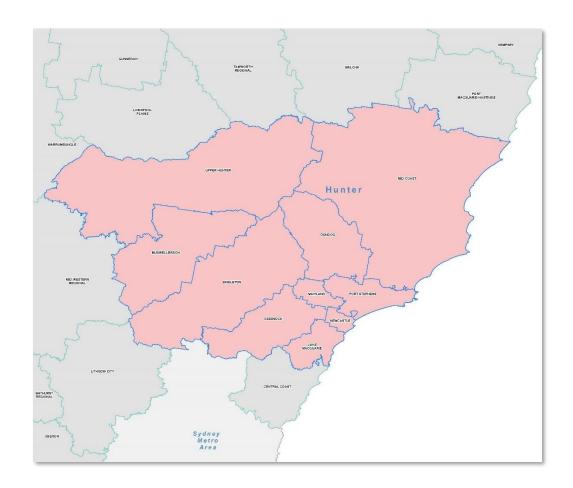
Hunter Joint Organisation



Meeting Agenda

10 am

Thursday 9 August 2018
The Board Room
4 Sandringham Avenue, Thornton

Intentionally left blank

AGENDA LIST



"Click" on each agenda item title below to be taken to the relevant section / report

Contents

AGE	NDA LIST	3
1.	Welcome and Apologies	4
2.	Minutes of Previous Meeting	4
3.	Presentations	11
4.	Reports	11
4.1	Recruitment process for Chief Executive Officer	12
4.2	Greater Newcastle Metropolitan Plan Standing Committee	16
4.3	Circular Economy Working Group	22
4.4	s.449 Disclosures of Interest	38
4.5	Application for ABN, TFN and Domain name	45
4.7	Period ending 30 June 2018 Profit and Loss Statement	47
4.8	Procurement Policy	49
5.	Program Reports	55
5.1	Environment Division	55
4.2	Screen Hunter	63
5.	Notified General Business	69
5.1	Unrateable Lands	69
6.	General Business	72



1. Welcome and Apologies

2. Minutes of Previous Meeting

Minutes of the 28 June 2018 Board Meeting The Council Chambers, Maitland Town Hall 285 High Street, Maitland

WELCOME AND APOLOGIES

Voting Directors Present

Cr Bob Pynsent, Cessnock City Council

Cr Tracy Norman, Dungog Shire Council

Cr Kay Fraser, Lake Macquarie City Council

Cr Loretta Baker, Maitland City Council

Cr David West, MidCoast Council

Cr Nuatali Nelmes, City of Newcastle

Cr Sue Moore, Singleton Shire Council

Cr Ryan Palmer, Port Stephens Council

Cr Wayne Bedggood, Upper Hunter Shire Council

Non-voting Directors Present

Stephen Wills, Regional Director, Department of Premier and Cabinet Justin Fitzpatrick-Barr, Acting General Manager, Cessnock City Council Coralie Nichols, General Manager, Dungog Shire Council Morven Cameron, CEO, Lake Macquarie City Council David Evans, General Manager, Maitland City Council Steve Embry, Acting General Manager, MidCoast Council Fiona Plesman, Acting General Manager, Muswellbrook Shire Council Jeremy Bath, CEO, City of Newcastle Wayne Wallis, General Manager, Port Stephens Council Jason Linnane, General Manager, Singleton Council Steve McDonald, General Manager, Upper Hunter Shire Council

Apologies

Cr Martin Rush, Muswellbrook Shire Council

Staff in attendance

Roger Stephan, Interim CEO, Hunter Joint Organisation

In attendance by invitation

Cr Linda Scott, President, Local Government NSW Chris Presland, Office of Local Government Virginia Errington, Office of Local Government

RECOMMENDATION:

THAT the apologies be accepted.

Moved: Cr Wayne Bedggood Seconded: Cr Ryan Palmer

Carried.

2. MINUTES OF THE PREVIOUS MEETING

This was the first meeting of the Hunter Joint Organisation.

3. PRESENTATIONS

Cr Linda Scott, President, Local Government NSW Stephen Wills, Department of Premier and Cabinet

3.1 BUSINESS ARISING FROM PRESENTATIONS

There was no business arising.

4. HUNTER JOINT ORGANISATION MATTERS

4.1 Proclamation

RECOMMENDATION:

THAT:

- 1. The Board note the Proclamation of the Hunter Joint Organisation and the passage of the Local Government (General) Amendment (Regional Joint Organisations) Regulation 2018
- 2. It be recorded that the legal name of the newly created entity is the "Hunter Joint Organisation" and that such name will be used in future official correspondence.

Moved: Cr Sue Moore Seconded: Cr Kay Fraser

Carried.

4.2 Election process and appointment of a Returning Officer

RECOMMENDATION:

THAT:

- 1. The Board note the advice provided by the Office of Local Government regarding the election process to be undertaken at the first meeting of a Joint Organisation
- 2. The Board note the appointment of David Evans, General Manager of Maitland City Council, as Returning Officer

- 3. The process for the election of the position of Chairperson be by show of hands
- 4. The position of Deputy Chairperson not be created.
- 5. The election process having been undertaken, and there being only one nomination for the position of Chairperson, it be duly recorded that Cr Bob Pynsent was elected unanimously to the position of Chairperson.

Moved: Cr David West Seconded: Cr Sue Moore

Carried.

4.3 Alternate Members

RECOMMENDATION:

THAT:

- 1. The information provided by the Office of Local Government in regard to alternate membership of the Joint Organisation be received and noted
- 2. It be the preferred position of the Board that the Mayor / Lord Mayor be the sole delegate of a member council on the Board of the Hunter Joint Organisation
- 3. It also be noted that it is the preferred position of the Board that there be no alternates to the voting and non-voting members of the Joint Organisation except, in the case of Mayors and General Managers / Chief Executive Officers, on those occasions where a member council has formally resolved to appoint an acting Mayor / General Manager / Chief Executive Officer.

Moved: Cr Ryan Palmer Seconded: Cr Kay Fraser

Carried.

4.4 Requirements attaching to the appointment of an Executive Officer

RECOMMENDATION:

THAT the information provided by the Office of Local Government in regard to the appointment of an Executive Officer be received and noted.

Moved: Cr Sue Moore

Seconded: Cr Wayne Bedggood

Carried.

4.5 Appointment of an interim Chief Executive Officer

RECOMMENDATION:

THAT:

 Mr Roger Stephan's appointment to the position of CEO of the Hunter Joint Organisation for an interim period of six (6) months commencing 1 July 2018 take the form of a secondment from his role as CEO Strategic Services Australia Ltd and under the terms and conditions of his contract of employment with Strategic Services Australia Ltd

- 2. For the purposes of Mr Stephan's contract of employment as CEO Strategic Services Australia Ltd, the conclusion of the secondment activate the termination of the contract in accordance with Clause 8.2 of that contract, and
- 3. Mr Stephan's appointment by way of secondment be ratified by formal resolution at the first formal meeting of the Hunter Joint Organisation to be held on 28 June 2018, and by resolution at the next scheduled Board meeting of Strategic Services Australia Ltd on 12 July 2018

Moved: Cr David West Seconded: Cr Loretta Baker

Carried.

4.6 Chief Executive Officer role position description

RECOMMENDATION:

THAT the draft position description for the role of Chief Executive Officer be adopted.

Moved: Cr David West Seconded: Cr Ryan Palmer

Carried.

4.7 Delegations to the Chief Executive Officer

RECOMMENDATION:

THAT the delegations to the Chief Executive Officer as listed in the Statement of Delegations be made.

Moved: Cr David West Seconded: Cr Sue Moore

Carried.

4.8 Charter of the Hunter Joint Organisation

RECOMMENDATION:

THAT:

- The draft Charter for the Hunter Joint Organisation be adopted in principle
- 2. The CEO draft a generic Member Council report to assist in the Draft Charter consultation process with Member Councils.

Moved: Cr Ryan Palmer Seconded: Cr Wayne Bedggood

Carried.

4.9 Draft Expenses and Facilities Policy

RECOMMENDATION:

THAT:

1. The draft Hunter Joint Organisation Expenses and Facilities policy be adopted for the purpose

of consulting with Member Councils on its content and direction

2. A report on the consultation process, including a policy updated to reflect Member Council feedback, be provided to the August Meeting of the Joint Organisation Board.

Moved: Cr Sue Moore Seconded: Cr David West

Carried.

4.10 Draft Code of Conduct

RECOMMENDATION:

THAT:

- The Joint Organisation adopt as its Code of Conduct the Model Code of Conduct for Local Councils in NSW
- 2. It be noted that the Model Code is to be amended to reflect the proclamation of Joint Organisations
- The Hunter Joint Organisation Code of Conduct be extended to non-voting members of the Board.

Moved: Cr David West Seconded: Cr Loretta Baker

Carried.

4.11 Code of Conduct Reviewer Panel

RECOMMENDATION:

THAT the regional code of conduct reviewer panel adopted by the Hunter Trial Joint Organisation in 2017 be appointed as the Hunter Joint Organisation Code of Conduct Reviewer Panel.

Moved: Cr David West Seconded: Cr Wayne Bedggood

Carried.

4.12 Code of Meeting Practice

RECOMMENDATION:

THAT the draft Code of Meeting Practice be adopted pending further advice / prescription from the Office of Local Government.

Moved: Cr Sue Moore Seconded: Cr Loretta Baker

Carried.

4.13 s.449 Disclosures of Interest

RECOMMENDATION:

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.

4.14 Political disclosure provisions and Joint Organisations

RECOMMENDATION:

THAT it be noted that s.328A of chapter 10 of the *Local Government Act 1993* provisions relating to political disclosures do not apply to Joint Organisations.

Moved: Cr Sue Moore Seconded: Cr Tracy Norman

Carried.

4.15 Application for ABN, TFN and Domain name

RECOMMENDATION:

THAT the information report be received and noted

Moved: Cr David West Seconded: Cr Kay Fraser

Carried.

4.16 Government Information Public Access Act

RECOMMENDATION:

THAT the information report be received and noted

Moved: Cr Wayne Bedggood Seconded: Cr Ryan Palmer

Carried.

4.17 Office of Local Government Joint Organisation establishment funding

RECOMMENDATION:

THAT the Interim Chief Executive Officer execute the funding agreement as authorised person.

Moved: Cr Wayne Bedggood Seconded: Cr Ryan Palmer

Carried.

4.18 Meeting Schedule

RECOMMENDATION:

THAT the meeting schedule be adopted except for the October Meeting which is now to be held on 18 October 2018 at Parliament House.

Moved: Cr Ryan Palmer Seconded: Cr Wayne Bedggood

Carried.

4.19 Draft Budget

RECOMMENDATION:

THAT the draft Budget 2018/2019 be adopted.

Moved: Cr David West Seconded: Cr Tracy Norman

Carried.

4.20 Strategic Plan

RECOMMENDATION:

THAT the Strategic Plan of the Hunter Joint Organisation as tabled be adopted.

Moved: Cr Ryan Palmer Seconded: Cr Loretta Baker

Carried.

5 General Business

5.1 Advisory Services – Hunter City / Region Deal Readiness Project

RECOMMENDATION:

THAT:

- 1. The Astrolabe Group be engaged to provide Hunter City / Region Deal Readiness project services to the Joint Organisation
- 2. The Greater Newcastle Metropolitan Plan Sub-Committee be delegated authority to finalise the consultancy brief within the coming fortnight in conjunction with the Department of Planning and Environment and the Department of Premier and Cabinet
- 3. An amount up to \$100,000 be allocated to fund the project.

