ken Greenwald	
Jim Macfadyen	Gosford City Council
Lisa Matthews	Wyong Shire Council
Hillary Morris	Gosford City Council
Vicki Scott	
Jeff Strickson	
Lloyd Taylor	Wyong Shire Council
Adam Troy	
Doug Vincent	
Bob Ward	Gosford City Council
Lynne Webster	Wyong Shire Council

The Chief Executive Officer and other council staff may attend LRC meetings, as determined by the Administrator. The Administrator may, at his absolute discretion, chair and/or attend any meeting of the LRC.

Working Groups

The Administrator may establish the following Working Groups of the LRC, each of which may comprise up to 6 LRC members:

- The Environment Working Group
- The Economic Working Group
- The Community Working Group.

The Administrator may:

- appoint or remove members of each Working Group;
- direct who is to chair meetings of each such Group;
- attend and chair any meeting of any of the Working Groups.

Reporting

The LRC will be appointed by, and report to, the Administrator as directed by the Administrator. Working Groups will report to the LRC.

Meeting Schedule

Meeting schedules will be determined by the Administrator, in consultation with LRC members and the Chief Executive Officer. However, the LRC will meet at least as follows, with capacity for additional meetings as needed:

- The LRC must hold its first meeting in July 2016.
- Working Groups (if appointed), must meet once each calendar month.

Principles

The following principles provide guidance to communities, the Administrator, the Chief Executive Officer and staff about the way the NSW Government expects the implementation of the new Central Coast Council to be conducted - these principles also provide high-level guidance for the LRC:

- Establishing a modern, efficient and effective Central Coast Council.
- Encouraging constructive and open engagement between members of the LRC to provide informed and helpful advice to the Administrator on the development of the Central Coast Council.
- Encourage members of the public to participate constructively in the affairs of the Central Coast Council.

Code of Conduct

The Code of Conduct adopted by the Central Coast Council applies to all members of the LRC.

Remuneration of Members

Members of the LRC will be remunerated at a rate equal to their remuneration as a (former) Councillor.

Media Liaison

The Administrator is the designated media spokesperson for the Central Coast Council.

Meeting Arrangements

Arrangements for meetings of the LRC and its Working Groups (if any) will be as follows:

- the agenda and supporting material will be circulated at least five days prior to a meeting
- any supporting material or papers that are confidential will be clearly marked as such and remain confidential to members
- any general business items tabled during meetings will be short, requiring no more than five minutes' presentation or discussion
- meetings will be run in a fair and independent manner and support open and constructive dialogue
- minutes will be circulated within seven days of each meeting.

Standard Agenda Items

Agendas for meetings of the LRC and any Working Groups will be determined by the relevant appointed Chairperson. As a minimum, agendas will include the following standard items:

- meeting open and apologies
- disclosure of conflicts of interest
- confirmation of previous minutes and matters arising
- reports on priority actions
- reports and advice on local views and emerging issues
- confidential matters
- specific items varying from meeting to meeting
- review of relevant meeting actions or follow up requirements
- formal close.