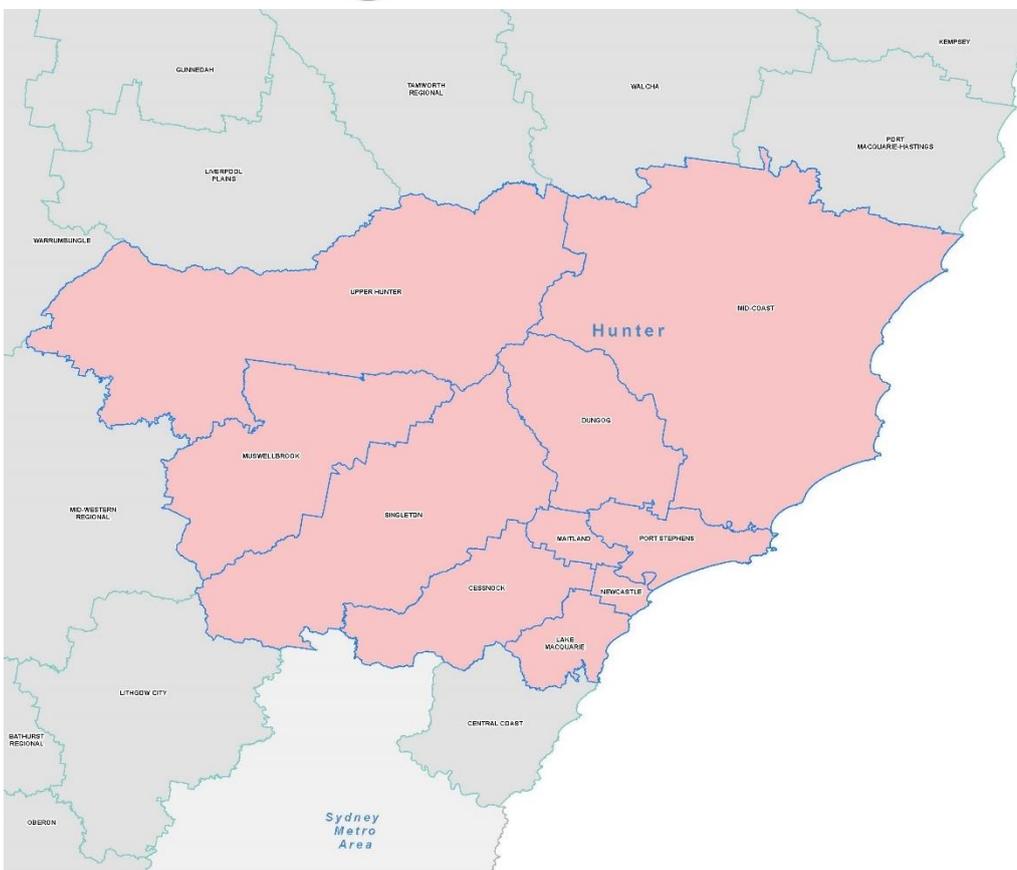

Hunter

Joint Organisation



Meeting Agenda

10 am

Thursday 13 December 2018

The Board Room

4 Sandringham Avenue, Thornton

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AGENDA LIST



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AGENDA LIST

- 1. Welcome and Apologies**

- 2. Minutes of Previous Meeting**

Thursday 18 October 2018

Jubilee Room, Parliament House, Sydney

1. WELCOME AND APOLOGIES

Voting Directors Present

Cr Bob Pynsent, Cessnock City Council
Cr Tracy Norman, Dungog Shire Council
Cr Kay Fraser, Lake Macquarie City Council
Cr Loretta Baker, Maitland City Council
Cr David West, MidCoast Council
Cr Nuatali Nelmes, City of Newcastle
Cr Ryan Palmer, Port Stephens Council
Cr Sue Moore, Singleton Shire Council
Cr Wayne Bedggood, Upper Hunter Shire Council

Non-voting Directors Present

Stephen Wills, Regional Director, Department of Premier and Cabinet
Stephen Glen, General Manager, Cessnock City Council
Coralie Nichols, General Manager, Dungog Shire Council
Morven Cameron, CEO, Lake Macquarie City Council
David Evans, General Manager, Maitland City Council
Adrian Panuccio, General Manager, MidCoast Council
Fiona Plesman, General Manager, Muswellbrook Shire Council
Jason Linnane, General Manager, Singleton Council
Steve McDonald, General Manager, Upper Hunter Shire Council

Apologies

Cr Martin Rush, Muswellbrook Shire Council

Jeremy Bath, CEO, City of Newcastle

Staff in attendance

Roger Stephan, Interim CEO, Hunter Joint Organisation

In attendance by invitation

Melissa Gibbs, Office of Local Government

Virginia Errington, Office of Local Government

RECOMMENDATION:

THAT the apologies be accepted.

Moved: Cr Wayne Wallis
Seconded: Cr Wayne Bedggood

Carried.

2. MINUTES OF THE PREVIOUS MEETING

Moved: Cr Wayne Bedggood
Seconded: Cr Tracy Norman

Carried.

3. PRESENTATIONS

- Scot Macdonald, Parliamentary Secretary for the Hunter and Central Coast
- Chris Hanger, Executive Director, Department of Premier and Cabinet
- Sharon Molloy, Director, Office of Environment and Heritage and Claire Turrell, Project Officer: Hunter Valley Flood Mitigation Scheme
- Dr Karl Mallon, ClimateRisk: Green Bonds
- Geoff Parmenter, Group Executive Brand and Corporate Affairs at the Star and John Trevillian AM, JT Strategic Solutions and Events: Opportunities for Australia's regional event economies.

3.1 BUSINESS ARISING FROM PRESENTATIONS

There was no business arising.

4. HUNTER JOINT ORGANISATION MATTERS

4.1 Recruitment Process for Chief Executive Officer

An update on the recruitment process was provided.

4.2 Greater Newcastle Metropolitan Plan Standing Committee Terms of Reference

RECOMMENDATION:

THAT the terms of reference for the Greater Newcastle Metropolitan Plan Standing Committee be noted and endorsed.

Moved: Cr Kay Fraser
Seconded: Cr Wayne Bedggood

Carried.

4.3 s.449 Disclosures of Interest

RECOMMENDATION:

THAT:

- 1. It be noted that a public register of submitted s.449 disclosures of interest will be maintained by the Chief Executive Officer**
 - 2. The tabled disclosures of interest be received and noted.**
-

Moved: Cr Ryan Palmer
Seconded: Cr Sue Moore

Carried.