Moved: Cr Ryan Palmer Seconded: Cr David West Meeting closed.



3. Presentations

Matt Berger, Principal Analyst, Housing and Populations Insights will deliver the *DPE Population Futures* presentation.

Also attending will be Andrew Goodwin, Senior Analyst, Housing and Populations Insights

.

4. Reports

Reports appear from Page 12 on in this Agenda document.



4.1 Recruitment process for Chief Executive Officer

Report Author: David Evans, General Manager, Maitland City Council and

Chair, Strategic Services Australia Ltd

Responsible Officer: David Evans, General Manager, Maitland City Council and

Chair, Strategic Services Australia Ltd

RECOMMENDATION:

THAT:

- 1. A representative panel of Mayors and General Managers / CEOs be formed to manage the Joint Organisation CEO recruitment process
- 2. The panel report back to an Extraordinary Meeting of the Joint Organisation Board seeking agreement to the conduct of the recruitment process
- 3. The Extraordinary Meeting of the Joint Organisation Board take place at the latest on Thursday 14 September 2018
- 4. The recruitment process by concluded and an appointment made no later than 1 December 2018.

REPORT:

At its 28 June 2018 Meeting the Joint Organisation Board considered a report on the requirements put in place by the Office of Local Government in regard to the appointment of a Joint Organisation Executive Officer.

These requirements, through Regulation and associated advice, comprised the following:

All Joint Organisations are required to appoint an executive officer. The executive officer performs the same role in a Joint Organisation that a general manager performs in a council.

Executive officers must be appointed by a resolution of the Joint Organisation board and are to be employed under a fixed-term performance-based contract in the form of the one approved by the Chief Executive of the Office of Local Government (the Chief Executive).

Recruitment of an executive officer

As with general managers of councils, before appointing an executive officer, Joint Organisations must first advertise the position in accordance with the requirements of

the Local Government Act 1993 (the Act) and undertake a merit-based recruitment process.

Following their establishment, Joint Organisations may appoint an interim executive officer for up to 12 months without advertising and merit-based selection.

In such cases, the Joint Organisation should advertise the position and commence recruitment in time to ensure that a permanent appointment can be made before the 12-month anniversary of the appointment of the interim executive officer. The interim executive officer may apply for appointment to the permanent position.

Appointing an executive officer

Executive officers must be appointed by a resolution of the board of the Joint Organisation. Boards should hold a meeting as soon as possible for the purpose of appointing an interim executive officer and delegating functions to the executive officer.

The executive officer must be a natural person and not a corporation or other entity.

As a result of its consideration of the report and a subsequent related report, the Board resolved the following:

THAT:

- 1. Mr Roger Stephan's appointment to the position of CEO of the Hunter Joint Organisation for an interim period of six (6) months commencing 1 July 2018 take the form of a secondment from his role as CEO Strategic Services Australia Ltd and under the terms and conditions of his contract of employment with Strategic Services Australia Ltd
- 2. For the purposes of Mr Stephan's contract of employment as CEO Strategic Services Australia Ltd, the conclusion of the secondment activate the termination of the contract in accordance with Clause 8.2 of that contract, and
- 3. Ratification of Mr Stephan's appointment by way of secondment be sought by resolution at the next scheduled Board meeting of Strategic Services Australia Ltd on 12 July 2018

Moved: Cr Nuatali Nelmes

Seconded: Cr Kay Fraser Carried.

As noted in the 28 June Business Paper, the formation of the Hunter Joint Organisation involves transitioning from Hunter Councils Inc. (operating under NSW Fair Trading legislation) to an entity of the same membership and representation operating under the *NSW Local Government Act*.

As has been the case with Hunter Councils Inc., the Hunter Joint Organisation will continue to be supported in large part by Hunter Councils' partner organisation Strategic Services Australia Ltd, of which Mr Stephan is the CEO. Mr Stephan's appointment as Interim CEO of the Hunter Joint Organisation is therefore a reflection of what has for some time now been the arrangement between Hunter Councils Inc. and Strategic Services Australia Ltd. In that context, it is a logical appointment, it accords with the published guidelines for the implementation of Joint Organisations and will facilitate a smooth transition.

Recruitment process

Having recently made an interim CEO appointment it is nevertheless incumbent upon the Board to now consider the recruitment process for a substantive appointment to the CEO role given the combined impacts of the timeframes likely to be involved in that process and the comparatively short term of the interim CEO appointment.

It is also important that the Board consider the diverse nature of the Hunter Joint Organisation CEO role as a result of the number of corporate entities within the wider Hunter Councils group and the commercial and operational complexities attaching to them. These commercial and operational complexities will be particularly pronounced in the first year of the Joint Organisation's operations as it transitions out of Hunter Councils Inc, but will be ongoing given the requirement for the creation of substantial new income streams.

For these reasons the generic role statement of a Joint Organisation executive officer adopted by the Joint Organisation (Report 4.6 to the 28 June Meeting) will need to be reviewed – as foreshadowed in Report 4.6 – to ensure that the recruitment process targets the skills and experience necessary for the particular requirements of the Hunter Joint Organisation, Hunter Councils Inc, Strategic Services Australia Ltd and Hunter Councils Legal Services Ltd.

Appointment of a recruitment services provider

The Office of Local Government has considered the appointment through tender process of a panel of providers to assist Joint Organisations in the Executive Officer recruitment process and to reduce its cost. At the time of writing this report no decision had been made on this proposed tender and as a result at least two Joint Organisations have determined to independently appoint a recruitment company.

Formation of a panel to oversee the recruitment process

It is recommended that a representative panel of Mayors and General Managers / CEOs – chaired by the Joint Organisation Chairperson – be formed to manage the recruitment process. The panel would be tasked with finalising the Joint Organisation CEO position description, recruitment process, remuneration package and recruitment organisation. It is further recommended that the panel report back to the full Joint Organisation Board at an extraordinary meeting late August / early September so that the recruitment process can be initiated and concluded well before the end of the calendar year.

In regard to the extraordinary meeting it should be noted that the adopted Code of Meeting Practice allows participation by telephone or other electronic means such as video conferencing.

PREVIOUS REPORTS:

As referenced in this report.

FINANCIAL IMPLICATIONS:

Implications arising from this report are addressed in the draft 2018/19 budget.

POLICY IMPLICATIONS:

As noted in the report.

STATUTORY IMPLICATIONS:

As noted in the report and in prior reports to the Board.



4.2 Greater Newcastle Metropolitan Plan Standing Committee

Report Author: Roger Stephan, CEO

Responsible Officer: Roger Stephan, CEO

RECOMMENDATION:

THAT:

- 1. The outcomes of the meetings to date of the Greater Newcastle Metropolitan Plan Standing Committee including the election of the Lord Mayor of Newcastle, Cr Nuatali Nelmes, as its Chairperson be received and noted
- 2. The content of the consultancy to be undertaken on behalf of the Joint Organisation by the Astrolabe Group be endorsed
- 3. An update report on the matter be provided to the 18 October 2018 Meeting of the Board.

REPORT:

The Joint Organisation Board at its 28 June 2018 meeting included a Greater Newcastle Metropolitan Plan Standing Committee in the Joint Organisation's Draft Charter.

At this meeting the Board also resolved as follows:

THAT:

- 1. The Astrolabe Group be engaged to provide Hunter City / Region Deal Readiness project services to the Joint Organisation
- 2. The Greater Newcastle Metropolitan Plan Sub-Committee be delegated authority to finalise the consultancy brief within the coming fortnight in conjunction with the Department of Planning and Environment and the Department of Premier and Cabinet.

Moved: Cr Ryan Palmer Seconded: Cr David West

ded: Cr David West Carried

As a result of the above two meetings of the Standing Committee have been held. Minutes of the first meeting and the agenda of the second meeting are included as attachments to this report.

The Lord Mayor of Newcastle, Cr Nuatali Nelmes, was elected Chairperson of the Standing Committee at its first meeting.

Finalisation of scope of consultancy

The Standing Committee met with Michael Comninos of the Astrolabe Group at its 19 July 2018 Meeting and as a result finalised the scope of the Hunter City / Region Deal Readiness Project.

In reaching this position the Standing Committee determined that a single quotation for Phase 1 of the brief was appropriate based on:

- The relatively short timeframe within which the work must be completed in order to be of maximum value to the HJO
- The key deliverables of the project relative to the specialist knowledge of Mr Michael Comninos in relation to the context in which the NSW State and the Federal Governments interact in relation to City Deals and /or intergovernmental funding partnerships;
- The experience and knowledge of Mr Michael Comninos derived from his involvement in the Western Sydney City Deal; and
- The quoted cost for Phase 1 of the work.

The agreed scope of work comprises:

Week	Task	Days	Notes
1	Establish project governance, schedule, risks, stakeholders, and related tasks. Define an information request for Councils. Information provided to be linked to and referenced in the context of the GNMP.	2	Councils to provide required information within five days of the issuing of the information request.
2	Aggregate information, categorise initiatives, policies and strategies into a rapid horizon scan document and cross reference to GNMP.	3	Analysis of the information supplied by Councils and other key stakeholders, including local business groups, to develop a hierarchy of regional strategic opportunities and challenges to the achievement of the GNMP vision and implementation of the GNMP.
3	The development of an intergovernmental funding or partnership framework for the Hunter aligned to the GNMP, and to State and Commonwealth priorities for investment and reform.	4	We will develop this to have utility for the group of councils to be available for negotiation and advocacy initiatives in the lead up to the state and federal elections, and beyond.
4	Gap analysis Notes: Should any guidelines be released by the Federal Government during the project this analysis should reference to those guidelines.	2	Identification of those areas of priority for Greater Newcastle and the Hunter Region not in State and Commonwealth strategy and policy. Similarly, those areas of priority for the State and Commonwealth government

	Analysis to also test alignment with federal government 'industrial pillars' and other state and federal policies and plans.		not noted as a Regional or Greater Newcastle priority, that may be accelerated through an appropriate partnership or funding agreement/mechanism.
5	Draft Roadmap and key theme(s) – presented for consideration	3	Work with Council officers to determine what additional technical information is required for phase 2.
			Develop an approach to acquire additional information using partners and other supportive stakeholders.
	Total	14 days	

The consultancy has now been commissioned.

PREVIOUS REPORTS:

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

FINANCIAL IMPLICATIONS:

The Board allocated funding at its 28 June 2018 meeting to enable the agreed consultancy work.

POLICY IMPLICATIONS:

There are no policy implications arising from this report.

STATUTORY IMPLICATIONS:

There are no statutory implications arising from this matter.

Attachment 1:

Greater Newcastle Metropolitan Plan Steering Committee

MEETING MINUTES

Thursday, 12 July 2018

Meeting opened 12.08 pm

Attendees:

Cr Bob Pynsent, Cessnock City Council Cr Kay Fraser, Lake Macquarie City Council Cr Loretta Baker, Maitland City Council Cr Nuatali Nelmes, City of Newcastle Cr Ryan Palmer, Port Stephens Council (via phone) Morven Cameron, CEO, Lake Macquarie City Council David Evans, General Manager, Maitland City Council Jeremy Bath, CEO, City of Newcastle Wayne Wallis, General Manager, Port Stephens Council Justin Fitzpatrick-Barr, Acting GM, Cessnock City Council

1. Election of Chairperson

Mayor Bob Pynsent opened meeting and nominated Lord Mayor Cr Nuatali Nelmes as Chairperson

Cr Kay Fraser seconded - Unanimously carried

Elected Chairperson Cr Nelmes took over Chair of meeting and introduced Christine Field her Executive Officer who will assist Roger Stephan with administration of the Steering Committee.

