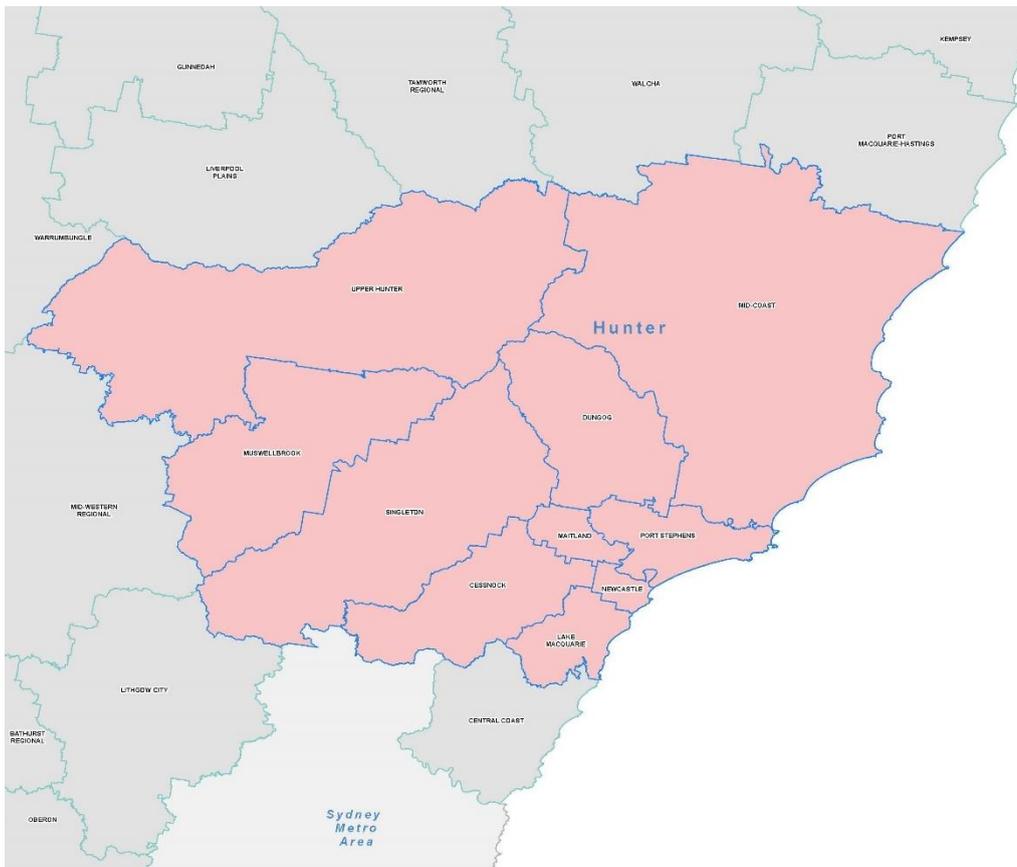


# Hunter

## Joint Organisation

---



## Meeting Agenda

9.30 am

Thursday 18 October 2018  
The Jubilee Room  
Parliament House, Sydney

Intentionally left blank

## [AGENDA LIST](#)



**“Click” on each agenda item title below to be taken to the relevant section / report**

AGENDA LIST.....	3
1. Welcome and Apologies .....	4
2. Declarations of Interest .....	4
3. Minutes of Previous Meeting .....	4
4. Presentations .....	4
5. Reports .....	4
5.1 Recruitment process for Chief Executive Officer .....	5
5.2 Greater Newcastle Metropolitan Plan Standing Committee Terms of Reference.....	6
5.3 s.449 Disclosures of Interest.....	7
5.4 The Role of the General Managers Advisory Committee .....	12
5.5 Sponsorship Policy.....	15
5.6 Code of Conduct .....	17
5.7 Joint Organisation strategic plan implementation .....	19
5.8 Joint Organisation Charter, Code of Meeting Practice and Expenses and Facilities Policy.....	32
5.9 Financial Assistance Grants Review .....	34
5.10 Profit and Loss Statement for the period ending 30 June 2018.....	37
6. Non-commercial Business Unit Reports .....	40
6.1 Environment Division.....	41
6.2 Screen Hunter .....	46
7. Notified General Business.....	51
7.1 Cessnock City Council: Public Library Funding .....	51
7.2 Proposed Governance and Operational Arrangements: Joint Organisation Chairs Network.....	54
7.3 Local Government NSW: Joint Organisation Consultation Draft Membership Proposal .....	58
8. General Business .....	68
Hunter Councils Inc Annual General Meeting Papers .....	69



**AGENDA LIST**

**1. Welcome and Apologies**

**2. Declarations of Interest**

**3. Minutes of Previous Meeting**

Under separate cover.

**4. Presentations**

Geoff Parmenter, Group Executive Brand and Corporate Affairs at the Star: Opportunities for Australia's regional event economies

Sharon Molloy, Director, and Conservation and Regional Delivery Division, Office of Environment & Heritage and Claire Turrell, Project Officer, Hunter Flood Mitigation Scheme: Hunter Valley Flood Mitigation Scheme

Dr Karl Mallon, ClimateRisk: Green bonds as an alternative source of infrastructure funding

Stephen Wills: Department of Premier and Cabinet update

**1 pm:**

Chris Hanger, Executive Director, Department of Premier and Cabinet: State Government / Joint Organisation funding process

**5. Reports**



## **AGENDA LIST**

### **5.1 Recruitment process for Chief Executive Officer**

An update on the CEO recruitment process will be provided by the Recruitment Panel.



**AGENDA LIST**

## **5.2 Greater Newcastle Metropolitan Plan Standing Committee Terms of Reference**

**Report Author:** Roger Stephan, Interim CEO

**Responsible Officer:** Roger Stephan, Interim CEO

---

***RECOMMENDATION:***

**THAT the Terms of Reference for the Greater Newcastle Metropolitan Plan Standing Committee be noted and endorsed.**

---

***REPORT:***

At its meeting of 6 September 2018, the Greater Newcastle Metropolitan Plan Standing Committee considered and adopted a Terms of Reference document.

A copy of the Terms of Reference has been provided under separate cover as an attachment to this agenda and for notation and endorsement by the Board.

The agendas and minutes of the Standing Committee are available for viewing on the Joint Organisation website.

---

***PREVIOUS REPORTS:***

This is the first report to the Board on this matter.

***FINANCIAL IMPLICATIONS:***

Funding for costs associated with the operation of the Greater Newcastle Metropolitan Plan Standing Committee are sourced from general administrative allocations and, in the case of consultancies, from the Joint Organisations strategic allocations.

***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

### 5.3 s.449 Disclosures of Interest

**Report Author:** Roger Stephan, Interim CEO

**Responsible Officer:** Roger Stephan, Interim CEO

---

#### **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.**

---

#### **REPORT:**

At its 28 June 2018 Meeting the Joint Organisation Board considered s.449 of the *Local Government Act 1993* and the requirement that a councillor or “designated person” lodge, within three months after becoming a councillor or designated person, a disclosure of interests return in the form prescribed by the regulations.

As noted in the report, this requirement also applies to the voting members of a Joint Organisation Board and the Chief Executive Officer. Consideration may also be given to the application of the provisions to non-voting members.

As a result of its consideration of the matter, the Board on 28 June resolved the following:

#### **THAT:**

- 1. It be noted that all voting members of the Board (and any alternates) and the Chief Executive Officer are required, for the purposes of section 441, 445 and 449 of the Local Government Act 1993 to fill out a disclosure of interest form**
- 2. The requirement in relation to s.449 Disclosures of Interest be applied to the General Managers / Chief Executive Officers of Member Councils**
- 3. In accordance with s.449 of the Act, a disclosure of interest form be submitted by required individuals to the Interim Chief Executive Officer within three months of appointment to their respective roles.**

**Moved:** Cr Tracy Norman

**Seconded:** Cr Ryan Palmer

**Carried.**

In accordance with s.450A of the Local Government Act 1993 the Chief Executive Officer will maintain a public register of submitted disclosure of interest returns.

Also in accordance with s.450A – and as a consequence of the previous resolution of the Board – the submitted returns will be tabled at this 18 October 2018 meeting.

---

***PREVIOUS REPORTS:***

This is the third report to the Board on this matter.

***FINANCIAL IMPLICATIONS:***

There are no costs associated with this matter.

***POLICY IMPLICATIONS:***

There are no policy matters arising from this report.

***STATUTORY IMPLICATIONS:***

As noted in the report.



**[AGENDA LIST](#)**

<b>OFFICE USE ONLY</b>
Date Received: .....
Received By: .....

## s.449 DISCLOSURES BY DESIGNATED PERSONS RETURN

- |   |  |
|---|--|
| <p>1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Part 8 of the Local Government (General) Regulation 2005.</p> <p>2. If this return is the first return required to be submitted by you after attaining the position of councillor or designated person, do not complete Parts C, D and H of the return. All other Parts of the return should be completed with appropriate information as at the return date, that is, the date on which you attained that position.<br/>If this return is not the first return required to be submitted by you after attaining that position, all Parts of the return should be completed with appropriate information for the relevant return period since the last return, that is, the period from the return date of the last return to 30 June in this</p> | <p>year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).</p> <p>3. The particulars required to complete this form are to be written in block letters or typed.</p> <p>4. If any space is insufficient in this form for all the particulars required to complete it, an appendix is to be attached for that purpose which is properly identified and signed by you.</p> <p>5. If there are no pecuniary interests or other matters of the kind required to be disclosed under a particular main heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.</p> <p>6. *** means delete whichever is inapplicable</p> |
|---|--|

### IMPORTANT INFORMATION

This information is being collected for the purpose of compliance with section 449 of the Local Government Act 1993. You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred to the Local Government Pecuniary Interest Tribunal.

The information collected on this form will be kept by the Chief Executive Officer in a register of returns. Everyone is entitled to inspect the register of returns free of charge. You may correct or update the information contained in the register of returns by submitting a fresh return at any time.

### DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS

by .....	*as at .....
(designated person)	(return date)
*in respect of the period from:	
.....	.....
(return period)	(designated person's signature)
	.....
	(date)

### A. REAL PROPERTY

Address of each parcel of real property in which I had an interest at the return date/* at any time during the return period	Nature of interest

### B. SOURCES OF INCOME

1. \*Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June:  
\* Sources of income I received from an occupation at any time during the return period:

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)

2. \*Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June:

\* Sources of income I received from a trust during the return period:

Name and address of settlor	Name and address of trustee

3. \*Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June:

\* Sources of income I received at any time during the return period:

*(include description sufficient to identify the person from whom, or the circumstances in which, that income was received)*

---



---



---



---

### C. GIFTS

Description of each gift I received at any time during the return period	Name and address of donor

### D. CONTRIBUTIONS TO TRAVEL

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States and Territories of the Commonwealth and overseas countries in which travel undertaken

### E. INTERESTS AND POSITIONS IN CORPORATIONS

Name and address of each corporation in which I had an interest or held a position *at the return date /*at any time during the return period	Nature of interest (if any)	Description of position (if any)	Description of principal objects of corporation (except in case of public company)

### F. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the return date / *at any time during the return period	Description of position

**F. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the return date / *at any time during the return period	Description of position

**G. DEBTS**

Name and address of each person to whom I was liable to pay any debt \*at the return date/\*at any time during the return period

---

---

---

**H. DISPOSITIONS OF PROPERTY**

1. Particulars of each disposition of real property by me at any time during the return period whereby I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time.  

---

---

---
2. Particulars of each disposition of property to a person by any other person under arrangements made by me, being dispositions made at any time during the return period whereby I obtained, either wholly or in part, the use and benefit of the property.  

---

---

---

**I. DISCRETIONARY DISCLOSURES**

---

---



**AGENDA LIST**

## **5.4 The Role of the General Managers Advisory Committee**

**Report Author:** Roger Stephan, Interim CEO

**Responsible Officer:** Roger Stephan, Interim CEO

---

**RECOMMENDATION:**

**THAT the role statement of the General Managers Advisory Committee – as tabled and amended at this meeting – be referred for consideration to the next meeting of the Hunter Joint Organisation Board.**

---

**REPORT:**

At the 12 July 2018 meeting of the Board of Strategic Services Australia Ltd, discussion took place in regard to the potential contribution of a General Managers Advisory Committee to the deliberations of the Board of the Hunter Joint Organisation.

The General Managers Advisory Committee had long operated as an advisory resource to the Mayoral Board and its role was embedded in the Constitution of Hunter Councils Incorporated.

### **7. Role of the General Managers' Advisory Committee**

- (1) *The Organisation shall appoint a General Managers' Advisory Committee, comprising of the general manager of each member Council. One of the General Managers shall be appointed as Chairperson. The role of the Committee will be to:*
  - (a) *Act as a point of reference for the CEO in relation to the objectives, business and affairs of the organisation*
  - (b) *Provide advice and guidance to the Board*
  - (c) *Partner with the CEO in identification of issues and matters for referral to the Board*
  - (d) *Submit reports and recommendations to the Board for policy decisions*
  - (e) *Oversee and input to the preparation and adoption by the Board of annual business plan for the organisation*
  - (f) *Review advice from Hunter Councils Environment Technical Committees including:*
    - *The acceptance of grant funds*

- *The approval of expenditure of resources including engagement of consultants and appointment of staff*

(g) *Review proposed projects and approve budget and resource allocation.*

As noted at the 12 July Meeting, the role of the General Managers Advisory Committee (GMAC) evolved as the years progressed with major change occurring in 2004 when the Council General Managers became the Directors of the newly established trading entity, Strategic Services Australia (SSA) Ltd.

Four key focus areas ultimately drove its operations:

1. Advice to the Mayoral Board
2. Guidance and oversight to the CEO and to the operational entities
3. Provision of collegial support, networking and resource sharing to one another
4. Duties as Directors of the company(ies).

Recently, however, the development and implementation of the Joint Organisation structure and a shift in strategic weighting between the General Managers group and the Mayoral Board led to a diminution of the advisory and collegial aspects of the operation of the GMAC.

As a result of discussion at the 12 July Meeting, GMAC (and SSA Ltd) Board Meetings will now be held two weeks prior to Joint Organisation Meetings. This timing will assist the General Managers group to inform and add value to matters the Board of the Joint Organisation will consider at its meetings.

The role and purpose of the GMAC was further explored at the 4 October 2018 meeting.

The Committee ultimately refined the role statement of the General Managers Advisory Committee as follows. This updated statement is now tabled for the Joint Organisation's information and review.

***Role of the General Managers' Advisory Committee***

*The Organisation shall appoint a General Managers' Advisory Committee, comprising of the general manager / chief executive officer of each member Council. One of the general managers / chief executive officers shall be appointed as Chairperson.*

*The role of the Committee will be to:*

- Act as a point of reference for the CEO in relation to the objectives, business and affairs of the organisation*
- Provide advice and guidance to the Joint Organisation Board*
- Partner with the CEO in identification of issues and matters for referral to the Board*
- Submit reports and recommendations to the Board for policy decisions.*

An election process for the position of Chair of the General Managers' Advisory Committee is scheduled for consideration at the November Meeting of the Committee.



**AGENDA LIST**

---

***PREVIOUS REPORTS:***

This is the first report to the Board on this matter

***FINANCIAL IMPLICATIONS:***

There are no financial implications associated with this matter.

***POLICY IMPLICATIONS:***

The report seeks to assist in the development of policy.

***STATUTORY IMPLICATIONS:***

There are no statutory implications arising directly from this matter.

---



**AGENDA LIST**

## 5.5 Sponsorship Policy

**Report Author:** Roger Stephan, Interim CEO

**Responsible Officer:** Roger Stephan, Interim CEO

---

***RECOMMENDATION:***

**THAT:**

1. **The Hunter Joint Organisation Sponsorship Policy, as amended at this meeting, be adopted**
  2. **A determination be made in regard to the sponsorship requests from Newcastle Airport Limited and the Hunter Research Foundation.**
- 

***REPORT:***

At its Extraordinary Meeting of 20 September 2018, the Board of the Hunter Joint Organisation considered a draft Sponsorship Policy. This policy arose from discussion at the Board's previous Ordinary Meeting in regard to two sponsorship requests that had been received and the perceived need – as evidenced in the discussion – for a policy framework to guide the submission and assessment of proposals.

The draft policy has now been amended to reflect discussion at the Extraordinary Meeting and a copy of the new version has been provided under separate cover as an attachment to this report.

Key insertions / amendments / deletions have been highlighted where appropriate.

**Financial considerations**

As noted in a 21 September 2018 email message to the Board, the adopted budget of the Joint Organisation does not include a specific allocation relating to sponsorships. What it does contain is a \$400,000 "project" budget that is available to fund consultancies, one off items and, potentially, sponsorships.

To date the Board has allocated, from the \$400,000 allocation, a cumulative amount of \$110,000 to resource the Regional Events Strategy and Phase 1 of the Regional Deal consultancy (Astrolabe). These expenditures will leave \$290,000 to fund any future initiatives during this current financial year. If the two sponsorships projects currently before the Board are funded only \$175,000 would then be left for the next eight months.

As a consequence of the above it might therefore be appropriate to consider – as proposed in the updated policy (B1.2 on page 7) – identification of a fixed allocation for sponsorships. This identification might help to manage / constrain external expectations regarding the amounts available from the Joint Organisation.

Consideration could also be given to an advertised sponsorship program with set submission and decision dates. Such programs are not unusual in government – including local government – and help address difficulties associated with one-off proposals, unbudgeted funding requests.

---

***PREVIOUS REPORTS:***

This is the third report to the Board on this matter

***FINANCIAL IMPLICATIONS:***

As noted in the reports.

***POLICY IMPLICATIONS:***

The report seeks to policy in regard to sponsorship.

***STATUTORY IMPLICATIONS:***

There are no statutory implications arising directly from this matter.

---



**[AGENDA LIST](#)**

## **5.6 Code of Conduct**

**Report Author:** Roger Stephan, Interim CEO

**Responsible Officer:** Roger Stephan, Interim CEO

---

### ***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 is prescribed and the Hunter Joint Organisation of Conduct formally adopted, current Code of Conduct provisions put in place by the State Government apply to the Hunter Joint Organisation**
- 

### ***REPORT:***

The Minister for Local Government recently released the soon to be prescribed 2018 Model Code of Conduct for Local Councils in NSW.

Once prescribed, the new code and associated procedures will apply to more than 45,000 staff and nearly 1,300 councillors at 128 councils across NSW, heralding – as the Office of Local Government puts it – “a new era in ethics, accountability and transparency”.

#### **Major inclusions**

The new Code of Conduct introduces strict new requirements including:

- Banning councillors from accepting gifts valued at more than \$50
- Mandatory reporting of all gifts regardless of value in the council gift register
- Councillors with a pecuniary interest being barred from access to council information about the matter
- Suspensions for pecuniary interest breaches counting towards the “three strikes and you’re out” scheme introduced in 2015 where councillors face automatic disqualification when they are suspended three times for misconduct
- Councillors having to declare new interests more regularly in official returns of interest lodged with their council
- Councillors having to declare in official returns of interest if they are a property developer

- New standards relating to discrimination and harassment, bullying, work health and safety, behaviour at meetings, use of social media, access to information and maintenance of council records.

A new Regulation will shortly give effect to the updated code. After the new code and procedures are prescribed, councils across NSW will have six months to adopt a code of conduct and associated procedures that meet the new requirements.

### **Application to Joint Organisations**

The new Model Code of Conduct and associated procedures will also apply to Joint Organisations.

At its 28 June 2018 inaugural meeting, the Joint Organisation adopted the prevailing Model Code of Conduct regime within councils as its Code of Conduct pending release of the new requirements.

The Joint Organisation also adopted the Regional Code of Conduct Reviewer Panel formed by Hunter Councils in 2017.

To assist the Joint Organisation in managing its affairs and to prepare it for the new Code once prescribed, a draft Hunter Joint Organisation Code of Conduct – provided as an attachment to this agenda document – has been prepared. The draft Code of Conduct takes the inclusions / requirements of the new Model Code and applies them with very few exceptions to the Joint Organisation context. In a very limited number of instances, some inclusions in the Local Councils Code have been deleted in their entirety (as signified by struck through text) because of lack of relevance to Joint Organisation operations.

### **New Model Code not yet legislated**

The new Model Code of Conduct has yet to be prescribed and councils – and by extension Joint Organisations – are not allowed to formally adopt it. It is nevertheless appropriate to have structures in place in preparation for post prescription implementation.