4.4 The Role of the General Managers Advisory Committee

RECOMMENDATION:

THAT the role statement of the General Managers Advisory Committee as tabled at this meeting be adopted.

Moved: Cr Sue Moore
Seconded: Cr Ryan Palmer

Carried.

4.5 Sponsorship Policy

RECOMMENDATION:

THAT:

1. The Hunter Joint Organisation Sponsorship Policy, as amended at this meeting, be adopted
 2. The sponsorship requests from the Hunter Research Foundation and Newcastle Airport Ltd be declined.
-

Moved: Cr Wayne Bedggood
Seconded: Cr Sue Moore

Carried.

4.6 Code of Conduct

RECOMMENDATION:

THAT:

1. The Hunter Joint Organisation Code of Conduct, as amended at this meeting, be tabled pending prescription by the NSW Government of a new Model Code of Conduct for Local Councils in NSW
 2. It be noted that, until such time as the new Model Code of Conduct is prescribed and the Hunter Joint Organisation Code of Conduct formally adopted, current Code of Conduct provisions put in place by the State Government apply to the Hunter Joint Organisation.
-

Moved: Cr Sue Moore
Seconded: Cr David West

Carried.

4.7 Joint Organisation Strategic Plan implementation

RECOMMENDATION:

THAT:

1. An action plan to guide implementation of the Hunter Joint Organisation Strategic Plan be prepared following finalisation of the CEO recruitment process
 2. A Board Workshop be held on the matter on Friday 15 February 2018
-

Moved: Cr David West
Seconded: Cr Wayne Bedggood

Carried.

5.8 Joint Organisation Charter, Code of Meeting Practice and Expenses and Facilities Policy

RECOMMENDATION:

THAT the consultation drafts of the Hunter Joint Organisation Charter, Code of Meeting Practice and Expenses and Facilities Policy be adopted.

Moved: Cr David West
Seconded: Cr Ryan Palmer

Carried.

5.9 Profit and Loss Statement for the period ending 30 June 2018

RECOMMENDATION:

THAT the profit and loss statement be received and noted.

Moved: Cr Ryan Palmer
Seconded: Cr Wayne Bedggood

Carried.

6. Program Reports

6.1 Environment Division

RECOMMENDATION:

THAT the update report be received and noted.

Moved: Cr Ryan Palmer
Seconded: Cr Sue Moore

Carried.

6.2 Screen Hunter

RECOMMENDATION:

THAT the update report be received and noted.

Moved: Cr Ryan Palmer
Seconded: Cr Sue Moore

Carried.

7. Notified General Business

7.1 Cessnock City Council: Public Library Funding

RECOMMENDATION:

THAT the Joint Organisation enter into correspondence seeking bipartisan support for a substantial increase in State Government funding for NSW public libraries.

Moved: Cr Tracy Norman
Seconded: Cr Sue Moore

Carried.

7.2 Proposed governance and operational frameworks: Joint Organisation Network

RECOMMENDATION:

THAT:

- 1. The draft statement in its current form not be supported**
 - 2. The Chair be authorised to represent the views of the Board on this matter at the inaugural meeting of the Joint Organisation network.**
-

Moved: Cr Tracy Norman
Seconded: Cr Sue Moore

Carried.

7.3 Local Government NSW: Joint Organisation Consultation Draft Membership Proposal

RECOMMENDATION:

THAT the membership proposal not be supported.

Moved: Cr David West
Seconded: Cr Sue Moore

Carried.

Meeting closed.

3. Presentations

- Hunter Sports Precinct
- Committee for the Hunter

4. Reports



AGENDA LIST

4.1 Recruitment process for Chief Executive Officer

RECOMMENDATION:

THAT this matter be considered in Closed Session in accordance with Section 10A(2)(a) of the Local Government Act 1993:

“personnel matters concerning particular individuals other than councillors).

The recruitment process of the Joint Organisation CEO commenced with the formation of a panel of the Joint Organisation made up of five Mayors (Lord Mayor Nelmes and Mayors Pynsent, Fraser, Bedggood and Palmer) and three General Manager (McDonald, Evans and Glen).

The Chair of the Joint Organisation, Cr Pynsent, is the chair of the panel.

The committee sought costings to undertake the recruitment process and accepted the offer by Blackadder Associates. The recruitment process included an initial meeting with the CEO Recruitment panel and Blackadder Associates, the advertising of the role in various forms, the culling from twenty-six applicants to six applicants for interview by the panel in association with Blackadder Associates and subsequent interviews with the recruitment panel.

A final interview with the full Joint Organisation Board will take place at this meeting.

Blackadder Associates have overseen the whole process.

A report titled “Process and Outcome Report – 5 December 2018” has been provided by Blackadder Associates. This report details the steps in the recruitment process and provides the necessary information on the preferred candidate including results from “Hogan” psychometric testing. In addition to the “Process and Outcome Report are summaries of two referee checks undertaken by Blackadder Associates in preparation for the interview process. Further, the Chair of the Joint Organisation, Cr Pynsent, has had a discussion with a third referee, a direct supervisor, for which a verbal report will be provided at the Board meeting.

The process of the final interview with the Joint Organisation Board will be as follows:

1. Stephen Blackadder from Blackadder Associates will describe the recruitment process prior to the introduction of the preferred candidate.
2. The preferred candidate will be introduced and will provide responses to three scenarios that will be provided to the candidate days before the presentation. Responses are to take no longer than 20 minutes in total.
3. There will then be a 10-minute window to ask questions or seek clarification of any points made in the responses or to any new questions.

It is expected that this process will take thirty minutes to complete.

Please note that the proposed public resolution in regard to this matter is as follows:

THAT:

1. The Board of the Hunter Joint Organisation note and accept Recommendations 1 and 3 of the attached report presented by Blackadder & Associates
2. The Board of the Hunter Joint Organisation note the Board-appointed recruitment panel's endorsement of the preferred candidate
3. The Board of the Hunter Joint Organisation determine its position in response to Recommendation 2 of the attached report presented by Blackadder & Associates
4. Subject to the appointment of the preferred candidate:
 - a. The Hunter Joint Organisation seek quotations from suitably qualified recruitment companies to assist the Hunter Joint Organisation Board in the development and review of the CEO performance agreement;
 - b. The CEO performance agreement be prepared by the appointed consultant in consultation with the Hunter Joint Organisation Board Chairman and the Chief Executive Officer, within 8 weeks of commencement to determine mutually agreeable outcomes for the first year of the appointment; and
 - c. The performance agreement be circulated in 'final draft' form for endorsement by the Hunter Joint Organisation Board.
5. The Board of the HJO note that subject to the appointment of the preferred candidate, the General Manager representatives of the CEO recruitment panel will make appropriate recommendations to the Board of Strategic Services Australia Ltd. in relation to the appointment of the preferred candidate to the role of CEO of Strategic Services Australia Ltd.

Attachments

The following documents are provided as an attachment to this report:

- Process and Outcome Report 5 December 2018
- Reference for Joe James, Mary Mortimer OAM
- Reference for Joe James, Patricia Forsythe

PREVIOUS REPORTS:

This matter has previously been the subject of resolution at the 28 June 2018 and 9 August 2018 Meetings and the 28 September 2018 Extraordinary Meeting of the Joint Organisation.

FINANCIAL IMPLICATIONS:

Expenditure to date on the recruitment process amounts to \$20,844

POLICY IMPLICATIONS:

There are no policy implications associated with this matter.

STATUTORY IMPLICATIONS:

An external selection process is a requirement of Joint Organisation establishment process.





AGENDA LIST

4.2 Intergovernmental Partnerships Project

Report Author: Roger Stephan, Interim CEO

Responsible Officer: Roger Stephan, Interim CEO

RECOMMENDATION:

THAT:

- 1. The Board note the actions to date of the Greater Newcastle Standing Committee**
- 2. The Board note and endorse the promotional document “Intergovernmental Partnerships Project” provided as an attachment to this report**
- 3. The Astrolabe Group be appointed to undertake the next stage of the development of the Intergovernmental Partnerships Project subject to provision, by the company’s principal, of a formal quotation for the work.**

REPORT:

As the Board is aware, the Astrolabe Group has been commissioned by the Board to undertake Stages 1 and 2 of the development and initial consultation on an Intergovernmental Partnerships Project for the Greater Newcastle Metropolitan Region.

The Greater Newcastle Metropolitan Plan Standing Committee has met on a two-weekly basis to provide guidance and direction to the development of the Partnership proposal with activities culminating in a series of meetings with various politicians and their senior staff in Canberra on 5 December 2018.

A verbal update report will be provided to the meeting.

PREVIOUS REPORTS:

This matter has previously been the subject of resolution at the 28 June 2018 and 9 August 2018 Meeting of the Joint Organisation.

FINANCIAL IMPLICATIONS:

The Board has allocated a notional budget of \$100,000 to this matter. As \$80,000 has been committed to date it may be necessary to review and increase this allocation.

POLICY IMPLICATIONS:

The Greater Newcastle Metropolitan Plan Standing Committee is constituted within the context of the Charter of the Joint Organisation.

STATUTORY IMPLICATIONS:

There are no statutory implications arising from this matter.



AGENDA LIST

4.3 Profit and Loss Statement for the period ending 30 November 2018

Report Author: Roger Stephan, Interim CEO

Responsible Officer: Roger Stephan, Interim CEO

RECOMMENDATION:

THAT the profit and loss statement be received and noted.

REPORT:

The following documents are provided for the information of the Board:

1. A profit and loss statement overview for the Hunter Councils group of entities
2. A detailed profit and loss statement for the Hunter Joint Organisation (Hunter Councils Inc).

In regard to these statements:

1. The accounting result year to date {30 November 2018} for the combined entities stood at \$300,518. This represented a surplus of \$190,097 over budget
2. The overall cash result stood at \$294,908. This figure resulted a surplus of \$118,872 over budget.

Variances to budget for November included:

- i. Less than expected income from grants due to the deferral of invoicing for some environmental programs to December
- ii. Less than expected grant income for Screen Hunter.

The deferred income for the Environment Division has been more than offset by reduced expenditure.

Alternative income sources are being investigated for Screen Hunter.

Inter-entity loan

As the Board is aware, the mortgage on 4 Sandringham Avenue, Thornton, was paid out the early this calendar year utilising funds sourced from an inter-entity, interest free loan from Strategic Services Australia Ltd.

As previously indicated, rental income from 4 Sandringham Avenue is being used to pay back this loan.

The loan amount now stands at approximately \$800,000.

PREVIOUS REPORTS:

This is a bimonthly report to the Board.

FINANCIAL IMPLICATIONS:

As noted in the report.

POLICY IMPLICATIONS:

As noted in the report.

STATUTORY IMPLICATIONS:

The Joint Organisation is required to conform to financial reporting requirements contained within the NSW Local Government Act 1993 and related legislation.

Operating Statement for the financial year to date as at :
(nb not incl. externally funded projects)

30 November 2018

			Actual to 30-Nov-18		Budget to 30-Nov-18		Budget to 30-Jun-19
Strategic Services Australia							
- General Administration	income		168,866		169,282		404,208
	expenditure		484,809	-315,943	502,197	-332,915	1,105,377
- Regional Procurement	income		272,989		276,500		1,361,000
	expenditure		312,364		303,857		658,903
	bonus to councils		65,069	-104,444	73,500	-100,857	376,500
- L.G.T.I.	income		624,999		696,935		1,560,090
	expenditure		614,429	10,570	687,982	8,953	1,490,408
- Environment Division	income		632,564		609,077		990,283
	expenditure		392,784	239,780	481,880	127,197	1,154,618
- Screen Hunter	income		211,323		273,500		351,900
	expenditure		143,769	67,554	177,067	96,433	344,937
- Property (Bonville Ave)	income		37,465		38,715		92,916
	expenditure		106,458	-68,993	109,780	-71,065	259,966
Surplus / (Deficit) SSA Total			-171,476		-272,254		-630,312
Legal Services Limited							
	income		495,328		493,000		1,203,000
	expenditure		505,913		507,072		1,192,917
Surplus / (Deficit) Legal			-10,585		-14,072		10,083
Hunter Councils Inc / Hunter JO							
	income		2,053,646		2,231,134		2,761,699
	expenditure		1,571,068		1,834,387		2,743,491
Surplus / (Deficit) HC Inc			482,578		396,747		18,208
Surplus / (Deficit) Consolidated			300,518		110,421		-602,022
Surplus / (Deficit) Consolidated			300,518		110,421		-602,022
Add back non cash items :-	depreciation	SSA	42,340		48,401		110,958
		JO	14,895		14,895		40,248
		Legal	10,164		8,380		20,112
Less :- Capital Expenditure (net of trade-in)							
	Coffee Machine	LGTI	985				
	Dictation Equipment	Legal	722				
	Motor Vehicle	Legal	28,962	30,669	0		0
Cash Flow			294,908		176,036		-430,704

Hunter Councils Inc / Joint Organisation
**Profit & Loss Statement
1 July 18 to 30 November 18**

	November Actual	November Budget	Variance	%	YTD Actual	YTD Budget	Variance	%	Approved Budget 2018/19
Income									
Joint Organisation Funding									
NSW Gov't JO Seed Funding	-	-	-		300,000	300,000	-	0%	300,000
Subscriptions JO Core Funding	-	-	-		200,000	200,000	-	0%	200,000
SSA fee to pursue strategic roles	37,083	37,083	(0)	0%	185,415	185,417	(2)	0%	445,000
Legal Services fee to pursue strategic roles	8,333	8,333	-	0%	41,665	41,665	-	0%	100,000
Bank Interest	7	-	7		45	-	45		-
Total Income	45,423	45,416	7	0%	727,125	727,082	43	0%	1,045,000
Expenses									
General & Administrative									
Admin & O'heads - Internal	5,052	5,052	-	0%	25,260	25,260	-	0%	60,624
Audit & Assurance	-	-	-		252	4,000	(3,748)	-94%	4,000
Insurance - PI & PL	-	-	-		10,773	3,500	7,273	208%	3,500
Miscellaneous	132	150	(18)	-12%	1,080	750	330	44%	1,800
Printing	-	-	-		1,524	-	1,524		-
Telephone - Landline & Fax	-	-	-		-	-	-		300
Telephone - Mobile	-	-	-		-	-	-		1,800
Website / Portal	-	-	-		-	-	-		25,000
Employment									
Salaries & Superannuation	16,936	15,937	999	6%	84,680	87,653	(2,973)	-3%	357,180
Recruitment	20,844	-	20,844		20,844	-	20,844		5,000
Fringe Benefits Tax	-	-	-		-	2,626	(2,626)	-100%	10,504
Payroll Tax	-	869	(869)	-100%	-	4,777	(4,777)	-100%	19,466
Workers' Compensation	-	80	(80)	-100%	-	438	(438)	-100%	1,786
Staff Amenities & Misc.	-	50	(50)	-100%	101	250	(149)	-60%	600
Board Meetings & Annual Conference									
Catering , Venue & Accomodation	46	-	46		19,510	9,000	10,510	117%	27,000
Buildings & Accommodation									
Rent - SSA Admin - CEO office	450	450	-	0%	2,250	2,250	-	0%	12,600
Rent - JO Boardroom	1,000	1,000	-	0%	5,000	5,000	-	0%	12,000
Direct Project Costs									
Funding Disbursement									
- Environment Division - Contribution	-	-	-		85,000	85,000	-	0%	85,000
Future Funding Projects									
- #1	-	-	-		-	-	-		100,000
- #2	-	-	-		-	-	-		100,000
- #3 Gtr Nc'tle Metrop Plan	39,200	-	39,200		39,200	-	39,200		100,000
- #4 Hunter Major Events Strategy	-	-	-		54,545	100,000	(45,455)	-45%	100,000
Travel & Accommodation - JO Staff									
Accommodation	-	-	-		-	-	-		1,500
Fares & Parking	-	-	-		-	-	-		300
Meals/Sustenance	-	-	-		-	-	-		720
Motor Vehicle Costs	-	-	-		-	-	-		2,700
Depreciation & Amortisation									
Vehicles	-	-	-		-	-	-		4,500
Finance									
Bank Charges	18	25	(7)	-28%	344	125	219	175%	300
Total Expenses	83,678	23,612	60,066	264%	350,363	330,629	19,734	6%	1,038,180
Surplus / (Deficit)	(38,255)	21,804	(60,059)	-275%	376,762	396,452	(19,690)	-5%	6,820

Hunter Councils Inc / Joint Organisation

**Profit & Loss Summary
1 July 18 to 30 November 18**

	November Actual	November Budget	Variance	YTD Actual	YTD Budget	Variance	Approved Budget 2018/19
Revenue							
Hunter Joint Organisation	45,423	45,416	7	727,125	727,082	43	1,045,000
Projects (Environment Div'n & Screen Hunter)	-	152,966	(152,966)	1,279,307	1,456,962	(177,655)	1,603,692
Sandringham Avenue (1006)	9,418	9,418	-	47,214	47,090	124	113,007
Expenditure							
Hunter Joint Organisation	54,841	207,800	(152,959)	2,053,646	2,231,134	(177,488)	2,761,699
Projects (Environment Div'n & Screen Hunter)	83,678	23,612	60,066	350,363	330,629	19,734	1,038,180
Sandringham Avenue (1006)	20,000	152,966	(132,966)	1,178,507	1,456,962	(278,455)	1,603,692
	4,523	6,939	(2,416)	42,198	46,795	(4,597)	101,618
	108,201	183,517	(75,316)	1,571,068	1,834,387	(263,319)	2,743,491
Surplus / (Deficit)	(53,360)	24,283	(77,643)	482,578	396,747	85,831	18,209

4.4 2019 Meeting Schedule

Report Author: Roger Stephan, Interim CEO

Responsible Officer: Roger Stephan, Interim CEO

RECOMMENDATION:

THAT the meeting schedule, as amended at this meeting, be adopted.

REPORT:

The following schedule of meetings is proposed for the 2019 calendar year:

Joint Organisation:

Friday 15 February – Workshop

Thursday 14 March

Thursday 9 May

Thursday 11 July

Thursday 12 September

Thursday 14 November

Thursday 12 December

Strategic Services Australia Ltd / Hunter Councils Legal Services Board Meetings / General Managers Advisory Committee:

Company / GMAC meetings will generally take place two weeks prior to Joint Organisation meetings:

Thursday 31 January

Thursday 14 February (GMAC only)

Thursday 25 April

Thursday 27 June

Thursday 29 August

Thursday 31 October

Thursday 28 November.

.....

Other meetings may be included as and when required.



AGENDA LIST

5. Non-commercial Business Unit Reports

EXECUTIVE SUMMARY:

The purpose of these reports is to inform the Board of recent developments in relation to the activities of the non-commercial business units of the wider Hunter Councils group.



AGENDA LIST

5.1 Environment Division

Report Author: Stephen Wilson, Acting Director

Responsible Officer: Stephen Wilson, Acting Director

RECOMMENDATION:

THAT:

1. The update report be received and noted.
 2. The Hunter Joint Organisation allocate \$10,000 to fund a legal review of the draft Template Vegetation Management DCP
-

EXECUTIVE SUMMARY:

The purpose of this report is to inform General Managers of recent developments in relation to the activities of the Environment Division.

REPORT:

DIVISION UPDATE

Regional Submissions

Regional submissions have recently been made to the following NSW and Commonwealth Government consultation processes:

1. Draft NSW Asbestos Waste Strategy 2018-22
2. NSW Government Draft Circular Economy Policy and Discussion Paper
3. Commonwealth Government Discussion Paper on reviewing its 2009 National Waste Policy: Less Waste, More Resources

A submission is currently being prepared on:

4. Review of the NSW Government Flying-fox Camp Management Plan Template 2016 (submissions close 14th December 2018)

Funding Applications

Funding applications submitted by the Division for which outcomes are currently pending include:

Application	Funding Source	Amount Requested	Submitted
Three Rivers Wildlife Corridor - Linking the Williams, Hunter and Paterson Stage 1	NSW Environmental Trust	\$99,257	3 December 2018
Regional Disaster Resilience Support Officer	Ministers for Emergency Management and Environment	\$150,000	August 2018
Contaminated Land 2018-21 Council Regional Capacity Building Program	NSW EPA	\$140,000	17 July 2018
Improving management of Coastal Themeda Grassland research	NSW Environmental Trust	\$149,453	25 June 2018

NATURAL SYSTEMS

Hunter and Central Coast Interim Designated Areas

Interim Designated Area (IDA) declarations for the Hunter and Central Coast have not been extended beyond 25 November 2018, meaning that the full provisions of the *Biodiversity Conservation Act 2016* (BC Act) are now in place for those Councils who were within the IDA (i.e. Port Stephens, Newcastle, Lake Macquarie, Maitland, Cessnock and Central Coast). OEH staff have advised that the Minister's decision not to extend the declaration further in the Hunter and Central Coast has been directly influenced by the advocacy efforts of the Hunter Joint Organisation.

Vegetation DCP

The introduction of State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017 (Vegetation SEPP) under the NSW Biodiversity Reforms has had direct implications on the capacity of local councils to regulate vegetation clearing. This arises from the repeal of section 5.9 relating to tree preservation and management of the Standard Instrument (Local Environmental Plan) that accompanied the introduction of the SEPP.

Given the change in legislation, the updating of DCPs to clarify how local clearing occurs in each LGA, through the development of an appropriate and legally enforceable DCP chapter is now required by all HJO member Councils. A Briefing Paper accompanies this report outlining efforts by member Councils to prepare a draft Template Vegetation Management DCP, which now requires a legal review before it can be used to regulate local clearing by Councils. To facilitate this review for the benefit of all HJO Councils, the Briefing Paper makes the following recommendation:

Recommendation

That the Hunter Joint Organisation allocate \$10,000 to fund a legal review of the draft Template Vegetation Management DCP.

Council Staff Training Sessions (NSW Biodiversity Reforms)

Since October the Division has delivered training to around 120 Council staff to assist them understand and comply with the range of new obligations and processes directly affecting their roles arising from introduction of the *Biodiversity Conservation Act* and the *Local Land Services Act*.

Training has been delivered to Dungog, Singleton, Muswellbrook, Upper Hunter, Central Coast and MidCoast Councils. Delivery to Newcastle, Lake Macquarie Maitland and Port Stephens Councils will occur over December and January.

Regional Helpdesk – NSW Biodiversity Reforms

The Division continues to host a Regional Support Officer (one of eight regional positions around the State) to support Councils transition to the requirements of the NSW *Biodiversity Conservation Act*. A core component of the role is to provide direct Helpdesk support to Council staff. Over the last three months (October – November) all Hunter JO member Councils have used the Helpdesk. A total of 157 queries were received of which 80% (125) were resolved. Of those remaining, 13% (20) have been referred to OEHL for technical/legal advice and 7% (12) to the NSW Office of Local Government for resolution.

Regional Flying Fox Project

The completed suite of community education and engagement campaign materials produced under the Flying-fox education project have now been distributed to member Councils and include:

- A3 posters
- DL flyer
- DL tri-fold brochure
- Template media releases (3 x media releases for different stages during the migration period and one for emergency situations)
- Online commercials (x6)
- Radio commercials (x5)
- Social media tiles
- Contact Centre script and visual prompter
- FAQ script for call centre staff.

The Division is now consulting with Councils to determine how best to invest the small amount of remaining grant funds to maximise the effectiveness of local campaigns that will be delivered using these materials. It is also working with OEHL to explore the potential to develop more materials and resources to specifically support Councils manage community engagement during periods of high community stress and/or outrage arising from the presence of Flying-fox camps.

The outcomes of the Regional Flying Fox project and opportunities to develop and deliver broader cross jurisdictional campaigns were also presented by the Division to the 3rd Annual National Flying-Fox Forum held on 8th November in Cairns.

Roadside Environment Project

Ecological surveys to assess roadside environments in the Upper Hunter and Muswellbrook Shire Council areas have recently been completed. Outcomes will directly support each Council to review, consolidate and expand the Roadside Environment Marker Scheme they currently have in place, and inform broader initiatives underway to improve the integration of roadside environmental management into their corporate systems and processes.

Hunter River Reserve Rehabilitation Project

Nearly 50 local community representatives attended a “Heritage Talk and Biodiversity Walk” Field Day held at the Hunter River Reserve, Greta in September. This event showcased the reserve’s rich

natural and cultural history and features and was successful in establishing a local Landcare group at the site, which has continued to meet since that time.

9 Valleys Wildlife Trail Project

Stage 1 bush regeneration works have been completed to improve the riparian health of Martindale Creek in the Muswellbrook Council area, a vital habitat area for local birds and wildlife. Recent surveys completed by the Hunter Bird Observers Club in the project area have confirmed the presence of 108 species of bird including the threatened species Grey-crowned Babbler, Spotted Harrier, Varied Sittella, Speckled Warbler, Dusky Woodswallow, Hooded Robin, Glossy Black Cockatoo and Painted Honeyeater.

A community workshop was delivered on 25th November and attended by around 20 local landowners and Landcare representatives. This event demonstrated how the direct seeding of native feed and fodder species, combined with fencing and appropriate grazing management can improve environmental outcomes while also providing highly palatable feed for livestock.

RESILIENCE

Managing Contamination on Council Land

Around 40 Council staff participated in three workshop sessions delivered 3rd – 5th December, which focused on the management of contaminated sites on Council managed land. The sessions provided participants with:

1. Training on the roles, responsibilities and processes for identifying and taking a risk based approach to managing contamination located on Council land
2. The opportunity to review a draft Model Contaminated Land Management Plan and Risk Assessment Tool developed specifically for Hunter JO Councils. Further piloting of these resources will now be undertaken by staff over the December – February period.

Assessment of the impact of climate change on the Hunter Valley Flood Mitigation Scheme

The Division collaborated with OEH to deliver a workshop on Monday 10th December to facilitate input by Councils to a hydraulic and cost benefit assessment of the impact of climate change on the Hunter Valley Flood Mitigation Scheme. Commissioned by OEH and being undertaken by the UNSW Water Research Laboratory (WRL), the objectives of the study are to:

1. Assess the current state of flood protection provided by Scheme infrastructure
2. Provide options and recommendations for the ongoing management of the Scheme to maintain the flood mitigation function as fit for purpose, considering the potential impacts of climate change
3. Evaluate the economic, social and environmental benefits and costs of the current scheme, and options and recommendations for its ongoing management.

RESOURCE RECOVERY

Regional Education Branding “It All Comes Back to You”

Following market testing (focus groups) completed over recent months the Division will be working with Councils across the Hunter-Central Coast Waste Region to develop and deliver “It All Comes Back to You” branding for a range of regional and local waste education initiatives. A regional workshop with Councils is scheduled for 18 December to identify delivery strategies for the roll out of the new brand.

Litter Clean-up and Awareness Campaign for Arterial Roads

This project to reduce the number of incidents and volume of take-away container litter along arterial roads in the Hunter & Central Coast has been completed. Commencing in December 2017, the project targeted service centres located at Kurri Kurri, Beresfield, Heatherbrae, Thornton, and the twin service centres in Wyong. Consistent and prominent anti-litter signage was installed at each location, supported by a range of social media and other promotional activities. Project evaluation has identified an 85% reduction in roadside litter surrounding the target sites over the life of the project.

Litter – Regional Implementation Program (L-RIP).

The announcement of new grant funding under the NSW EPA's Litter – Regional Implementation Program (L-RIP) is understood to be imminent. The Division is engaging with Councils to identify potential litter focused projects to inform the development of a new regional funding application.

Circular Economy

The Division is continuing to explore opportunities to facilitate and support progress toward a circular economy in the Hunter and Central Coast Region. Recent activities include:

- Exploring opportunities for the Division to integrate with or support Circular Economy initiatives being delivered by Councils who are members of the Sustainability Advantage Program coordinated by the NSW Office of Environment and Heritage.
- Participating in a workshop hosted by the NSW Office of Chief Scientist and Engineer who are exploring the possibility of supporting a NSW circular economy network.

Attachments

[Model Vegetation Management DCP Briefing Paper](#)



AGENDA LIST

5.2 Screen Hunter

Report Author: Annette Hubber, Manager

Responsible Officer: Annette Hubber, Manager

RECOMMENDATION:

THAT the update report be received and noted.

REPORT:

Production Attraction

In the last month Screen Hunter received a total of 29 new film enquiries with many new national television programs filming around the region. Screen Hunter staff have pitched filming in the following areas throughout the Hunter including Dungog, MidCoast, Newcastle, Port Stephens, Maitland, and Lake Macquarie.

To follow are a couple of the highlights that either filmed or have been released to the public over the month.

Over the past month Screen Hunter have worked with, and permitted productions like 'Married at First Sight', 'My Kitchen Rules', 'MasterChef', 'Who Do You Think You Are', 'Extreme Engagement', together with a national campaign for 'Camilla designs', all highlighting the fabulous backdrops the Hunter has to offer.

'Married at First Sight' headed to the Hunter to shoot season six.

The show features four couples, matched by three experts, who agree to marry when they first meet. However, unlike other versions of the show around the world, the couples do not partake in a legally binding marriage due to legal restrictions, but instead meet as strangers at the altar of a commitment ceremony. The couples spend their wedding night in a hotel, then leave for a honeymoon. Upon returning they live together for a month, where after they choose whether they will continue their relationship.



Newcastle Ocean Baths fashion photographic shoot

Newcastle Baths featured for another fashion shoot. The location is fast becoming one of the most sort after locations in the Hunter for fashion shoots. The location was used for “The Concept” summer range, Frayed – ABC comedy series and a music video.



ABC comedy program filming in and around Newcastle and Lake Macquarie

The six-part bittersweet comedy / drama marks the first scripted co-commission between ABC and Sky (UK) and is now filming in Newcastle and London.

The ABC commenced filming 6 x 30minute episodes of their latest comedy program ‘Frayed’ in Newcastle, Port Stephens and Lake Macquarie throughout October. The production shot for two weeks, filming in Williamtown, Stockton, Newcastle CBD and Redhead Beach.

Set in 1989, *Frayed* follows the story of a well-to-do London housewife, Sammy (played by Kendall), who suddenly finds herself back in the Australian town she grew up in, facing the flawed family she left behind.

Local stand-up comedian and *McLeod’s Daughters* star ‘Sarah Kendall’ is the show’s creator and writer and lead actress. The program will broadcast on the ABC in Australia and Sky in England in 2019.



Who Do You Think You Are? - Warner Brother's International

SBS's documentary series 'Who Do You Think You Are?' follows the lives of well-known Australian celebrities as they open up on camera, delving into the expanse of their family history. Sharing a one-off look into the personal lives of well-known Aussie names, 'Who Do You Think You Are?' headed back to the Hunter, reminiscing on the historic surrounds and significance of the regional town that is Maitland.

Real Film Festival 2018 wrap up

October 26 to 28 saw the 7th addition of the Real Film Festival in Newcastle, Lake Macquarie and Port Stephens.

The program received funding from Create NSW, Lake Macquarie City Council and Port Stephens Council, together with many other local Partners providing products, services and in-kind support.

We brought 18 industry practitioners to the festival who shared their knowledge and skills at the workshops, masterclasses, panel discussion and Q&A sessions after the films. We sold 311 tickets to the 12 workshop, masterclasses and panel discussion. On opening night, we launched the program at Culture on King, Newcastle, followed by the screening of *Momentum Generation* at the iconic Tower Cinemas. We screened 24 films throughout the weekend in Newcastle and Port Stephens as well as hosting a free outdoor cinema event at Speers Point Park.

We have set up a festival committee of industry professionals to look at the past seven years and help reshape the festival moving forward. The aim of the committee is to draw on the collective experience of its members to help clarify the festival's purpose and to discuss and set its goals.

Committee members:

- Annette Hubber – Manager Screen Hunter, Founder RFF and documentary producer
- Don McAlpine – Cinematographer (Academy award nominated cinematographer)
- Rachael Blake – Actress (AFI and Silver Logie winning actress)
- Tony Martin – Actor (AACTA and Logie winning actor)
- Ian Hamilton – Film Director (Limelight Creative Studios)
- Susan Kerrigan – Deputy head of school at the University of Newcastle
- Richie Allen - Head Teacher | Creative Industries Digital Media –TAFE NSW



AGENDA LIST

6. Commercial Business Unit Reports

EXECUTIVE SUMMARY:

The purpose of these reports is to inform the Board of recent developments in relation to the activities of the commercial business units of the wider Hunter Councils group.


AGENDA LIST

6.1 Regional Procurement

Report Author: Peter Salafia, Regional Procurement Manager

Responsible Officer: Peter Salafia, Regional Procurement Manager

RECOMMENDATION:

THAT the update report be received and noted.

REPORT:

AGED RECEIVABLES (OUTSTANDING)

At the time of writing this report the total of outstanding invoices amount including GST is \$180132.71 comprising the following breakdown:

0-30 Days	31-60 Days	61-90 Days	90 Days +
\$63,905.85	\$107,554.46	\$8,672.40*	\$0.00

Note:

* The 61-90 Days amount outstanding has been followed up by the Manager Regional Procurement and is expected to be paid in full by Friday 16 November.

NEW TENDERS

- No new tenders to report

SPECIAL TENDERS (Fee-for-service)

- SPT281819NIRC Strategic Plan to provide Wastewater Consultancy Services – Norfolk Island Regional Council @ \$6,000
- SPT271819NIRC Supply of one (1) Car Baler/Crusher - Norfolk Island Regional Council @ \$6,500
- Upgrade of existing 2G to 4G Telephone System @ \$6,500

ELECTRICITY (Large Sites & Street Lighting)

- No new Reverse Auctions to report

ELECTRICITY (Small Sites)

- No new tenders to report

PROBITY ADVICE AND AUDITING

- Consultancy Services 2G to 4G Telephone System - Norfolk Island Regional Council @ \$5,250

REGPRO061819 Provision of Local Government Election Services – UPDATE

Tenders closed on 16 October with only one (1) tenderer responding being the Australian Election Company. This is the incumbent provided on the current contract.

There are 16 participating Councils as listed below:

MidCoast	Port Macquarie-Hastings	Dungog Shire	Lake Macquarie City
Lismore City	Central Coast	Wingecarribee Shire	Coffs Harbour City
Maitland City	Singleton	Clarence Valley	Richmond Valley
Port Stephens	Kempsey Shire	Nambucca Shire	Norfolk Island Regional

Tender assessments are being conducted by the Manager Regional Procurement on an individual Council basis either face-to-face or via teleconference.

We understand that all participating councils will have an estimate of costs provided to them by the NSWEC 'before Christmas' (source: email from Electoral Commission).

Provision of this information will allow for a considered analysis of costs between the tenderer and the NSWEC.

The Manager Regional Procurement understands that all participating councils are required to have made their respective decisions as to whether to accept or reject this tender by February 2019 at the latest.

This is due to the NSWEC requiring 18 months' notice of such a decision prior to the 2020 elections taking place.

Councils therefore have two options to consider when determining their preferred outcome from this tender process:

1. Accept the tender from Australian Election Company.

This will require two (2) Council resolutions to be passed:

- a. That Council accept the tender from Australian Election Company, and
- b. That Council formally notify the NSWEC that it will NOT be utilising their services for the 2020 Local Government elections

2. Reject the tender from Australian Election Company.

This will only require one (1) Council resolution to be passed:

- a. That Council reject the tender from Australian Election Company.

Note: There is no requirement for a resolution to be passed to utilise the NSWEC as this is the 'default' position for all councils in NSW.

Further progress updates will be provided as required.

6.2 Local Government Training Institute

Report Author: Teresa Miller, RTO Manager

Responsible Officer: Teresa Miller, RTO Manager

RECOMMENDATION:

THAT the update report be received and noted.

REPORT:

RTO Registration Renewal

LGTI successfully renewed the RTO registration for a further 7 years from 11th of November 2018.

Transport NSW Approved Training Provider

LGTI has successfully tendered to be an approved provider for training services to Transport NSW. LGTI is now the approved training provider for the following 11 courses for all Transport NSW divisions for the next 3 years with a further 2-year extension.

- Asbestos Awareness
- Safe Work Near Power Lines – Initial
- Safe Work Near Power Lines – Refresher
- Health and Safety Representative (HSR) – Initial
- Health and Safety Representative (HSR) – Refresher
- Traffic Controller
- Implement Traffic Control Plans
- ChemUse – Initial
- ChemUse – Refresher
- Chainsaw
- White Card

Training Activity – July - October

Traffic Control Courses

LGTI currently has 63 students enrolled in the following traffic courses. 7 students are from Hunter Councils

There were 129 enrolments in July to October. Of these enrolments; 66 have completed, 56 are still

active and 7 have applications still pending.

Course	Enrolment Status
Traffic Controller and Implement Traffic Control Plans - INITIAL	12 completed 38 active
Traffic Controller and Implement Traffic Control Plans - RENEWAL	28 completed 1 active 3 applications pending
Implement Traffic Control Plans - INITIAL	3 completed 11 active
Implement Traffic Control Plans - RENEWAL	4 completed
Traffic Controller - INITIAL	7 completed 5 active
Traffic Controller - RENEWAL	3 active 1 application pending
Prepare traffic Control Guidance Plans - RENEWAL	6 completed 1 active 3 applications pending

Client Site Short Courses

116 courses were delivered at the following client sites in July to October, with 1595 students attending. 42 of these courses were delivered to Hunter Councils with 558 students attending.

