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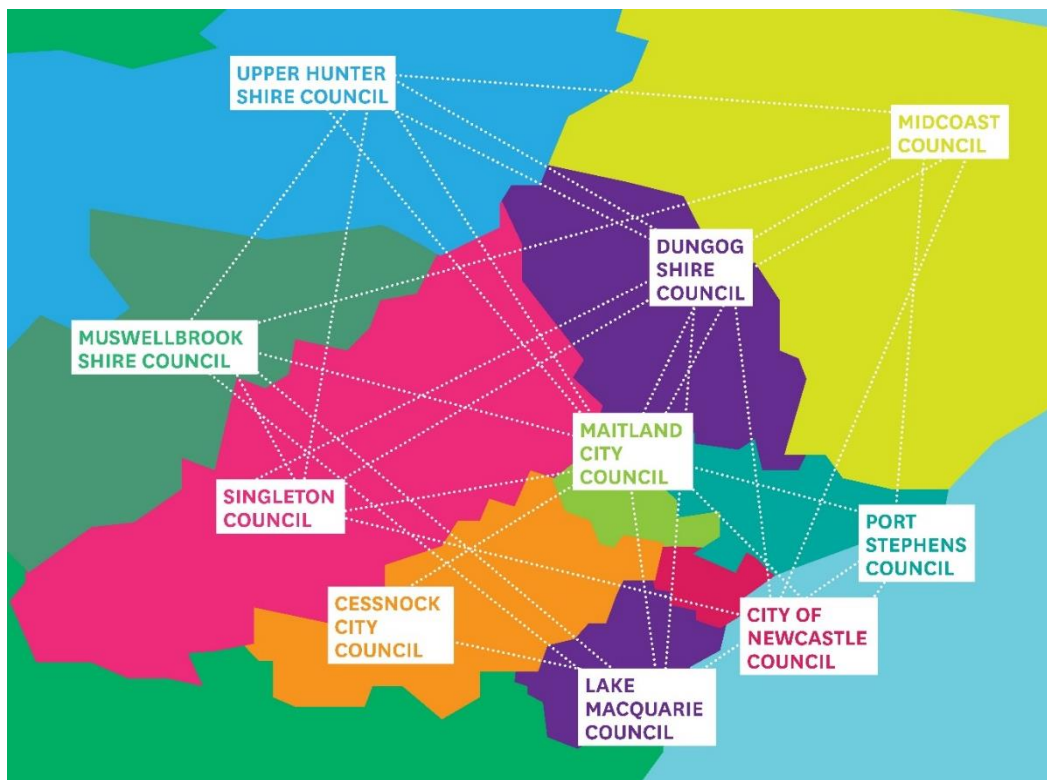
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FOLLOW OUR PROGRESS



Hunter Joint Organisation Board Meeting Papers

10:30am, Thursday 8 October 2020



Videoconference

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1. Welcome and Apologies

1.1 Acknowledgement of Country

The Hunter Joint Organisation acknowledges the country and history of the traditional custodians of the lands upon which we meet today. We pay our respects to the Elders past, present and emerging, of our region, and of Australia.

1.2 Conflicts of Interest

The Chair asks for any potential Conflicts of Interest to be declared from members of the Board.

1.3 Tabling of Disclosures of Interest 2019-20

Pecuniary Interest Disclosures have been requested from all voting Board Members, as well as the CEO ahead of the October Meeting.

Recommendation:

- **That the Pecuniary Interest Declarations for the Hunter JO Board Members for the 2019-20 financial year be tabled and noted.**

2. Minutes of Previous Meeting

2.1 Minutes of Meeting 13 August 2020

Hunter Joint Organisation Board Meeting Minutes

10:30 – 2:00pm, Thursday 13 August 2020

Hunter JO Boardroom, 4 Sandringham Ave, Thornton (via Videoconference)

Voting Directors Present

Cr Bob Pynsent,	Cessnock City Council
Cr John Connors,	Dungog Shire Council
Cr Sue Moore,	Singleton Shire Council
Cr Maurice Collison,	Upper Hunter Shire Council
Cr Kay Fraser,	Lake Macquarie City Council
Cr David West,	MidCoast Council
Cr Ryan Palmer,	Port Stephens Council
Cr Loretta Baker,	Maitland City Council

Non-Voting Members Present

Gareth Curtis,	General Manager, Dungog Shire Council
Jeremy Bath,	CEO, Newcastle City Council
David Evans,	General Manager, Maitland City Council

Fiona Plesman,	General Manager, Muswellbrook Shire Council
Lotta Jackson	General Manager, Cessnock City Council
Adrian Panuccio,	General Manager, MidCoast Council
Wayne Wallis,	General Manager, Port Stephens Council
Jason Linnane,	General Manager, Singleton Council
Morven Cameron,	CEO, Lake Macquarie City Council
Alison McGaffin	Director, Hunter & Central Coast, Regional NSW (DPIE)

Staff in attendance

Joe James, CEO, Hunter Joint Organisation

Graham Dean, Manager Finance & Administration, Strategic Services Australia

Steve Wilson, Director, Environment Division, Strategic Services Australia

Louisa Bulley, Executive Assistant to the CEO (Secretariat)

Also Present

Glenn Inglis, Acting General Manager, Upper Hunter Shire Council

Leesa Swan, Office of Local Government

Apologies

Cr Nuatali Nelmes, Newcastle City Council

Cr Martin Rush, Muswellbrook Shire Council

Steve McDonald, General Manager, Upper Hunter Shire Council

The meeting opened at 10:31am.

Item 1 Welcomes and Apologies

1.1 Acknowledgment of Country

The Chair welcomed the members to the meeting. The Chair referred all those present to the Videoconferencing Guide for Public Access to Hunter JO Board Meetings.

The Chair asked for members to declare any Conflicts of Interest for any items on the agenda. Cr Ryan Palmer noted a potential conflict of interest for the Infrastructure Priority List at Item 6.4, noting his position as a Board Member for the Newcastle Airport.

Resolved:

- ***That the apologies, and conflicts of interest be noted.***

Moved: David West

Seconded: Ryan Palmer

Carried.

Item 2 Minutes of Previous Meeting

The minutes of the meeting of 11 June 2020 were noted.

Item 3 Confirmation of Minutes & Business Arising from Minutes

Resolved:

- ***That the minutes of the previous meetings of 11 June 2020, be adopted***

Moved: Sue Moore

Seconded: Ryan Palmer

Carried.

3.1 Business Arising: Action Register

The Action Register was taken as read.

Resolved:

- ***That the Action Register be noted.***

Moved: David West

Seconded: Sue Moore

Carried.

Item 4 Presentations

The following presentations were given to the Board, accompanying reports provided in the papers;

- ***4.1 Let's Talk ... Disaster Resilience: Communicating Disasters***
Siobhan Isherwood - Environmental Projects Coordinator, Policy & Programs Division provided an update report on the regional Disaster Communications Program. A report on this program was included at Item 6.6.

Item 5 Correspondence

The correspondence was taken as read.

Resolved:

- ***That the correspondence be received and noted.***

Moved: Sue Moore

Seconded: Loretta Baker

Carried.

Item 6 Item for Hunter JO Board – For Information

The Chair noted that Item 6.1 – CEO Performance Review should be moved to the end of the meeting, to enable any observers to leave the meeting at this point.

Resolved:

- ***That Item 6.1 – CEO Performance Review be moved to the end of the agenda items, to enable any observers to leave the meeting for this Confidential Item.***

Moved: Sue Moore

Seconded: Ryan Palmer

Carried.

6.2 CEO Report

The report was taken as read.

Alison McGaffin provided a short verbal update on the most recent meeting of the Regional Leadership Executive, noting that a new Statement of Intent for the RLE has been drafted and is in review, and offering to provide a presentation to the Board at their next meeting.

Resolved:

- ***That the update report be received and noted.***

Moved: Sue Moore

Seconded: Ryan Palmer

Carried.

6.3 Financial Reports YTD June 2020

The report was taken as read.

Resolved:

- ***That the Profit and Loss Statement for period ending June 2020 be received and noted***

Moved: David West

Seconded: Sue Moore

Carried.

6.4 Regional Program Development

The report was taken as read.

Resolved:

- ***That the Hunter JO Board provide any feedback on the included project briefs***
- ***That the scope of the projects being delivered be noted and endorsed.***

Moved: David West

Seconded: Loretta Baker

Carried.

6.5 Regional Policy & Program Update

The report was taken as read.

Resolved:

- ***That the report be received and noted.***

Moved: Sue Moore

Seconded: Ryan Palmer

Carried.

6.6 Let's Talk ... Disaster Resilience: Communicating Disasters

The report was taken as read.

Resolved:

- ***That the report be received and noted.***

Moved: Sue Moore

Seconded: Ryan Palmer

Carried.

6.7 Regional Disaster Preparedness Program Update

The report was taken as read.

Resolved:

- ***That the report be received and noted..***

Moved: Sue Moore

Seconded: Ryan Palmer

Carried.

6.8 Hunter 2050 Foundation Update

The CEO spoke briefly to the report. The report was taken as read.

Resolved:

- ***That the report be received and noted.***

Moved: Sue Moore

Seconded: Ryan Palmer

Carried.

6.9 Hunter JO Statement of Expectations

The report was taken as read.

Resolved:

- ***That the Statement of Expectations be provided to the Hunter JO Board at its August Meeting to be signed by all members, both voting and non-voting***
- ***That the Statement of Expectations be published on the Hunter JO website alongside the Code of Conduct***

Moved: Ryan Palmer

Seconded: Loretta Baker

Carried.

tem 7 Items for the Hunter JO Board – For Decision

7.1 Hunter JO Regional Code of Conduct Panel

The Board noted that the proposed list provided at Annexure G did not include an applicant who was compliant in their expression of interest; Work Dynamic Australia. It was noted that this applicant be added to the final list for the Hunter JO Regional Code of Conduct Panel.

Resolved:

- ***That the Hunter JO Board review the shortlist provided from Local Government Legal at Annexure G, with the addition of Work Dynamic Australia***
- ***That the Hunter JO Board endorse and adopt the proposed shortlist, with the addition of Work Dynamic Australia, for the Hunter JO Regional Code of Conduct Reviewer Panel for a four-year period from August 2020 to August 2024***
- ***That member councils consider adoption of the Hunter JO Regional Code of Conduct Reviewer Panel for a four-year period through to August 2024***
- ***That all successful applicants be asked to provide evidence of Certificate of Currency for Professional Indemnity, Public Liability and Workers Compensation (if applicable) Insurances as a requirement to be on the Panel***
- ***That all applicants be alerted of the outcome of their applications***

Moved: Ryan Palmer

Seconded: Loretta Baker

Carried.