It should be noted that – notwithstanding the inclusions within the Hunter Joint Organisation Code of Conduct once amended and adopted – the content of the Model Code will prevail over it.

---

### ***PREVIOUS REPORTS:***

The Code of Conduct was subject to a 28 June 2018 resolution of the Joint Organisation Board.

### ***FINANCIAL IMPLICATIONS:***

There are no financial implications associated with this matter.

### ***POLICY IMPLICATIONS:***

The report seeks to assist in the development of policy.

### ***STATUTORY IMPLICATIONS:***

As noted in the report.

---

## **5.7 Joint Organisation strategic plan implementation**

**Report Author:** Roger Stephan, Interim CEO

**Responsible Officer:** Roger Stephan, Interim CEO

---

### ***RECOMMENDATION:***

**THAT an action plan to guide implementation of the Hunter Joint Organisation Strategic Plan 2018-21 be prepared following finalisation of the CEO recruitment process.**

---

### ***REPORT:***

The Local Government (General) Amendment (Regional Joint Organisations) Regulation 2018 (the Regulation) requires that each joint organisation prepare a statement of strategic regional priorities and the strategies and plans that will drive their achievement. The statement of strategic regional priorities (the statement) is required to set out a vision for the region and an overview of the joint organisation's strategic work program to deliver this vision.

The statement is a key tool for joint organisations and must be developed by 31 December 2018 or within six months of establishment, whichever is later.

At its 28 June 2018 the Board of the Hunter Joint Organisation adopts its Strategic Plan for 2018-2021.

The Plan includes:

- aspiration and role statements
- the joint organisation's vision for the region
- six priority areas the joint organisation plans to focus on
- strategies the joint organisation will undertake to deliver each priority
- agencies and organisations the joint organisation will work with to deliver actions and achieve priorities

A number of actions have already been initiated within the context of the Strategic Plan, however key items have yet to be addressed and the Board has not scheduled the sequencing of activities or a priority order for their implementation.

Budget allocations have not been addressed.

A version of the Strategic Plan has been prepared which isolates the key initiatives foreshadowed in the Plan. There will be opportunity – following the appointment of a new CEO and support staff – to add necessary detail to delivery mechanisms, timeframes, apportioning of responsibility and allocation of resources.

A copy of the action plan version of the Strategic Plan follows. A separate “gaps” row has been included. The intention of this new row is to allow for the addition of strategies potentially referenced in the preface to each priority area but which did not become subject to specific itemisation as discrete strategy / reporting / “how we will make a difference” areas.

There is also opportunity to progressively refine and update the Strategic Plan itself should priorities change.

---

***PREVIOUS REPORTS:***

The Joint Organisation Strategic Plan was adopted at the 28 June 2018 meeting of the Joint Organisation Board.

***FINANCIAL IMPLICATIONS:***

There are no financial implications associated at this stage with this matter.

***POLICY IMPLICATIONS:***

As noted in the report.

***STATUTORY IMPLICATIONS:***

As noted in the report.

---

# Aspire. Act. Achieve.

HunterJointOrganisation

Strategic Plan 2018-21 Action Plan



Document Title	Aspire. Act. Achieve Strategic Plan 2018-21 Action Plan
Prepared by	Interim Chief Executive Officer
Approved by	
Date of Approval	
Policy Reference No.	
Date of Scheduled Review	
Version	
Previous Versions	
Relevant Legislation	Local Government Act 1993 Local Government (General) Regulation 2005 Local Government Amendment (Regional Joint Organisations) Act 2017 No 65
Related policies / documents	Aspire. Act. Achieve Strategic Plan 2018-21
Required on website	Yes

# 1

## Our communities stay inclusive, proud and safe and celebrate diversity

How we will work with our partners to make a difference

Strategy	Priority / Year(s) to be actioned	Resourcing	Notes
1 Develop an <b>engaging online presence</b> which tells the stories of the diverse places and people which make up the Hunter region.			
2 Work with the Department of Planning and Environment, Hunter Valley Research Foundation and other partners to closely <b>monitor housing affordability</b> in the region and <b>identify key areas of concern</b> .			
3 Develop and implement a targeted program to <b>advocate for measures to improve housing affordability</b> in the region.			
4 Continue to work together to deliver the programs to <b>increase community resilience and preparedness for natural disasters</b> through the Hunter and Central Coast Regional Environmental Management Strategy.			

<b>Gaps?</b>			
--------------	--	--	--

## 2

### Our enviable environment is protected for future generations and our resources are used efficiently

How we will work with our partners to make a difference

Strategy	Priority / Year(s) to be actioned	Resourcing	Notes
1 Continue to work together to deliver the <b>Hunter and Central Coast Regional Environmental Management Strategy</b> .			
2 Establish a <b>Coastal Resilience Sub Committee</b> , made up of representatives from relevant Hunter JO councils, to increase collaboration in planning for climate change.			
3 Work together to find an <b>effective recycling solution</b> for the region.			
4 Key role for the Joint Organisation is work with business, community and government to facilitate the development of key infrastructure to facilitate business performance and attract new enterprise to the region.			

<b>Gaps?</b>			
--------------	--	--	--

### 3

## Our economy is multifaceted, resilient and is Australia's leading smart regional economy

How we will work with our partners to make a difference

Strategy	Priority / Year(s) to be actioned	Resourcing	Notes
1 Establish an Economic <b>Sustainability Sub Committee</b> , made up of representatives from member councils, to coordinate the economic development activity of the JO and report to the Board.			
2 Work with the Hunter Research Foundation, University of Newcastle and other research partners to gather and analyse economic data and develop a regional attraction plan based on regional strengths in research, education, transport and logistics, aerospace, agribusiness and tourism.			
3 Deepen relationships with the Department of Planning and Environment and the Hunter Development Corporation and gain a commitment to a formal JO role in the implementation, monitoring and review of the Hunter <i>Regional Plan 2036</i> and <i>Greater Newcastle Metropolitan Plan 2036</i> . Be an effective and outcome oriented committee member.			
4 Work with the Hunter Regional Leadership Executive to deliver the <b>Upper Hunter Economic Diversification Project Action Plan</b> , monitor its success and review as needed.			
5 Collaborate to ensure Newcastle and the Hunter realise our potential as a smart region and innovation ecosystem, driving jobs and investment whilst ensuring technology improves liveability and sustainability for our region.			

<p><b>6</b> Develop a <b>sustainable model to coordinate council-run events</b> across the region and showcase the Hunter and attract local, national and international visitors.</p>			
<p><b>7</b> Work with Destination NSW, Newcastle Airport and other partners to more strongly promote the Hunter as a multifaceted visitor destination. Develop a regional destination management plan.</p>			
<p><b>8</b> Work with the Department of Infrastructure, Regional Development and Cities to undertake more detailed <b>exploration of the opportunities created by a City Deal</b>, as well as the pre-conditions and process to develop a City Deal in the Hunter.</p>			
<p><b>9</b> Explore and act on <b>smart ways to transform local and global disruptions</b>, such as the disruption of recycling services, into economic opportunities for the Hunter.</p>			

<p><b>Gaps?</b></p>			
---------------------	--	--	--

# 4

## Our people and products move across the region easily on integrated and accessible transport networks

How we will work with our partners to make a difference

Strategy	Priority / Year(s) to be actioned	Resourcing	Notes
1 Establish a Transport <b>Connectivity Sub Committee</b> , made up representatives from member councils, to coordinate the transport and associated infrastructure planning activity of the JO and report to the Board.			
2 Coordinate and prepare submissions on regional planning initiatives such as the 2056 Freight and Ports Plan			
3 Work with the Transport for NSW and other partners to access and <b>analyse detailed transport data</b> across the region and <b>understand gaps</b> in infrastructure and services.			
4 Engage at a senior level with key transport stakeholders including Transport for NSW, Roads and Maritime Authority, Newcastle Airport,			
5 Use the in-depth evidence base to prepare <b>Hunter JO agreed priority list of infrastructure</b> , system and service improvements which will make the greatest difference to communities and businesses across the region. This will include expansion and connectivity between cycleways.			
6 Develop and implement a targeted <b>advocacy program</b> to gain commitments from infrastructure and service delivery agencies, including the Australian Government, to deliver agreed priorities.			

<b>Gaps?</b>			
--------------	--	--	--

# 5

## Our educational facilities support and encourage our young people and foster lifelong learning

How we will work with our partners to make a difference

Strategy	Priority / Year(s) to be actioned	Resourcing	Notes
1 Establish a <b>Social Sustainability Sub Committee</b> , made up representatives from member councils, to coordinate the education, health and related policy and planning activities of the JO and report to the Board.			
2 Engage at a senior level with key education stakeholders including the University of Newcastle, TAFE NSW and School Infrastructure NSW to better <b>understand their forward planning</b> for the region.			
2 Work with the NSW Department of Education to better understand and <b>test their projections for growth in student numbers</b> throughout the Hunter.			
3 Use the in-depth evidence base to prepare a <b>Hunter JO agreed priority list of school infrastructure improvements</b> which will make the greatest difference to communities across the region.			
4 Advocate to Schools Infrastructure NSW and the Minister for Education to gain commitments to <b>deliver agreed schools infrastructure improvements</b> .			
5 Work with TAFE NSW to expand <b>access to training and vocational services across</b> the region, including through innovative models such as Connected Learning Centres, Specialist Centres and Mobile Training Units.			

<p><b>6</b> Work with the University of Newcastle and TAFE NSW to <b>help raise awareness, aspiration and achievement of tertiary education opportunities</b> for primary and secondary school students in the region.</p>			
<p><b>7</b> Work with Indigenous educational and community groups to support and <b>encourage young Indigenous people</b> into tertiary education.</p>			
<p><b>8</b> Work with local Libraries and education providers to develop and implement technology for life learning schemes to ensure all generations take advantage of new technology to improve quality of life.</p>			

<p><b>Gaps?</b></p>			
---------------------	--	--	--

# 6

## Our people have access to the full range of health care fostering active and healthy communities

How we will work with our partners to make a difference

Strategy	Priority / Year(s) to be actioned	Resourcing	Notes
1 Work with the Hunter New England Local Health District and other key partners to <b>audit health services across the region</b> , identify accessibility gaps and prioritise actions.			
2 Hold regional stakeholder workshops to gain input from community members and health professionals to better <b>understand the priority health needs</b> of local communities.			
3 Use the in-depth evidence base to prepare a <b>Hunter JO agreed priority list of improvements to health services and facilities</b> which will make the greatest difference to communities across the region.			
4 Explore <b>innovative models of housing</b> to enable older people to age in place in Hunter towns and villages.			

