



Illawarra Shoalhaven Joint Organisation

Board Meeting

Hosted by Shellharbour City Council

Friday 30 November 2018

Agenda

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1. Welcome & Acknowledgement of Country

Shellharbour City Council Mayor Marianne Saliba to welcome Board and provide an Acknowledgement to Country.

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

David Farmer, Wollongong City
Carey McIntyre, Shellharbour City
Kerry McMurray, Kiama Municipal
Russ Pigg, Shoalhaven 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

Jim Fraser, Executive Officer (Interim)
Charmain North, Office Manager

Guests

Jason Clifford, Transport for NSW

Apologies

3. Presentations & Guests

ISJO Board to receive presentation from:

Jason Clifford, Manager Freight Industry Partnerships

Freight, Strategy and Planning, Transport for NSW

[NSW Freights and Ports Plan 2018-2023](#) was released on 21 September 2018. Presentation will outline the final plan, the significance to the Illawarra Shoalhaven and how ISJO and member councils can assist with the implementation of the plan to greater benefit for the region. Further background has been provided in [Item 6.6](#).

4. Confirmation of previous minutes

Recommendation

That the Board endorse the minutes from the ISJO Board meeting held on Thursday 20 September 2018 hosted by ISJO at Parliament House Sydney.

5. 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.

6. Reports

6.1 Chairman's Minute

Recommendation:

That the information be received and noted.

In October I attended the second meeting of the JO Chairs Forum in Albury which was held prior to the LGNSW Conference. The Chairs of the 13 JOs discussed how combined priorities could be pursued collaboratively with the State Government for implementation across the JO network.

A key aim of the JO Chairs forum is to exchange information on how to best plan and advocate on priorities for regional NSW. I encourage Board members to provide feedback on the Summary of Strategic Regional Priorities which is included in the business papers for this Board meeting. These priorities have been compiled from the JO regions that have already undertaken their strategic planning process.

I will be chairing the next JO Chairs meeting at Parliament House in late February 2019. I look forward to supporting the success of all Joint Organisations across the state, laying the foundations for strong collaboration and exchanging best practice ideas as the JOs become more established.

The Illawarra Shoalhaven Joint Organisation and a few others have set the benchmark for JOs. Our history as a ROC and then as a pilot JO means that we are often referred to for best practice and outcomes. I have continued to engage with State Government agencies, especially the Office of Local Government, Department of Premier and Cabinet and Planning to represent our interests and issues. I believe the level of collaboration is unprecedented and the outcomes are reaping the benefits for our Councils.

As this is our last meeting for 2018, I would like to thank Board members for their contribution to the ISJO as a new entity under the Local Government Act. I would also like to acknowledge the work of the ISJO staff who continued to deliver high quality programs to our Region during the period of transition.

I look forward to working with you next year to further establish our JO and deliver benefits to the communities of the Illawarra and Shoalhaven.

Clr Gordon Bradbery AM

Chairman, ISJO

6.2 Department of Premier & Cabinet Update

Referred by: DPC

Author: Anthony Body

Attachment: No

Recommendation

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

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

- South Coast Marine Tourism Strategy (SCMTS)
- Western Sydney Illawarra Action Plan (WSIAP)

Grants Update

- Regional Grants Update (SCCI, RETF, GLE, RforR)
- Climate Change Fund
- Closure of the Office of Regional Infrastructure coordinator

Government Announcements

- Snowy Hydro Fund
- Shoalhaven Hospital
- Illawarra Escarpment Mountain Biking Strategy
- ISLP skills Hub at Bomaderry

Collaboration and Advocacy

- NSW Government Senior leaders at ISJO – Dashboard and shared priority reporting strategy
-

Financial / Resource Implications

Nil.

6.3 Office of Local Government Update

Referred by: OLG

Author: Elizabeth Dixon

Attachment: No

Recommendation

That the Board receive and note the report.

Background

Eighty-five councils are now members of 13 joint organisations.

Ninety per cent of councils in regional NSW are now full voting members of a joint organisation, with a 100 per cent take up by councils in a number of regions.