7.2 HJO & CftH Memorandum of Understanding

The CEO spoke briefly to the report.

Resolved:

- ***That the Draft Principles be considered by the Hunter JO Board to become part of a formal Memorandum of Understanding for endorsement and approval by the Hunter JO Chairperson, with***

a finalised copy of the MoU to be circulated to members of the Board out of session before it is signed

Moved: Kay Fraser

Seconded: Sue Moore

Carried.

7.3 HJO & SSA Service Level Agreement

The report was taken as read.

Resolved:

- ***That the Draft SSA & HJO Service Level Agreement be endorsed and approved by the Hunter JO Board, and signed by the Chairperson***

Moved: Ryan Palmer

Seconded: Loretta Baker

Carried.

7.4 HJO & SSA Procurement Policy

The report was taken as read.

Resolved:

- ***That the Draft SSA & HJO Procurement Policy be endorsed by the Hunter JO Board and signed by the Chairperson of the Hunter JO, and the Chairperson of Strategic Services Australia.***

Moved: Sue Moore

Seconded: Loretta Baker

Carried.

Item 8 Matters Raised by Voting & Non-Voting Members

8.1 NSW Generations Fund Policy Proposal – Muswellbrook Shire Council

Fiona Plesman spoke to the report.

Resolved:

- ***That the Hunter JO;***
 - 1. Endorses the proposal to amend the NSW Generations Fund Act 2018 to allow local government agencies the opportunity to invest in the NSW Generations Fund.***
 - 2. Send a delegation to meet with the Executive of Local Government NSW to further progress the policy initiative within the State Government.***
 - 3. Consider putting a submission on this item to the Local Government Conference for 2020***

Moved: Sue Moore

Seconded: Ryan Palmer

Carried.

Item 9 General Business

The Board requested that in future business papers all attachments be included behind the relevant report, rather than at the end of the document.

The Chair recommended that correspondence be sent to Steve McDonald on his resignation, thanking him for his contribution to the Hunter JO and Hunter Councils during his time as General Manager of Upper Hunter Shire Council and Muswellbrook Shire Council respectively.

Resolved:

- *That correspondence be sent to Steve McDonald on his resignation, thanking him for his contribution to the Hunter JO and Hunter Councils during his time as General Manager of Upper Hunter Shire Council and Muswellbrook Shire Council respectively.*

Moved: Bob Pynsent

Seconded: Sue Moore

Carried.

[The Board entered a closed session for discussion of Item 6.1 – CEO Performance Review]

6.1 CEO Performance Review

The report was taken as read and carried with no dissent.

Resolved:

- *THAT the CEO Performance Review 2019-20 report be received and noted.*
- *That the Hunter JO Board provide an indicative recommendation for the CEO Performance Review Panel for 2020-21, to include an additional Mayor as part of the panel*
- *That the Hunter JO Board schedule the next CEO Performance Review for April 2021.*

Moved: Sue Moore

Seconded: Ryan Palmer

Carried.

Meeting closed 11:40 pm

3. Confirmation of Minutes & Business Arising from Minutes

Recommendation:

- That the minutes of the previous meetings of 13 August 2020 be adopted

3.1 Business Arising: Action Register

I.D	Action	Meeting	Status	Notes
HJO-19-13	That a discussion of Audit, Risk and Improvement Committees be added to the agenda for the HJO for discussion at a later date	12 Sep 19	Ongoing	Due – December 2020 A report back to the Board on the ARIC bodies will be provided at the December 2020 meeting, including a recommendation on next steps.
HJO-20-02	That a sunset committee be formed, with Singleton Council, Upper Hunter Shire Council, Muswellbrook Shire Council, and any other Committee that provides a nomination by 5pm Friday 22nd November, to investigate and respond to the request previously made from the Upper Hunter County Council made to the Hunter Joint Organisation.	14 Nov 19	Completed	The sunset committee was formed and has held two meetings. Work is continuing on the sunset committee and will become part of the CEO's report moving forward.
HJO-20-010	That a formal Service Level Agreement between SSA & HJO be developed, incorporating the related parties agreement provided to both the SSA & HJO Boards in 2019, as a recommendation from the 2019 audit processes of both entities. This policy will include a Related Parties Disclosure Arrangement.	AGM 2019	Complete	The final Service Level Agreement between SSA and HJO has been finalised and signed by the Chairs of each organisation, having been endorsed by both Boards.
HJO-20-023	That reviews against the forecasted budget for 2020-21 financial year be included in future financial reporting to the board alongside the Profit & Loss Statements	11 Jun 20	Complete	Financial reporting will now include reviews against forecasted budget, as per report to the Board in August meeting.
HJO-20-29	Conflicts of Interest to be added to the agenda as a Standing Item	13 Aug 20	Complete	This has been added to the agenda
HJO-20-30	Alison McGaffin to provide a presentation to the next meeting of the Board on the new RLE Statement of Intent	13 Aug 20	Complete	A presentation from Alison McGaffin has been included on the agenda at Item 5.1

HJO-20-31	<ul style="list-style-type: none"> • That the Statement of Expectations be provided to the Hunter JO Board at its August Meeting to be signed by all members, both voting and non-voting • That the Statement of Expectations be published on the Hunter JO website alongside the Code of Conduct 	13 Aug 20	Complete	<p>Signed Statements of Expectations have been collected from each of the Board Members, with only three still waiting to be provided.</p> <p>The Statement of Expectations has been included on the Hunter JO Website and is being included in the Hunter JO Board Induction Pack being drafted by the Executive Officer.</p>
HJO-20-32	<ul style="list-style-type: none"> • That the Hunter JO Board review the shortlist provided from Local Government Legal at Annexure G, with the addition of Work Dynamic Australia • That the Hunter JO Board endorse and adopt the proposed shortlist, with the addition of Work Dynamic Australia, for the Hunter JO Regional Code of Conduct Reviewer Panel for a four-year period from August 2020 to August 2024 • That member councils consider adoption of the Hunter JO Regional Code of Conduct Reviewer Panel for a four-year period through to August 2024 • That all successful applicants be asked to provide evidence of Certificate of Currency for Professional Indemnity, Public Liability and Workers Compensation (if applicable) Insurances as a requirement to be on the Panel • That all applicants be alerted of the outcome of their applications 	13 Aug 20	Complete	<p>Evidence of Certificate of Currency for Professional Indemnity, Public Liability and Workers Compensation (if applicable) Insurances has been obtained from all of the successful Panellists.</p> <p>A complete list of the Hunter JO Code of Conduct Panel has been provided to the General Managers of the ten member councils to endorse for their own council as they see fit.</p>
HJO-20-33	<ul style="list-style-type: none"> • That the Draft Principles be considered by the Hunter JO Board to become part of a formal Memorandum of Understanding for endorsement and approval by the Hunter JO Chairperson, with a finalised copy of the MoU to be circulated to members of the Board out of session before it is signed 	13 Aug 20	Complete	<p>A finalised copy of the MoU has been provided to all Board Members ahead of signing be organised between the Chairs of both organisations.</p>
HJO-20-34	<ul style="list-style-type: none"> • That the Hunter JO; 1. Endorses the proposal to amend the NSW Generations Fund Act 2018 to allow local government agencies the opportunity to invest in the NSW Generations Fund. 	13 Aug 20	Complete	<p>The Hunter JO is working with Muswellbrook Shire Council to progress these actions, and to assist in putting a submission to the Local Government Conference for 2020. Assistance</p>

	<p>2. Send a delegation to meet with the Executive of Local Government NSW to further progress the policy initiative within the State Government.</p> <p>3. Consider putting a submission on this item to the Local Government Conference for 2020</p>			has also been offered in arranging a delegation to meet the Executive of Local Government NSW.
HJO-20-35	<ul style="list-style-type: none"> • That correspondence be sent to Steve McDonald on his resignation, thanking him for his contribution to the Hunter JO and Hunter Councils during his time as General Manager of Upper Hunter Shire Council and Muswellbrook Shire Council respectively. 	13 Aug 20	Complete	A copy of this letter has been included in Correspondence.
HJO-20-36	<ul style="list-style-type: none"> • That the Hunter JO Board provide an indicative recommendation for the CEO Performance Review Panel for 2020-21, to include an additional Mayor as part of the panel • That the Hunter JO Board schedule the next CEO Performance Review for April 2021. 	13 Aug 20	Underway	Due date: December 2020

4. Presentations

5.1 Regional NSW Presentation – RLE Update

Alison McGaffin – Director, Hunter & Central Coast for Regional NSW will provide a presentation to the Hunter JO Board Meeting of 8 October 2020 on the Regional Leadership Executive, including the new Statement of Intent. A short briefing will be provided to GMAC to provide an overview on what will be covered in the presentation to the Board.

5.2 RMS Advocacy Update

Joe James will be providing a presentation as an update on the RMS Advocacy that the Hunter JO led on behalf of local government, with additional key resourcing being provided by Lake Macquarie. A second meeting with Minister Toole is scheduled for Thursday 8 October.

5. Correspondence

Report Author: Louisa Bulley, Executive Assistant to the CEO

Responsible Officer: Joe James, CEO

Executive Summary:

This report provides an update on correspondence sent and received in relation to GMAC and the Hunter Joint Organisation Board.

Correspondence Received:

- Attachment 1: Correspondence from Minister for Local Government re: Hunter 2050 Foundation
- Attachment 2: Correspondence from Muswellbrook Shire Council re: Withdrawal from Hunter JO
- Attachment 3: Correspondence from OLG re: Stamp Duty Exemption
- Attachment 4: Correspondence from Minister for Local Government re: Fixing Country Bridges
- Attachment 5: Correspondence from Regional NSW re: Reallocation of unspent GLE funding
- Attachment 6: Email Correspondence from Minister for Local Government's Office re: Hunter 2050 Foundation and referral to OLG

Correspondence Sent:

- Attachment 7: Correspondence to Fair Trading re: Tourism Hunter Closure
- Attachment 8: Email correspondence to OLG re: Support for Stamp Duty Exemption
- Attachment 9: Correspondence to Singleton Council re: Support for Singleton Worker Pathways Program
- Attachment 10: Correspondence to Steve McDonald re: Resignation as GM of UHSC
- Attachment 11: Correspondence to Minister for Local Government re: Response on Hunter 2050 Foundation
- Attachment 12: Correspondence to Neil McNamara's Family re: Condolences

RECOMMENDATION:

- **That the update report be received and noted.**

6. Reports

6.1 CEO Report

Report Author: Joe James, CEO

Responsible Officer: Joe James, CEO

Executive Summary:

The purpose of this report is to provide an overview of key collaboration and advocacy engagement since the last meeting of the Hunter JO. This includes key networks, meetings, workshops and forums in which the CEO and staff have recently participated in to facilitate and support intergovernmental collaboration.