<b>Gaps?</b>			
--------------	--	--	--



## **AGENDA LIST**

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

**Report Author:** Roger Stephan, CEO

**Responsible Officer:** Roger Stephan, CEO

---

#### ***RECOMMENDATION:***

**THAT the consultation drafts of the Hunter Joint Organisation Charter and Expenses and Facilities Policy be adopted.**

---

#### ***REPORT:***

##### Charter

Every joint organisation must prepare its own Charter and, to assist in the process of its development, the Office of Local Government developed a template that contained compulsory elements required for inclusion. Joint organisations may alternatively prepare a different Charter provided such Charter still meets legislative requirements.

There are relatively few prescribed elements for a Joint Organisation Charter Under the Act and Local Government (General) Regulation 2008. These include:

- operational principles for the joint organisation
- governance principles for the joint organisation, and
- a methodology for determining annual financial contributions to the joint organisation by member councils.

Joint Organisations are also required to consult with their member Councils about the contents of the Joint Organisation Charter and must make it publicly available on a website administered by the Joint Organisation within 30 days of its adoption.

At its 28 June 2018 first meeting, the Hunter Joint Organisation adopted for consultation a draft Charter. This draft Charter was made available on the Joint Organisation's website and feedback invited.

To date no submissions have been received from either member Councils or from the public seeking changes to the draft Charter. It is therefore appropriate – subject to any amendment at this meeting – to formally adopt the Charter and publish it on the Joint Organisation's website.

For this information of the Board a copy of the draft Charter was supplied as an attachment to this business paper.

## Expenses and Facilities Policy

All joint organisations must, in consultation with their member councils, adopt a policy for payment of expenses and the provision of facilities to board members who are voting representatives on the Joint Organisation Board.

The adopted policy must comply with the Office of Local Government's Guidelines for the payment of expenses and the provision of facilities for mayors and councillors in NSW and should be designed to complement and supplement the expenses and facilities policies of Member Councils.

Because membership of the board of a Joint Organisation arises from a board member's role as Mayor (or in the case of any alternate or additional voting representatives such as the Deputy Mayor), the exercise of functions as board members in effect forms part of the exercise of the function which gave rise to the Board membership. This means that many of the expenses incurred by board members (e.g. travel expenses incurred to attend board meetings) may be recoverable under member council expenses and facilities policies or through the provision of a Member Council funded vehicle.

Joint organisations' expenses and facilities policies are therefore to be framed with this in mind and should be designed to cover any needs associated with the exercise by board members and chairpersons of their Joint Organisation functions that are not otherwise covered under their member council expenses and facilities policies. Expenses and facilities policies of joint organisations and their member councils should therefore contain provisions to prevent "double dipping" and it should be made clear that board members are not entitled to make a claim under a joint organisation's expenses and facilities policy where the claim has been covered under a member council policy and vice versa.

At its 28 June 2018 first meeting, the Hunter Joint Organisation also adopted for consultation a draft Expenses and Facilities Policy. This draft Policy was made available on the Joint Organisation's website and feedback invited.

To date no submissions have been received from either member Councils or from the public seeking changes to the draft Policy. It is therefore appropriate – subject to any amendment at this meeting – to formally adopt the Policy and publish it on the Joint Organisation's website.

For this information of the Board a copy of the draft Policy was supplied as an attachment to this business paper.

---

### ***PREVIOUS REPORTS:***

This is the second report to the Board on these matters.

### ***FINANCIAL IMPLICATIONS:***

As noted in the report.

### ***POLICY IMPLICATIONS:***

This report seeks to establish policy on these matters.

### ***STATUTORY IMPLICATIONS:***

As noted in the report.

## **5.9 Financial Assistance Grants Review**

**Report Author: Roger Stephan, Interim CEO**

**Responsible Officer: Roger Stephan, Interim CEO**

---

***RECOMMENDATION:***

**THAT the Joint Organisation prepare a submission to the NSW Local Grants Commission in regard to the review it is conducting into Financial Assistance Grants**

---

***REPORT:***

Local Government Financial Assistance Grants are paid to local councils to help them deliver services to their communities. The funds are paid annually by the Australian Government and councils are free to use these funds at their discretion and are accountable to their ratepayers.

The allocation is paid in quarterly instalments.

On 11 October 2018 the NSW Grants Commission made a presentation to representatives of member councils of the Hunter Joint Organisation in regard to the review it is undertaking on the allocation methodology attached to Financial Assistance Grants.

As indicated at the presentation, the purpose of the review is to deliver a model that:

- Allocates a higher proportion of grant funding to councils with the greatest relative need
- Is consistent with the National Principles
- Is consistent with NSW policy of grant allocation
- Is transparent and publishable
- Is robust, statistically verifiable and auditable.
- Uses best practice financial and modelling
- Is modern, simplified and more flexible.

The Commission has highlighted that it is not implementing a new model. Rather it has taken advice, tested the competing propositions and decided to implement refinements and improvements to the existing model.

The expenditure previously included is still being taken into account after being tested for significance. Over time the model has become very complex, involving multiple factors. There are 20 expenditure categories and more than 47 disability factors spread across 128 councils. The Commission is looking to consolidate the expenditure categories reported in special schedule 1 of council annual financial data returns.

The review has been influenced by a number of previous reports and findings.

These include:

**2008 Assessing Local Government Revenue Raising Capacity, Productivity Commission Research Report:**

*“A number of councils, particularly in capital city and urban developed areas, have the means to recover additional revenue from their communities sufficient to cover their expenditures without relying on grants.*

*However, a significant number of councils, particularly in rural (87 per cent) and remote (95 per cent) areas would remain dependent on grants from other spheres of government to meet their current expenditure. Given the differences in the scope to raise additional revenue across different classes of councils, there is a case to review the provision of Australian Government general purpose grants to local governments.”*

**2013 The NSW Local Government Grants Commission submission to the Commonwealth Grants Commission 2013 Review:**

*...“we have seen an increase in concerns being raised about:*

- the widening gap in revenue raising capacity for larger metropolitan councils versus smaller rural councils.*
- increasing infrastructure needs.*
- declining population.”*

**2014 The NSW Local Government’s Response to the Local Government Review Panel:**

*“The Government supports targeting Financial Assistance Grants to communities with the greatest need.*

*It will ask the NSW Grants Commission to continue to identify opportunities to achieve this over time, within the constraints imposed by the national funding principles.*

*It will also ask the Commission to ensure transitional protection for those councils with lower levels of need, to minimise the impact of any redistribution.”*

**2017 Shifting the Dial: 5 year Productivity Commission Review:**

*“The Commission’s study into transitioning regional economies noted that where populations have declined in Local Government areas, related declines in revenue are hampering efforts to maintain infrastructure designed to service (and be funded) by larger populations.”*

Of particular concern to the Commission is the fact that per capita minimum grant allocation means that the nineteen councils of metropolitan Sydney are effectively being subsidised by councils in rural and regional areas. The Commission also noted that the most disadvantaged councils in the current system are those that are sandwiched between the Sydney metropolitan area and the Far West.

All of the Hunter lies within this most disadvantaged area.

There would seem significant opportunity to contribute, given the Commission’s invitation to do so, in a very effective way to the review that is being undertaken.

It is therefore recommended that the General Managers Advisory Committee be requested to prepare, within the timeframe identified by the Commission and on behalf of the Board, a regional submission

to the Grants Commission review of the Financial Assistance Grants Methodology.

---

***PREVIOUS REPORTS:***

This is the first report on this matter.

***FINANCIAL IMPLICATIONS:***

As noted in the report.

***POLICY IMPLICATIONS:***

As noted in the report.

***STATUTORY IMPLICATIONS:***

This matter may be the subject of future legislative review.

---



**AGENDA LIST**

## **5.10 Profit and Loss Statement for the period ending 30 June 2018**

**Report Author:** Roger Stephan, CEO

**Responsible Officer:** Roger Stephan, CEO

---

***RECOMMENDATION:***

**THAT the profit and loss statement be received and noted.**

---

***REPORT:***

A profit and loss statement for the Hunter Joint Organisation is attached for the information of the Board.

In terms of the statement:

1. Income generation is tracking according to budget
2. Variances in expenditure year to date can be attributed to:
  - i. A substantial increase in public liability insurance. Insurances costs in the long term should reduce especially given the receipt of no cost officeholder and staff indemnity cover as a result of Joint Organisation status
  - ii. Costs associated with the Parliament House Meeting are budgeted but have brought to account earlier than scheduled
  - iii. The budget contains \$400,000 to address strategic initiatives. The Events Strategy will be funded through this allocation and is included as an expenditure item.

On the basis of the above there are no items that would give cause for significant concern about the financial position of the Joint Organisation at financial year end.

