

Armidale

Regional Council

BUSINESS PAPER

ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 15 June 2016
9am

at

Armidale Council Chambers

Members

Administrator, Dr Ian Tiley

SUPPLEMENTARY AGENDA

INDEX

7.2 Our Governance

7.2.8 Establishment of the Armidale Regional Council Local Representation Advisory Committee	3
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Item: 7.2.8 **Ref:** INT/2016/06409
Title: Establishment of the Armidale Regional Council Local Representation
Advisory Committee **Container:** ARC16/0040
Author: General Manager
Attachments: 1. Local Representation Advisory Committee - Terms of Reference
2. Letter for LRAC members

RECOMMENDATION:

- a) **That the Armidale Regional Council (ARC) Local Representation Advisory Committee (LRAC) be established.**
- b) **That the Terms of Reference for the Armidale Regional Council (ARC) Local Representation Advisory Committee (LRAC) be adopted.**
- c) **That members of the committee be required to sign the member's agreement form.**
- d) **That the 2016/17 annual fee payable to committee members be fixed at \$8,540, in accordance with the minimum councillor fee for a Regional Rural Council, as determined by the Local Government Remuneration Tribunal.**

Introduction:

A proposed membership was submitted to the local member and the Minister for Local Government. Due to the timing that this advice was received, this report is presented as a late item.

This report is to establish the committee, adopt the terms of reference, appoint the members for the Armidale Regional Council (ARC) Local Representation Advisory Committee (LRAC) and fix member remuneration.

Report:

Armidale Regional Council was proclaimed on 12 May 2016. Following from this, the Premier of NSW advised that Councillor Committees would be established in merged councils, in the form of Local Representation Committees.

The Minister for Local Government advised that the Committees:
"...will provide an opportunity for councillors to serve the interests of their communities until the election next year."

The LRAC will provide a range of support and consultation to the Administrator and will assist the Administrator at public events and community consultation forums. It is proposed that the LRAC will assist the Administrator to form an Independent Hearing and Advisory Panel (IHAP) which will advise on development applications and changes proposed to the local environmental plans, development control plans and other major planning decisions.

The formation of an IHAP is a critical part of the public consultation process for the Administrator, to allow the community to have input through the members of the LRAC and to express to them and in any open public forums support or concerns for the planning process.

Committee member's remuneration will be based on the fixed annual fee payable to councillors under section 248 of the NSW Local government Act 1993. The Local Government Remuneration Tribunal has determined an increase of 2.5% in the maximum and minimum fees for councillors. The fees for the Regional Rural Category are a minimum of \$8,540 to a maximum of \$18,840. It is proposed that the annual fee be fixed at \$8,540.

Financial Implications:

The annual fees payable to councillors under section 248 of the NSW Local Government Act 1993 for 2016/17, as determined by the Local Government Remuneration Tribunal (29 March 2016), is \$8,540pa or \$712 (rounded) payable monthly in arrears for each month (or part of a month). These costs can be accommodated within the Council budgets previously allocated to the Mayor and Councillors of the former Councils.

Environmental Implications:

Not applicable.

Policy Issues:

The LRAC is governed by the Terms of Reference and is appointed by, and reports to the governing body. The Model Code of Conduct applies to the members of the LRAC and all members will be required to sign a letter of support.

Social Implications:

Not applicable.

Integrated Planning and Reporting Issues:

The purpose of the LRAC is to provide advice to the Administrator on local views and issues. This includes:

- providing advice on the Operational Plan for 2017-18 and on matters for Council consideration;
- providing advice on the statement of vision and priorities of Armidale Regional Council;
- assisting to engage communities and partners in planning for the new Council, and
- provide advice to the Administrator on any matter referred by him to the LRAC.

Risk Management Issues:

Not applicable.

Legal Issues:

Members of the LRAC will be remunerated in accordance with the adopted annual fees payable to councillors under section 248 of the NSW Local Government Act 1993.

Local Representation Advisory Committee (LRAC) - Terms of Reference

Name

The name of the committee is the Armidale Regional Council (ARC) Local Representation Advisory Committee (LRAC).

Purpose

The purpose of the LRAC is to provide advice to the Administrator on local views and issues. This includes:

- providing advice on the Operational Plan for 2017-18 and on matters for Council consideration;
- providing advice on the statement of vision and priorities of Armidale Regional Council;
- assisting to engage communities and partners in planning for the new Council, and
- providing advice to the Administrator on any matter referred by him to the LRAC.

Chairperson and Minutes

The Administrator will be the chairperson of the LRAC.

Secretarial support will be provided to prepare agendas and minutes of each meeting.

Membership

The LRAC comprises Councillors of the former Councils who have demonstrated a commitment to the success of the new Council. Each member is required to sign a members agreement form prior to participating on this committee.