Collaboration & Consultation

Key Stakeholder Engagement	Outcomes (where relevant)
<u>Greater Newcastle Metropolitan Plan</u> - Upcoming – 7 Oct: GNMP Steering Committee Meeting	<p>The next meeting of the GNMP Steering Committee was scheduled for 7 October 2020 but has been deferred.</p> <p>A presentation was provided to GMAC at their meeting on 24 September 2020 by representatives from HCCDC and Regional NSW addressing the two below actions from the Greater Newcastle Metropolitan Plan;</p> <p><i>5.2) Hunter Development Corporation, the Department of Planning and Environment and Department of Premier and Cabinet will develop a prospectus and market Greater Newcastle to research institutions, innovative business, and national and international universities, with the target of four universities in Greater Newcastle by 2036.</i></p> <p><i>6.1) Hunter Development Corporation, in collaboration with Greater Newcastle councils and other major stakeholders, will:</i></p> <ul style="list-style-type: none"><i>• establish the identity and brand of Greater Newcastle as an internationally recognised metropolitan city</i><i>• promote the competitive advantages of Greater Newcastle to domestic and international markets to enable coordinated growth of health, education and tourism sectors.</i>
<u>Upper Hunter Economic Diversification Plan</u> - Upcoming – 16 Oct: UHED Working Group Meeting	<p>The next meeting of the Upper Hunter Economic Diversification Working Group is scheduled for 16 October 2020.</p> <p>Since the last meeting of the Working Group the Executive Officer has been managing administration</p>

	<p>of the Upper Hunter Region Website, which was launched earlier in the year. This has been in collaboration with the four Upper Hunter councils, with both their Economic Development Officers and Comms Officers.</p> <p>The CEO has also continued work on the Upper Hunter Futures Project, an initiative by the Regional NSW team, the output of which will be a series of economic development scenarios and consideration of the social/community outcomes in each of the scenarios. DeLoitte was engaged to complete consultation and engagement on these scenarios, with a report now produced and under review by the working group.</p> <p>Of particular importance to whole of region outcomes are the considerations regarding future industry as they relate to the:</p> <ul style="list-style-type: none"> • Significant percentage of Upper Hunter region workforce that is drawn from the Lower Hunter • Relevance and significance of future Upper 'Hunter industries to the business cases of strategic enabling infrastructure, being the airport and the proposed container port and the freight rail network connections to the inland rail project.
<p><u>Regional Leadership Executive</u></p> <ul style="list-style-type: none"> - 25 Aug: Regional Leadership Executive Meeting – Hunter & Central Coast - 6 Aug: Regional Leadership Executive Human Services Subcommittee meeting - 4 Aug: Hunter & Central Coast RLE - Economic Development Sub Committee 	<p>The CEO was invited to provide a presentation to the August meeting of the Hunter & Central Coast RLE, providing an overview of current priorities and programs for the Hunter JO. The Hunter JO also provided their regular report to the RLE, and an additional report on the Hunter 2050 Foundation initiatives, as requested at a previous meeting.</p> <p>A copy of the Hunter JO's report to the RLE for August has been included at Attachment 13.</p> <p>Members of the RPP Division also attended both the RLE Human Services Subcommittee and RLE Economic Development Subcommittee in August.</p>
<p><u>Circular Economy</u></p> <ul style="list-style-type: none"> - 30 Sep: Circular Economy Sub-Committee Meeting - 28 Aug: Circular Economy - Innovators Virtual Lunch #10 - 27 Aug: Hunter Circular Facilitators Group - 24 Aug: HunterNet Forum - All Things Circular 	<p>An update on circular economy has been provided as in further reports in the papers.</p> <p>Tim Askew was invited to speak to the Innovators Group Virtual Lunch in August, a group that meets bi-monthly. This Virtual Lunch is co-sponsored by Hunter IF and AusIndustry, with Tim's presentation focusing on the Hunter JO's role in Circular Economy.</p> <p>The Hunter Circular Facilitators Group met in August as part of their regular bi-monthly meeting. This</p>

	<p>group is a connection point for people across the Hunter and Central Coast who work in the Circular Economy space, and is facilitated by the Hunter JO.</p> <p>Tim Askew was also invited to present to the HunterNET Forum on 'All Things Circular', providing an overview of the leadership role the Hunter JO is taking in circular economy within the region. A report on the Circular Economy Procurement MOU appears within the papers.</p>
Hunter Knowledge Hub reference group meeting	<p>A reference group has been formed, led by Roberta Ryan from the University of Newcastle, to explore the possibility of establishing a 'Hunter Knowledge Hub', in which Tim Askew from the Hunter JO is participating. The reference group includes representatives from different levels of government, industry, union bodies, and representatives from Muswellbrook Shire Council and Singleton Council.</p> <p>The University have also reached out to the Hunter JO to try and engage the Economic Development Officers from our ten member councils for the proposed Hunter Knowledge Hub. The Executive Officer is engaging with UoN and Regional NSW to explore the value of this engagement, based on the current status of the project. The next meeting of the current EDO Forum is tentatively planned to take place in November, with the potential for the Hunter Knowledge Hub to present to this local government-led group.</p>
<p><u>JO Network</u></p> <ul style="list-style-type: none"> - 1 Oct: Joint Organisation Executive Officers Network - 3 Sep: Joint Organisation Executive Officers Network - 6 Aug: Meeting of Joint Organisation Chairs 	<p>The CEO and Regional Policy & Program Managers attended the regular JO EO Network Meeting in August. The CEO and Director RPP also attended the Meeting of JO Chairs, along with Bob Pynsent.</p> <p>The JO Network's continued focus is on financial sustainability of the network and opportunities for cross-JO collaboration and policy development.</p> <p>The Hunter JO has been invited to host the next meeting of the JO Network, the date of which is currently being scheduled.</p>
Infrastructure Contributions Review: Roundtable (13, 24, 28-Aug-20)	<p>Tim Askew & Steve Wilson attended the Infrastructure Contributions Review Roundtable which targeted councils, regional organisations, and local government bodies, e.g. LGNSW. This roundtable was led by DPI to investigate the different ways to look at infrastructure contributions for local government.</p>

	Hunter JO was invited to attend, with outcomes from the round table to be shared to LGAs when they are provided.
<p><u>Regular RPP Network Meetings:</u></p> <p>Since the last Hunter JO Board Meeting the below regular network meetings have been held;</p> <ul style="list-style-type: none"> - 22 Sep: Hunter & Paterson Regulated Rivers Environmental Water Advisory Group (EWAG) - 18 Sep & 26 Aug: UPSS Regional Working Group - 24 Aug: Lower Hunter Water Security Plan Community Liaison Group - 23 Jul: Regional Coastal Councils Working Group 	<p>These are standing meetings in which the Hunter JO participates, in collaboration with other councils and levels of government in the region.</p> <p>No material updates for the board.</p>

Regional Leadership and Advocacy

Advocacy Engagement	Outcomes (where relevant)
Briefing to NSW Minister for Energy and Environment Matt Kean – Hunter BioCircular and 2050 Foundation (3 Aug)	A briefing was provided to Matthew Kean, NSW Minister for Energy and Environment on 3 rd August 2020, to provide information on the Hunter 2050 Foundation and Circular Economy program being delivered by the Hunter JO.
Hunter Development / RMS Delays Advocacy	<p>Following engagement with Minister Toole's office in May of this year, a subsequent meeting on 8 October is being planned with the Minister's office, to review the actions of the Reference Group, established from this initial consultation. this meeting. An Action Plan has been developed by the Reference Group but does not yet have the status of TfNSW policy.</p> <p>It is to be confirmed but we are expecting additional resourcing and a change to bank guarantees will be announced by the Minister. However, at face value, this exercise has yielded some tangible operational results and laid the groundwork for some improved strategic co-ordination in relation to regional plans. All actions have been developed, through co-design with Transport for NSW.</p> <p>The Hunter JO has organising a pre-briefing for this second meeting with Minister Toole for Bob Pynsent and Nuatali Nemes, as Chairs of the Hunter JO and the Greater Newcastle Metro Plan Steering Committee respectively.</p>

	<p>A copy of the presentation provided to the Hunter JO Board at its October Meeting can be found at Attachment 14.</p>
Infrastructure Advocacy w/ Committee for the Hunter	<p>As discussed in the August meeting of the Board, the Hunter JO participated in a campaign led by the Committee for the Hunter to draw stimulus to the region for infrastructure, aiming at Federal Budget timelines. Correspondence was sent to the Prime Minister Scott Morrison and other key Commonwealth Government Ministers, prioritising key infrastructure projects in the region for economic stimulus. A brochure was also provided with this correspondence focusing on these priority projects, with an additional brochure included with a focus on local government infrastructure. A copy of the correspondence and associated brochures has been included at Attachment 15. Part of the Committee for the Hunter's campaign was a feature in the Newcastle Herald, including an opinion piece from Richard Anicich, Chair of the Committee for the Hunter.</p> <p>The Hunter JO was then able to leverage further coverage in the Newcastle Herald that focused on the local government aspect of regional infrastructure, with a feature article referencing infrastructure projects in specific LGAs. This coverage also included an opinion piece from the Hunter JO Chair Bob Pynsent on 22 August 2020.</p> <p>The HJO CEO and the Committee CEO are currently proposing to adapt this content for use in communication to the NSW state Government around the role and importance of local government infrastructure.</p>
Presentation to Hunter Renewal (7 Sep)	<p>The CEO was invited to attend and present to the Hunter Renewal Webinar on 7 September, which focused on the topic 'How can government leadership create a sustainable Hunter Valley?'</p> <p>The Hunter JO presentation focused on the leadership shown by local government through their collaboration, providing an overview of current priority programs and projects. In addressing the concept of a sustainable future for the region, focus was given to the Hunter JO programs of Hunter BioCircular and Hunter 2050 Foundation.</p> <p>Key messaging focused on how the collaborative approach by different levels of government to concept design and development, business case and feasibility assessment can facilitate economic</p>

	transition, by de-risking investment for business community in desirable economic adjustment.
Upcoming Presentation to HunterNET Infrastructure & Asset Management Forum	The CEO has been asked to speak to the HunterNET Infrastructure & Asset Management Forum in October, with particular focus on the campaign by the Hunter JO is for stimulus funding for local government infrastructure.
Invitation to present to the public hearing in Newcastle of the State Committee on Environment and Planning	<p>Committee is conducting an inquiry into sustainability of energy supply and resources in NSW. The Hunter Joint Organisation of Councils made a submission to the inquiry in September 2019 as part of the early work of the Hunter JO's Standing Committee on Economic Transition.</p> <p>The Committee invited the Hunter Joint Organisation to appear at a public hearing on 29 September.</p> <p>The Hunter JO Chair, Bob Pynsent, and Chair of the Hunter JO Standing Committee of Economic Transition, Sue Moore, provided opening statements on the role of the Hunter JO and the current context of the resources sector and renewable energy sector within the region.</p> <p>The CEO provided the Committee an update on the Hunter JO's original submission in relation to the Hunter 2050 Foundation. A copy of the CEO's opening statement can be found at Attachment 16.</p>