**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 \$820,000.

---

***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.

---

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

	Sept. Actual	Sept. Budget	Variance	%	YTD Actual	YTD Budget	Variance	%	Approved Budget 2018/19
<b>Income</b>									
<b>Joint Organisation Funding</b>									
NSW Gov't JO Seed Funding	300,000	-	300,000		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%	111,249	111,250	(1)	0%	445,000
Legal Services fee to pursue strategic roles	8,333	8,333	-	0%	24,999	24,999	-	0%	100,000
Bank Interest	13	-	13		27	-	27		-
<b>Total Income</b>	<b>345,429</b>	<b>45,416</b>	<b>300,013</b>	<b>661%</b>	<b>636,275</b>	<b>636,249</b>	<b>26</b>	<b>0%</b>	<b>1,045,000</b>
<b>Expenses</b>									
<b>General &amp; Administrative</b>									
Admin & O'heads - Internal	5,052	5,052	(0)	0%	15,156	15,156	(0)	0%	60,625
Audit & Assurance	3,752	-	3,752		3,752	-	3,752		4,000
Insurance - PI & PL	-	-	-		10,773	3,500	7,273	208%	3,500
Miscellaneous	420	150	270	180%	420	450	(30)	-7%	1,800
Printing	1,524	-	1,524		1,524	-	1,524		-
Telephone - Landline & Fax	-	-	-		-	-	-		300
Telephone - Mobile	-	-	-		-	-	-		1,800
Website / Portal	167	-	167		431	-	431		25,000
<b>Employment</b>									
Salaries & Superannuation	15,937	15,937	-	0%	47,813	47,811	2	0%	357,180
Recruitment	-	-	-		-	-	-		5,000
Fringe Benefits Tax	-	2,626	(2,626)		-	2,626	(2,626)		10,504
Payroll Tax	869	869	0	0%	2,606	2,606	0	0%	19,466
Workers' Compensation	80	80	0	0%	239	239	(0)	0%	1,786
Staff Amenities & Misc.	50	50	-	0%	150	150	-	0%	600
<b>Board Meetings &amp; Conference</b>									
Catering & Functions	5,032	-	5,032		9,094	500	8,594	1719%	13,500
Venue Hire	-	-	-		1,442	-	1,442		13,500
<b>Buildings &amp; Accommodation</b>									
Rent - SSA Admin - CEO office	450	450	-	0%	1,350	1,350	-	0%	12,600
Rent - JO Boardroom	1,000	1,000	-	0%	3,000	3,000	-	0%	12,000
<b>Direct Project Costs</b>									
Funding Disbursement									
- Environment Division - Contribution	-	-	-		85,000	85,000	-	0%	85,000
Future Funding Projects									
- #1 Hunter Major Events Strategy	27,273	-	27,273		54,545	-	54,545		100,000
- #2	-	-	-		-	-	-		100,000
- #3	-	-	-		-	-	-		100,000
- #4	-	-	-		-	-	-		100,000
<b>Travel &amp; Accommodation</b>									
Accommodation	-	-	-		-	-	-		1,500
Fares & Parking	-	-	-		-	-	-		300
Meals/Sustenance	-	-	-		-	-	-		720
Motor Vehicle Costs	-	-	-		-	-	-		2,700
<b>Depreciation &amp; Amortisation</b>									
Vehicles	-	-	-		-	-	-		4,500
<b>Finance</b>									
Bank Charges	18	25	(7)	-28%	56	75	(19)	-25%	300
<b>Total Expenses</b>	<b>61,624</b>	<b>26,238</b>	<b>35,386</b>	<b>135%</b>	<b>237,351</b>	<b>162,463</b>	<b>74,888</b>	<b>46%</b>	<b>1,038,181</b>
<b>Surplus / (Deficit)</b>	<b>283,805</b>	<b>19,178</b>	<b>264,627</b>	<b>1380%</b>	<b>398,924</b>	<b>473,786</b>	<b>(74,862)</b>	<b>-16%</b>	<b>6,819</b>

## 6. Non-commercial Business Unit Reports

---

***PREVIOUS REPORTS:***

These are bimonthly reports.

***FINANCIAL IMPLICATIONS:***

As noted in the reports.

***POLICY IMPLICATIONS:***

Unless otherwise stated, there are no policy implications arising from these reports.

***STATUTORY IMPLICATIONS:***

As noted, where appropriate, in the reports.

---

## 6.1 Environment Division

**Report Author:** Bradley Nolan, Director

**Responsible Officer:** Bradley Nolan, Director

---

***RECOMMENDATION:***

**THAT the update report be received and noted.**

---

***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**

The Director of the Environment Division, Bradley Nolan, has recently tendered his resignation with his last day with the Hunter Councils group being 9 November 2018.

In response to this and to address funding requirements and currently vacant positions, the following measures are to be put in place:

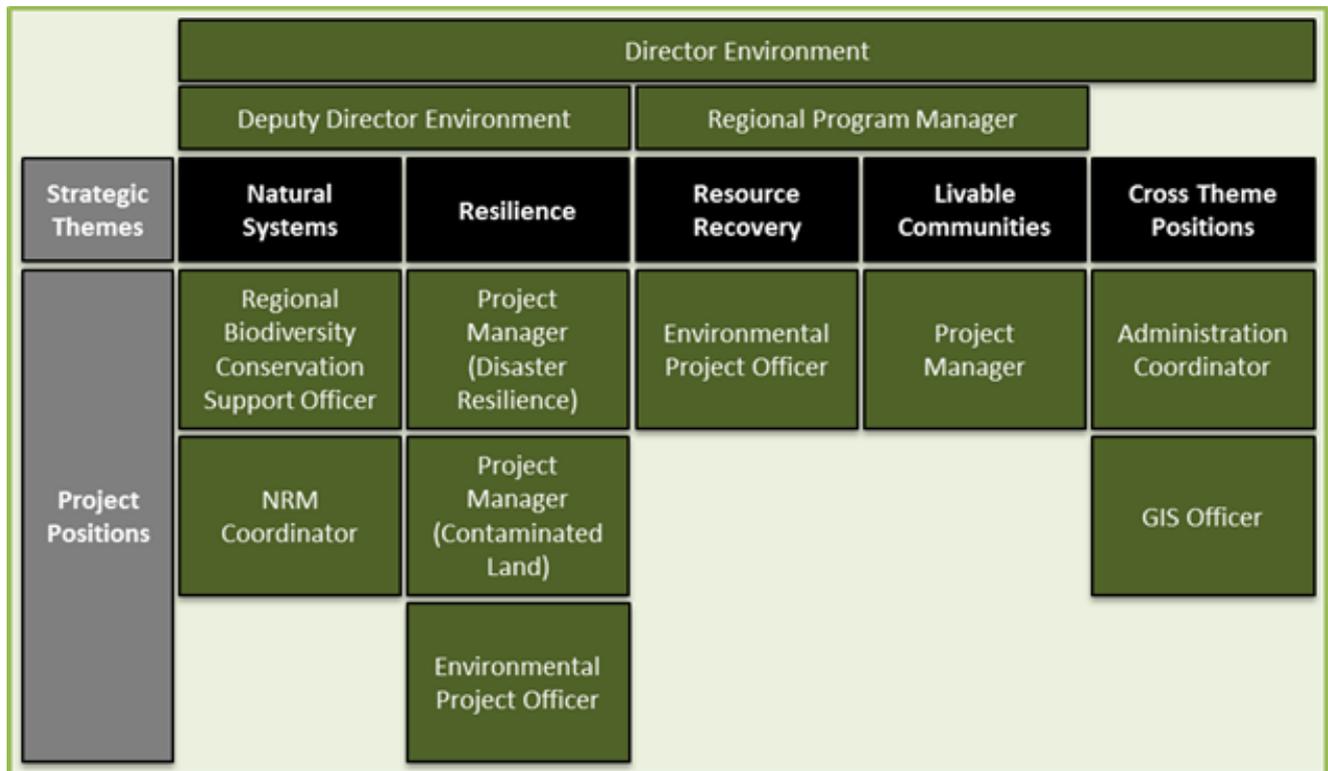
- Deputy Director, Steve Wilson, will assume the responsibilities of Divisional Director for an interim period
- An offer of employment has been made for a Regional Program Manager. This position will operate at a similar level to the Deputy Director and assist with project direction across the Division
- An Environmental Project Officer role will be created to work across both Waste and Disaster projects
- A new GIS Officer will be employed to fill the vacancy currently in the Division.

In addition to the above changes, the Division is in active discussions with the NSW Government to fund a number of new positions including a Regional Project Manager for contaminated land and a Regional Coordinator for disaster resilience. Discussions are also underway with OEHL to resource a Regional Coordinator for energy efficiency.

The interim arrangements will be in place until such time as the CEO position has been filled and a

review process undertaken.

The interim structure is outlined in the following diagram:



## RESILIENCE

### Regional Contaminated Land Project

#### Managing Contamination on Council Land

This project aims to assist Councils identify, prioritise and manage the risk posed by contamination on land they own and manage. Following initial consultation workshops in late July – early August, staff from participating Councils are now in the process of providing key corporate documents to inform development and implementation of the following project activities and outputs:

1. Model plan, procedures and decision-making processes for managing contamination across Council land portfolios
2. Risk assessment tool for prioritising the management of contamination located on Council land
3. A brief review of property transaction procedures held by each Council (i.e. procedures for the acquisition, leasing, licensing or divestment of Council land), including provision of an Advisory Note on how to improve / integrate consideration of contamination (both legacy and future) within these processes.

### Disaster Resilience

#### Disaster Communications Project

The funding agreement for this \$162,200 project has been finalised with the NSW Office of Emergency

Management (OEM) and activities will commence once we have engaged a suitably skilled officer to deliver the project.

The project will design and deliver a coordinated (region wide), all hazards approach to community engagement on disaster preparedness, response and recovery. The project will develop a regionally consistent communications framework and protocol to support Councils deliver accurate and timely messages to the community, and a range of communication resources for use when implementing the protocol.

### Six Steps to Resilience

The NSW Office of Emergency Management has approved a project variation which will enable the Division to complete community disaster vulnerability analysis and mapping for each of the eleven Local Government Areas in the Hunter and Central Coast region. The work will acquire, integrate and analyse spatial datasets (demographics, infrastructure and natural hazard characteristics), and analyse the data to identify relative community vulnerability to a range of natural hazards at a local community (Statistical Area) scale.

The data and mapping generated will provide a sound, evidence based foundation upon which to prioritise and direct ongoing efforts by Councils and Community Service Organisations to:

- directly inform the development of local disaster risk profiles and assessments at a community / locality scale
- inform the design and implementation of tailored community engagement, communication and local emergency response plans that reflect the particular issues, characteristics and needs of target communities.

### Disaster Ready Councils

Recent discussions with the NSW Office of Emergency Management (OEM) have confirmed the opportunity for the learnings and outcomes of this project to directly inform the design and delivery of state-wide disaster management training to be delivered by OEM to Councils across NSW over the coming years. To facilitate this opportunity, a variation to project delivery has been formally requested from OEM, which would involve Environment Division staff working directly with OEM to inform the development of these resources.

## **RESOURCE RECOVERY**

### **Regional Waste Strategy Implementation**

A meeting of the Regional Waste Strategy group is scheduled for September, where issues of circular economy, regional waste audits, and China Sword impacts will be discussed, and actions for delivery by the Division will be confirmed.