2. Consideration of the Standing Committee's Charter / Terms of Reference

Resolution:

The Charter and Terms of Reference for the Greater Newcastle Metropolitan Plan Steering Committee will be drafted and circulated prior to the next meeting for adoption.

Moved - Cr Bob Pynsent

Seconded – Cr Kay Fraser Unanimously carried

3. Discussion regarding the Standing Committee's membership with particular reference to the status of nominated representatives of the Departments of Premier and Cabinet and Planning and Environment, and of the Hunter Development Corporation

Resolution:

To invite HDC, DPC and DPE to attend future Newcastle Greater Metropolitan Plan Steering Committee meetings as per the Hunter JO Charter 2.1 and resolution that all General Managers, CEOs and invited government agencies are non-voting members of this committee.

Moved - Cr Loretta Baker Seconded – Cr Ryan Palmer Unanimously carried

4. Scope of works for the Hunter City / Region Deal Readiness Project consultancy as per resolution 5.1 of the Hunter Joint Organisation 28 June 2018 Meeting

Resolution:

Prior to the next meeting for CEOs/GMs and Mayors to redraft the first five dot points of Phase 1: the scope of the framework for intergovernmental funding. David Evans will liaise directly with the CEOs/GMs for their Phase 1 contribution and circulate to the standing committee.

Moved - Cr Kay Fraser Seconded - Cr Bob Pynsent Unanimously carried

Discussed:

- the development of framework for the Greater Metropolitan Plan aligned to intergovernmental funding for investment and reform. The scope for funding to be as broad as possible, yet targeted to specific projects, to meet the relevant criteria,
- the use of a consultant to assist with identifying worthy projects and funding models required.

5. General Business

Resolution:

Steering Committee to write a supportive letter to the Minister requesting the announcement date and release of the 2036 - Greater Newcastle Metropolitan Plan.

Moved – Cr Bob Pynsent Seconded – Cr Loretta Baker Unanimously carried

Discussed:

 the committee will discuss options to award the Phase 1 of the rescoped consultancy after a briefing from the consultant at the next meeting

Future meetings will be on the first Thursday of the month, rotating around to each LGA.

Date and location of the next meeting of the Standing Committee:

Thursday, July 19th at 8.30 am
The Mayor's Ante Room
Lake Macquarie City Council
126-128 Main Road, Speers Point

Meeting closed at 1pm

Attachment 2:

Greater Newcastle Metropolitan Plan Steering Committee

MEETING AGENDA

Thursday, 19 July 2018

Invited attendees:

Cr Bob Pynsent, Cessnock City Council
Cr Kay Fraser, Lake Macquarie City Council
Cr Loretta Baker, Maitland City Council
Cr Nuatali Nelmes, City of Newcastle
Cr Ryan Palmer, Port Stephens Council (via phone)
Morven Cameron, CEO, Lake Macquarie City Council
David Evans, General Manager, Maitland City Council
Jeremy Bath, CEO, City of Newcastle
Wayne Wallis, General Manager, Port Stephens Council
Stephen Glen, General Manager, Cessnock City Council
Monica Gibson, Director Regions, Hunter, DPE
Anna Chubb, Director, Strategy & Asset Management, HDC
Stephen Wills, Director, DPC
Roger Stephan, CEO, Hunter Joint Organisation
Christine Field, Executive Officer, Lord Mayor's Office, NC

- 1. Michael Comninos of Astrolabe to present to committee
- 2. Discuss options to award the Phase 1 of the rescoped consultancy
- 3. Outstanding items from the previous meeting 12 July
 - Draft Charter and Terms of Reference for the Greater Newcastle Metropolitan Plan Steering Committee
 - Draft first five dot points of Phase 1; the scope of the framework for intergovernmental funding.
 - Draft supportive letter to the Minister requesting the announcement date and release of the 2036 - Greater Newcastle Metropolitan Plan.

4. General business

5. Date and location of the next meeting of the Standing Committee:

Thursday, September 6th at 12pm The Lord Mayor's Reception Room Newcastle City Council King Street, Newcastle



4.3 Circular Economy Working Group

Report Author: Roger Stephan, CEO

Responsible Officer: Roger Stephan, CEO

RECOMMENDATION:

THAT:

1. The draft Terms of Reference be endorsed

- 2. Membership of the working group be limited to member council Councillors and staff, with external experts and advice sought as required
- 3. The project activities included in the report be approved and, following outcomes of research activities and action of the China Sword Taskforce, a more structured work plan be established and costed at a later date.

REPORT:

At its 14 June 2018 Meeting the Board of the Hunter Trial Joint Organisation resolved to form a Working Group to position the region in terms of the Circular Economy. The resolution of the Board was as follows:

THAT:

- 1. A working group be formed to prepare a program of work for the Joint Organisation's consideration in regard to opportunities to advance circular economy solutions for local use of recyclate generated by member Council recycling services
- 2. The Working Group contain appropriate representation from member councils and Joint Organisation staff
- 3. The program of work to include but not be limited to:
- Identification of partners that are likely to support the project, such as University of Newcastle
- Identification of potential funding partners such as EPA, RDA, Department of Environment and Energy (Commonwealth), Industry Associations
- Any expert research that is required
- A timetable and allocated responsibilities for delivery of the program

- Estimated budget requirements
- Options in relation to the funding of any initiatives through access to s.88 levy income and revised provisions relating to the domestic waste service charge.
- 4. The program include development of a case to the NSW Government for the funding of any initiatives through access to s.88 Waste Levy income contributed by the region and / or through revised provisions relating to the calculation of council domestic waster service charges
- 5. A report be provided to the 9 August 2018 meeting of the Joint Organisation Board
- 6. Cr Kay Fraser be appointed Chair of the Working Group.

Moved: Cr Nuatali Nelmes Seconded: Cr Wayne Bedggood

The Circular Economy Working Group met on 20 July 2018 and developed a program of activities for consideration by the Joint Organisation Board.

Carried.

The draft program and related notes together with the recommended position of the Working Group are provided in the attached meeting minutes and are presented here for endorsement.

Hunter Joint Organisation Circular Economy Working Group Minutes of 20 July 2018 Meeting

Attendees:

Cr Wayne Bedggood (Acting Chair) Upper Hunter Shire Council **Bradley Nolan Hunter Joint Organisation** Melinda Hale **Upper Hunter Shire Council** David Simm Maitland City Council Mark Johnson Newcastle City Council Michelle Lindsay Cessnock City Council Paul Minett **Dungog Shire Council** Greg Kable Port Stephens Council Amy Hill MidCoast Council Mary-Anne Crawford Singleton Council

Hal Dobbins Lake Macquarie City Council

Apologies:

Cr Kay Fraser Lake Macquarie City Council

Cr Tracy Norman Dungog Shire Council
Darren North Newcastle City Council
Michael Alexander Cessnock City Council

Alice Howe Lake Macquarie City Council

Justin Fitzpatrick-Barr Cessnock City Council

Recommendations

The following recommendations are provided for consideration of the Hunter Joint Organisation Board.

- 4. Draft Terms of Reference be provided to HJO Board for endorsement
- 5. Membership of the working group be limited to member council Councillors and staff, with external experts and advice sought as required.
- 6. The project activities included in the table below be approved and following outcomes of research activities and action of the China Sword Taskforce, a more structured work plan would be established and costed at a later date.

Project	Summary description	Funding	Timing
Review requirements for short term storage of recyclate	Determine whether contractors still require short term storage options on licensed premises and if so, progress actions 1-6 below: 1. Identify locations for short term storage of surplus recyclate (possibly Newcastle, Maitland, Cessnock, Central Coast or Singleton landfills)	Not required	Subject to request from contractors for alternative storage of recyclate.

Project	Sumn	nary description	Funding	Timing
Project	2. Idd sto coordinate of the c	lentify preferred materials to be ored at each site and advise ontractor hours of access entify if a handling/administration he is payable to Waste anagement Facility for andling/storage of stock for short andling/storage of stock for short arm storage (agreed consensus on that is fair and reasonable in consideration of the special recumstances) apply for and assess amendments a landfill licences (Stockpile areas accluded from landfill EPL Levy ability deferred for as long as ecessary to establish long term colution (with stock moved as suickly as possible to reduce contractor (Levy liability retained by contractor, Levy deferred by the PA, Agreement product is still whed by the contractor eek EPA agreement to underwrite the contractors become insolvent councils providing storage on enalf of the region protected from additional EPA disposal costs)	Funding	Timing
Support local use of processed glass	ide	O Member Councils agree to entify options for reuse of recycled ass in their own operations	Nil	Short term
	to bu er m th	tilise appropriate staff from LMCC develop and deliver capacity uilding sessions directly to ngineering, civil works, and asset anagement staff from councils in the region (consider sub-regional belivery model)	Can be funded through Regional Waste Implementation program funding (Capacity Building)	Short term
	re	etermine procurement equirements for reuse of recycled ass in Council operations	TBD	Short term
	sa	ontinue trials of recycled glass and for pipe bedding and drainage ggregate	Nil LMCC to pursue and share findings	Short-medium term
	cc of	ork with research organisations, ontractors and industry to trial use recycled glass in concrete and ead base	TBD – funding not provided through current regional Waste Implementation program	Short-medium term

Project	Summary description	Funding	Timing
	6. Update Engineering Guidelines to support private-sector use of recycled glass as pipe bedding and drainage aggregated (LMCC has developed and can share supporting documentation)	Negligible Councils to fund as BAU	Short term
Support for inclusion of Circular economy message in Regional Waste Education project	Include messages to promote activities of councils in supporting regional circular economy activities in the regional waste education project	Currently funded by the Regional Waste Implementation program	Short term. Implementation from September 2018
Improve procurement processes to support uptake of recycled products	1. Request the regional procurement working group to update to regional procurement contract to reflect changes in markets and considerations (last update was 2008).	Not required	Short term.
	Develop and provide training to procurement managers and officers from assets civil works about true cost to council in procurement process.	Not required	Short term.
Research into recycling opportunities, particularly for paper and plastic	 Research into: local micro-economies and opportunities available for small scale tonnages what is currently happening to locally generated recyclate, and what could be made from the recyclate. The group felt a research activity should be undertaken to understand the opportunities to the region and where investment is required. Identify opportunities for reuse of recycled plastic and paper products in council operations, similar to more advanced approach for glass 	The Regional Waste Strategy Implementation program has allocated \$20,000 to supporting Circular Economy activities and could fund this research activity.	Short term. Consultant brief could be developed quickly following approval from HJO Board.
Advocate for state and federal policy to support circular economy outcomes	Continue to advocate to state and federal governments for amendments to legislation and policy to support: 1. Extended producer responsibility 2. Appropriate regulation of the waste industry that contributes to circular economy outcomes 3. Government procurement of recycled products 4. Development of local manufacturing and markets for recyclate	Nil	Ongoing

Project	Summary description	Funding	Timing
Attract industry to region (development of a regional investment prospectus)	Develop an "investment Prospectus" to attract industry to the region to accept and process available materials.	\$5,000-10,000 to be confirmed (source of funds TBD))	Medium – long term
Support current contractors to value add to existing recyclate products	Identify short term opportunities to improve quality of product generated at Gateshead MRF, within existing footprint	Nil Assistance with grant applications	Short term
Contract management / variation	Undertake commercial, political and legislative review of contract management opportunities for regional collaboration	To be explored, likely in excess of\$100,000	Long-term
	Investigate opportunities to utilise CDS revenue to support viability of current kerbside recycling contracts	Negligible Councils to pursue as part of current CDS negotiations	Short term

HJO Circular Economy Working Group Minutes - Meeting 1 – 20 July 2018

Name	Council / Organisation
Mayor Wayne Bedggood (Chair)	Upper Hunter Shire Council
Bradley Nolan	Hunter Joint Organisation
Melinda Hale	Upper Hunter Shire Council
David Simm	Maitland City Council
Mark Johnson	Newcastle City Council
Michelle Lindsay	Cessnock City Council
Paul Minett	Dungog Shire Council
Greg Kable	Port Stephens Council
Amy Hill	MidCoast Council
Mary-Anne Crawford	Singleton Council
Hal Dobbins	Lake Macquarie City Council
Apologies	
Mayor Kay Fraser	Lake Macquarie City Council
Mayor Tracy Norman	Dungog Shire Council
Darren North	Newcastle City Council
Michael Alexander	Cessnock City Council
Alice Howe	Lake Macquarie City Council
Justin Fitzpatrick-Barr	Cessnock City Council

Recommendations

The following recommendations are provided for consideration of the Hunter Joint Organisation Board.

- 1. Draft Terms of Reference be provided to HJO Board for endorsement
- 2. Membership of the working group be limited to member council Councillors and staff, with external experts and advice sought as required.
- 3. The project activities included in the table below approved and following outcomes of research activities and action of the China Sword Taskforce, a more structured work plan would be established and costed at a later date.

Project	Summary description	Funding	Timing
Review requirements for short term storage of recyclate	Determine whether contractors still require short term storage options on licensed premises and if so, progress actions 1-6 below: 7. Identify locations for short term storage of surplus recyclate (possibly Newcastle, Maitland, Cessnock, Central Coast or Singleton landfills) 8. Identify preferred materials to be stored at each site and advise contractor hours of access 9. Identify if a handling/administration fee is payable to Waste Management Facility for handling/storage of stock for short term storage (agreed consensus on what is fair and reasonable in consideration of the special circumstances) 10. Apply for and assess amendments to landfill licences (Stockpile areas excluded from landfill EPL Levy liability deferred for as long as necessary to establish long term solution (with stock moved as quickly as possible to reduce potential for spoilage, storage risks appropriately managed) 11. Agree on contractual terms for short term storage (Levy liability retained by contractor, Levy deferred by the EPA, Agreement product is still owned by the contractor 12. Seek EPA agreement to underwrite levy liability in the event that contractors become insolvent (Councils providing storage on behalf of the region protected from additional EPA disposal costs)	Not required	Subject to request from contractors for alternative storage of recyclate.
Support local use of processed glass	JO Member Councils agree to identify options for reuse of recycled glass in their own operations	Nil	Short term
	8. Utilise appropriate staff from LMCC to develop and deliver capacity building sessions directly to engineering, civil works, and asset management staff from councils in the region (consider sub-regional delivery model)	Can be funded through Regional Waste Implementation program funding (Capacity Building)	Short term
	Determine procurement requirements for reuse of recycled glass in Council operations	TBD	Short term

Project	Summary description	Funding	Timing
	Continue trials of recycled glass sand for pipe bedding and drainage aggregate	Nil LMCC to pursue and share findings	Short-medium term
	Work with research organisations, contractors and industry to trial use of recycled glass in concrete and road base	TBD – funding not provided through current regional Waste Implementation program	Short-medium term
	Update Engineering Guidelines to support private-sector use of recycled glass as pipe bedding and drainage aggregated (LMCC has developed and can share supporting documentation)	Negligible Councils to fund as BAU	Short term
Support for inclusion of Circular economy message in Regional Waste Education project	Include messages to promote activities of councils in supporting regional circular economy activities in the regional waste education project	Currently funded by the Regional Waste Implementation program	Short term. Implementation from September 2018
Improve procurement processes to support uptake of recycled products	 Request the regional procurement working group to update to regional procurement contract to reflect changes in markets and considerations (last update was 2008). 	Not required	Short term.
	 Develop and provide training to procurement managers and officers from assets civil works about true cost to council in procurement process. 	Not required	Short term.
Research into recycling opportunities, particularly for paper and plastic	 Research into: local micro-economies and opportunities available for small scale tonnages what is currently happening to locally generated recyclate, and what could be made from the recyclate. The group felt a research activity should be undertaken to understand the opportunities to the region and where investment is required. Identify opportunities for reuse of 	The Regional Waste Strategy Implementation program has allocated \$20,000 to supporting Circular Economy activities and could fund this research activity.	Short term. Consultant brief could be developed quickly following approval from HJO Board.
	recycled plastic and paper products in council operations, similar to more advanced approach for glass		

Project	Summary description	Funding	Timing
Advocate for state and federal policy to support	Continue to advocate to state and federal governments for amendments to legislation and policy to support:	Nil	Ongoing
circular economy outcomes	5. Extended producer responsibility		
	Appropriate regulation of the waste industry that contributes to circular economy outcomes		
	Government procurement of recycled products		
	Development of local manufacturing and markets for recyclate		
Attract industry to region (development of a regional investment prospectus)	Develop an "investment Prospectus" to attract industry to the region to accept and process available materials.	\$5,000-10,000 to be confirmed (source of funds TBD))	Medium – long term
Support current contractors to value add to existing recyclate products	Identify short term opportunities to improve quality of product generated at Gateshead MRF, within existing footprint	Nil Assistance with grant applications	Short term
Contract management / variation	Undertake commercial, political and legislative review of contract management opportunities for regional collaboration	To be explored, likely in excess of\$100,000	Long-term
	Investigate opportunities to utilise CDS revenue to support viability of current kerbside recycling contracts	Negligible Councils to pursue as part of current CDS negotiations	Short term

Item 1 - Welcome, introductions and apologies

- Apologies were received from Mayor Fraser (LMCC), Mayor Norman (DSC), Alice Howe (LMCC), Michael Alexander (CCC), Darren North (NCC), Justin Fitzpatrick-Barr (Cessnock)
- Introductions made by attendees

Item 2 - Context discussion

- Mayor Bedggood thanked attendees for coming and provided context for the working group following
 on from the Board resolution that the working group be formed to provide advice to the Board on
 appropriate regional activities to progress the development of a regional circular economy. A number
 of questions were posed for the Working Groups consideration as it determines appropriate regional
 actions:
 - O Which service providers can we manage or lobby?
 - How do we source State and Federal funds when we have established a regional project and workplan?
 - Truly Circular Economies need to have State and Federal legislation which mandates product criterion when being produced locally or imported in from overseas, should we advocate for legislation that allows the use of recyclate in as many infrastructure projects as possible?
- Bradley Nolan provided details of the activities of the NSW National China Taskforce activities so it
 was understood what action is occurring at State level, and actions of the Regional Waste Strategy
 program. Key items were:
 - o Formation of a NSW Whole of Government Taskforce involving the majority of State agencies. The Taskforce has created 5 working groups and a number of reference groups to address major issues. The two working groups of interest to the meeting were the Procurement Working Party and the Circular Economy Working Party (documents relating to the Taskforce and working parties will be distributed to Working Party members).
 - Regional Waste Strategy Group has set aside a small amount of project funds to invest in Circular Economy projects in 2018-19 (\$20,000)
- Mark Johnson provided updates on the circular economy activities of Newcastle City Council:
 - Engaged Wild Blue Global Consulting to develop and deliver a wood waste recovery project.
 Wood waste is now separated and minor processing at Summerhill and suitable materials are recovered and sent for use in power plant as feedstock.
 - Participating in the Plastic Police program to recover soft plastics. The program creates a
 network for collection and aggregation of material, (Dungog and Singleton indicated they were
 also party to the project and Lake Macquarie expressed interest in supporting it in future)
 - Ongoing member of Sustainability Advantage project.
- Mary-Anne Crawford noted the purchasing of recycled content products was the difficult part of circular economy, as sourcing products made from soft plastics is difficult. Also noted Singleton is now purchasing glass aggregate / sand from the LMCC suppliers based on the work they have done.
- Hal Dobbins provided an overview of the detailed Glass project LMCC has undertaken. The project
 was seeking to create/manage demand of glass was as the Region's glass was being shipped to
 Victoria. LMCC Council required glass to be used locally and not shipped interstate.
 - Identified glass sand as opportunity as facility in Central Coast that has capacity to develop sand and aggregate. Washing plant also established at this facility.
 - LMCC undertook activity to change how council used this product in Civil Works. Worked to ensure glass sand behaves the same as virgin product. Materials used in drainage, pipe bedding, retaining wall backfill, % use in road base and asphalt. Engineers had to be comfortable with product, civil works crews in physically handling product. Council updated engineering guidelines to allow the use of material in these specific uses.
 - Consultants and engineers can now use this throughout the LGA as long as to specification.
 All the activity was undertaken to stimulate the market to utilise this product locally and replace virgin material use.

- LMCC still tweaking the application. Looking at blending the material with virgin to reduce issues (i.e. when dry it is dusty). Checking to see if the blend can get more reliable compaction rates and less dust. Looking to develop a recipe that meets standards and works as required.
- Amy Hill noted that JR Richards received a grant to crush glass many years ago and do so at the Tuncurry facility. Currently creating 5 grades of glass products (sand blasting through to aggregate).
 All glass from MidCoast region (and parts of Port Macquarie) goes to Tuncurry MRF and is sorted and processed. No glass washing occurs. Contract through until 2020.

o Engineering guidelines were established years ago. Engineers are still uneasy about use.

- Council has worked with developers to facilitate them to use the material in developments.
- Noted a couple of issues since inception (i) Health department concerned as it is still classed as a waste product; (ii) Needed council staff education and EPA assistance (iii) EPA allowed the material as exemption, although was referred due to health concerns.

Item 3 - Charter / Terms of Reference

Draft Terms of Reference for the group were proposed and minor amendments made to address issues of membership and confidentiality.

The Group felt the predominant membership initially should be Councils only due to the sphere of influence but noted that depending on scope of works as the project continues, the membership may need to expand. Initially noted that external expertise could be sought from:

- Hunter Water (possible user of product, and doing lots of sustainability work at present)
- It was conveyed by the Chair that Muswellbrook Council has offered the services of their Executive Manager Economic Development and Innovation, Gerry Bobsien, to participate as she has done a considerable body of work in the Circular Economy arena
- EPA (State gov. sustainability advantage)

RECOMMENDATION

- 1. Draft Terms of Reference be provided to HJO Board for endorsement
- 2. Membership of the working group be limited to member council Councillors and staff, with external experts and advice sought as required.

Item 4 - Major Discussion

The majority of the meeting was used to discuss the issue and possible activities of the group. It was acknowledged that the timeframe to develop a work program and report to the HJO Board was extremely tight, and possibly may not be sufficient to provide a complete workplan prior to the August meeting.