Council / Client	Course
Agility Trees	ChemUse Safe Work Near Power Lines – REFRESHER
Albury City Council	Safe Work Near Power Lines - REFRESHER x 3
Australian Red Cross Blood Service	Provide CPR
Bathurst Regional Council	Recruitment and Selection x 2
Berrigan Shire Council	Safe Work Near Power Lines – INITIAL x 2
Cessnock City Council	Provide CPR First Aid x 2 Hazardous Chemicals in the Workplace
Cobar Shire Council	Consultative Committee Training
Downer Group	Safe Work Near Power Lines – INITIAL x 2 Safe Work Near Power Lines – REFRESHER x 3
Forbes Shire Council	Safe Work Near Power Lines – INITIAL Safe Work Near Power Lines – REFRESHER x 2
Form 1 Fire Protection	Asbestos Awareness
Fulton Hogan	Safe Work Near Power Lines – INITIAL Safe Work Near Power Lines – REFRESHER x 2
Georges River Council	ChemUse x 3 Combined Traffic Controller & Implement Traffic Control Plans Safe Working at Heights x 2
Goulburn Mulwaree Council	Fell Small Trees / Chainsaw Operation & Maintenance x 3 Chainsaw Operation and Maintenance Consultative Committee Training
Hawkesbury City Council	Chainsaw Operation and Maintenance x 3
Hilltops Council	Safe Work Near Power Lines – REFRESHER x 3
Hornsby Shire Council	Safe Working at Heights
Inner West Council - Leichhardt	Asbestos Awareness x 3
Inverell Shire Council	Safe Work Near Power Lines – INITIAL x 2

Council / Client	Course
Lake Macquarie City Council	Safe Work Near Power Lines – REFRESHER x 9 Implement Traffic Control Plans
Lane Cove Council	Consultative Committee Training
Lismore City Council	Safe Work Near Power Lines – REFRESHER x 2
Maitland City Council	Safe Work Near Power Lines – REFRESHER x 6 Safe Working Near Power Lines - AWARENESS
Muswellbrook Shire Council	Safe Work Near Power Lines – INITIAL Safe Work Near Power Lines - REFRESHER
Narrabri Shire Council	Consultative Committee Training
Newcastle City Council	Safe Work Near Power Lines – REFRESHER x 7 ChemUse x 2
Parramatta City Council	Safe Work Near Power Lines – REFRESHER x 3 Safe Work Near Power Lines - INITIAL
Patches Asphalt	Safe Work Near Power Lines – INITIAL x 2
Port Macquarie Hastings Council	Safe Work Near Power Lines - REFRESHER x 3 Safe Work Near Power Lines - INITIAL
Port Stephens Council	Asbestos Awareness Chainsaw Operation and Maintenance Confined Spaces - REFRESHER ChemUse Safe Work Near Power Lines – REFRESHER Safe Work Near Power Lines - INITIAL Safe Working at Heights
Roads and Maritime Services	First Aid x 3
Strike Force Services	Lead Work Teams
Sutherland Shire Council	Chainsaw Operation and Maintenance x 3 Safe Working Near Power Lines - AWARENESS
Tamworth Regional Council	Safe Work Near Power Lines – REFRESHER Safe Work Near Power Lines - INITIAL
Tenterfield Shire Council	Combined Traffic Controller & Implement Traffic Control Plans
Tip Top Bakeries	WHS General Construction Induction - White Card
Upper Hunter Shire Council	Advanced Confined Spaces – INITIAL x 2 Consultative Committee Training
Walcha Council	Safe Work Near Power Lines - INITIAL
Willoughby City Council	Traffic Controller - Training

LGTI Public Short Courses

70 courses were delivered at LGTI in July to October, with 534 students attending.

- Combined Traffic Controller & Implement Traffic Control Plans - Training 27
- Chainsaw Operation and Maintenance 23
- ChemUse 34
- Confined Spaces - INITIAL 8
- Confined Spaces - REFRESHER 1
- First Aid 137
- Health and Safety Representative - INITIAL 18
- Health and Safety Representative REFRESHER 8
- Implement Traffic Control Plans - Training 10

• Revenue Professionals Module 1	12
• Revenue Professionals Module 2	8
• Revenue Professionals Module 7	10
• Provide CPR	53
• Safe Working at Heights	8
• Safe Work Near Power Lines - INITIAL	37
• Safe Work Near Power Lines - REFRESHER	47
• Traffic Controller - Training	5
• Traffic Controller - REFRESHER	2
• WHS General Construction Induction - White Card	86

Certificate Programs

LGTI currently has 99 students enrolled in the following full certificate programs. 25 of these students are from Hunter Councils.

• CIII & CIV Business Administration:	3
• CIII, CIV & Diploma Local Government:	15
• CIII, CIV & Diploma Local Government (Health & Environment):	12
• CIII & CIV Local Government (Operational Works):	3
• CIII & CIV Local Government (Regulatory Services):	40
• CIV & Diploma Leadership & Management:	6
• CIV & Diploma Local Government (Planning):	9
• CIV Local Government Administration:	6
• Graduate Certificate in Local Government Management:	5

7 people commenced in July to October. 3 from Hunter Councils

LGTI Quoting for Client Site Short Courses

LGTI provided 115 quotes for training at client sites in July to October, totalling \$397,310. Of these quotes; 47 were successful, totalling \$185,345, and 68 are still pending, totalling \$211,965

Hunter Councils were sent 20 quotes totalling \$61,660; of which 11 quotes were successful, totalling \$39,615 and 9 quotes are still pending, totalling \$22,045



AGENDA LIST

6.2 Local Government Legal

Report Author: Tony Pickup, Principal Lawyer

Responsible Officer: Tony Pickup, Principal Lawyer

RECOMMENDATION:

THAT the update report be received and noted.

REPORT:

The last two months have been very productive for Local Government Legal with, at the time of writing this report, 211 files having been opened this calendar year.

Secondment

Tony Pickup will continue his secondment to Central Coast Council up to the Christmas break.

Tenders

LGL has been appointed to Broken Hill City Council's Legal Panel.

LGL is waiting on responses from Clarence Valley Council regarding appointment to its Legal Services Panel and Griffith City Council as to its Expression of Interest to tender for their Legal Panel.

Muswellbrook Shire Council has issued a Tender for Legal Services, with submissions to be lodged by 30 November 2018. LGL is currently preparing its submission.

Business Profitability

LGL's net profit for the current financial year as at 31 October 2018 was \$9,241, being \$30,733, above our forecasted profit.

Databases

Subscriptions to the Delegations Database remain at thirty (30). Subscriptions to the Legislative Compliance Database remain at twenty-five (25). Goulburn Mulwaree Council and Ballina Council have indicated interest in subscribing to the Databases.



AGENDA LIST

7. General Business