Regional Submissions

Submission Focus	Closing Date	Status
IPART review of domestic waste management service charges	6 October 2020	In progress
Inquiry into the integrity, efficacy and value for money of NSW Government grant programs (the strategic focus of the submission was to drive the sustainable funding and systemisation of policy programs at the regional level). A copy of the submission has been included at Attachment 17.	23 August 2020	Completed

RECOMMENDATIONS:

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

Report Author: Graham Dean, Manager - Finance & Administration

Responsible Officer: Joe James, CEO

Executive Summary: The purpose of this report is to provide financial results for the year to date (31 August 2020) for the Hunter Joint Organisation.

A full copy of the P&Ls for August 2020 is included at the end of the papers as Attachment 18.

Comments on line items and any variances between forecasted and actual budget have been included within the report.

Recommendation:

- **That the Profit and Loss Statement for period ending 31 August 2020 be received and noted.**

Hunter Joint Organisation													
Profit & Loss Summary													
1 July 20 to 31 August 20													
				August	August			YTD	YTD			Approved	
				Actual	Budget	Variance		Actual	Budget	Variance		Budget	
												2019/20	
Administration													
	Revenue			51,678	50,000	1,678		654,186	652,501	1,685		1,152,500	
	Expenditure			(89,147)	(91,864)	2,717		(187,450)	(191,109)	3,659		(1,152,500)	
	Total Admin			(37,469)	(41,864)	4,395		466,736	461,392	5,344		0	
Projects													
	Brought Forward			212,125				336,975				-	
	Revenue			30,000				30,000				-	
	Expenditure			(1,521)				(6,646)				-	
	Total Projects			240,604	-	-		360,329	-	-		-	
Surplus / (Deficit)				203,135	(41,864)	4,395		827,065	461,392	5,344		0	

Report Author: Steve Wilson, Director – Policy and Programs Division

Responsible Officer: Steve Wilson, Director – Policy and Programs Division

PROGRAM DELIVERY HIGHLIGHTS

Action Area 1. Our communities stay inclusive, proud and safe and celebrate diversity

AAA ACTION	PROGRAM ACTIVITY
<p>1.4. Continue to work together to deliver the programs to increase community resilience and preparedness for natural disasters through the Hunter and Central Coast Regional Environmental Management Strategy</p>	<p><u>Get Ready Program/Registration</u></p> <p>“Get Ready is a program run by Resilience NSW and the State Government to generate participation in disaster preparedness activities, with the ultimate aim of improving the disaster resilience of people in NSW”. The program recognises that Local Government plays an important role in this endeavour.</p> <p>All Hunter JO member councils are now registered to use the ‘Get Ready’ branding and resources, and will be provided with general information, resource links and communications packages. The Regional Disaster Preparedness Officer and Resilience NSW will continue to support implementation by councils.</p>
	<p><u>Emergency Management Dashboards</u></p> <p>The Regional Disaster Preparedness Officer (RDPO) is working with councils to develop an Emergency Management Dashboard (website) for each Council area. The aim of the dashboards is to provide easy to find, user friendly information that educates and empowers individuals to plan and act. The Dashboard will be tailored to each location and its relevant risks, and can be used as a single source of truth (sourcing information from official sites and presenting them in a single location) during an emergency to support public messaging and decision making. When there is no emergency the dashboard can also be used as a planning / awareness tool.</p> <p>Development of the dashboard content and structure is currently being finalised. This includes information regarding preparedness and activities to do before an emergency, current live information regarding utility disruptions and hazard alerts, and two dedicated Recovery pages, one for State level information and the other for council and Community Resilience Officer (CRO) activities.</p> <p>The launch of the Dashboard’s is planned for early October to coincide with the beginning of the State bushfire danger period. During September, the RDPO is undertaking consultation with Councils to determine user needs, provide tutorials on the system and editing functions.</p>

	<p><u>Emergency Management Training</u></p> <p>Many councils have approached both the Regional Emergency Management Officer (REMO) and Regional Disaster Preparedness Officer (RDPO) with requests for additional training courses and training before this year's bushfire season. In response to this need:</p> <ul style="list-style-type: none"> • Training dates for the next 12 months of Emergency Management courses have now been confirmed by Resilience NSW. • The RDPO is currently working with Resilience NSW to identify additional training opportunities that may also be available • Resilience NSW (through the RDPO) will be running Council Emergency Management Awareness forums to upskill council staff and enhance capacity prior to the end of this year, with dates to be released shortly.
	<p><u>Simtable Modelling Tool</u></p> <p>A simtable is a table top resource that can be used by service agencies and local governments to work with and engage local communities to raise awareness and resilience in regard to all hazards and emergencies. It is a significant and powerful community engagement tool for resilience building.</p> <p>Following the demonstrated success of Ku-ring-gai Council (see video) in piloting the use of a simtable to improve public engagement and preparation for the threat of bushfires and other extreme weather events, several Council LEMOs and staff have raised the possibility of attaining one for the use of Hunter JO member Councils and Central Coast Council. The RDPO will be exploring several possible grants and financing opportunities with a view to seeing if this is possible, including through several bushfire grant funding opportunities that are expected to be released soon.</p>
	<p><u>Act Now on Adaptation - Coastal Adaptation Grant Application</u></p> <p><i>A grant application is being prepared to submit to the NSW Government's Increasing Resilience to Climate Change Grants Program (Round 3), the closing date for which is 15th October 2020.</i></p> <p>The Act now on Adaptation project, will develop a communication framework on coastal hazards, including coastal erosion and inundation, sea level rise and coastal storms. The Regional Coastal Councils Working Group has confirmed that the project would have direct local and regional benefits. Key deliverables for the project would include:</p> <ul style="list-style-type: none"> • Capacity building through development of an evidence based approach to community engagement and communication around coastal adaptation across the coastal councils of the region; • Communication and media protocol; • Communication resources; and

	<ul style="list-style-type: none"> Integrated Planning and Reporting package to integrate project outputs and findings into the key strategic documents of Councils. <p>Participating Councils (MidCoast, Port Stephens, City of Newcastle, Lake Macquarie, Maitland and Central Coast) are being requested to provide a letter of support for the project, along with information on specific climate risk or vulnerability information identified by Councils that are being addressed by the project.</p>
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Action Area 2. Our enviable environment is protected for future generations and our resources are used efficiently

AAA ACTION	PROGRAM ACTIVITY
2.1 Continue to deliver the Hunter and Central Coast Regional Environmental Management Strategy	<p><u>Standard Conditions of Development Consent – Service Stations</u></p> <p>Standard conditions of development consent to assist Councils ensure new service station developments and modifications to existing service stations conform with the UPSS Regulation are in the final stages of development. Their finalisation has been deferred to provide additional time for Council Officer input. It is expected the standard conditions will be signed off by the Regional UPSS Working Group at its meeting on 29 September 2020. The standard conditions will be relevant to all HJO member Councils and Central Coast Council.</p>
	<p><u>Fuel System Operation Plan (FSOP) Guide</u></p> <p>A standard (FSOP) guide has been completed that will assist Council staff and small independent service station operators to meet their obligations under the UPSS Regulation. By providing Councils with a standard FSOP guide, it will help ensure that a regionally consistent approach is being taken when Council staff liaise with UPSS operators. It is also anticipated that the guide will significantly reduce the time spent by Council staff in post-inspection follow-ups. This guide will be provided to Council staff at the next Regional UPSS Working Group Meeting on 29 September 2020.</p>
	<p><u>On-site UPSS Inspection Training</u></p> <p>Recent delivery of joint inspections with Cessnock Council and Lake Macquarie City Council has completed the Underground Petroleum Storage System (UPSS) inspection training program. Additional on-site training remains available on request to all Councils participating in the Regional Contaminated Land Program.</p>
	<p><u>Contaminated Land: Fraudulent Reporting</u></p> <p>An online information session has been delivered to Council staff to provide insight into the environmental laboratories who offer scientific testing of water, soil, air and emerging contaminants. Information provided focused on: The role of laboratories, the laboratory accreditation process, sampling experiences and the bad practices to look out for, falsification of laboratory results, and uncertainty in laboratory measurements and results.</p>

	<p><u>Circular Solar Trials – NSW EPA grant EOI</u></p> <p>Solar panels and battery waste will become an ever-increasing issue for Councils now and into the future. PV industries is coordinating a grant submission (EOI stage only) for the NSW Circular Solar Trials program run by NSW EPA. The Hunter JO will partner with PV industries and various regional Joint Organisations across NSW to put together an EOI that locates solar panel and battery recycling services in Wollongong, Sydney and Hunter regions. Considered strategic partners, the Joint Organisations and Local Governments will play a critical role in facilitating the collection, aggregation and preliminary processing methods (where practicable) for solar panel and battery waste. The EOI is due on 17 September 2020 and only a letter of support from the Hunter JO is required at this stage. Should the EOI be successful then all Hunter JO member councils and Central Coast Council will have the opportunity to be involved in formulating the detailed application. This program has the potential to refurbish or fully recycle solar panels and batteries as well as providing new jobs for the region and NSW.</p>
	<p><u>Cities Power Partnership</u></p> <p>At its June 2020 meeting the Hunter JO Board resolved that the Hunter JO work with member Councils and the Cities Power Partnership (CPP), initially via a regional workshop process to:</p> <ul style="list-style-type: none"> • Facilitate additional Hunter JO member Councils joining the Cities Power Partnership • Identify common pledges through which to focus regional collaborative efforts by Councils, the Hunter JO and CPP. <p>Joint planning is underway with David Craven, Director Cities Power Partnership to deliver the initial workshop on the Thursday 12 November 2020.</p>

Action Area 3. Our economy is multifaceted, resilient and is Australia's leading smart regional economy

AAA ACTION	PROGRAM ACTIVITY
<p>3.4 Work with the Upper Hunter Regional Leadership Executive to deliver the Upper Hunter Economic Diversification Project Action Plan, monitor its success and review as needed</p> <p>3.9. Explore and act on smart ways to transform local and global disruptions, such as the disruption of recycling services, into economic opportunities for the Hunter</p>	<p><u>Hunter 2050 Foundation</u></p> <p>An update on the Hunter 2050 Foundation advocacy has been included earlier in the papers.</p>
	<p><u>Upper Hunter Region Website</u></p> <p>The delivery of this website was a key action in the Upper Hunter Economic Diversification Action Plan, developed in partnership between Regional NSW and the Hunter JO, to provide a central location for resources for investors, local business and community for the Upper Hunter.</p> <p>The Hunter JO is now managing the website and associated Facebook, in collaboration with the Upper Hunter Economic Diversification Working Group, the four Upper Hunter Councils, and Regional NSW.</p>
	<p><u>Circular Economy Program</u></p> <p>Key focus areas for the next two months include:</p>

	<ul style="list-style-type: none"> • Circular economy procurement project: <ul style="list-style-type: none"> • Council MOU - intent to procure more recycled content materials • Case study report and database of recycled content products • Engage consultant to develop roadmap to more recycled content procurement • CE Education & Training opportunities – initial education program will focus on an overview of the circular economy and how local government can become involved. The program will be an extension of the program developed by Lake Macquarie City Council to be made available to all councils • HCC Eco-system stage 2 – engagement program - developing a workshop and quarterly newsletters to help the regions circular economy eco-system engage on circular economy issues <p>Proposal to establish a Hunter Central Coast Circular Economy Hub within the Hunter JO</p>
	<p><u>Hunter Biocircular</u></p> <ul style="list-style-type: none"> • Currently being progressed through targeted engagement with NSW State Government, Councils and other stakeholders, with a view to gaining agreement and a mandate to continue through to the development of an MOU and EOI stage (or alternatively funded feasibility assessment) for the project.

Full Activity Report – Regional Policy and Programs Division

Refer Attachment 19 “Hunter JO Program Activity Report” for information on the full range of programs being delivered.

Recommendation:

- That the report be received and noted.

7.5 Hunter JO Membership – Muswellbrook Withdrawal

Report Author: Joe James, CEO

Responsible Officer: Joe James, CEO

As noted in Attachment 2 of the Correspondence, Muswellbrook Shire Council resolved at their meeting of 25 August 2020 their intent to withdraw from the membership of the Hunter JO. The reasons for this withdrawal were contained in Mayor Martin Rush's email correspondence to the Hunter JO Board on 15 August 2020.

Since receiving this correspondence, the CEO has engaged with both the Mayor and the General Manager of Muswellbrook Shire Council. The Charter of the Hunter JO requires any withdrawal of membership to provide 12 months notice to the Board. Notice has therefore been provided from 3 September 2020, as the date the correspondence was received.

With Joint Organisations still being relatively new under Local Government legislation, the statutory steps required to formalise Muswellbrook's withdrawal are still being explored. It is anticipated that it will involve engagement with the Office of Local Government.

It is noted in the correspondence that, while Muswellbrook Shire Council wish to withdraw from the Hunter JO, they would like to remain involved in Strategic Services Australia and its related entities. Exploring these options will be included as part of the next steps.

The CEO will work with the General Manager to detail the process and options for withdrawal and and, once the next steps in this process have been established, an update will be provided to the Hunter JO Board at its 10 December 2020 meeting.

Recommendation:

- **That the Hunter JO Board note the correspondence from Muswellbrook Shire Council, dated 3 September 2020, noting its intent to withdraw from the membership of the Hunter JO.**
- **That the CEO provide an update to the Board on next steps at the December 2020 Meeting.**

7.6 Hunter 2050 Foundation Update

Report Author: Louisa Bulley, Executive Officer

Responsible Officer: Joe James, CEO

As noted in Attachment 1 of the Correspondence, a response has been received from the Minister for Local Government Shelley Hancock with the decision not to grant consent for formation of a Hunter 2050 Foundation, under section 358(3) of the *Local Government Act 1993*.

The response from the Hunter JO, requesting reconsideration of the Minister's decision, authorised by Clr Pynsent and Clr Moore (as HJO Chair and Chair of the Standing Committee on Economic Transition respectively), can be found at Attachment 11.

The response from the Minister is disappointing in its cursory nature and confusing in its timing and reasoning.

Our application to the Minister was detailed and addressed all the criteria required from OLG's perspective while also detailing a significant public policy rationale based on Hunter JO's statutory role and research into responses from other regions.

Prior to the Minister's letter, Clr Pynsent and Clr Moore had met with the Deputy Premier who indicated that this was exactly the sought of project that Joint Organisations were established for and indicated in-principle support.

Following the Hunter JO request for reconsideration, the Minister for Local Government has now referred the Hunter JO to the Office of Local Government's Deputy Secretary Tim Hurst for further discussion.

At the time of writing the CEO and Chair of the Hunter JO were in discussions with OLG to set up a meeting time regarding the Foundation.

Recommendation:

- **That the Hunter JO Board note current status of correspondence with the Minister for Local Government and the Office of Local Government**
- **That an update be provided to the Board on next steps at the December 2020 Meeting**

7.7 NSW Bushfire Inquiry Report – Summary of Recommendations

Report Author: Skye Moore – Regional Disaster Preparedness Officer – Hunter

Responsible Officer: Melinda Curtis – Regional Policy and Program Manager (Environment)

Purpose:

The purpose of this report is to provide information on the NSW Bushfire Inquiry Report released on the 25th August including an overview of its recommendations affecting local government.

Link to Hunter Joint Organisation Strategic Plan 2018-21 (Aspire.Act.Achieve).

Action Area	Our communities stay inclusive, proud and safe and celebrate diversity.
Action	Continue to work together to deliver the programs to increase community resilience and preparedness for natural disasters through the Hunter and Central Coast Regional Environmental Management Strategy.

Background

The NSW Government released the independent NSW Bushfire Inquiry on the 25th August 2020, which examined the causes, preparation and response to the devastating 2019-20 bushfires.

All 76 recommendations will be accepted in principle by the NSW Government, with further work to be done on specific timelines to give communities assurance that changes will be made to keep them safe. Any issues not covered in the report that are still relevant to the protection of property and life will also be further examined. Resilience NSW, led by Commissioner Shane Fitzsimmons, has been tasked with coordinating and overseeing the implementation of the Inquiry's recommendations as the Government finalises its approach.

The findings of the Report show that there is an opportunity to strengthen governance and responsibility. The Report also acknowledges the significant contribution of both climate change and the vast expanse of the State's bushland towards these devastating fires.

A copy of the report can be found at www.dpc.nsw.gov.au/nsw-bushfire-inquiry

To assist Councils, a summary of the results of the Inquiry and the recommendations that relate to local government is included in Attachment 20.

Recommendation:

- **That the report be received and noted.**

Attachment 20

NSW Bush Fire Inquiry Report – Summary of Recommendations relating to Local Government

Recommendation 8	Membership of Bush Fire Management Committees is reviewed and that members have sufficient discretion and authority to implement risk mitigation activities at a local level
Recommendation 11	Resilience NSW develop specific Local Emergency Management Officer (LEMO) training, including regular refresher components. Additionally, councils support their staff to participate in LEMO training and LEMOs are appropriately senior and have authority to commit resources.
Recommendation 20	Government support councils and partner agencies to implement comprehensive hazard reduction around towns/cities, communities and local infrastructure assets, and provide incentives for communities to organise themselves to prioritise and implement local hazard reduction initiatives. (i.e. prescribed burning, clearing, mowing, and mechanical treatments, and easy disposal of green waste into processors turning it into bioenergy or biofuels)
Recommendation 28	Government ensure local government is resourced to enable effective audit, enforcement and compliance powers in respect of local developments and assets on bush fire land; And, consider the introduction of subsidies for property owners to undertake mitigation works to reduce bush fire risk and work with Insurance Council of Australia to develop measures where risk reductions result in lower premiums. And, review vegetation clearing policies so they are easy to navigate and enable bush fire management by individual landowners without undue cost or complexity.
Recommendation 31	To improve bush fire planning and protection of road infrastructure and to ensure communities, freight movers and fire fighting agencies have appropriate access and egress in a bush fire event, Government, working with local government as needed; a. Develop a bush fire risk assessment process for all State roads and bridges, to identify: <ul style="list-style-type: none"> • High risk communities (one road in and out) and ensure Bush fire Risk Management Plans and Community Protection Plans include 'leave early' advice or enforce mandatory evacuation orders. • How waterways can be utilised as evacuation routes or places of shelter and include waterways into regional emergency management plans. • Route options for rapid identification of needed road closures in the event of fire. • Key sections of the State's road network for future upgrade to ensure whole corridors are resilient to fire impacts, regardless of who manages the asset b. Audit, through the NSW RFS Audit Unit (to be established) the inclusion of critical road infrastructure in BFRMPs prepared by Bush Fire Management Committees (ensuring that appropriate transport representation is provided to BFMCS) and Local Emergency Management Committees across the State.
Recommendation 32	To ensure outcomes-based roadside vegetation management to reduce roadside tree fall and grass ignitions in planning and preparing for bush fire, Transport for NSW, working with local government and NSW RFS, establish a consistent framework for roadside vegetation management that analyses road priority, utility, amenity, strategic value and risk. The framework should take into consideration landscape characteristics (distance, slope, set back, vegetation maturity and type) with acceptable outcomes including clear verges, or alternatives such as safe zones/pull-outs. This should tie back into other strategic land use and biodiversity processes.

Recommendation 69	<p>That, in order to ensure evacuation arrangements can be scaled up when needed, Resilience NSW:</p> <ul style="list-style-type: none"> a) Ensure staff deployed to evacuation centres are trained and can support staff surge capacity b) Train council and NSW government regional staff in evacuation centre establishment and management, supported by a one-page 'start up sheet' for opening an evacuation centre. c) Train interested community members to assist in evacuation centre establishment and management and provide an avenue for skilled volunteers to register their interest. d) Develop an exercise for the management of multiple evacuation centres dealing with large numbers of people for a protracted period over a widespread area.
Recommendation 70	<p>Resilience NSW work with LEMCS to ensure evacuation centres are fit for purpose and;</p> <ul style="list-style-type: none"> a) update guidelines for LEMCS identifying evacuation centres to require a risk assessment of potential locations, which should include identifying alternate sources of power for use by evacuation centres and recording these appropriately b) review existing evacuation centre locations to assess compliance with updated LEMC guidelines and report to the State Emergency Management Committee on their suitability.
Recommendation 71	<p>That, in order to ensure people only need to tell their story once to access government agency support following an emergency. Resilience NSW and Service NSW jointly design an inclusive, person-centred approach to information collection at evacuation centres. This should be supported by an opt-in scheme enabling personal information to be shared between NSW government agencies, local councils and non-governmental organisations administering support services for disaster-affected people.</p>
Recommendation 72	<p>To ensure Aboriginal people can access appropriate support during evacuation, Resilience NSW work with Local Emergency Management Committees and Aboriginal Affairs to ensure:</p> <ul style="list-style-type: none"> a) local Aboriginal communities are included in emergency planning and preparation b) all staff involved in evacuation centres and support services are culturally competent.
Recommendation 75	<p>To improve support for people evacuating with animals, the Department of Primary Industries:</p> <ul style="list-style-type: none"> a) work with Resilience NSW to develop evacuation protocols and procedures to ensure appropriate supports are provided for both people and animals (informed by the findings from Project Ohana), including a process for animal registration at evacuation centres and mutually agreed naming conventions, and provide this information to Local Emergency Management Committees (LEMCS) b) work with LEMCS to identify overflow sites that can be used for evacuated animals when preferred sites are full

7. Items for the Hunter JO Board - For Decision

7.1 Committee for the Hunter MoU

Report Author: Louisa Bulley, Executive Officer

Responsible Officer: Joe James, CEO

A final draft of the proposed Memorandum of Understanding has been provided at Attachment 21, incorporating the principles endorsed by the Hunter JO Board at its August Meeting.

It is proposed that this document, once endorsed by the Board, be signed by the Chairs of each organisation.

Recommendations:

- **That the Hunter JO Board endorse signing of the attached draft Memorandum of Understanding by the Chair of the Hunter JO**

Report Author: Graham Dean, Finance & Administration Manager & Louisa Bulley, Executive Officer

Responsible Officer: Joe James, CEO

The purpose of this report is to provide an update on the preparation and audit of the Hunter JO financial statements for 2019/20 to be presented at the Hunter JO Annual General Meeting.

The detailed audit of the entity's records has been completed. Draft financial statements have been prepared and forwarded to the auditors for attestation.

However, discussions are ongoing relative to the impact of new accounting standards AASB1058 & AASB15. The standards deal with the recognition, or otherwise, of grant funded income. These standards are new to this financial year's accounts.

The revenue items under discussion relate to :-

- **Capacity Building** funding from the OLG - \$150k
- The balance of AGL's financial support of the **2050 Foundation** - \$30k
- Grant funding sums held in escrow on behalf of Regional NSW - \$140k
- **Cruise Hunter** project funds unspent - due to COVID and maternity leave by the relevant officer – funded by Regional NSW and DNSW - \$33k

The ongoing discussion centres around the timing of recognition of these items as revenue. The CEO has forwarded documentation to the auditors to support the position of rolling forward the funding until:-

- Timing matches the intended purpose of the funding, i.e. during the 20/21 financial year
- Unused amounts are returned to the funding body.

The delayed resolution on this issue means final accounts are not yet available for presentation to the Board.

It has been custom and practise to hold the Hunter JO AGM in conjunction with a general meeting of the Board. However, due to the abovementioned delay, it is proposed to hold the AGM towards the end of November, aligning with the date and time of the next meeting of the SSA Board and GMAC (Thursday 26 November 2020). Draft financial statements, and accompanying auditors' report to the board, will be distributed well in advance of the meeting.

Provided the Board is agreeable to adopting the accounts at this meeting, sufficient time is available to lodge signed, audited, financial statements with the OLG within the specified timeframe.

It is also proposed that the Annual Performance Report for 2019-20 is provided within the Hunter JO AGM, as it requires financial statements to be included within the report.

The Office of Local Government have now published their Joint Organisation Calendar of Compliance and Reporting Requirement 2020-21 in August of this year. A key reporting requirement for the Hunter JO is submission to OLG and publication on the Hunter JO website of the Annual Performance Report for 2019-20.

The Annual Performance Report is to include reporting against strategic regional priorities, financial statements for the financial year in question, and statutory reporting requirements. The Hunter JO Annual Performance Report for 2018-19 can be found on our [website](#).

While a draft is currently being prepared by the Executive Officer, its endorsement by the Board will be dependent on acceptance of the Hunter JO Financial Statement for 2019-20 at the Hunter JO Annual General Meeting. It is therefore recommended that this report be provided at the AGM in November.

Recommendation:

- **That the Hunter JO Annual General Meeting be planned for Thursday 26 November 2020 to allow sufficient time for preparation of financial statements for 2019-20**
- **That the Annual Performance Report 2019-20 be provided to the Board at the Annual General Meeting for endorsement, to then be provided to the Office of Local Government and published on the Hunter JO Website.**

7.3 Integrated Planning and Reporting (IP&R) and HJO Strategic Plan timelines

Report Author: Melinda Curtis, Regional Policy and Programs Manager

Responsible Officer: Steve Wilson, Director – Policy and Programs Division

Purpose:

The purpose of this report is to provide information on the initial preparation the HJO has taken to:

- Identify linkages to Council's Integrated Planning and Reporting Framework and key support points during the development of the new Community Strategic Plan, Delivery Program and Operational Plan.
- Provide a high-level concept approach for the development of the Hunter Joint Organisation Strategic Plan 2022-2026 and the interception points with Council's IP&R timeline.

Link to Hunter Joint Organisation Strategic Plan 2018-21 (Aspire.Act.Achieve).

This briefing paper does not relate to any individual priority action area but the Hunter Joint Organisation Strategic Plan 2018-2021 as a whole. It relates to preparation for the next Strategic Plan cycle and the development of the Hunter Joint Organisation Strategic Plan 2022-2026

Background

An analysis of the Integrated Planning and Reporting Framework and the associated timelines has been carried out with the aim of proposing a new approach for the Hunter JO to more effectively integrate with the strategic planning processes and timeframes of member Councils.

This seeks to ensure that support provided to Councils and the relationships between the Hunter JO and Councils moving forward is:

- Strategic;
- Proactive;
- Inclusive; and
- Creates improved strategic alignment between the Hunter JO and Council's IP&R Framework in areas of shared interest.

A combination of the Hunter JO's new structure and capacity and amended IP&R timelines due to impacts by COVID 19 (Circular 20-15/1 May 2020/A700190), has provided an opportunity to:

- Identify linkages to Council's Integrated Planning and Reporting Framework and key support points during the development of the new Community Strategic Plan, Delivery Program and Operational Plan; and

- Provide a high-level concept approach for the development of the Hunter Joint Organisation Strategic Plan 2022-2026 and the interception points with Council's IP&R timeline.

IP&R Framework

Please refer to Attachment 14, which identifies the proposed linkages and connection points between the HJO and Council IP&R planning processes, at which targeted support and information could be provided by the HJO to Councils to support the inclusion of information on regional priorities and actions into key strategic documents. (NB these key dates and timelines are based on the existing statutory timeframes and direction provided to Councils from the Office of Local Government (OLG). Current OLG staff advice is that an updated set of IP&R Guidelines will be released in December. The main changes indicated are in relation to the advisory aspects and not the statutory timeframes).

For example, providing support of this nature could be facilitated on an ongoing basis by HJO program and project planning integrating the development of IP&R packages as core deliverables, so that this information can be provided to Councils and easily incorporated into key strategic documents as they are developed and periodically reviewed.

Hunter JO Strategic Plan 2022-2026 Development Approach

The current HJO Strategic Plan (Aspire Act Achieve) incorporates the period 2018-21. Given the deferred time frame that now exists for Councils to complete their next round of IP&R reporting, the opportunity exists for the next iteration of the HJO Strategic Plan to be more effectively integrated with and informed by these local Council planning processes (and vice versa).

The outcome of this approach would be the strategic alignment of the new Hunter JO Strategic Plan with Councils IP&R framework. Please refer to attachment 2, which identifies the key IP&R dates for the final year of the current Delivery Program (identified in blue) and the new CSP and Delivery Plan cycle (identified in red). Identified in green is the key stages and intersection points that could directly inform development of the next Hunter JO Strategic Plan 2022-2026.

This timeline is based on the final documents being submitted to Council in April for endorsement as a draft, public exhibition in May and adoption of final documents in June. It is acknowledged that Councils may decide to bring the timeline forward and finalise documents earlier. The approach proposed is flexible enough for potentially varying Council timeframes, as the engagement is progressive which will allow information and feedback to be obtained throughout the process

An indicative approach, key stages and high-level focus areas are detailed below:

Project Stage	Project Timeline	Stage Name and Key Focus
Stage 1	October 2020 – February 2021 <ul style="list-style-type: none"> • Briefing to GMAC (late January 2021) • Briefing to Hunter JO Board (early February 2021) 	Engagement Planning and Future Strategy <ul style="list-style-type: none"> • Engagement Plan development • Project Brief finalisation • Review of existing regional strategic plans and priorities • Development of HJO Future Strategic Focus Position Paper identifying regional focus areas, priorities and goals / directions / opportunities • GM and Mayor Briefing – presentation and workshop HJO Future Strategic Focus Position Paper
Stage 2	March 2021 – May 2021	Council Engagement <p>Consultation sessions delivered with each HJO member Council that would:</p>

		<ul style="list-style-type: none"> • Target General Managers and cross section of Directors and Managers in each Council • Introduce the Hunter JO and its purpose and functions • Provide an overview of programs and priorities already being delivered or planned for delivery • Identify Council priorities for regional collaboration moving forward (drawing on the outcomes of stage 1)
Stage 3	May 2021 – August 2021 <ul style="list-style-type: none"> • Briefing to GMAC (late July 2021) • Briefing to / workshop with Hunter JO Board (early August 2021) 	Engagement Analysis and Draft Development <ul style="list-style-type: none"> • Collate and synthesise outcomes of Stages 1 and 2 • Workshop with Mayors and GM's to review outcomes and proposed directions • Develop Draft Hunter Joint Organisation Strategic Plan 2022 - 2026
Stage 4	September 2021 - October 2021 <ul style="list-style-type: none"> • Briefing to GMAC (late September 2021) • Briefing to Hunter JO Board (early October 2021) 	Draft Hunter Joint Organisation Strategic Plan 2022 – 2026 (Working Draft) <ul style="list-style-type: none"> • This will be used as a working draft to present to and engage with the Board after the 4 September 2021 elections.
Stage 5	October 2021 - May 2022	Draft Hunter Joint Organisation Strategic Plan 2022 – 2026 Council Engagement <ul style="list-style-type: none"> • Draft plan used as a basis to engage with Councils (staff and Councillors) during Community Strategic Plan (CSP) development. • Review and amend draft HJO strategic plan based on outcomes of consultation
Stage 6	June 2022 <ul style="list-style-type: none"> • GMAC briefing (late May 2022) • Hunter JO Board briefing (early June 2022) 	Finalise and Endorse Hunter Joint Organisation Strategic Plan 2022 – 2026

Discussion has commenced with Alison McGaffin, Director Hunter and Central Coast, Department of Regional NSW who is keen to see how we can strengthen the engagement between the Hunter Jo and Councils and the State Government Agencies. If this high-level concept approach is approved by the Board we will continue to identify within this process how and when we consult with the State Government, to ensure we have the capacity to support Councils and start engagement as early as possible within the IP&R framework and timeline outlined.

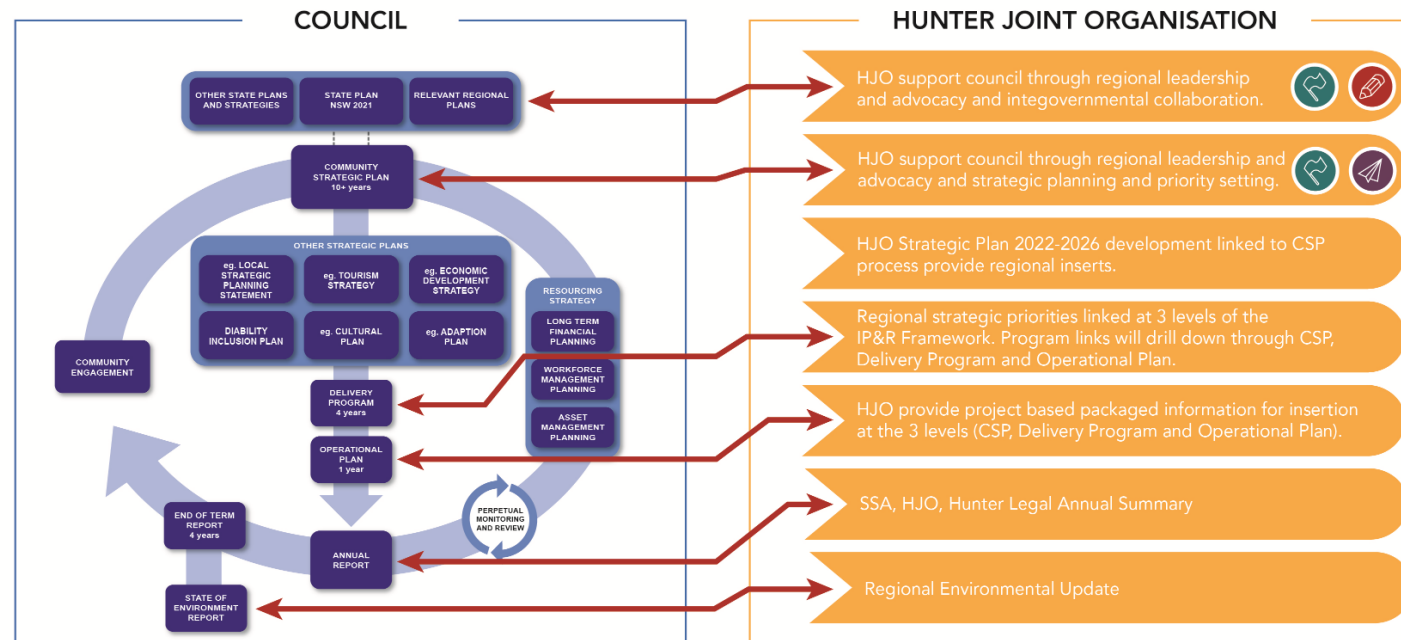
Recommendation:

- **That the Hunter JO Board Endorse the approach outlined for the development of the Hunter Joint Organisation Strategic Plan 2022-2026 and the interception points with Council's IP&R timeline.**

Attachment 22: Integrated Planning and Reporting Framework (IP&R) – Council and HJO Linkages

INTEGRATED PLANNING AND REPORTING FRAMEWORK (IP&R)

Council and Hunter Joint Organisation Linkages



The **LOCAL GOVERNMENT ACT** sets out three principal functions for joint organisations.



STRATEGIC PLANNING AND PRIORITY SETTING

to establish strategic regional priorities for the Joint Organisation Area and to establish strategies and plans for delivering those regional priorities.



REGIONAL LEADERSHIP AND ADVOCACY

to provide regional leadership for the Joint Organisation Area and to be an advocate for strategic regional priorities.



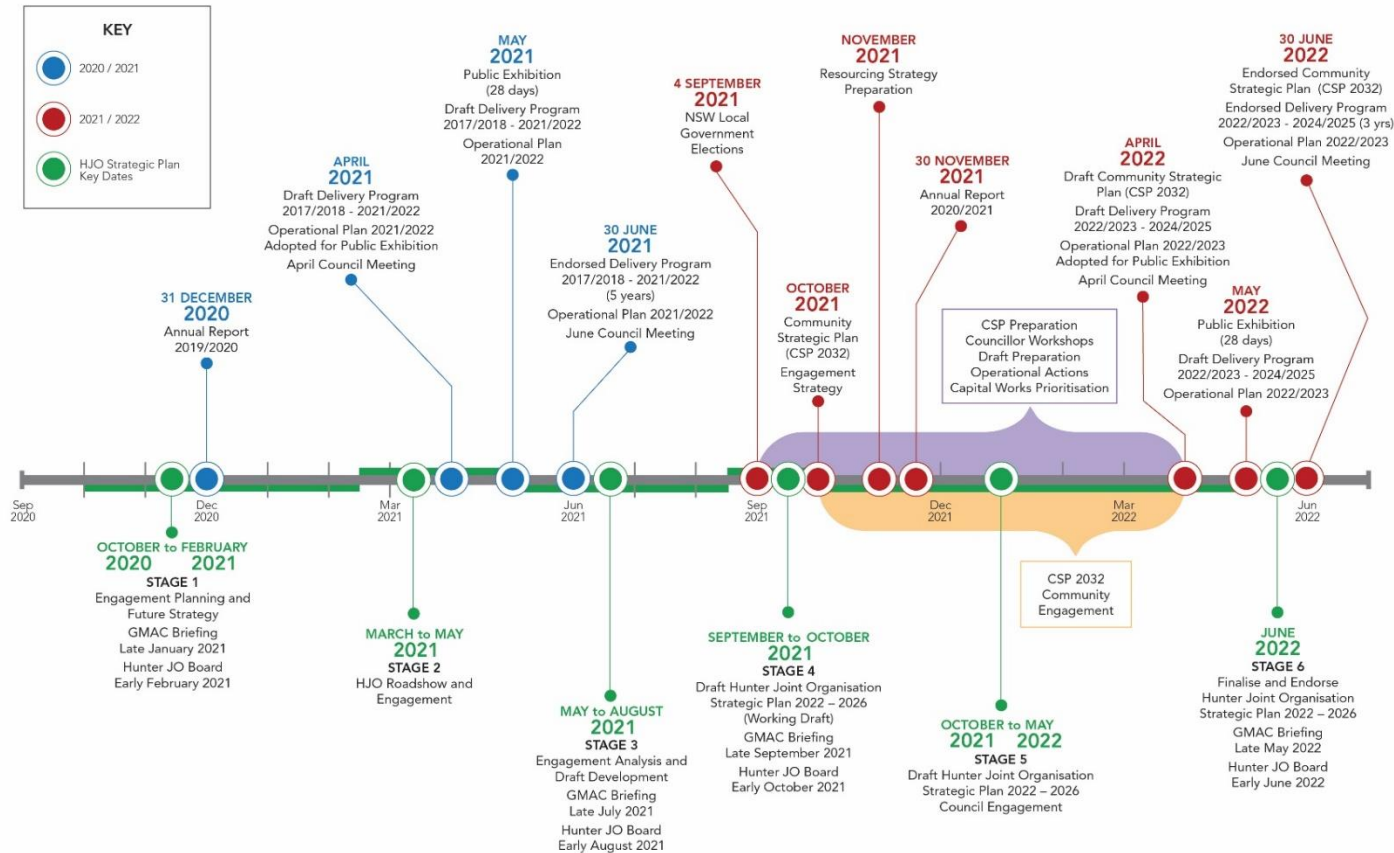
INTERGOVERNMENTAL COLLABORATION

to identify and take up the opportunity for inter government co-operation on matters relating to Joint Organisation Areas.

Attachment 23: Integrated Planning and Reporting (IP&R) Timeline – Hunter JO Strategic Plan Key Dates

INTEGRATED PLANNING AND REPORTING TIMELINE (IP&R)

Modified to illustrate key Hunter Joint Organisation (HJO) support points.



Report Author: Tim Askew, Regional Policy and Programs Manager

Responsible Officer: Steve Wilson, Director – Policy and Programs Division

Purpose:

The purpose of this report is to provide information on a proposed memorandum of understanding to prioritise recycled materials and circular economy based services in council procurement being proposed for Hunter JO member Council's (General Managers) to sign, along with Central Coast Council.

The intent of the MOU is that the councils of the region enter into an indicative, non-binding agreement to work together towards prioritising recycled materials and circular economy services in procurement, where cost and quality requirements are met, and to collaborate with the HJO and other participating councils to develop a common framework for a joint regional procurement of recycled materials.

The Circular Economy is a new economic paradigm and local government procurement can play a key part in the support of this economy. Developing the procurement component of the circular economy will create a demand pull and stable end markets for recycled content products in the Hunter and Central Coast regions, and in time, create economies of scale for these products that will benefit the entire community and local industry innovation and job creation.

Link to Hunter Joint Organisation Strategic Plan 2018-21 (Aspire.Act.Achieve).