The group reflected on the Board's Motion to determine the scope of the activities of the Regional Circular Economy project as follows:

Waste Product	Supply	Demand	Communications	Governance	Contracts
Glass Plastics Paper / Cardboard	How much material is available in the region	What can be made from the material What industries are currently purchasing	What needs to be communicated to residents / businesses / industry / government about circular economy to stimulate action	What is the role of Councils and the HJO to stimulate activity	How can individual council contracts for collection / processing of the products be modified to increase circular economy activity

Given the significance of the issue, and time constraints on the working group a number of initial project activities were discussed as works that could be undertaken immediately to inform the larger strategic questions. It was also felt that given the work being conducted at the State level through the China Sword taskforce, it was appropriate to allow them sufficient time to release more information on how the NSW Government was looking to stimulate a Circular Economy.

Project activities suggested by the group were:

Project	Summary description	Funding	Timing
Review requirements for short term storage of recyclate	Determine whether contractors still require short term storage options on licensed premises and if so, progress actions 1-6 below: 13. Identify locations for short term storage of surplus recyclate (possibly Newcastle, Maitland, Cessnock, Central Coast or Singleton landfills) 14. Identify preferred materials to be stored at each site and advise contractor hours of access 15. Identify if a handling/administration fee is payable to Waste Management Facility for handling/storage of stock for short term storage (agreed consensus on what is fair and reasonable in consideration of the special circumstances) 16. Apply for and assess amendments to landfill licences (Stockpile areas excluded from landfill EPL Levy liability deferred for as long as necessary to establish long term solution (with stock moved as quickly as possible to reduce potential for spoilage, storage risks appropriately managed) 17. Agree on contractual terms for short term storage (Levy liability retained by contractor, Levy deferred by the EPA, Agreement product is still owned by the contractor	Not required	Subject to request from contractors for alternative storage of recyclate.

Project	Summary description	Funding	Timing
·	18. Seek EPA agreement to underwrite levy liability in the event that contractors become insolvent (Councils providing storage on behalf of the region protected from additional EPA disposal costs)		
Support local use of processed glass	JO Member Councils agree to identify options for reuse of recycled glass in their own operations	Nil	Short term
	14. Utilise appropriate staff from LMCC to develop and deliver capacity building sessions directly to engineering, civil works, and asset management staff from councils in the region (consider sub-regional delivery model)	Can be funded through Regional Waste Implementation program funding (Capacity Building)	Short term
	Determine procurement requirements for reuse of recycled glass in Council operations	TBD	Short term
	Continue trials of recycled glass sand for pipe bedding and drainage aggregate	Nil LMCC to pursue and share findings	Short-medium term
	17. Work with research organisations, contractors and industry to trial use of recycled glass in concrete and road base	TBD – funding not provided through current regional Waste Implementation program	Short-medium term
	18. Update Engineering Guidelines to support private-sector use of recycled glass as pipe bedding and drainage aggregated (LMCC has developed and can share supporting documentation)	Negligible Councils to fund as BAU	Short term
Support for inclusion of Circular economy message in Regional Waste Education project	Include messages to promote activities of councils in supporting regional circular economy activities in the regional waste education project	Currently funded by the Regional Waste Implementation program	Short term. Implementation from September 2018
Improve procurement processes to support uptake of recycled products	 Request the regional procurement working group to update to regional procurement contract to reflect changes in markets and considerations (last update was 2008). 	Not required	Short term.
	Develop and provide training to procurement managers and officers from assets civil works about true cost to council in procurement process.	Not required	Short term.

Project	Summary description	Funding	Timing
Research into recycling opportunities, particularly for paper and plastic	 Research into: 9. local micro-economies and opportunities available for small scale tonnages 10. what is currently happening to locally generated recyclate, and what could be made from the recyclate. 11. The group felt a research activity should be undertaken to understand the opportunities to the region and where investment is required. 12. Identify opportunities for reuse of recycled plastic and paper products in council operations, similar to more advanced approach for glass 	The Regional Waste Strategy Implementation program has allocated \$20,000 to supporting Circular Economy activities and could fund this research activity.	Short term. Consultant brief could be developed quickly following approval from HJO Board.
Advocate for state and federal policy to support circular economy outcomes	Continue to advocate to state and federal governments for amendments to legislation and policy to support: 9. Extended producer responsibility 10. Appropriate regulation of the waste industry that contributes to circular economy outcomes 11. Government procurement of recycled products 12. Development of local manufacturing and markets for recyclate	Nil	Ongoing
Attract industry to region (development of a regional investment prospectus)	Develop an "investment Prospectus" to attract industry to the region to accept and process available materials.	\$5,000-10,000 to be confirmed (source of funds TBD)	Medium – long term
Support current contractors to value add to existing recyclate products	Identify short term opportunities to improve quality of product generated at Gateshead MRF, within existing footprint	Nil Assistance with grant applications	Short term
Contract management / variation	Undertake commercial, political and legislative review of contract management opportunities for regional collaboration	To be explored, likely in excess of\$100,000	Long-term
	Investigate opportunities to utilise CDS revenue to support viability of current kerbside recycling contracts	Negligible Councils to pursue as part of current CDS negotiations	Short term

Project Description Funding Timing

Recommendation:

1. The above project activities be recommended to the Board as an interim workplan. Following outcome of research activities and action of the China Sword Taskforce, a more structured work plan could be established and costed.

PREVIOUS REPORTS:

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

FINANCIAL IMPLICATIONS:

As noted in the report and attachment.

POLICY IMPLICATIONS:

There are as yet no policy matters arising from this report.

STATUTORY IMPLICATIONS:

As noted in the report.





4.4 s.449 Disclosures of Interest

Report Author: Roger Stephan, CEO

Responsible Officer: Roger Stephan, CEO

RECOMMENDATION:

THAT:

- 1. It be noted that all voting members of the Board (and any alternates), the Chief Executive Officer are required, for the purposes of sections 441, 445 and 449 of the Local Government Act 1993 to fill out a disclosure of interest form
- 2. In accordance with s.449 of the Act a disclosure of interest form be submitted by required persons to the Chief Executive Officer by 28 September 2018.

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.

As a result of the above – and noting the inaugural Joint Organisation Meeting date of 28 June 2018 – returns will be issued to the relevant nominated persons with a completed return date of 28 September 2018.

A copy of the form is attached. The version to be sent to nominated persons is in Word form and has been set up for easy data entry.

PREVIOUS REPORTS:

This is the second 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.





OFFICE USE ONLY	
Date Received:	
Received By:	

s.449 DISCLOSURES BY DESIGNATED PERSONS RETURN

- The pecuniary interests and other matters to be disclosed in this return are prescribed by Part 8 of the Local Government (General) Regulation 2005.
- 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. 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

- year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).
- The particulars required to complete this form are to be written in block letters or typed.
- 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.
- 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.
- 6. "*" means delete whichever is inapplicable

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.

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)

Name and address of settlo	r		Name and a	ddress of trustee
Trainio and dualoss of social			Traine and c	Mai 955 01 (1 45100
*Sources of other income I reasonably ex	xpect to receive ir	the period comm	encing on the	first day after the return date
and ending on the following 30 June: * Sources of income I received at any time.	ne during the retu	rn period:		
(include description sufficient to identify			mstances in v	vhich, that income was received)
		OLETO -		
_	c=r/xe	GIFTS		NI
Description of each gift I received at	any time during tl	ne return period		Name and address of donor
			Ì	
D	CONTRIBUT	IONS TO TRA	VFI	
lame and address of each person who mad	N N N N N N N N N N N N N N N N N N N	Dates on which	000	Name of States and Territories
r other contribution to any travel undertake	n by me at any	undertal		of the Commonwealth and
time during the return period				overseas countries in which travel undertaken
E. INTEREST	S AND POSIT	IONS IN CO	RPORATIO	DNS
lame and address of each corporation in	Mrs. Frs.		e 131 We	Description of principal objects
which I had an interest or held a position *at the return date /*at any time during	Nature of intere	est Description o		of corporation (except in case of
the return period	(ir dily)	GIT.	,,	public company)
			OD BUGU	IESS ASSOCIATIONS
F POSITIONS WITH A RE-	INC AND DO		OR BUSIN	NESS ASSOCIATIONS
F. POSITIONS IN TRADE UNIC		10 21 04 000		
Name of each trade union and each profes	sional or business	association in whi	ich I	
	sional or business not) *at the retu	association in whi	ich I	Description of position

held any position (whether remu	each professional or business association in which I unerated or not) *at the return date / *at any time	Description of position
du	ring the return period	
Name and address of eac	G. DEBTS th person to whom I was liable to pay any debt *at th	ne return date/*at any time during
provide and control assembled a limited. In the State of the Control and Contr	the return period	
Particulars of each disposition	H. DISPOSITIONS OF PROPERTY n of real property by me at any time during the return	
	t of the property or the right to re-acquire the property	
Particulars of each disposition	n of property to a person by any other person under a	errangements made by me, being
dispositions made at any time the property.	e during the return period whereby I obtained, either	wholly or in part, the use and benefit of
	I. DISCRETIONARY DISCLOSURES	S

PREVIOUS REPORTS:

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

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this matter.

POLICY IMPLICATIONS:

The content of this report is consistent with Board policy on this matter.

STATUTORY IMPLICATIONS:

As noted in the report.



4.5 Application for ABN, TFN and Domain name

Report Author: Roger Stephan, CEO

Responsible Officer: Roger Stephan, CEO

RECOMMENDATION:

THAT the information report be received and noted.

REPORT:

At its 28 June 2018 meeting the Board considered a report relating to Australian Business Numbers (ABN), Tax File Numbers (TFN) and website domain names.

The following provides an update on these matters as they relate to the Joint Organisation.

ABN and TFN

The Joint Organisation has been allocated an Australian Business Number. The number is:

199 495 363 43.

As a result of the receipt of an ABN a Joint Organisation bank account has been opened and a formal request for payment of the Office of Local Government funding lodged.

A tax file number has also been allocated and our first Business Activity Statement lodged.

Domain name

As previously notified, the Joint Organisation is required by legislation to establish and maintain a dedicated website.

At present the Joint Organisation is utilising www.stategicservicesaustralia.com.au. Approval has however been received for the domain name www.hunterjointorganisation.nsw.gov.au. As a consequence the content of the website will as soon as possible transition to the new domain. Some refinement of the layout of the site will also take place.

The future of www.stategicservicesaustralia.com.au has yet to be determined.

The Joint Organisation also retains ownership of the domain names www.hunterjointorganisation.com.au and www.hun

PREVIOUS REPORTS:

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

FINANCIAL IMPLICATIONS:

Minor costs are associated with required registrations.

\$25,000 has been included in the draft budget 2018/2019 for development, in the second half of the financial year, of a new website.

POLICY IMPLICATIONS:

As noted in the report.

STATUTORY IMPLICATIONS:

As noted in the report.





4.7 Period ending 30 June 2018 Profit and Loss Statement

Report Author: Roger Stephan, CEO

Responsible Officer: Roger Stephan, CEO

RECOMMENDATION:

THAT the profit and loss statement be received and noted.

REPORT:

The Hunter Joint Organisation was proclaimed on 9 May 2018 and formally received no income or expended funds during the 2017/2018 financial year.

Hunter Councils Incorporated did, however, house the Hunter Trial Joint Organisation. The financial records of the Association – which still remains in operation – are available and are presented here for the Board's information.

The profit and loss statement in summary:

The income and expenditure of Hunter Councils Inc can be broken into three streams:

- 1. Income and expenditure relating to the operation of the (Trial) Hunter Joint Organisation
- 2. Income and expenditure relating to the operations of the non-commercial business units of Hunter Councils Inc
- 3. Income and expenditure relating to the property at 4 Sandringham Avenue, Thornton.

Trial Joint Organisation

Income of \$666,908 was received comprising rental income of \$116,908 from 4 Sandringham Avenue, Thornton, \$400,000 in operational subsidy from Strategic Services Australia Ltd and \$100,000 operational subsidy from Hunter Councils Legal Services Ltd.

Allocation of costs amongst the three streams is more difficult however, in discretionary terms, higher than expected expenditure on strategic initiatives (\$242,7892 as opposed to a budgeted amount of \$227,702) helped to contribute to a slight overall accounting deficit of \$851 as opposed to a surplus of \$8,976. In cash terms, however, the overall result was a surplus of \$37,610 as a result of the adding back of non-cash items.

P	R	F١	/I	O	21	RF	PO	B.	TS:
Г.	П	∟ \	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	v		\mathbf{n}	ГО	n	ı J.

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

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.



4.8 Procurement Policy

Report Author: Roger Stephan, CEO

Responsible Officer: Roger Stephan, CEO

RECOMMENDATION:

THAT the draft Procurement Policy be adopted.

REPORT:

At its inaugural meeting the Board of the Joint Organisation adopted a wide range of policies and frameworks to guide the operation of the Joint Organisation.

At the meeting a range of matters relating to procurement were discussed and it was noted that the Joint Organisation's policy provisions did not include guidance and requirements in regard to procurement.

A Procurement Policy has therefore been drafted and its tabled for consideration.

PREVIOUS REPORTS:

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

FINANCIAL IMPLICATIONS:

As noted in the report.

POLICY IMPLICATIONS:

As noted in the report.

STATUTORY IMPLICATIONS:

The Joint Organisation is by and larged required to conform to procurement requirements and restrictions contained within the NSW Local Government Act 1993 and related legislation.



Hunter Joint Organisation

PROCUREMENT POLICY

POLICY OBJECTIVES

The objective of this policy is to establish guidelines to ensure that the most cost effective and efficient methods are used in the procurement of goods, works and services.

This policy reinforces the principle that the maintenance of comprehensive and well documented records is crucial to ensuring that value for money has been obtained and that the procurement process has been conducted with probity and transparency.

POLICY SCOPE

This policy applies to anyone who undertakes or is involved in procurement activities. This includes voting and non-voting Board Members, staff and delegates.

The policy applies to all procurement processes and activities undertaken by the Joint Organisation including purchasing, ordering, quotations, tendering, contracting and disposals.

POLICY STATEMENT

Throughout the procurement process, the Hunter Joint Organisation will:

- Ensure the process is open, fair, transparent and consistent and in accordance with the Joint Organisation's Code of Conduct and all other policies and procedures as appropriate.
- Comply with the requirements of the Local Government Act (NSW) 1993 and Regulations.
- Encourage competitive procurement of goods, works and services and
- Maximise value.
- Ensure that funds are spent effectively and economically by taking into account price and nonprice factors (such as after sales service, warranty, safety, environmental considerations, repair costs, spare parts, etc.)
- Ensure segregation of duties in the requisitioning, approval and payment functions.

PRINCIPLES FOR PROCUREMENT

Ethical Principles

Joint Organisation staff are at all times required to conduct business that is ethical and of the highest integrity.

This includes the following principles:

Legislation

All procurement activities must comply with legal obligations including the requirements of the NSW Local Government Act 1993, the Local Government (General) Regulation 2005, the Local Government (General) Amendment (Regional Joint Organisations) Regulation 2018 and such other Acts and Regulations as may apply to procurement process.

Honesty and fairness, accountability and transparency

All procurement activities are undertaken through a process that is open, clear and documented

Consistency

Consistency is maintained throughout all stages of the procurement process

Declaration of conflicts of interest

Any conflicts of interest (actual or potential) during the procurement process must be declared and managed. For information regarding conflicts of interest please refer to the Joint Organisation's Code of Conduct.

No anti-competitive practices

Joint Organisation officials must not engage in practices that are anti-competitive or engage in any form of collusive practice.

No improper advantage

Joint Organisation officials must not engage in practices that aim to give any supplier an advantage over other suppliers.

Intention to proceed

The procurement process must be undertaken with an intention to proceed with the purchase including having funding available for the purchase.

Cooperation

Joint Organisation officials must encourage business relationships based on open and effective communication, respect and trust.

Responsible financial management

The principle of responsible financial management is to be applied to all procurement activities.

Joint Organisation funds are to be used efficiently and effectively to procure goods, services and works and every attempt must be made to contain the cost of the procurement process without compromising any of the procurement principles set out in this policy.

Value for money

Procurement activities are to be carried out on the basis of obtaining value for money. This means minimising the total cost of ownership over the lifetime of the good or service consistent with acceptable quality, reliability, safety and delivery considerations.

Contracts will be sized and packaged with a view to maximising the economies available through the quotation/tender process and ensuring that the process provides real competition.

The Joint Organisation is committed to ensuring funds are spent effectively and economically by taking into account price and non-price factors. Non-price factors may include:

- Quality
- Reliability and reputation of supplier
- Availability and delivery time
- After sales service
- Warranty
- Safety
- Trading terms and discounts
- Whole of life cost of the goods and services
- Sustainability principles

Sustainability

Where appropriate, procurement decisions should incorporate principles of environmental sustainability such as:

- The elimination of inefficiency and unnecessary expenditure
- · Minimisation of waste
- The saving of water and energy
- Further stimulating the demand for sustainable products
- Playing a leadership role in advancing long term social and environmental sustainability.

KEY RESPONSIBILITIES

Joint Organisation Staff will:

- Ensure any procurement activities for which the staff member is responsible for are undertaken in accordance with this policy and associated procedures.
- Only participate in the tendering process if you have delegated authority to do so.
- Report any suspected breaches of the policy.

Divisional Managers will:

Set an example for staff by complying with this policy and associated procedures in relation to all procurement activities.

Communicate and reinforce the principles of the policy and associated procedures to staff.

The Chief Executive Officer will:

Lead staff in their understanding of, and compliance with, this policy and associated procedures. Approve resources to develop, implement and review this Policy and Procedures.

The Board Chairperson will:

Lead Board Members in their understanding of, and compliance with, this policy and associated procedures.

Our suppliers will:

Conduct business with Joint Organisation in an ethical manner.

Comply with all work health and safety requirements.

Not lobby Joint Organisation Board Members or staff or seek favour/advantage during procurement activities.

PROCUREMENT REQUIREMENTS

The Project Manager is responsible for initiating the appropriate procurement process based on the approximate value of the contract or goods, works or services required. (See Table 1 below).

The Chief Executive Officer has discretion to vary the process in writing as required (up to \$149,999).

Table 1- Procurement Requirements

Purchase Value (including GST)	Process	Quotation Type		
\$0 - \$5,000	Purchase Order / Credit Card	Not Applicable		
\$5,000 - \$9,999	1 formal quotation	Written quotation		
The approval of the Chief Executive Officer must be sought prior to any expenditure over \$5,000 being committed even if that expenditure is budgeted				
\$10,000 - \$49,999 2 x formal quotations with specification		Written quotation		
\$50,000 - \$149,999	3 x formal quotations with specification (Selected or Open)	Selected: written quotation Open: written quotation, as specified in the documentation.		
\$150,000 and above	Local Government Act (NSW) 1993	Formal Tender Process		

Quotations

The assessment of quotations will be objective, consistent, documented, transparent and undertaken in accordance with the Joint Organisation's Procurement Procedures.

The Joint Organisation will only accept one quotation from each supplier. Suppliers will not be given an opportunity to re-quote for the supply of goods and services unless the scope of work changes.

Tendering

All Tenders will be conducted in accordance with Section 55 of the Local Government Act (NSW) 1993 and the NSW Office of Local Government Tendering Guidelines.

Whilst a formal tendering process is not required for purchases under \$150,000, a formal tendering process can be utilised for any purchase under the threshold. This is advisable in the following situations:

- The purchasing amount is close to \$150,000
- The goods or services are of significant public interest.
- The purchase may be considered to be controversial or contentious
- The procurement process is complex
- The expected price of procurement is unknown

PURCHASING METHODS

Petty Cash

Petty cash will be used to meet the need for the procurement of small incidental goods and urgent situations and is limited to \$100 per transaction.

Credit Cards

The use of corporate credit cards must be done in accordance with the Joint Organisation's Credit Card Protocol

Fuel Cards

The use of Joint Organisation fuel cards will only be used for the purchase of fuel for Joint Organisation vehicles.

Passenger Vehicles

The procurement of passenger vehicles will be undertaken in accordance with this Procurement Policy.

POLICY DEFINITIONS

Appropriate Person:

In relation to a tender submitted to a Joint Organisation, means a person designated by the Chief Executive Officer to receive or deal with tenders submitted to the Joint Organisation and, if a person is not designated, means the Chief Executive Officer.

Contract:

The written agreement between the Joint Organisation (as the purchaser) and the Service Provider.

Joint Organisation Officials:

Board Member, employees and volunteers.

Procurement:

The acquisition of works, goods and services. Includes the evaluation of suppliers, preparation of purchase orders, receipt of goods / services, approval of payment.

Project Manager:

The requestor of the goods works or services.

Purchase Order:

The authority to the supplier to supply and invoice items called for at the prices shown under Joint Organisation's purchase conditions imposed. The purchase order is a legal and binding contractual agreement.

Quotation:

Any offer including verbal pricing, bids and consultant proposals for projects under \$150,000 and containing any requested information and accompanying documentation.

Tender:

Any offer for projects valued \$150,000 and over invited and administered in accordance with the Local Government Act and Regulation for tendering and containing any requested information and accompanying documentation.

Tender Panel:

A panel comprising the Project Officer and a minimum of two (2) other appropriate persons for the purpose of assessing and recommending tenders valued at \$150,000 and over.



5. Program Reports

5.1 Environment Division

Report Author: Bradley Nolan

Responsible Officer: Bradley Nolan

EXECUTIVE SUMMARY:

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

RECOMMENDATION:

THAT:

- 1. The update report be received and noted
- 2. The proposal for the NSW Government to directly invest in the establishment of a Regional Support Officer (Disaster Resilience) be forwarded to the NSW Minister for Police and Emergency Services and Parliamentary Secretary for the Hunter.

REPORT:

DIVISION UPDATE

Proposal for Regional Council Support Role (Disaster Resilience)

In recent years the NSW Government has invested in regional positions to support Councils across NSW to develop and implement systems and practices to ensure alignment with NSW Government legislation, and effective local scale implementation of, State policies and priorities. The Hunter Joint Organisation has (and is currently) hosting positions of this nature which are focused on building the capacity of councils to effectively manage contaminated land (resourced through the NSW Environment Protection Authority) and to transition to the recently introduced NSW Biodiversity Reforms (resourced through the NSW Office of Environment & Heritage).

The Environment Division has prepared a proposal (refer accompanying document) to establish a similar regional support role in the Hunter focused on building the disaster readiness of Councils and their local communities. The proposal recommends that the NSW Government invest \$150,000 per annum over a three-year period to establish this role, which would contribute directly to delivery of the Hunter Joint Organisation Strategic Plan 2018-21, which identifies as a key objective the need to "continue to work together to deliver the program to increase community resilience and preparedness for natural disasters".

Grant Applications

The Division has submitted a funding application totalling \$420,000 over three years to the NSW Government's "Council Contaminated Land Regional Capacity Building Program". If successful this will be used to employ a regional officer to provide advice and training on contaminated land issues, to develop contaminated land policies and procedures and assist Councils transition to their new regulatory responsibilities under the Underground Petroleum Storage Systems Regulation (commencing 1 September 2019). All Hunter Joint Organisation member Councils and Central Coast Council are included in the proposal and collectively have committed a further \$118,200 in direct funding (in addition to the maximum grant funds requested) to deliver the program over a three-year period.

Staff Recruitment

The Division is currently seeking to employ two new Regional Program Managers: one to manage the Waste project, and the other to lead our Biodiversity Conservation and Natural Resource Management projects. Councils are encouraged to notify staff of these opportunities as secondments may be considered under the Joint Organisation arrangements.

Details of the positions can be accessed through the HCCREMS website.

RESILIENCE

Regional Contaminated Land Project

Managing Contamination on Council Land

The first step in a new program to assist Councils identify, prioritise and manage the risk posed by contamination on land they own and manage was recently completed, with the delivery of three sub regional workshops (30 July – 1 August) in the Upper Hunter, Lower Hunter and MidCoast areas.

The focus of the workshops included:

- The rationale for developing a contaminated land management plan for Council land underpinned by a risk framework
- Identifying key issues and needs of Councils to be addressed through the regional program
- Providing an overview of the program design, activities and outputs, including activities and inputs required of participating Councils.

Disaster Resilience Project

Disaster Ready Councils Project

The current priority of the Disaster Ready Councils Project is the completion of five Guideline resources to support Councils across NSW improve the resilience of their organisations and local communities to natural disasters.

The focus of these guidelines includes:

- Is Your Council Disaster Ready? A Preparedness Guide for NSW Local Government.
- Managing Disaster Waste
- Organisational Resilience
- · Preparing for Recovery

• Communicating Natural Disaster Information

The Environment Division has been invited to present on the outcomes and directions of the Disaster Ready Councils project at two upcoming conferences:

- Local Government Integrated Planners Conference (9&10 August 2018)
- Statewide Mutual Risk Management Conference (30 & 31 August 2018)

Six Steps to Resilience Project

Facilitated workshop sessions have recently been delivered by the Division with Community Service Organisations including nine Meals on Wheels providers, the Bucketts Way Neighbourhood Group and Transcare (Scone).

The workshops have supported these organisations pilot the "Six Steps to Resilience Framework" developed by the Australian Council of Social Services (ACOSS) for developing Business Continuity Plans. The Division is working with ACOSS to pilot and evaluate this framework with various types of Community Organisations across the Hunter and Central Coast region.

The next round of sessions will target Community Neighbourhood Centres located at Kurri Kurri, Muswellbrook, Dungog and the Central Coast.

RESOURCE RECOVERY

Regional Waste Strategy Implementation

A presentation to the recent Waste Strategy Group meeting provided the waste managers from Councils a first look at a new Regional Waste Education campaign "It All Comes Back to You".

The campaign is designed to transition from the "Small Acts Big Change" platform and provide a regional presence that all Councils can use and leverage as they continue to deliver localised waste messages on use of the individual Council collection systems. The managers of the region recommended that the new campaign be tested against the current one at a series of focus groups, prior to being finalised. As such a series of focus groups to be held throughout the region will occur in August, with the rollout of the successful campaign commencing in September, after a report is made back to the Waste Managers Group.

The work plan for the 2018-19 financial year was established at the last meeting, and is currently seeking EPA endorsement prior to being implemented.

Staff from the Division continue to be engaged on the NSW China Sword Taskforce Local Government Reference Group. Two meetings have been held so far, with feedback sought on issues around facility licences, circular economy, and procurement. The Manager Regional Procurement has also been engaged in a series of meetings with Local Government NSW regarding potential changes to procurement standards to support the circular economy.

NATURAL SYSTEMS

Regional Flying Fox Education Project

A new "Little Aussie Battlers" website (http://littleaussiebat.com.au) has recently gone live, which is a key element of this regional project to support Councils to more effectively, consistently and accurately communicate and engage with their local communities about Flying-fox issues. The website now provides a wide range of information that can be directly accessed by Council staff and the community. The website will be supported by a suite of other resources including brochures, media releases and

Facebook tiles for use in social media that will be provided to Councils as Communication Resource Kit, which is in the final stages of development.

A meeting of Council officers will be called in August to launch the campaign, provide resources and to seek commitment to utilising the materials throughout the region.

The Division is currently in discussions with the NSW Government, Queensland Government and the Commonewalth about the expansion of the Flying Fox education project. Additional funds are being sought to increase the messages included in the campaign, and increase the area exposed to the campaign. Discussions are also underway with Eurobodalla Shire Council for them to become a project partner and provide additional funds into the development of new resources to be made available to all participating Councils.

Biodiversity Conservation Reforms Council Capacity Building Project

Training

The Division has been actively working with the Office of Environment and Heritage (OEH) and Office of Local Government (OLG) to prepare a Council resource toolkit to support the delivery of targeted briefing sessions to Councils. This package is scheduled for completion mid-August 2018, and is being designed around flowcharts of biodiversity assessment and approval pathways recently developed by the Environment Division. These flowcharts are also now being integrated within the OEH Local Government Approvers course being delivered by OEH to Councils across NSW.

The Division recently coordinated with OEH to deliver an additional Local Government Approvers course in the region on 26-27 June 2018. Seventeen new Council officers from nine Councils participated, which has utilised all of the remaining OEH sponsored training days available for the region.

Hunter Region Help Desk

Since commencement of the regional support role, officers from all Councils have sought assistance on a wide range of issues, with 75 queries for direct support received to date. 65 of the queries have been successfully resolved. Of the ten current unresolved issues, seven issues have been referred to OEH and other NSW Government agencies to resolve. The three remaining open issues are being resolved with support from OEH.

Regional Vegetation Mapping

The Division is continuing to collaborate with the NSW Office of Environment and Heritage (OEH) to facilitate Council and expert technical review and validation of two draft vegetation mapping products developed by OEH for the region. These include:

- 1. Upper Hunter Plant Community Type Mapping (predominantly covering the Upper Hunter, Muswellbrook, Singleton, Dungog and western Mid Coast Local Government Areas)
- 2. Coastal Broad Structural Vegetation Mapping (predominantly covering the Central Coast, Lake Macquarie, Newcastle, Port Stephens, Maitland, Cessnock and eastern Mid Coast Local Government Areas).

Following a series of consultation workshops coordinated by the Environment Division, the draft mapping products have recently been disseminated to Council staff for detailed review and input.

Restoration & Rehabilitation Projects

Three landscape restoration projects are being coordinated by the Environment Division across three

separate Local Government Areas. The focus of current activities includes:

- 1. Hunter River Reserve (Cessnock LGA) works targeting secondary treatment of Madeira Vine and primary and secondary treatment of moderate and dense Lantana infestations within and surrounding Endangered Ecological Communities located in the Reserve have been completed. A community workshop is scheduled for delivery on site on 8th September 2018. Its purpose is to raise local community awareness of the unique ecological and heritage features of this Council reserve.
- 2. Nine Valleys Project (Muswellbrook LGA) bush regeneration, targeted weed control and riparian fencing works have recently been delivered within and adjacent to Martindale Creek. These works form part of a broader program of activities to engage and support landowners in the Martindale Valley to implement landscape restoration works on their properties in order to reestablish broader ecological connectivity in the area.
- 3. Weeping Myall Project (Singleton LGA) bush regeneration and targeted weed control works have recently been delivered on private property targeting an area of regenerating Weeping Myall and adjacent bushland. The project is continuing to engage with local landholders to investigate and confirm the location of further remnants of Weeping Myall Woodland with the potential to be protected and rehabilitated under the project.

.....

ATTACHMENT 1.

POTENTIAL CONTRIBUTION OF REGIONAL SUPPORT ROLE TO ADDRESSING PRIORITIES AND RECOMMENDATIONS OF THE STATE LEVEL EMERGENCY RISK ASSESSMENT

Priority 1. Enhance governance arrangements and land use planning provisions

- Recommendation # 1. Planning and governance arrangements for risks that reside in private infrastructure are examined
- Recommendation #2. A scoping study of existing and proposed land use planning controls that improve resilience, and their application in NSW, is undertaken

Contribution of Regional Support Role	Outcomes
"Disaster Readiness" systems reviews completed for each Council across the region	 Land Use Planning approaches and controls in place within the regions 11 councils identified, collated and evaluated Outcomes of review and evaluation contribute to state wide scoping study and utilised to build awareness and capacity across the region's Councils

Priority 2. Improve the capturing and communication of risk data and vulnerability modelling

- Recommendation #4. A coordinated review of existing exposure and vulnerability modelling across all-hazards at local, regional and state levels is undertaken.
- Recommendation #5. Investigate the standardisation of risk data through common risk criteria for all-hazards
- Recommendation #6. A centralised team to manage spatial and related risk data and modelling is established

Contribution of Regional Support Role	Outcomes
Coordination of regional scale vulnerability modelling and mapping using regionally consistent data and methodology NB delivery of modelling and mapping would be subject to specific funding being accessed / provided to complete this activity	 Standardised methodology for mapping vulnerability implemented across the 11 Council areas of the Hunter and Central Coast Region Consistent approach to vulnerability mapping across Council boundaries facilitates regional and sub regional, as well as local level vulnerability assessment and preparedness planning and community engagement by a range of stakeholders including Councils, emergency authorities and Community Service Organisations. This includes identifying areas that may have increased capacity to assist during and after an emergency (e.g. Community Assistance Teams) Common methodology ensures consistent approach by Councils to identifying and incorporating vulnerability mapping within local Risk Assessments EMPLans and Consequence Management Guides.

Priority 3. Climate change impacts and adaptation mechanisms are integrated into emergency management arrangements

• Recommendation #7. Climate change impacts are integrated into emergency management strategies and planning processes. This includes actions from the NSW Climate Change Fund Strategic Plan that are relevant to emergency management.

Contribution of Regional Support Role	Outcomes
"Disaster Readiness" systems reviews completed for each Council across the region Delivery of capacity building and training events to support Councils identify and incorporate climate change impacts into local emergency planning	 Council approaches to integrating climate change impacts into emergency management strategies are identified, collated and evaluated Outcomes of review and evaluation are utilised to build awareness and capacity across the region's Councils Increased integration of climate change impacts within local emergency risk assessments and planning processes

Priority 4. Local emergency risk management is strengthened

- Recommendation #10. A consistent local level emergency risk assessment approach is developed.
- Recommendation #11. A guideline on emergency risk management for local government and communities is developed

Contribution of Regional Support Role	Outcomes
"Disaster Readiness" systems reviews completed for each Council across the region Actively participate in the development of Risk Assessments and review of Council EMPlans and Consequence Management Guides Facilitate communication between State Agencies and Councils across the region on new and emerging information, state directives, guidelines and protocols, and support Councils to consistently interpret and integrate requirements	 Council approaches and systems for local emergency management identified, collated and reviewed. Outcomes utilised to benchmark current standards and approaches and to identify priority areas in which to deliver regional support Regional consistency by Councils to emergency risk assessment and the integration of outcomes and information (e.g. consistent regional vulnerability mapping) into local emergency planning and preparedness programs Consistent approach to emergency risk assessment across Council boundaries facilitates consistent understanding and evaluation of risk, and greater opportunities for regional and sub regional collaboration to address areas where common risks are identified.

- into local plans, processes and activities
- Support Councils (via training and mentoring) to implement the recommendations included in the NSW Guideline on emergency risk management for local government.

Priority 5. The resilience of critical infrastructure is understood and improved

- Recommendation #12. A NSW Critical Infrastructure Strategy is developed that takes into account vulnerabilities, risks and interdependencies
- Recommendation #13. The NSW State Infrastructure Strategy and other initiatives are supported by combat agencies, functional areas and relevant stakeholders where relevant

Contribution of Regional Support Role Outcomes Key local, sub regional and regional critical infrastructure 1. Assist Councils to individually and affecting Council operations, or necessary to continue collectively identify critical providing critical council services, is identified infrastructure at local, sub regional Management strategies to address risks posed by disasters and regional scales and to identify to critical infrastructure are developed and agreed to by key risks and management Councils (e.g. a regional disaster waste management plan to strategies to ensure their continued ensure critical waste services can continue to be provided) operation during a disaster event (e.g. a collaborative, cross boundary approach to the storage, management and disposal of disaster generated waste)

Priority 6. Business continuity planning is embedded in government, private sector and the community

- Recommendation #15. A review of government (local and state) business continuity planning and the extent of testing/ exercising is undertaken.
- Recommendation #16. A business continuity planning toolkit for business and community is developed.
- Recommendation #17. Best practice business continuity planning is advocated across government and the private sector

Contribution of Regional Support Role	Outcomes
 "Disaster Readiness" systems reviews completed for each Council to include a focus on the status of Council Business Continuity Plans Collaborate with the insurer of local Councils in the region (Statewide Mutual) to implement a detailed review of existing Council Business Continuity Plans and to encourage and support councils to either develop, update and regularly test plans Develop a regional resource/protocol to support Councils with disaster incident response and recovery. Support Councils to tailor this to their local circumstances (e.g. establishing an alternative organisational structure that addresses the unique 	 Council approaches to business continuity planning are identified, collated and reviewed. Outcomes are utilised to benchmark current standards and approaches and to identify priority areas in which to deliver regional support Improved quality and testing of Business Continuity Plans in place across the region's Councils Improved incident response systems and structures are in place across Councils that ensure their rapid, efficient and effective corporate response to disaster events. Improved corporate resilience and leadership of Councils has flow on benefits to local communities, as Councils will be better placed to initiate and deliver local community recovery activities.

Contribution of Regional Support Role	Outcomes
communications, human resources, resource use and sharing needs that are required during times of disaster). 4. Design and delivery of training and capacity building activities, and the development of template resources (e.g. a template induction package for new Council staff) around council responsibilities in relation to disaster preparedness across the range of services and functions they provide.	

Priority 9. A coordinated approach to community engagement for emergency risks

• Recommendation #21. A community engagement framework and strategy for NSW that considers an all-hazards approach is developed. This should include opportunities to investigate, propose and test the integration of an all-hazards campaign into current and future community engagement.

Contribution of Regional Support Role	Outcomes		
1. Collaborate with Councils, emergency management authorities, Community Service Organisations and other stakeholders to develop a Regional Disaster Communications Plan (supported by local Council Plans), that establishes regionally consistent messages, and the protocols around the nature, timing and resourcing of their dissemination 2. Work with the region's Councils to coordinate delivery of an annual "Get Ready" day to encourage the testing and review of Council and Community disaster systems and procedures	 Councils and other stakeholders across the region are disseminating accurate, consistent and timely messages to the community in relation to disaster events A library of communication resources/templates are available to support councils and other stakeholder organisations to quickly and effectively access and disseminate information when required Regular and consistent testing by Councils and local communities of their disaster plans and processes to facilitate continuous improvement and increased levels of community awareness and preparedness. 		



4.2 Screen Hunter

Report Author: Annette Hubber, Screen Hunter Manager

Responsible Officer: Annette Hubber, Screen Hunter Manager

RECOMMENDATION:

THAT the update report be received and noted.

REPORT:

Production Attraction

In June and July Screen Hunter received three new feature film and five television briefs from USA and Australian production companies location scouting in the Hunter.

We are working with the producers to secure the locations, accommodation, catering and local crew for these projects.

Key events:

Lifestyle Series Production filmed in Pokolbin, Wollombi, Maitland, Lake Macquarie and Newcastle LGAs

The *Escape from the City* series is being produced by FremantleMedia Australia and is based on the UK BBC 1 series *Escape to the Country*. The program sees one of five hosts (for example Jane Hall, popular Australian actor, presenter and radio host and *Simon Marnie*, *presenter of The Weekend Show on ABC Radio Sydney*) guiding participants through property moves to coastal, country or regional Australia.

Thus far they have filmed in Lake Macquarie, Newcastle and Port Stephens and Screen Hunter are now working with them on their next series.

ABC Production of the infotainment/lifestyle series 2 *Dream Gardens* filmed in Merewether.

Dream Gardens is an eight-part series hosted by Michael McCoy. Each episode follows the transformation of a garden and the family behind it.

Each week leading landscape designer Michael McCoy showcases some of Australia's most lavish and magnificent gardens from the first spade hitting the ground to the end result.



Filming of a garden design construction project took place at a Merewether private residence with additional pick up and wider vision shots at Merewether Beach and general vision around Newcastle to further showcase the Hunter.

https://www.abccommercial.com/contentsales/program/dream-gardens

Finch Productions - Vodafone TVC

Finch Company are the first company in Australia to bring out the world's first water motorbike designed and engineered by Australia's own Robbie Maddison. The advertisement focuses on a hero talent sport girl who likes to get out and about. She's riding out into the wilderness on her motor bike. Where ever she goes she has limitless data on her phone with the new sim from Vodafone.

The advertisement is currently on air in Europe. A link to it follows.



https://www.youtube.com/watch?v=VZfYPFTE Nw



Occupation 2 likely 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 in the region and across Australia, in July. The commitment 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 local suppliers.

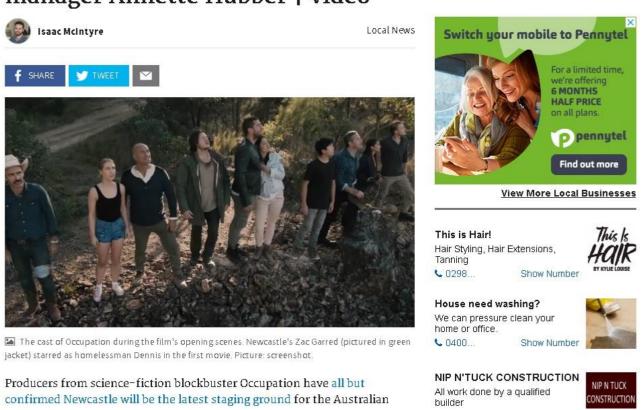
Occupation 2 was featured on NBN news, ABC, *The Newcastle Herald* and in *The Star* newspaper. *The Star* quoted Screen Hunter Manager, Annette Hubber, who spoke about the opportunities this presented for the Hunter region.

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





Country Road Shoot at Newcastle Ocean Baths with local talent

Country Road's latest 'Denim Campaign' was shot at Newcastle Ocean Baths and featured homgrown Newcastle couple actress Isabelle Cornish and artist Mitch Revs. The 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.







Real Film Festival funding and / or partnerships

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

- Lake Macquarie City Council
- Port Stephens 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

PREVIOUS REPORTS:

This will be a bimonthly report.

FINANCIAL IMPLICATIONS:

Screen Hunter is part funded by five of the Lower Hunter Councils.

POLICY IMPLICATIONS:

There are no policy matters arising from this report.

STATUTORY IMPLICATIONS:

There are no statutory implications associated with this matter.



5. Notified General Business

5.1 Unrateable Lands

Dungog Shire Council

Refer attached correspondence. Cr Norman will speak to the matter.



Enquiries Our Ref John Rooney 3090896

Cooma Office

24 July 2018

The Hon. John Barilaro, MP Deputy Premier of NSW Member for Monaro 213 Crawford Street QUEANBEYAN NSW 2620

Dear John.

Unrateable Land in the Snowy Monaro Regional Council LGA

I am writing to express Snowy Monaro Regional Council's support of Mayor Kathy Sajowitz's submission on the topical subject matter of unrateable land.

At Snowy Monaro Regional Council we acknowledge that the Forestry Corporation of NSW, a state owned corporation, is an economically viable, necessary and profitable entity with significant land holdings.

We do however question why these landholdings are unrateable as they clearly produce a commercial resource which places Forestry Corporation of NSW in direct competition with private plantations owners who are required to pay rates. These rates contribute to local service provision including local road and bridge infrastructure used in the transportation of the product.

We understand that in years past, Forestry Corporation of NSW under other incarnations contributed to road maintenance – even road building, this is no longer the case. Therefore, not only do ratepayers forgo rates but also pay for the impact of heavy timber haulage on the local road network, which is substantial. Other commercial organisations such as quarries and private mills pay a per tonne haulage rate to local councils; so our question remains, why do Forestry Corporation of NSW land holdings remain unrateable?

As demand continues to grow for the wood product, pressure will be put on the supply side which may give rise to attractive private plantations potentially being bought up by Forestry Corporation of NSW which will further erode the level of rateable land.

At the Local Government NSW Annual Conference held in December 2017, a motion was put by Oberon Council that:

The NSW Government abolish the rate exemption that currently applies to operational land managed and worked by the Forestry Corporation NSW and:

That the State Government introduces a system for transport infrastructure contributions by forestry corporations to address the ongoing infrastructure maintenance, upgrade and renewal needs of council roads. This is specifically to address the roads, bridges, culverts and drainage infrastructure impacted upon by forestry operations especially but not limited to heavy forestry vehicles.

PO Box 714 COOMA NSW 2630 | 1300 345 345 | council@snowymonaro.nsw.gov.au | www.snowymonaro.nsw.gov.au

This motion was successfully argued and carried unanimously.

In the case of Snowy Monaro Regional Council, almost 31% of the LGA is unrateable through National Parks and Wildlife Service and Forestry Corporation of NSW assets. We have estimated that this represents a loss of approximately \$1.5 million in rates revenue per annum and as you would appreciate for a regional council that is a substantial amount of money to forego particularly when we are in need to renew and maintain key infrastructure assets. Certainly, a contribution of this magnitude would go a long way to improve Snowy Monaro Regional Council's financial operating result from continuing operations year-on-year.

Snowy Monaro Regional Council believes that the situation with unrateable land is unsustainable and inequitable and affects several councils within NSW.

Accordingly, Snowy Monaro Regional Council encourages the NSW State Government to develop a fair and equitable method in which affected councils could receive appropriate recompense to address the ongoing infrastructure maintenance, upgrade and renewal needs of council roads, bridges, culverts and drainage infrastructure to offset the damage caused by heavy haulage forestry vehicles.

Snowy Monaro Regional Council is available to discuss possible innovative options for recompense, including new grant funding mechanisms, specific funding contributions from Forestry Corporation of NSW to affected councils or changes to the Local Government Act 1993 to make these land holdings rateable.

Snowy Monaro Regional Council would be grateful to receive your usual support on this issue and we look forward to receiving an update in due course.

Yours faithfully

John Rooney

Mayor

CC: The Hon. Paul Toole, MP

6.

General Business