The meeting will also consider the outcome of a series of community focus groups held to gauge community sentiment for retaining the “*Small Acts Big Change*” education brand, or moving to a new campaign brand of “*It all comes back to you*”. A report on the outcomes of the sessions will be presented to the Waste Strategy group, to decide on the final campaign brand, and to agree on a communication implementation plan.

## **NATURAL SYSTEMS**

### **Regional Flying Fox Project**

Officers responsible for managing community concerns surrounding Flying Fox Camps met in late

August to receive the printed products of Stage 1 and to “launch” the campaign to member Councils (see attached document for details of the campaign and copies of developed materials). The full suite of products includes:

- 7 x posters featuring high quality images of flying foxes and key messages for the community
- 4 x Social media tiles
- 4 x T24 newspaper advertisement
- 1 x DL brochure
- 1 x A4 trifold brochure
- Telephone script for call centre staff
- 6 x radio adverts
- 6 x 30s television commercials
- The [www.littleaussiebat.com.au](http://www.littleaussiebat.com.au) website

Discussions are being held with Council staff to determine how Councils will utilise resources, and what regional “pooled” investment may be available to commence the rollout of the campaign materials.

Additionally, we are in discussions with NSW OEH, LGANSW, LGAQ and a number of local Councils in NSW and Queensland about securing additional investment into the program to continue to develop materials, and expand the brand across the migration pathway of the animals. A National Government prospectus will be developed and provided to the Commonwealth Department of Energy and Environment seeking additional, multi-year funding for the project to expand it across NT, QLD, NSW, VIC and SA.

### **Biodiversity Conservation Project**

Since commencement of the regional support role, officers from all Councils have sought assistance on a wide range of issues, with 93 queries for direct support received to date. All but four of these queries have been successfully resolved. All of the unresolved issues, have been referred to OEH for resolution.

The Division is currently working with other regions to complete the development of specialised training resources for use in dedicated sessions with each Council. It is hoped materials will be completed in September, and sessions will be booked with Council staff throughout October and November 2018 to provide much needed detailed capacity building sessions on the impacts of the recent Biodiversity Conservation reforms on the operations and activities of Councils, both as regulator and land manager.

### **Restoration & Rehabilitation Projects**

#### Hunter River Reserve

A community “Heritage Talk and Biodiversity Walk” workshop is scheduled for delivery on site at the Hunter River Reserve, Greta on 8th September 2018. The event will raise local community awareness of the unique ecological and heritage features of the reserve.

#### Roadside Environment Project

After piloting techniques for identifying and assessing environmentally significant roadside environments (which combined GIS analysis and rapid assessment techniques) in the Port Stephens Council area, staff workshops are now scheduled with Upper Hunter Shire Council and Muswellbrook Shire Council in mid-September.

These will:

1. Engage staff input to reviewing roadside prioritisation mapping now completed for these Council areas
2. Provide an overview of proposed field work to validate and assess the value and condition of sites identified by the prioritisation process
3. Confirm the nature of activities and support to be provided to Councils over the coming months to assist them integrate roadside environmental management into their corporate systems and processes.



**AGENDA LIST**

## 6.2 Screen Hunter

**Report Author:** Annette Hubber, Manager

**Responsible Officer:** Annette Hubber, Manager

---

***RECOMMENDATION:***

**THAT the update report be received and noted.**

---

***REPORT:***

**Production Attraction**

Throughout July (29), August (45) and September (25) Screen Hunter received a total of 99 new film enquiries with a number of national television programs filming around the region.

This made the period one of the busiest ever experienced by the Office.

Screen Hunter staff pitched filming in the following areas throughout the Hunter: Newcastle, Port Stephens, Maitland, Muswellbrook, Lake Macquarie, MidCoast and Singleton. Permits issued were for productions like *Married at First Sight*, *My Kitchen Rules*, *Grand Designs Australia*, *The Cooks Pantry*, *Who do you think you are?* and a number of national campaigns including Bonds Australia, Optus and the Jets.

**The following information relates to a number of highlight activities that either filmed between July and September or else were released to the public in the period.**

---

***Occupation 2 to be filmed in the Hunter.***

The news that the sequel to the Australian sci-fi blockbuster *Occupation* is likely to be filmed in the Hunter region generated strong media interest across Australia in July. The announcement is a welcome boost for the local filmmaking industry and for employment and businesses generally in the region. Filming over at least three weeks will lead to employment opportunities for filmmakers, caterers, production crews, locations and other related employers in the region.

Screen Hunter has been working with the producers of the new film to source locations, accommodation, caterers and other services.

*Occupation 2* was featured on NBN news, ABC, *The Newcastle Herald* and in *The Star* newspaper. *The Star* quoted Screen Hunter Manager, Annette Hubber, who spoke about the opportunities this presented for the Hunter region.

See the links below for local news stories about *Occupation 2*.

<https://www.newcastlestar.com.au/story/5548968/sci-fi-epic-will-see-opportunities-flourish-in-the-hunter-hubber/>

<https://www.theherald.com.au/story/5516254/sci-fi-sequel-could-film-action-sequence-in-newcastle/>

<https://www.nbnnews.com.au/2018/07/20/occupation-sequel-to-land-here-in-the-hunter/>

## Science-fiction epic *Occupation* shooting sequel in town will see opportunities 'flourish', says Screen Hunter manager Annette Hubber | video



Isaac McIntyre

Local News



The cast of *Occupation* during the film's opening scenes. Newcastle's Zac Garred (pictured in green jacket) starred as homelessman Dennis in the first movie. Picture: screenshot.

Producers from science-fiction blockbuster *Occupation* have **all but confirmed Newcastle will be the latest staging ground** for the Australian

Switch your mobile to Pennytel



For a limited time, we're offering **6 MONTHS HALF PRICE** on all plans.

**pennytel**

Find out more

[View More Local Businesses](#)

### This is Hair!

Hair Styling, Hair Extensions, Tanning

0298...

Show Number



### House need washing?

We can pressure clean your home or office.

0400...

Show Number



### NIP N'TUCK CONSTRUCTION

All work done by a qualified builder



## Country Road Shoot at Newcastle Ocean Baths with local talent

Country Road's latest 'Denim Campaign' was shot at Newcastle Ocean Baths and featured home-grown Newcastle couple actress Isabelle Cornish and artist Mitch Revs. The gorgeous photography, by Will Braden, made the most of the scenic coastal setting. The campaign was rolled out across magazines, the CR website and their social media. The campaign also featured in-depth interview with the couple. Sharing it via Screen Hunter's social media has proved very popular with the public.



**'Location.... Lifestyle.... Living...'** filming in Newcastle and Maitland

The newest lifestyle program to hit Aussie screens is produced and filmed right here in the Hunter. 'Location...Lifestyle...Living...' follows proud Novacastrian and ex- 'Screaming Jets' drummer Craig "Rosie" Rosevear, along with renovation expert Naomi Findlay as they explore some of Newcastle, Maitland and the Hunter's most prominent landmarks.

The production also features local celebrities Kim & Chris from *The Block*. The program features everything from gardening advice and open homes, to energy saving and tradie tips. The brain child of long-time NBN Producer Kerryn Scully, 'Location... Lifestyle... Living...' made its debut appearance on 9 Newcastle towards the latter end of last month.

Media article: <https://www.theherald.com.au/story/5612997/craig-rosie-rosevear-beats-a-busy-rhythm-of-life/>



### **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.

### **RFF funding and / or partnerships**

Screen Hunter has secured funding and/or partnerships from the following businesses for the 2018 Real Film Festival (RFF):

- Lake Macquarie City Council
- Port Stevens Council
- NBN News
- TAFE NSW
- University of Newcastle
- Saxbys
- Peter Drayton Wines
- The Newcastle Herald
- Limelight Creative

- IronBark Hill Brewery
- Rolling Ball Productions
- Officeworks
- Beama Film



**AGENDA LIST**

**7. Notified General Business**

**7.1 Cessnock City Council: Public Library Funding**



12 September 2018

Mr Roger Stephan  
Interim CEO, The Hunter Joint  
Organisation  
59 Bonville Avenue  
PO Box 3137  
THORNTON NSW 2322

Contact: Robert Maginness  
Our Ref: MM7/2018  
Doc No. DOC2018/075877

Dear Mr Stephan

**Resolution of Council – Report Number MM7/2018  
Public Library Funding**

At the Ordinary meeting of Council held on 1 August 2018, Council unanimously resolved the following:

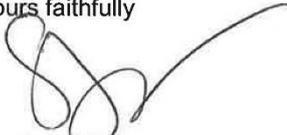
1. That Council endorse the NSW Public Libraries Association and Local Government NSW library funding advocacy initiative, *Renew Our Libraries*.
2. That Council make representation to the Member for Cessnock, Clayton Barr MP, in relation to the need for additional funding from the NSW State Government for the provision of public library services.
3. That Council write to the Hon. Don Harwin, MLC, Minister for the Arts and the Hon. Walt Secord, MLC, Shadow Minister for the Arts, calling for bi-partisan support for the provision of a significant increase in state funding for NSW public libraries, supported by a sustainable future funding model.
4. That Council take a leading role in activating the *Renew Our Libraries* campaign locally.
5. That Council endorse the distribution of the NSW Public Libraries Association and Local Government NSW library funding advocacy initiative information in Council libraries, as well as involvement in any actions arising from the initiative.
6. That Council formally advise the NSW Public Libraries Association and Local Government NSW that Council has endorsed the library funding advocacy initiative.
7. That Council request the Hunter Joint Organisation to advocate in support of the NSW Public Libraries Association and Local Government NSW library funding advocacy initiative, *Renew Our Libraries* campaign, on a regional basis.

t: 02 4993 4100 f: 02 4993 2500  
p: PO Box 152 Cessnock NSW 2325 or DX 21502 Cessnock  
e: council@cessnock.nsw.gov.au w: www.cessnock.nsw.gov.au  
ABN 60 919 148 928

Council is seeking your support in raising this as an issue with the Hunter Joint Organisation to advocate in support of the NSW Public Libraries Association and Local Government NSW library funding advocacy initiative, Renew Our Libraries campaign on a regional basis.

If you require any further information, please do not hesitate to contact Council's Director Corporate and Community Services, Robert Maginnity on telephone 02 4993 4277 or via email [robert.maginnity@cessnock.nsw.gov.au](mailto:robert.maginnity@cessnock.nsw.gov.au)

Yours faithfully



Stephen Glen  
General Manager



[AGENDA LIST](#)



**AGENDA LIST**

7.2 Proposed Governance and Operational Arrangements: Joint Organisation Chairs Network

## Draft prepared by Riverina and Murray Joint Organisation

---

**Report to:-** Meeting of Chairs of NSW Joint Organisations  
**Meeting Date:** 21<sup>st</sup> October 2018  
**Authors:** Joint Organisations Executive Officers  
**Subject:** Governance and Operational Arrangements for the Joint Organisations Chairs' Network  
**Purpose of Report:** To propose Draft Terms of Reference for the Joint Organisations Chairs' Network of the 13 Joint Organisations across regional NSW

**Recommendation:**

**That the Draft Terms of Reference (Governance and Operational Arrangements) be considered and amended as appropriate for adoption by the JO Chairs' Network**

(Note that in Clauses 6 and 7 there have been some suggested alternatives relating to the term of the Convenor and Deputy Convenor positions and a proposed election process)

### **DRAFT TERMS OF REFERENCE (GOVERNANCE AND OPERATIONAL ARRANGEMENTS)**

#### **1. Preamble**

The governance and operational arrangements for the NSW Joint Organisations (JO) Chairs' Network are guided by these Terms of Reference.

#### **2. Objective**

To collaborate with the NSW State Government, Agencies and other key Local Government Stakeholders as a lead organisation for representing the interests of Joint Organisations and Member Councils throughout regional and rural New South Wales.

#### **3. Role**

- To encourage the effective implementation of the three statutory core functions of NSW Joint Organisations as being:-
  - (i) Strategic planning and priority setting
  - (ii) Intergovernmental relations
  - (iii) Shared leadership and advocacy
- To facilitate collaboration between the thirteen Joint Organisations across regional, rural and remote New South Wales;
- To advocate to Governments strategies and actions relating to the key strategic priorities of Joint Organisations that are of importance to regional NSW;
- To engage with Federal and State Government Ministers, Departments and Other Agencies on critical issues affecting regional and rural New South Wales;
- To assist the State Government and Joint Organisations where appropriate in relation to the delivery of Government funding for infrastructure and other programs across regional NSW.

#### **4. Membership**

The JO Chairs' Network comprises the Chairs of the following thirteen (13) Joint Organisations proclaimed by the NSW Government during 2018:-

- (i) Canberra Region JO
- (viii) Namoi JO

(ii)	Central NSW JO	(ix)	New England JO
(iii)	Far North West JO	(x)	Orana JO
(iv)	Far South West JO	(xi)	Northern Rivers JO
(v)	Hunter JO	(xii)	Riverina and Murray JO
(vi)	Illawarra Shoalhaven JO	(xiii)	Riverina JO
(vii)	Mid North Coast JO		

## 5. Meetings

- The Joint Organisations Chairs' Network will meet at least four times per year, or as required from time to time;
- Generally, meetings of the Network shall be scheduled for March, June, August and November of each year and if possible timed to coincide with other Local Government related meetings or events in Sydney, for example meetings of the Country Mayors Association;
- Meetings shall be held if possible at Parliament House in Macquarie Street, so as to facilitate engagement with the Premier, Deputy Premier, Ministers and Government Officials.
- If a Parliament House meeting facility is not available, the Secretariat will arrange an alternative Sydney CBD venue;
- For each meeting of the Network, the Secretariat shall endeavour to arrange attendance by Parliamentarians and Government Officials relevant to the meeting's business agenda;
- The Secretary of the Department of Premier and Cabinet and the Chief Executive of the Office of Local Government (or their representatives) shall be invited to attend all meetings of the JO Chairs' Network;
- There will be a standing item in the business papers for the Office of Local Government to report on Government business of the day

## 6. Convenor

- The JO Chairs' Network shall appoint a Convenor for a one (1) year term at its first meeting and thereafter on an annual basis;  
(Note that there is an alternative suggestion that the term of the Convenor be for 2 years, and thereafter appointed on a bi-annual basis)  
(Note that there is a suggestion that the election of the Convenor shall be overseen by the Office of Local Government who will preside over a ballot – calling for nominations one week prior to the meeting)
- The Convenor shall chair the meetings of the Network.

## 7. Deputy Convenor

- The JO Chairs' network shall appoint a Deputy Convenor  
(Note that the term of the Deputy Convenor would be the same as for the Convenor – see Clause 6 above - for discussion)
- The Deputy Convenor shall chair the meetings of the Network if the Convenor is not present  
(Note as in Clause 6 above that there is a suggestion that the election of the Deputy Convenor shall be overseen by the Office of Local Government – for discussion)

## 8. Decisions at meetings

- As far as possible, decisions of the JO Chairs' Network shall be by consensus;
- In the event that a vote of Chairs is necessary to arrive at a decision or resolution, a simple majority shall be required. In the event of equality of votes, the Convenor will not have a casting vote and the motion before the meeting shall be deemed to be LOST.

## **9. Secretariat**

- The Executive Officer of the Joint Organisation from which the Convenor has been appointed shall carry out the administrative functions on behalf of the Network;
- Call for agenda items will be made 21 days prior to the Regional JO Network meeting;
- The business papers will be distributed one week prior to the Regional JO Network meeting;
- The minutes and action list of the Regional JO Network meeting will be distributed within five (5) working days of the meeting: with comments provided no later than ten (10) working days;
- The minutes and action list of the Regional JO Network meeting will be distributed to the Minister for Local Government, Office of local Government and the Department of Premier and Cabinet.

## **10. Financial arrangements**

- Each Joint Organisation shall meet travelling and accommodation expenses of its Chairs and staff in attending meetings and other events associated with the conduct of the JO Chairs' Network.
- The cost of the Secretariat's administrative functions, as well as expenses incurred in Network meeting venues, catering and associated expenses shall be contributed equally by each Joint Organisation, in accordance with Tax Invoices issued by the Secretariat.

## **11. Executive Officers Meetings**

- The JO Executive Officers will meet prior to the Regional JO Network meeting;
- Minutes of the Executive Officers' meetings will be provided to the Regional JO Network as part of the formal business agenda process.

End of Draft Terms of Reference

### 7.3 Local Government NSW: Joint Organisation Consultation Draft Membership Proposal

Cr Linda Scott, President of LGNSW, made a presentation to the Joint Organisation Meeting at Parliament House on 18 August in regard to the relationship between LGNSW and Joint Organisations, the services that might be provided by LGNSW and the mechanism and cost associated with Joint Organisations becoming LGNSW members.

As a result of that discussion a consultation draft membership proposal has been provided by LGNSW (attached).

In regard to the proposal:

1. LGNSW is "keen to develop a relationship (with Joint Organisations) that is sustainable and productive into the future"
2. LGNSW "supported the JO concept from the outset. LGNSW was actively engaged in the development of the JO model and our submissions and representations advocated the design criteria supported by councils".
3. LGNSW will "continue to serve and engage with individual council members in the way that it does now. Individual councils will have access to all current services regardless of whether or not their JO chooses to become an Associate member of LGNSW".

The proposal identifies four key areas where Joint Organisations and LGNSW could work together:

- Advocacy and leadership
- Strategic planning
- Service delivery, and
- Strategic capacity building.

The proposal notes that, under the rules of LGNSW (also attached), Joint Organisations are "Related Government Bodies" entitled to join LGNSW as Associate Members.

Associate Members may submit motions to the LGNSW Annual Conference and can vote on motions. They are not entitled to vote for LGNSW officers and Board members.

#### **Cost**

A base fee of \$3,593 per annum plus GST would apply to membership if all member councils of the Joint Organisation are financial members of LGNSW.

A base fee of \$14,372 per annum plus GST would apply if any member councils of the Joint Organisation are not financial members of LGNSW.

In addition to the above, a fee of \$3,593 per annum plus GST would apply if the number of Joint Organisation employees exceeded ten (10). This additional fee would apply in tranches (i.e. for each additional ten employees a fee of \$3,593 plus GST would apply).

In the Hunter's case a base fee of \$3,593 plus GST would apply. If all – as opposed to some – employees (except Local Government Legal) were to transfer to the Joint Organisation the annual fee would rise to \$14,372 per annum plus GST.

.....

**Feedback sought:**

LGNSW is seeking feedback on the following:

- Do you agree with our co-design principles in order to guide a productive and collaborative working relationship?
- Have we identified the areas in which you would most like to work with LGNSW?
- Would your JO be interested in exploring Associate membership of LGNSW? Why, or why not?
- Do you think the proposed fee structure is fair?
- Do you think the proposed benefits for Associate members is (are) fair for JOs?
- How do you think that LGNSW and JOs can best communicate and share information?

No timeframe has been provided in regard to the above feedback.



## Joint Organisations and LGNSW: Co-design and Collaboration

October 2018

Consultation Draft

**LOCAL GOVERNMENT NSW**  
GPO BOX 7003 SYDNEY NSW 2001  
L8, 28 MARGARET ST SYDNEY NSW 2000  
T 02 9242 4000 F 02 9242 4111  
**LGNSW.ORG.AU** LGNSW@LGNSW.ORG.AU  
ABN 49 853 913 882

## Table of contents

<b>Purpose:</b> .....	<b>3</b>
<b>Background:</b> .....	<b>3</b>
<b>Opportunities for Collaboration:</b> .....	<b>3</b>
Co-design principles .....	3
Areas for collaboration .....	3
Advocacy and Leadership .....	4
Strategic Planning .....	4
Service Delivery and Strategic Capacity Building .....	4
<b>Opportunities for Membership:</b> .....	<b>5</b>
Proposed Fee Structure .....	6
Services .....	6
<b>Information Sharing and Communication:</b> .....	<b>7</b>
<b>Questions for Discussion:</b> .....	<b>8</b>

## Purpose:

The purpose of this paper is to seek feedback from Chairs and Executive Officers of the new Joint Organisations (JOs) regarding the way we work together. Comments on the opportunities and operating framework outlined in this paper will form the basis of an ongoing conversation regarding future collaborations. We are keen to develop a relationship that is sustainable and productive into the future, and put forward a range of issues to support an ongoing discussion in the spirit of co-design and collaboration.

## Background:

LGNSW is absolutely committed to working closely with and supporting the Joint Organisation (JOs). LGNSW is the peak body for local government in NSW and we are here to support councils individually and collectively. The introduction of the JOs ushers in a new era for local government in NSW. It is important that we work together locally, regionally and at a state-wide level to take advantage of this opportunity to improve the outcomes for councils and the communities they represent.

LGNSW has always promoted regional collaboration and consequently, we have supported the JO concept from the outset. LGNSW was actively engaged in the development of the JO model and our submissions and representations advocated the design criteria supported by councils.

This proposal suggests various ways in which LGNSW and JOs can work together to achieve positive outcomes for all our communities. The proposal provides a high degree of flexibility as the future engagement of individual JOs with LGNSW is likely to vary considerably.

LGNSW will continue to serve and engage with individual council members in the way that it does now. Individual councils will have access to all current services regardless of whether or not their JO chooses to become an Associate member of LGNSW.

## Opportunities for Collaboration:

### Co-design principles

We propose that the following principles guide the collaboration between LGNSW and JOs:

- Clear communication, cooperation and a combined purpose
- Trust and goodwill
- Willingness to compromise or accept that some issues will not be appropriate for collaboration
- Creative and lateral thinking
- Political will and willingness to try

### Areas for collaboration

There are four key areas where JOs and LGNSW could work together in support of each other. These are:

- Advocacy and leadership
- Strategic planning
- Service delivery; and
- Strategic capacity building.

### Advocacy and Leadership

Advocacy is perhaps the most obvious opportunity for collaboration between LGNSW and JO's. LGNSW has a key role in advocacy, and JOs have already commenced advocating for their regions. There is an opportunity for LGNSW to reinforce and back in the messages that JOs are giving at a regional level, but also for JOs to provide support for state-wide advocacy by galvanising their communities and lobbying at the regional and local levels.

We see opportunities for stronger and more effective local government advocacy through collaboration between LGNSW and JOs.

LGNSW has an extensive network of contacts within the NSW State government. We have strongly established links at both the departmental and political levels, that enable access to decision-makers at crucial times. JOs also have their own relationships with politicians and departmental staff and will also have the advantage of having Department of Premier and Cabinet representatives at their meetings.

Ways in which JOs and LGNSW could work together on policy and advocacy include (but are not limited to):

- Consultation in policy development
- Working together on advocacy on significant policy issues
- Understanding each other's policy positions and coordinating advocacy strategies
- Understanding the priorities for each region, and aligning advocacy between regions where possible
- Joint delegations to meet with Ministers, Government and other politicians and/or sharing feedback from such meetings
- Identifying specific projects upon which to work optimising the use of expert resources in JOs and LGNSW.

It would be expected that collaboration would be limited to policy positions that are consistent with LGNSW policy principles, policy statements and priorities as determined by the LGNSW Annual Conference from time to time.

### Strategic Planning

Whilst LGNSW does not ordinarily play a role in strategic planning at a regional level, it is suggested that LGNSW could be helpful in advocating where necessary to ensure that the legislation and process is right, so that strategic planning can occur in an efficient and appropriate manner. LGNSW may also be able to work with regions to support the achievement of their regional priorities, where they fit within a state-wide priority being progressed by LGNSW for the sector. LGNSW also plays a role in influencing strategic planning at the state level.

### Service Delivery and Strategic Capacity Building

Aggregated service delivery by JOs is a clear initiative from which councils would benefit, and an area where LGNSW could work to support the JOs. Subject to their delegations, JOs have the scope to choose to deliver no services to their councils through to delivering a comprehensive range of shared services to their member councils and beyond.

LGNSW has a strong track record in the provision of professional development through training courses, forums, conferences, and there are potential mutual benefits from collaboration.

LGNSW often has the expertise or capacity to develop other specific workforce-related services but may not always have the reach into individual councils to promote their uptake. Conversely, JOs may not have the internal expertise or interest in focusing on workforce development services but would benefit from outsourcing this function to LGNSW.

Where JOs do not intend to support their own in-house training coordination function, LGNSW could act as a broker of training, where training is sourced and customised for JO members. Such training could include e-learning packages, webinars, accredited and non-accredited training, leadership and development programs, in-house courses for members, forums and seminars on technical areas of interest.

Where JOs might want to act as a broker for their councils, JOs could:

- Source training, forums and seminars for JO members from LGNSW
- Contract LGNSW to develop and customise e-learning packages for the region, for on-selling to JO members.

LGNSW is also able to offer JOs a range of other workforce management services, including:

- Recruitment of executive and senior staff
- Coordination of secondments or locums within and across JOs, particularly in occupations experiencing skills shortages
- Support in implementing the Local Government Capability Framework across JO member councils
- Conduct of research in areas such as regional workforce planning, regional service delivery models, regional training needs analysis etc.

LGNSW and JOs could collaborate on the implementation of changes to the Local Government Act, such as the establishment of Audit and Risk Committees within councils. One option includes sharing of an independent person on the committee, especially in areas where councils are struggling to attract appropriately qualified people.

### **Opportunities for Membership:**

LGNSW would like to work with all JOs as important organisations in the NSW local government sector. This paper also proposes the creation of a new category of Associate membership for JOs and suggests some membership benefits for the consideration of the JOs who would like to consider membership and access to services. Feedback on this proposal from the JOs will then inform a proposal to the LGNSW Board to create a new category of Associate membership for the JOs. According to the LGNSW Rules the fees must be approved by the LGNSW Board.

Under LGNSW's Rules, JOs are defined as Related Local Government Bodies (RLGBs) and are entitled to join LGNSW as Associate members.

Associate members may submit motions to the LGNSW's Annual Conference and can vote on motions where Associate members have one vote each. Financial Associate members are entitled to the benefits and privileges of membership. If JOs are not financial Associate members they could still access some of LGNSW's services on a fee for service basis. It should be noted that associate members are not entitled to vote for LGNSW officers and Board members.

### Proposed Fee Structure

Currently Associate member fees are based on a proportion of the base fee paid by Ordinary members (and which is reviewed annually by the LGNSW Board). This paper proposes that, in order to ensure that we are able to support free access to our core services, this needs to be scaled for the JOs as they grow in size and number of staff. We are also able to offer the JOs nominal membership fees and access to core services on the basis that our core support base comes from the ongoing support and participation of our Ordinary members.

We would therefore like to propose the following fee structure for category of Associate members for JOs and subject to LGNSW Board approval:

- 1) Where all councils that belong to the Joint Organisation are Ordinary members of LGNSW, the Joint Organisation would pay:
  - a) a **base fee** of \$3,593.00 plus GST; plus
  - b) a **supplementary fee** based on the number of full time equivalent (FTE) employees, according to the following scale:

Number of FTE employees	Supplementary fee
0 – 10 employees	\$0
For each additional 10 employees	\$3,593.00, plus GST

- 2) Where not all councils that belong to the Joint Organisation are Ordinary members of LGNSW, the Joint Organisation would pay:
  - a) a **base fee** of \$14,372.00 plus GST; plus
  - b) a **supplementary fee** based on the number of full time equivalent (FTE) employees, according to the following scale:

Number of FTE employees	Supplementary fee
0 – 10 employees	\$0
For each additional 10 employees	\$3,593.00, plus GST

### Services

For the purposes of industrial relations and legal advice, Associate members enjoy an equivalent service to Ordinary members. LGNSW's industrial and legal services are not available to non-members.

LGNSW industrial services include representation in industrial disputes and other employment matters, specialist industrial advice on policy and legislation, making and varying industrial

awards and/or agreements, and assistance with general workplace matters (such as drafting contracts of employment, policies and procedures, and conducting workplace investigations).

LGNSW legal services offer high level advice on legal matters and legal policy across a wide range of matters. The Legal Officer manages applications under LGNSW's Legal Assistance Policy and coordinates confidential mentoring services for mayors, chairpersons and councillors.

Access to the variety of professional networks hosted by LGNSW are free for Associate members, but not available to non-members.

LGNSW offers subsidised user-pays services to members. Services in this category include executive recruitment and performance, training and management consulting. LGNSW would welcome opportunities for Joint Organisations who are not members to provide our user pays services, however user-pays services are charged at premium rates for non-members.

The following table summarises our service offerings for JOs as either Associate members or non-members:

Proposed Services and Entitlements	Associate Member JO	Non-Member JO
Advocacy	Yes	Yes
Policy Information and Advice	Yes	Yes
Co-ordinating training for Member Councils	Yes	Yes
Industrial Advice	Yes	No
Legal Support	Yes	No
Free networks eg HR, L&D, Comms, GMs, Planning, Environment etc	Yes	No
Training for JO staff	Subsidised member rates	Non-member rates
Executive Recruitment and Performance	Subsidised member rates	Non-member rates
Management Consulting	Subsidised member rates	Non-member rates

### Information Sharing and Communication:

Sharing of information will be crucial for effective LGNSW and JO engagement. Information could be shared by mechanisms such as:

- JO and LGNSW staff and Board members to attend key meetings by invitation

- LGNSW inviting JOs to present to LGNSW Board meetings or participate in campaign development
- Regular meetings between LGNSW and JO Chairs (and Executive Officers)
- JOs resolving to write to LGNSW on issues of key importance so that LGNSW is aware of the positions being adopted. This would include sharing the Statements of Strategic Regional Priorities, once adopted
- LGNSW holding regional meetings to align with JO meetings
- JOs providing regional examples of issues upon which LGNSW advocacy is occurring, to use as case studies in support; and
- LGNSW supporting the network of JOs.

### Questions for Discussion:

This paper seeks feedback from JOs in the spirit of co-design and collaboration. Your input is invited on the following:

- Do you agree with our co-design principles in order to guide a productive and collaborative working relationship?
- Have we identified the areas in which you would most like to work with LGNSW?
- Would your JO be interested in exploring Associate membership of LGNSW? Why, or why not?
- Do you think the proposed fee structure is fair?
- Do you think the proposed benefits for Associate members is fair for JOs?
- How do you think that LGNSW and JOs can best communicate and share information?

Feedback from JO Chairs and Executive Officers is invited on this paper by contacting Sarah Artist, Senior Manager Innovation & Capacity on 9242 4182 or [sarah.artist@lgnsw.org.au](mailto:sarah.artist@lgnsw.org.au).



### AGENDA LIST



**AGENDA LIST**

**8. General Business**



**AGENDA LIST**

**Hunter Councils Inc Annual General Meeting Papers**