Membership of the Armidale Regional Council LRAC is as follows:

1. Herman Beyersdorf (Deputy Chair)
2. Hans Hietbrink (Deputy Chair)
3. Rob Richardson
4. Colin Gadd
5. Margaret O'Connor
6. Dot Vickery
7. Andrew Murat
8. Simon Murray

The Interim General Manager and other Council staff may attend LRAC meetings, on the invitation of the Chairperson.

Committee Term

The committee will cease as of 30 June 2017, or earlier if considered appropriate by the Administrator.

Reporting

The LRAC will be appointed by, and report to, the governing body.

Meeting Schedule

The LRAC will meet as required and meeting schedules will be determined by the Chairperson, in consultation with LRAC members.

Principles

The following principles provide guidance to communities, Administrators, Interim General Managers and staff about the way the NSW Government expects the implementation of new councils to be conducted.

Social: Caring for the Community, Caring for Staff and Provide for Social Justice.

Environmental: Improving Environment Values, Sustainable Operations and Managing Natural Hazards.

Economic: Excellence in Business Practice, Continuity of Service to the Community and Financially Stable.

The following Council principles also provide guidance for the LRAC.

Governance	<p>This principle has a focus on the corporate governance processes and internal support services of council as an organisation.</p> <p>Governance includes the internal structures, information systems and policies that ensure an efficient and effective operation while being open and transparent to all stakeholders.</p>
Infrastructure	<p>This principle focuses on the physical assets under council's care and management, which are necessary for the effective functioning of the community. These assets include utility and transport services, as well as public buildings and recreational facilities</p>
Services	<p>This principle focuses on the programs within the council aimed at our local people and communities</p> <p>It is about maintaining and where possible improving people's social, cultural and economic wellbeing, through programs which contribute to making our community a healthy and prosperous one, where people enjoy a sense of belonging and security.</p> <p>This principle is also concerned with the care and custodianship of the physical environment of our area, and interactions with the environment beyond our boundaries</p>

Code of Conduct

The Model Code of Conduct applies to the members of the LRAC.

Code of Meeting Practice

The Councils Code of Meeting Practice applies to members of the LRAC.

Remuneration of Members

Members of the Local Representation Advisory Committee will be remunerated in accordance with the adopted annual fees payable to councillors under section 248 of the NSW Local Government Act 1993.

The fees are payable monthly in arrears for each month (or part of a month) for which the committee member holds membership.

Media Liaison

The Administrator is the designated media spokesperson for the new Council.

Meeting Arrangements

Arrangements for meetings will be as follows:

- the agenda and supporting material will be circulated at least three (3) business 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 (5) minutes' presentation or discussion;
- meetings will be run in a fair and independent manner and support open and constructive dialogue; and
- minutes will be circulated within seven (7) days of each meeting.

Standard Agenda Items

Agendas will be determined by the Chairperson. As a minimum, agendas will include the following standard items:

- meeting open and apologies;
- confirmation of previous minutes and matters arising;
- declarations of interest;
- reports on priority actions;
- reports and advice on local views and emerging issues;
- specific items varying from meeting to meeting;
- review of relevant meeting actions or follow up requirements (action log); and
- formal close.



135 Rusden Street
PO Box 75A Armidale NSW 2350
P: 1300 136 833
council@armidale.nsw.gov.au
ABN 39 642 954 203

I, **Councillor Name**, agree to adhere to the Terms of Reference for the Armidale Regional Council Local Representation Committee, to which I have been appointed, and to at all times remain committed to the success of the new Armidale Regional Council.

In exercising the functions of my role on the ARCLRC, I agree to uphold the values of the committee, being:

1. **Respect for our history** - I will be respectful and honour the history and traditions of both the former Armidale and Guyra councils
2. **Community and resident focused** – I will focus on service delivery continuity for residents, the community and other stakeholders during the transition period
3. **Collaborative and cooperative transition** – I will work collaboratively facilitate a smooth and timely transition
4. **Integrity and mutual respect** – I will act with integrity, mutual respect and professionalism at all times, at all times including between ARCLRC meetings
5. **Open and clear communications** – I will engage in open, clear and consistent communications (no back channels) to minimise uncertainty for all stakeholders impacted by the transition
6. **Fact-based decision-making** – I will contribute to discussions based on objective, data-based criteria and on merit - not power, emotions or politics

In addition, I agree that I will have a:

- Commitment to making the new Council a success;
- Desire to represent the views of the community;
- Willingness to make decisions that are in the best interest of the community;
- Commitment to promote the new Council to the Community, where permitted by the Administrator;
- Commitment to work collaboratively with other committee members.

I understand that my membership on the ARCLRC will be terminated in the event that I fail to uphold the values of the committee, its Terms of Reference, or I cease to be committed to the success of the new Armidale Regional Council.

Councillor Name

Date: