



## **Illawarra Shoalhaven Joint Organisation**

### **Board Meeting**

**Hosted by Shoalhaven City Council**

**Council Chambers, Bridge Street, Nowra**

**Friday 3 May 2019**

#### **Contents**

1. Welcome & Acknowledgement of Country .....	2
2. Attendees and Apologies .....	2
3. Presentations & Guests including Parliamentary Members .....	3
4. Confirmation of previous minutes and action items .....	3
5. Consideration of Late Business .....	3
6. Declaration of Interest .....	3
7. Reports .....	4
7.1 Chairman’s Minute .....	4
7.2 Department of Premier & Cabinet Update .....	5
7.3 Office of Local Government Update .....	7
7.4 ISJO General Managers Committee Report .....	8
7.5 Management Report of ISJO Chief Executive .....	10
8. New Business .....	17
8.1 Draft Budget and Statement of Revenue Policy for Exhibition .....	17
8.2 Financial Report – Year to Date – 26 April 2019 .....	18
8.3 Illawarra District Weeds Authority - Deed of Agreement .....	20
8.4 Code of Conduct and Procedures for Administration of Codes of Conduct .....	21
8.5 Endeavour Energy’s Peak Customer and Stakeholder Consultative Committee .....	23
8.6 Local Strategic Planning Statements .....	24
9. Late Business Item .....	26
10. Next Meeting .....	27

## 1. Welcome & Acknowledgement of Country

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Shoalhaven City Council Mayor Amanda Findley, to welcome Board and provide an Acknowledgement to Country.

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## 2. Attendees and Apologies

### Member Council Voting Delegates

#### Wollongong City

Clr Gordon Bradbery, Chairman  
Clr David Brown

#### Shellharbour City

Clr Marianne Saliba, Deputy Chairman  
Clr John Murray

#### Kiama Municipal

Clr Mark Honey  
Clr Neil Reilly

#### Shoalhaven City

Clr Amanda Findley  
Clr John Wells

### Member Council General Managers

#### Non-voting delegates

Carey McIntyre, Shellharbour City  
Kerry McMurray, Kiama Municipal  
Stephen Dunshea, Shoalhaven City  
Greg Doyle, Wollongong City

### Department of Premier & Cabinet

Anthony Body, Director Illawarra Shoalhaven Region  
Kirstan Fulton, Deputy Director, Regional Coordination - Illawarra-Shoalhaven

### Office of Local Government

Elizabeth Dixon, Council Engagement Manager

### ISJO

Leanne Taylor, Chief Executive  
Charmain North, Office Manager

### Guests

Matthew Dudley – Transport for NSW

### Apologies

Paul Scully MP, Member for Wollongong

### 3. Presentations & Guests including Parliamentary Members

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10.10am - **Mathew Dudley, TfNSW – Illawarra Shoalhaven Future Transport Plan**

11am – **The Hon Shelley Hancock MP, Minister for Local Government**

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### 4. Confirmation of previous minutes and action items

#### **Recommendation**

That the Board endorse the minutes subject to any changes from the ISJO Board meeting held on Friday 22 February 2019 hosted by Wollongong City Council.

Report will be provided on outstanding action items.

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### 5. Consideration of Late Business

**Background:** The ISJO Code of Meeting Practice allows for the consideration of late business if, at the commencement of the meeting, items are listed for possible discussion at the conclusion of tabled business and if there is general agreement by delegates that it is appropriate to discuss the matters on the day.

**Recommendation** that any items of Late Business be noted for later discussion.

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### 6. Declaration of Interest

In accordance with ISJO's Code of Meeting Practice and specifically Section 451 of the Local Government Act, 1993 declarations of interest are required by Councillors and designated staff attending the meeting.

## 7. Reports

### 7.1 Chairman's Minute

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**Recommendation:**

That the information be received and noted.

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As with all organisations, there is a season for change and for ISJO that season is now: our new ISJO Chief Executive Leanne Taylor commenced in early April; and very shortly two new General Managers for Wollongong City Council and Shoalhaven Council will follow. These changes provide us with the opportunity to introduce new ideas and energy to assist us in driving our regional leadership advocacy, intergovernmental partnerships, strategic regional planning and collaboration agendas forward.

The political landscape is undergoing change also. At the May Board meeting our state government partners will be providing us with a post-election update on where the realignment of portfolios into larger departments is up to. This clustering of portfolios may provide even greater opportunities for regional partnerships, support and resourcing of regional priorities.

Our relationship with Western Sydney continues to be a high priority, with the May Board meeting providing a focus on our region's connectivity with Western Sydney. We have scheduled two presentations from Transport NSW: the first is an update on the planning for the Outer Sydney Orbital Stage 2 (a motorway connection from South West Sydney to the Illawarra); and the second is to provide an update on our regions' Future Transport Plan.

Coupled with these are the three workshops our Mayors, General Managers and ISJO Chief Executive are attending along with counterparts from Western Sydney over late April/May. There has never been a better time to come together, firm up cross-regional relationships and scope out an Action Plan to deliver improved social, economic and employment connections.

I am pleased that Leanne has joined us and this is now our opportunity to ramp up the JO to serve our constituent Councils and the region at a level never experienced before. With the State Government committed to the role of JOs and an unprecedented level of cooperation between the two levels of Government I look forward to great outcomes.

**Clr Gordon Bradbery AM**

**Chairman, ISJO**

## 7.2 Department of Premier & Cabinet Update

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**Referred by:** DPC

**Author:** Anthony Body

**Attachment:** No

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### **Recommendation**

That the Board accept and note the Department of Premier & Cabinet verbal report.

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### **Background**

Anthony Body, Director, DPC Regional Illawarra Shoalhaven will provide updates on the initiatives of the Leadership Executive, programs and announcements involving local government.

### **NSW Government / ISJO Projects**

#### NSW South Coast Marine Tourism Strategy (SCMTS)

- The SCMTS Implementation Working Group met on 28 February 2019 and agreed Terms of Reference. Membership includes NSW Government agencies, ISJO and representatives of Eurobodalla and Bega Councils.
- The Working Group will report into the Illawarra-Shoalhaven Leadership Executive.

#### Western Sydney – Illawarra-Shoalhaven Action Plan (WSIS Action Plan)

- Elton Consulting has completed 22 targeted stakeholder interviews, including the Chair of ISJO, to inform the early development and direction of the Action Plan. Interviews were focused on the links, priorities and opportunities that exist between the two regions.
- Elton Consulting has also facilitated the first of three workshops to build relationships, collaboration and shared objectives between the two regions. DPC thanks you for your participation in these workshops and look forward to your continued support.
- It is anticipated the Action Plan will be finalised by July 2019.

#### Dairy Project

- DPC has begun initial discussions with government and industry stakeholders in the dairy industry, including Local Lands Services, Dairy NSW and dairy farmers.
- It is anticipated the project would respond to some of the issues facing farmers as a result of the drought, but would also go beyond drought-specific work. The initial themes are centred on energy efficiency, business support, and social and emotional support.
- If progressed, this project could be monitored through the Illawarra-Shoalhaven Leadership Executive.

## Grants Update

### Regional Grants Update

For the Illawarra-Shoalhaven, a total of \$53,324,141 funding has been approved as at February 2019.

- Stronger Country Communities Fund - \$8,359,818
- Regional Communities Development Fund - \$10,000,000
- Connecting Country Communities / Mobile Black Spots - \$824,187
- Growing Local Economies - \$20,927,322
- Regional Cultural Fund - \$10,580,709
- Regional Growth – Environment and Tourism Fund - \$2,632,105

### Key Regional projects

- Illawarra Regional Airport
- Bundanon – Museum and accommodation
- KACCOE

## Government Announcements

### Key elections commitments

- Before and after school – NSW commitment
- Improved Amenity – Callala and Huskisson schools
- Staff increases – ISLHD – Doctors, nurses, Allied health and support staff
- Shellharbour hospital carpark
- Shoalhaven hospital upgrade
- Improvements to train line berry to Gerringong and Bomaderry station
- New bus services – Nowra Bomaderry

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## Financial / Resource Implications

Nil.

[Link to Contents](#)

## 7.3 Office of Local Government Update

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**Referred by:** OLG

**Author:** Elizabeth Dixon

**Attachment:** No

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### **Recommendation**

That the Board accept and note the Office of Local Government verbal report.

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### **Background**

Elizabeth Dixon, Council Engagement Manager with will provide an update from the Office of Local Government.

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### **Financial / Resource Implications**

Nil.

[Link to Contents](#)

## 7.4 ISJO General Managers Committee Report

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**Referred by:** ISJO

**Author:** Chief Executive

**Attachment:** Yes – General Managers Committee Agenda

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### **Recommendation**

That the Board receive and note the report.

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### **Background**

The General Managers Committee is an advisory committee to the Joint Organisation, chaired by the ISJO Chief Executive and managed under the terms of reference adopted by the committee in August 2018. The committee met on 16 April 2019 at Shoalhaven City Council with Shoalhaven, Wollongong, Shellharbour, OLG, DPC and ISJO in attendance. Items discussed can be found in the attached [agenda](#).

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### **Financial / Resource Implications**

Nil.

[Link to Contents](#)

Attachment Item 7.4



ISJO General Mangers  
Committee

16 April 2019

Agenda for meeting to be held on Tuesday 16 April 2019

Shoalhaven City Council - Jervis Bay Rooms 1 & 2

1. Welcome, Apologies & Introductions

**Acceptances:** Carey McIntyre, Shellharbour; Stephen Dunshea, Shoalhaven; Greg Doyle, Wollongong; Linda Davis, Kiama; Leanne Taylor, ISJO.

**Guests:** Anthony Body, DPC; Kirstan Fulton, DPC; Elizabeth Dixon, OLG.

**Apologies:** Kerry McMurray, Kiama

2. Minutes from last meeting

Confirmation of minutes of last meeting. (Copies available on the [extranet](#))

3. Actions Arising from previous meeting

Item	Action	By Who	Result
Crown Reserves – Plans of Management	Establish a PCG to investigate a regional panel of consultants to prepare Plans of Management	JO	PCG have met, further information being collated by each LGA on crown reserves and current purposes
Biodiversity Reforms	Consult with Planning Directors on whether to support post Dec 19	JO	Pending date for next Planning meeting
LGP MOU	Procurement Steering Committee to agree to MOU and signing	JO	Completed 19/2/19

4. Guest Speakers, Presentations and Standing Items

Department Premier & Cabinet update

Office of Local Government update

Upcoming Board meeting draft agenda

Operational & Management Report

General Managers to give a verbal update on their Council

5. New Business

*5.1 – Regional Leadership:*

Western Sydney Illawarra Shoalhaven Action Plan – Workshops – Context Paper for information  
Joint submission with RDAI on Princes Highway Corridor Strategy Discussion Paper – for information

*5.2 – Regional Collaboration:*

Economic Development Managers Meeting 11 April - outcomes  
LG Professionals – Rural Management Challenge

*5.3 – Strategic Conversation:*

Chief Executive – facilitated discussion on GM Committee format and function

6. Next Meeting

Thursday 13 June, hosted by Kiama Council.

## 7.5 Management Report of ISJO Chief Executive

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**Referred by:** ISJO

**Author:** Chief Executive

**Attachment:** [Yes](#) [Item 7.5a ISJO Management Report to 5 April 2019](#)

[Yes](#) [Item 7.5b Establishment Funding Action Plan Progress Report](#)

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### Recommendation

That the Board:

1. Receive and note the Management Report to 5 April 2019
  2. Note the expenditure and progress report on the Establishment Funding Action Plan
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### Chief Executive's April Summary

By 3 May I will have completed my first month in the role of Chief Executive - which has been an important time in establishing myself in the role. I have placed an emphasis on relationship building and undertaking an environmental scan of what has come before me in order to identify the strengths I will continue to build on, while also identifying many opportunities to consider for strategic plans moving forward. I have now had the opportunity to meet face to face with the majority of the Board as well as the majority of key regional stakeholders and have to say the experience has been extremely worthwhile with lots of sharing and strategic conversations had! There is considerable goodwill across the four member Councils as well as across our regional partners which I plan to leverage off.

In addition to this, I have also had an internal focus where I have spent time with the ISJO staff, getting to know them and the programs they are working on.

### Background

The April ISJO Management Report has been included as [Item: 7.5a](#) on the extranet which includes an update of the activities undertaken towards delivery of the ISJO Statement of Strategic Regional Priorities. Further key updates are included below:

#### Establishment Funding Allocation and Action Plan

As the Board are aware ISJO received \$300,000 from the NSW Government to assist in covering establishment costs of the new organisation. [Item: 7.5b](#) reports on expenditure and the progress implementing the approved activities from the action plan.

#### Audited Financial Statement FY 2017/18

The appointed auditor of Kiama Municipal Council is currently undertaking the audit for the 2017/18 Financial Statements for the previous ISJO entity and the Illawarra District Weeds Authority. These reports will be distributed independently or tabled at the Board meeting should they be received in time.

### Illawarra District Weeds Authority Dairy Farmers Giant Parramatta Grass Project

The Federal Government has granted \$49,350 to Kiama Municipal Council on behalf of the Illawarra District Weeds Authority to manage weeds impacting on the Illawarra Dairy industry.

As an emerging weed in the area, Giant Parramatta grass (GPG) poses a major biosecurity threat. It is essential that targeted, coordinated and integrated programs are implemented to deliver the greatest management benefits. Drought conditions in the Kiama, Shellharbour and Wollongong area have seen overgrazing and the subsequent degradation of pastures. This coupled with the importation of (contaminated) fodder has seen an invasion of GPG in previously productive dairy lands.

As an invasive grass of poor quality and low palatability, this program aims to assist struggling dairy farmers by providing the education and resources to firstly control the weed by strategic application of herbicides and then rehabilitate the landscape through integrated pest management strategies including pasture renovation. As a regional priority weed within the South East Regional Weed Management Plan it is imperative GPG is controlled to prevent further spread and impact.

### **Western Sydney - Illawarra Shoalhaven Action Plan**

In December 2018 ISJO, the Department of Premier and Cabinet Illawarra Shoalhaven, the University of Wollongong and RDA Illawarra partnered to engage a consultant to develop a Western Sydney – Illawarra Shoalhaven Action Plan. The joint procurement process resulted in Elton Consulting being engaged.

For some time the strategic nature of the relationship between our region and Western Sydney has been recognised, but has not been formally led by key decision makers across both regions. Elton Consulting has commenced the development of the Action Plan – with key regional and industry stakeholders from both regions surveyed prior to Easter to determine current levels of relationships and engagement; as well as to scope out potential opportunities, challenges and key drivers for change. It is intended the outcomes of the survey will be used as a basis for three workshops where Mayors, General Managers, ISJO's Chief Executive and other key stakeholders from both regions will participate on 29 April, 13 May and 28 May in order to develop the Action Plan. The Action Plan will scope out strategies to deliver on: passenger transport and freight and logistics; the Western Sydney Aerotropolis; governance; and industry and manufacturing. A final version of the Action Plan is expected by July 2019.

### **Memorandum of Understanding with Local Government Procurement – signed**

A Memorandum of Understanding (MOU) between Local Government Procurement (LGP) and ISJO was signed on 19 February 2019. This MOU formalises the relationship between ISJO and LGP for their Rebate Scheme for the 2018/19 financial year. This Scheme rewards participants who increase their annual expenditure of LGP contracts by LGP allocating a sum based on the percentage increase of annual expenditure from 40% of LGP's annual operating surplus.

Post FY 18/19, LGP intend undertaking a stakeholder engagement process to review ongoing arrangements which is likely to result in them offering a multiple year program to participants.

### **Litter Program Grant – received**

ISJO recently applied for funding through Stage 4 of the NSW EPA Litter Regional Implementation Program (L-RIP). The L-RIP objective is to support Regional Waste Groups in delivering effective litter prevention projects that best address regional needs and contribute to achieving NSW goals in

long-term litter reduction. Projects are to deliver on priorities identified in Regional Litter Plans, based on evidence from local litter data.

Stage 4 provided grant funding for two streams:

- On-Ground Projects – delivering on-ground litter reduction and prevention, applying the integrated approach – education, infrastructure, enforcement and monitoring and evaluation.
- Own It and Act Projects – embedding litter prevention in the organisation.

ISJO has been successful in securing \$126,000 in funding across both streams for three projects:

1. We Bin our Butts - \$72,500  
*Reducing cigarette butt litter in recreational parks through infrastructure, education and enforcement*
2. Disposal barriers for silage wrap - \$6,500  
*Determining barriers to correct storage and disposal of silage wrap from rural properties to prevent it littering our waterways and along roadsides*
3. Cost of Litter Study - \$47,000  
*Individual review of costs associated with litter management and prevention across each member Council, to inform and assist with development of a business case.*

#### **Shellharbour Clean Up and Prevention Grant – received**

On behalf of Shellharbour Council, ISJO has been successful in receiving \$36,200 to a project to reduce incidences of Illegal Dumping at targeted sites near Dunsters Lane. This will be done through evidence collection and management, appropriate infrastructure, increased enforcement and community education. Shellharbour City Council will support the project through installation of signs, surveillance cameras and rock boulder barriers, additional ranger presence and a supporting social media campaign.

#### **Financial / Resource Implications**

Budget will be updated to reflect the \$126,000 EPA litter grant funding and EPA Shellharbour Clean up and Prevention Grant of \$36,200.

#### **Submission on Princes Highway Corridor Strategy**

In February 2019 the Department of Infrastructure, Regional Development and Cities (DIRDC) issued the Princes Highway Corridor Strategy Issues Paper, seeking feedback from stakeholders prior to developing a final strategy.

The Issues Paper takes into consideration access and connectivity, safety, regional development, efficiency and sustainability, investment and vision.

ISJO and RDA Illawarra partnered to jointly prepare a regional [submission](#) that commended the DIRDC on undertaking the Princes Highway Corridor Strategy within the context of a whole of corridor perspective. The submission identified the following Illawarra Shoalhaven regional factors for consideration in the strategy:

- high levels of vehicle movements on the Princes Highway, with up to 55,000 vehicles per day

- large peri-urban region, with population growth to over 480,000 people projected by 2036
- iconic tourist road, the Grand Pacific Drive
- limited east west links to and from the Princes Highway across the Great Dividing Range
- critical importance of the Port of Port Kembla as a key economic asset which is under-utilised
- due to the south coast rail line ending at Bomaderry, the principal land transport link south is via the Princes Highway, and requires further freight consideration and B-Double access.

In addition, the submission highlighted that Illawarra's \$26 billion economy in 2017 makes it the third largest in NSW, yet travel delays are costing the region over half-a-billion a year – an amount that will only continue to grow.

Given ISJO and member councils are on SEATS (South Eastern Australia Transport Strategy), it was also recommended that SEATS be engaged to ensure that projects with regional benefits are identified.

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[Link to Contents](#)

Attachment: Item 7.5b

## **Progress Report as at 5 April 2019 Illawarra Shoalhaven Joint Organisation**

### **Establishment Funding Allocation and Action Plan**

#### *Background*

Following commencement of Joint Organisations, the NSW Government has provided \$3.3 million in funding to help establishment. The Illawarra Shoalhaven Joint Organisation has been allocated \$300,000 to assist establishment costs of the organisation.

#### *Governance*

To ensure robust governance of the expenditure of the funding, the following processes will be followed:

- Progress of expenditure and implementation will be reported to the ISJO Board at each general meeting until funds are expended.
- Establishment funding will be accounted separately and will be reported as an internally restricted asset within the ISJO Financial Statements
- Progress and expenditure report will be submitted to the OLG by 31 August and 28 February each year until funds are expended.
- Establishment funding will adhere to the guidelines and only be utilised on eligible activities.

Activities that are eligible for funding include the following areas:

1. Expert establishment and implementation advice
2. Systems to support operation of the new joint organisation
3. Information and communications technology, e.g. new website
4. Capacity-building initiatives
5. Facilitation services to support establishment of regional priorities
6. Remuneration of the executive officer and other staff
7. Grants to member councils

The following table outlines the activities which the establishment funding will support. The first column cross-referenced with the eligible areas listed above. A contingency has been created until projects are fully scoped and costed.

Eligibility Number	Activity	Responsibility	Timeframe	Status as at 5/4/19	Budget Ex GST	Expenditure to 5/4/19
1 / 2	Systems Establishment and expert implementation advice <b>a.</b> Set up finance system including Authority fund for purchasing, payroll and accounting systems to enable Kiama Council to manage financial services <b>b.</b> Drafting of service level agreements, assistance with winding up voluntary association and creation of new entity	Consultant E.O.	By 30/9/18	a. Bank reconciliation process to be finalised with Kiama Council.  b. Draft SLA complete awaiting cost feedback from Kiama Council.	75,000	66,917
3 / 4	Information and Communications - Website upgrade of CMS, improve functionality and extranet for council staff - Communications & Engagement Strategy Implementation	Consultant E.O.	By 30/11/18	Website consultant engaged for design refresh, upgrade CMS and archiving SCG website, total cost \$14,200. Re-launch occurred mid-March – <a href="http://www.isjo.org.au">www.isjo.org.au</a>  Remaining allocation towards development of a ISJO Communications and Engagement Strategy to occur following new Strategic Business Plan development.	35,000	14,200
4 / 5	Implementation of Regional Priorities and capacity-building activities <b>a.</b> Regional Infrastructure Prioritisation Project (matrix etc.) <b>b.</b> SMART Region Strategy Implementation	Consultant E.O.	a. By 31/12/18 b. By 31/3/19 c. By 30/6/19	<b>a.</b> Audit of council facilities to be undertaken in relation to tourism infrastructure.  <b>b.</b> 2/11/18 Coordination Group met to discuss implementation. Allocation	100,000	20,000

Eligibility Number	Activity	Responsibility	Timeframe	Status as at 5/4/19	Budget Ex GST	Expenditure to 5/4/19
	c. Other Projects from Statement of Strategic Regional Priorities - <i>Western Sydney Action Plan</i>			towards engagement strategy of \$5,000.  c. Board endorsed of \$20,000 towards Illawarra Shoalhaven - Western Sydney Action Plan, consultant engaged 14/2/19. Workshops occurring May/June.		
6	Staff remuneration contribution towards Interim Executive Officer, backfill requirements of Regional Programs Manager role and Recruiter fees for new Executive Officer	E.O.	By 30/6/19	Consultant engaged to assist grant application for Contaminated Lands Support Officer. Consultant engaged to undertake E.O. recruitment. New Chief Executive commenced 1 April. Expenditure yet to be reflected.	80,000	2,079
	Contingencies				10,000	
	Progress reports to the ISJO Board at least quarterly until funds are expended	E.O.	Quarterly	November 2018 Board complete February 2019 Board complete May 2019 Board complete	-	
	6 monthly progress and expenditure report to OLG	E.O.	By 28/2/19	Complete	-	
	Final progress and expenditure report to OLG	E.O.	By 31/8/19		-	
	<b>TOTAL</b>				<b>300,000</b>	<b>103,196</b>

## 8. New Business

### 8.1 Draft Budget and Statement of Revenue Policy for Exhibition

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**Referred by:** ISJO

**Author:** Chief Executive

**Attachment:** Draft Budget to be distributed separately prior to the Board meeting

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#### **Recommendation**

That the Board:

1. Endorse the draft ISJO Budget and Statement of Revenue Policy 2019-20 to be placed on public exhibition on the ISJO website for 28 days from 13 May until 13 June 2019.
  2. Consider a revised Budget and Statement of Revenue Policy following the public exhibition for adoption.
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#### **Background**

The Joint Organisation is required to adopt a statement of revenue policy and budget for 2019-20 by 30 June 2019. The statement must include a detailed estimate of the joint organisation's income and expenditure, types of fees proposed to be charged and the amounts of any proposed borrowings and the means by which they are proposed to be secured.

Under the ISJO Charter, each member council is to contribute a monetary payment or equivalent contribution based on equal contribution by all member councils in order to perform the principal functions of the ISJO Secretariat – namely the Chief Executive and associated office function.

Contributions by participating member councils for other functions, such as service delivery or shared services are on an agreed outcomes focused funding ratio.

In preparation of the draft budget, the revised Board endorsed remuneration package for the Chief Executive has been included in the ISJO Secretariat Operating Expenses. It is worth noting that this figure is higher than what was budgeted for in previous budgets and has resulted in a shortfall.

Further work will be done on scoping what capabilities the ISJO requires once the new strategic plan is endorsed at the June board meeting. Moving forward the GMs Committee will work with the ISJO to review the member contribution model to reflect any changes to the ISJO operational priorities.

The JO Establishment Funding provided by the NSW Government will be further utilised for business case development of new strategic initiatives; and potentially to facilitate grant opportunities requiring ISJO to dollar match.

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#### **Financial / Resource Implications**

Nil.

## 8.2 Financial Report – Year to Date – 26 April 2019

**Referred by:** ISJO

**Author:** Jim Fraser ISJO Regional Manager Programs & Operations

**Attachment:** No

### Recommendation

That the Board:

1. Receive and note the financial report for the period to 26 April 2019
2. Approve budget variations to reflect grant funding received

### Background

In transitioning to the new ISJO stand-alone entity, further work is required to be completed by Kiama Municipal Council in setting up the accounting systems. A Service Level Agreement is being negotiated between ISJO and Kiama Municipal Council which clearly sets out the expectations and agreed service delivery from Kiama Municipal Council to ISJO. At this time Kiama Municipal Council has been in a position to provide a report Income and Expenditure YTD (as at 26 April 2019) in the table below, which sets out income and expenditure tracking across each of the ISJO program areas.

### ISJO Consolidated Expenditure (excluding the Illawarra District Weeds Authority)

Activity	2018/19 Adopted Budget	2018/19 YTD Actuals	2018/19 Commitments	2018/19 Total Actuals (incl commitments & oncosts)
<b>Grand Total</b>	<b>46,868</b>	<b>(650,367)</b>	<b>281,632</b>	<b>(368,734)</b>
<b>Total Operating Expenditure</b>	<b>1,774,413</b>	<b>1,310,045</b>	<b>281,632</b>	<b>1,591,677</b>
<b>Total Operating Income</b>	<b>(1,727,545)</b>	<b>(1,960,412)</b>	<b>0</b>	<b>(1,960,412)</b>
<b>Operating Expenditure by Program</b>				
Secretariat, including JO Est. Grant Fund Projects	637,968	580,423	65,876	646,299
Regional Procurement Program	180,954	69,897	7,560	77,457
Regional Waste & Recycling Programs	955,491	489,061	54,687	543,748
Projects & Programs incl. Litter Round 3, Marine Tourism Strategy, Western Sydney Action Plan,		170,663	153,509	324,172

While there have been some slight variances in line items across the budget, expenditure is well below income. Further detailed income and expenditure reporting for this financial year will be provided at the June Board Meeting.

**Illawarra District Weeds Authority – YTD Expenditure**

Activity	2018/19 Adopted Budget	2018/19 YTD Actuals	2018/19 Commitments	2018/19 Total Actuals (incl commitments & oncosts)
<b>Grand Total</b>	<b>(31,500)</b>	<b>(42,275)</b>	<b>500</b>	<b>(41,775)</b>
<b>Total Operating Expenditure</b>	<b>330,059</b>	<b>230,038</b>	<b>500</b>	<b>230,538</b>
<b>Total Operating Income</b>	<b>(361,559)</b>	<b>(272,313)</b>	<b>0</b>	<b>(272,313)</b>

**Budget Variations**

As reported in Item 6.5, ISJO has been successful in receiving \$126,000 from the EPA to deliver Stage 4 Litter Programs. The funds will be received in 2018/19, but will primarily be delivered in 2019/20 on the finalisation of Stage 3 Litter Programs. ISJO has also received \$36,200 from the EPA for the Shellharbour Clean Up and Prevention Grant.

The Illawarra District Weeds Authority (IDWA) was successful in receiving \$10,000 under the Small Grants program through the South East Weeds Action Program administered by Local Land Services. The ‘Urban Hot Spots’ program will inspect residential areas in each of the three member council areas for the State listed Control Order weed Boneseed and the regionally listed eradication weed Cats Claw Creeper.

**Financial / Resource Implications**

Nil.

[Link to Contents](#)

### 8.3 Illawarra District Weeds Authority - Deed of Agreement

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**Referred by:** ISJO

**Author:** Jim Fraser ISJO Regional Manager Programs & Operations

**Attachment:** No

**NOTE: This item for consideration by IDWA participating councils Wollongong, Shellharbour and Kiama**

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#### **Recommendation**

That Board delegates from the participating councils in the Illawarra District Weeds Authority of Kiama Municipal, Shellharbour City and Wollongong City delegate to each General Manager the finalisation of the updated Joint Venture Deed of Agreement.

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#### **Background**

The Illawarra District Weeds Authority (IDWA) operates under a deed of agreement executed in 1994 by the three participating councils of Wollongong, Shellharbour and Kiama. The IDWA is managed by ISJO on behalf of Kiama Council who is the nominated manager as per the agreement.

As advised to the Board in September 2018, with the transition of ISJO staff employment to the new entity, an updated Deed of Agreement (the Deed) is being finalised in consultation with the IDWA Committee, which has technical staff and Councillor representation from all three councils.

The Deed outlines the joint venture relationship and outlines the roles and responsibilities of all parties and has also been updated to reflect commencement of the Biosecurity Act 2015 and relevant regulations.

The purpose of this report is request Board delegates of IDWA participating councils delegate finalisation of the Deed of Agreement to each of the General Managers.

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#### **Financial / Resource Implications**

Nil.

[Link to Contents](#)

## 8.4 Code of Conduct and Procedures for Administration of Codes of Conduct

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**Referred by:** ISJO

**Author:** Chief Executive

**Attachment:** Yes [8.4a Draft Code of Conduct](#)

[8.5b Draft Procedures for the Administration of the Codes of Conduct](#)

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### Recommendation

That the Board adopt the Code of Conduct for Joint Organisations and the Procedures for the Administration of the Code of Conduct.

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### Background

The ISJO Board adopted our current Code of Conduct and Administrative Procedures at the 29 June 2018 Board Meeting. These were based on the draft Model Code exhibited by the Office of Local Government and were updated to reflect joint organisations.

The 2018 Model Code of Conduct for Local Councils in NSW and the associated Procedures for the Administration of the Model Code of Conduct for Local Councils and Joint Organisations in NSW were prescribed on 14 December 2018.

Councils and Joint Organisations must adopt the new Model Code of Conduct and Procedures within 6 months of prescription, (14 December 2018 – 14 June 2019). It should be noted that the 2018 Model Code of Conduct and Procedures only apply from 14 June 2019 or the date they are adopted by ISJO (whichever is first). They are not retrospective. For any allegations that relate to behaviour or conduct that occurred prior to the new Model Code and Procedures being adopted by the ISJO, the previous versions of the Model Code and Procedures apply.

The key changes from the existing Model Code of Conduct include:

- incorporation of the pecuniary interest provisions contained in the Local Government Act 1993 and Regulation
- new standards relating to discrimination and harassment, bullying, work health and safety, behaviour at meetings, access to information and maintenance of JO records
- new rules governing the acceptance of gifts including mandatory reporting
- a new ongoing disclosure requirement for Councillors and designated persons requiring disclosure of new interests in returns of interests within three months of becoming aware of them
- Councillors will be required to disclose in their returns of interests, whether they are a property developer of a close associate of a property developer.

ISJO may include supplementary provisions in its adopted Codes of Conduct and may also impose more onerous requirements than those prescribed under the Model Code of Conduct. However, ISJO must not dilute the standards prescribed in the Model Code of Conduct.

The documents have been updated to substitute the term “chair” for “mayor” and “member” for “councillor” and “chief executive” in place of “general manager”. There is no requirement for Joint Organisations to publically exhibit the Codes of Conduct.

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### **Financial / Resource Implications**

Nil.

[Link to Contents](#)

## 8.5 Endeavour Energy's Peak Customer and Stakeholder Consultative Committee

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**Referred by:** ISJO

**Author:** Chief Executive

**Attachment:** No

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### **Recommendation**

That the Board approve the ISJO Chief Executive participating on Endeavour Energy's Peak Customer and Stakeholder Consultative Committee for the next 12 months.

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### **Background**

Endeavour Energy have invited ISJO's Chief Executive to represent the Illawarra Shoalhaven region on their newly scoped Peak Customer and Stakeholder Committee for the next 12 months. The Committee membership has now been reviewed to include senior decision makers from: regions, urban planning, renewables, electricity retailers and vulnerable customer agencies to ensure their operational requirements are met.

ISJO has a history of partnering with Endeavour Energy having played a direct role in helping Endeavour Energy shape its key customer priorities in their 2019-24 Regulatory Proposal through the provision of a submission in 2017. Previous to this Lesley Scarlett represented the region on an earlier iteration of this Committee in 2013.

Should the Board endorse the participation of the Chief Executive on this renewed Committee, the anticipated benefit to the region will be to have a voice in the development of Endeavour Energy's business initiatives and customer consultation processes; as well as provide feedback on any proposed investment to ensure our region's connections enable economic growth and future energy choices are considered.

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### **Financial / Resource Implications**

The investment of the Chief Executive's time equates to participating in three or four meetings during the year with each meeting lasting for approximately 2 hours. The location of these meetings will vary, but is likely to include Parramatta and Sydney CBD. The provision of Skype will eliminate travel time, but should face to face attendance be required Endeavour Energy are also offering a stipend of \$500 per meeting to cover time and travel costs.

[Link to Contents](#)

## 8.6 Local Strategic Planning Statements

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**Referred by:** ISJO

**Author:** Chief Executive

**Attachment:** No

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### Recommendation

That the Board note:

- the regional support ISJO is providing to member councils in the regional consultation process with peak bodies and stakeholders for their Local Strategic Planning Statement (LSPS); and
  - the obligation for all member Councils to have adopted their Local Strategic Planning Statement (LSPS) for submission to and endorsement by the Department of Planning and Environment by 1 July 2020.
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### Background

In March 2018 amendments to the Environmental Planning and Assessment Act 1979 introduced a new requirement for local councils to prepare and make a Local Strategic Planning Statement (LSPS). Each council's LSPS will set the context for their planning priorities which meet the community's needs and deliver key state and regional planning objects and include:

- The 20 year vision for land use in the local area
- How future growth and change will be managed
- The shared community values to be maintained and enhanced
- The special characteristics which contribute to local identity

Each LSPS will inform changes to the planning controls in member council's LEP and DCPs to achieve the priorities. It will also inform other planning tools such as contribution plans, to ensure that local facilities are provided as the community's needs change. State agencies will also use each LSPS to inform their infrastructure planning and service delivery such as schools, hospitals and transport to support local communities.

While this process adds a layer to the planning processes, the benefits to member councils will be in: improved communication; increased certainty and clarity in land use requirements; less controversy as LSPSs will assist in justifying DA decision making and provide evidence at the Land and Environment Court; reduced spot rezonings; greater community understanding; and may provide assistance in the interpretation of controls.

ISJO, in partnership with each member Council's Planning Director, has scheduled a regional consultation session with regional peak bodies and stakeholders including RDA Illawarra, RDA FSC, NSW Ports, Illawarra Business Chamber, The Property Council, UDIA, UOW for 6 May. This regional approach will enable the collection of feedback in a streamlined, whole of region systematised way.

The Department of Planning and Environment has engaged the University of Technology Sydney to deliver two training sessions on the LSPS process in our region: one for Councillors; and one for member Council staff. At the time of writing this paper the training is planned to occur in June 2019, with exact date, time and venue yet to be advised.

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### **Financial / Resource Implications**

Through ISJO facilitating the regional peak body and stakeholder consultation process it will eliminate duplication across the region.

## 9. Late Business Item

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**Referred by:** Choose an item.

**Author:**

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**Recommendation**

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**Background**

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**Financial / Resource Implications**

## 10. Next Meeting

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As per the scheduled endorsed at the 30 November 2018 Board meeting the next meeting of the ISJO was scheduled for Friday 28 June 2019 and to be hosted by Kiama Municipal Council. As the Chair will be overseas on that date, a new date will be confirmed at the 3 May meeting.