Action Area	Action Area 2. Our enviable environment is protected for future generations and our resources are used efficiently Action Area 3. Our economy is multifaceted, resilient and is Australia's leading smart regional economy
Action	2.1. Continue to work together to deliver the Hunter and Central Coast Regional Environmental Management Strategy 3.9. Explore and act on smart ways to transform local and global disruptions, such as the disruption of recycling services, into economic opportunities for the Hunter

Implications for Councils

The MoU is a statement of intent that Councils will endeavour to procure more recycled content products and investigate opportunities for circular economy services, however it does not prescribe that procurement.

Working collaboratively to progress the intent of the MOU will mean that:

- Councils that already do so will continue procuring recycled content products and look to increase quantities where cost and quality requirements are met
- Councils who are yet to procure these products can consider buying them where cost and quality requirements are met by utilising the knowledge hub to be created through the Circular Economy Procurement Project.
- Councils participate in the Circular Economy Procurement Project (see page 3 for more details) by:
 - Providing access for the consultant working on developing the case studies, risks and opportunities report

- Providing data to the development of a knowledge hub database for use by all Councils signing the MoU
- Facilitating the sharing of the results of the case studies report and other knowledge hub materials developed by the Hunter JO to relevant staff and encourage relevant staff to attend workshops provided by the Hunter JO
- Participating in the development by the Hunter JO of the recycled content procurement framework and roadmap.

Background

Strict restrictions by neighbouring countries on recyclable materials exported from Australia in recent years have led to stockpiling and landfilling of valuable resources, highlighting a lack of domestic end markets and inadequate infrastructure for processing recycled materials. This has prompted federal and state policymakers to urgently investigate circular economy initiatives to process and channel these resources back into the economy.

With Coalition of Australian Governments (COAG) environment ministers banning the export of recyclable materials, local governments are in a strategic position to support state and federal circular economy policy, drive end markets for recycled materials, and stimulate regional infrastructure investment by prioritising recycled materials in procurement.

Recognised standards and a growing body of council and industry data now enable the safe and cost-effective adoption of a range of recycled materials across various applications, including materials such as glass, reclaimed asphalt pavement (RAP), reclaimed sand, and tyre crumb in civil works, clearing the way to a regional approach to procurement.

Joint regional procurement by a significant number of councils is expected to create sufficient demand to influence market development beyond the capabilities of individual councils and allow councils to cost-effectively procure safe, high-quality materials that meet specifications and resource recovery targets. The joint procurement outcomes will demonstrate to other organisations and the broader community the value of collaborating to achieve a more circular economy while continuously driving economies of scale in the recycled material markets and circular economy based services.

Precedents exist for this kind of MoU. The first precedent was established by nine South Australian councils, who announced on 18 September 2019 an MoU to increase the purchase of recycled content and secondly on the 7 November 2019 when Southern Sydney Regional Organisation of Councils (SSROC) signed a similar MoU with their 11 councils. Acknowledgement is provided to the support provided by the Southern Sydney Regional Organisation of Councils, Inc (SSROC) in providing guidance and context in the development of this MoU. SSROC have requested that at some time in the future we may sign a similar MOU between HJO and SSROC to further demonstrate to the market the intent of local government to support the circular economy.

The idea for the MoU was originally proposed by the Hunter Joint Organisation's Circular Economy Sub Committee (CESC) at their meeting on 1 November 2019 following the work of the South Australian and SSROC groups. The CESC subsequently endorsed developing and MoU at its meeting on 15 July 2019 and proposed it as a high priority as part of the **Circular Economy Procurement Project**.

The **Circular Economy Procurement Project**, is a priority project within the circular economy program of the Hunter JO, and supports and complements the federal COAG process, National Waste Strategy, NSW Circular, and key issues targeted under the NSW 20-year Waste and Resource Recovery Strategy review. It also provides councils with a positive narrative for their communities demonstrating that they are working proactively to improve resource recovery and help resolve the recycling crisis.

The **Circular Economy Procurement Project** is funded through the NSW EPA Better Waste Recycling Fund (BWRFF) grant and includes the following elements:

1. Developing a local recycled content knowledge hub including a case studies, risks and opportunities report

This will allow all Councils to benefit from the already successful work delivered and increase the overall level of recycled content procurement in the region. It will collate the current landscape of circular economy procurement in the region, to enable the sharing of learnings, risks, issues and specifications, and develop a shared hub of data that councils can use to increase procurement of recycled content products.

2. Developing education materials and workshops for Councils to help increase knowledge in the region, foster the sharing of information and increase interaction with the circular economy product suppliers
3. Developing a roadmap and framework to assist Councils to increase procurement of recycled content products and circular economy services.

Recommendation:

- **That the Hunter JO Board recommend the signing of a memorandum of understanding (MoU) by the General Managers of their councils, as a statement of intent to prioritise the procurement of recycled content products and circular economy services across Hunter JO Member Councils, and with Central Coast Council.**



Attachment 24 - Memorandum of Understanding to prioritise recycled materials and circular economy based services in council procurement

between the Councils of
the Hunter Joint Organisation,
and Central Coast Council

Background

Widely-recognised standards now enable the safe and cost-effective adoption of a range of recycled materials across various applications, including, for example, civil works materials. With Coalition of Australian Governments (COAG) environment ministers banning the export of recyclable materials contingent on the development of domestic secondary markets, councils need to act to ensure the continuity of recycling services. Local governments can help sustain recycling by supporting the state and federal circular economy policy, drive end markets for recycled materials, and stimulate regional infrastructure investment by prioritising recycled materials and circular economy based services in procurement.

Joint regional procurement by a significant number of councils is expected to create sufficient demand to influence market development beyond the capabilities of individual councils and allow councils to cost-effectively procure safe, high-quality materials that meet specifications and resource recovery targets. The joint procurement outcomes will demonstrate to other organisations and the broader community the value of collaborating to achieve a more circular economy while continuously driving economies of scale in the recycled material markets and circular economy based services.

Acknowledgement is provided to the support provided by the Southern Sydney Regional Organisation of Councils, Inc (SSROC) in providing guidance and context in the development of this MoU.

Purpose

The purpose of this Memorandum of Understanding (MoU) is to confirm that Hunter JO Councils and Central Coast Council agrees to work together towards:

1. Prioritising recycled materials in procurement;
2. Investigating procurement of circular economy based services, where cost and quality requirements are met; and
3. Collaborating to develop a common framework for regional procurement of these materials and services to support and drive the development of a circular economy.

Scope

This MoU will be effective until a Council chooses to withdraw, or the MoU is superseded by another agreement. A Council can withdraw from the MoU at any time.

Understanding

We agree to work together towards:

- Prioritising recycled materials in council procurement, where cost and quality requirements are met;
- Investigating procurement of circular economy based services, where cost and quality requirements are met;
- Communicating and promoting the benefits that are realised by individual Councils working collaboratively to increase the use of recycled materials in local government procurement;
- Collaborating with the Hunter JO and other Hunter JO member Councils to develop a common framework for regional procurement of recycled materials and circular economy based services.

[Signatures and logos page]

Signed on behalf of Cessnock City Council	Signed on behalf of HJO
XXX Name and title XXX	XXX Name and title XXX
Date	Date
Signed on behalf of Dungog Shire Council	Signed on behalf of City of Newcastle
XXX Name and title XXX	XXX Name and title XXX
Date	Date
Signed on behalf of Lake Macquarie City Council	Signed on behalf of Stephens Council
XXX Name and title XXX	XXX Name and title XXX
Date	Date
Signed on behalf of Maitland City Council	Signed on behalf of Singleton Council
XXX Name and title XXX	XXX Name and title XXX
Date	Date
Signed on behalf of MidCoast Council	Signed on behalf of Upper Hunter Shire Council
XXX Name and title XXX	XXX Name and title XXX
Date	Date
Signed on behalf of Muswellbrook Shire Council	Signed on behalf of HJO
XXX Name and title XXX	Signed on behalf of Central Coast Council
Date	Date

8. Matters Raised by Members

8.1 Hunter JO Support for MRI Licence

Report Author: Louisa Bulley, Executive Officer

Mayor Kay Fraser has approached the Chair of the Hunter JO regarding a letter of support to help gain a full Medicare licence for a Magnetic Resonance Imaging (MRI) system to be installed in the new Maitland Hospital due to open in 2022.

Both Cessnock and Maitland Councils have passed resolutions to support the licence, and as this MRI unit would potentially service patients from across the wider Hunter New England Health district, it has been suggested that a letter of support from the Hunter JO could assist this process.

A copy of the Maitland Council Resolution regarding the MRI licence has been included at Attachment 25.

Recommendation:

- **That a letter of support for a Full Medicare licence for a Magnetic Resonance Imaging (MRI) system to be installed in the new Maitland Hospital be endorsed by the Hunter JO Board, to be signed by the Chair out of session.**

9. General Business

9.1 Board Forward Planner & Governance Calendar

Report Author: Louisa Bulley, Executive Officer

Responsible Officer: Joe James, CEO

Executive Summary:

An updated Calendar of Compliance and Reporting Requirements for Joint Organisation has been circulated in August to all Joint Organisations from OLG.

For Discussion

A copy of the updated OLG Calendar of Compliance and Reporting Requirements has been included at Attachment 26. As part of planning for future reporting requirements, and to better plan the outputs planned by the Hunter JO, the Executive Officer has been working on a Forward Planner for the Hunter JO. A copy of this forward planner has been included at Attachment 27 for review by the Board.

Recommendation:

- **That the proposed forward planner is noted and endorsed by the Hunter JO Board**

9.2 Proposed 2021 Meeting Schedule

Report Author: Louisa Bulley, Executive Officer

Responsible Officer: Joe James, CEO

Executive Summary:

In order to plan the schedule of the Hunter Joint Organisation and its related entities for the next calendar year, a draft Board schedule has been proposed below for discussion.

GMAC / SSA Proposed Meeting Schedule 2021	
Thursday 28 January 2021	2019/21 Mid-Financial Year Budget Review
Thursday 25 March 2021	
Thursday 27 May 2021	2021/22 Final SSA/HJO Budgets for endorsement
Thursday 29 July 2021	
Thursday 30 September 2021	AGMs for LGL / SSA
Thursday 25 November 2021	
Hunter JO Proposed Meeting Schedule 2021	
Thursday 11 February 2021	Draft 2021/22 Budget Presented, with proposed member council contributions
Thursday 8 April 2021	
Thursday 10 June	2021/22 Final Budget for endorsement
Thursday 12 August 2021	
Thursday 14 October 2021	AGM for Hunter JO (LG elections will have taken place in September 2021)
Thursday 9 December 2021	

Recommendation:

- **That the proposed meeting schedule is noted and endorsed by the Hunter JO Board**