The NSW state government has provided \$300,000 in seed funding for the 11 joint organisations – a total of \$3.3 million – to help establish the new regional bodies.

The Government is making available a separate funding package for the Far North West and the Far South West Joint Organisations, recognising that the communities of the Far West face unique challenges.

The Office of Local Government has worked closely with the Joint Organisations to support them in establishing their governance policies. The Joint Organisations' Executive Officers are working collaboratively to support one another and leverage opportunities to work effectively with State Government.

Joint Organisations are also actively working with State Government through their Department of Premier and Cabinet Regional Directors and the Regional Leadership Executives.

The highlights and achievements reported by each joint organisation are outlined below:

New England North West Region

Two joint organisations have formed in New England North West: Namoi and New England. All councils in the region have joined one of the joint organisations.

Namoi Joint Organisation

The Namoi Joint Organisation (known as Namoi Unlimited) has adopted three key strategic priorities as well as its key governance policies as part of its establishment activities. This Joint Organisation is actively seeking investment into local economy and has received visits from potential foreign investors. Another key priority is improving road networks and Namoi is working closely with Transport and Roads to complete future assessment studies. A focus on the Namoi Water Alliance continues.

New England Joint Organisation

The New England Joint Organisation is arranging a collaborative workshop to decide on key strategic priorities for the region. Narrabri Shire Council joined this Joint Organisation through a proclamation in August 2018.

North Coast Region

Two joint organisations have formed in the North Coast Region: Northern Rivers and Mid-North Coast. Three councils in the region have not joined a JO.

Northern Rivers Joint Organisation

Northern Rivers Joint Organisation (NRJO) had held three workshops to finalise NRJO's strategic priorities, developed its website, and started recruitment process for its Executive Officer. NRJO has identified ten regional priority areas transport planning, water management, biodiversity, housing, waste management, sustainable agriculture, telecommunications, health services, renewable energy and tourism.

Mid North Coast Joint Organisation

Mid North Coast Joint Organisation (MNCJO) is actively engaging with State Government agencies to seek funding and other assistance to make progress on the priorities. Since proclamation of JO's in May 2018, the MNCJO has held four Board meetings and has conducted a facilitated workshop to develop a Statement of Strategic Regional Priorities, which is now in first draft form.

The MNCJO has commenced working on a range of projects as is represented on a number of regional working groups. The MNCJO Board has recently asked the General Managers Advisory Committee to establish a range of sub-groups to examine a range of issues of interest to member Councils, with an invitation to be sent to non-JO Councils to consider working with those sub-groups into the future.

Hunter Region

All Councils in the Hunter Region have joined the joint organisation. A second Parliament House meeting held was held on Thursday 18 November. The JO has adopted a statement of Regional Priorities, Charter, Expenses and Facilities Policy, Code of Conduct and Sponsorship Policy. The recruitment process for the EO is underway. The JO is working closely with the Hunter Regional Leadership Executive.

Central West and Orana Region

Two joint organisations have formed in this region: Central NSW and Orana. Dubbo (Orana) and Lithgow (Central West) have not joined a JO.

Orana Joint Organisation is finalising its regional priorities and has identified a number of potential projects.

Central West Joint Organisation

Central West JO piloted the JO process and member councils are well placed to deliver the benefits to their communities. Central West JO held a Board Meeting in Canberra in September and met with the Deputy Prime Minister and other Federal Members to discuss opportunities for regional funding and infrastructure projects.

Far West Region

Two joint organisations have formed in the Far West: Far West North and Far West South. Seven of the eight Far West Councils have resolved to join a joint organisation – Broken Hill, Balranald, Wentworth, Central Darling make up the Far West South JO and Cobar, Walgett and Bourke make up the Far West North JO. Brewarrina Shire Council has resolved not to participate in their JO at the present time.

Far West councils have the ability to become associate members of other Joint Organisations and the Far West North JO is looking to work closely with the Orana JO. The Far West JOs are in receipt of funding for tourism and cultural projects, and have begun scoping those projects with DP&C. Both joint organisations held their initial meetings in September. The Chairs of the Far West JOs have been offered a seat at the Regional Leadership Forum.

Riverina-Murray Region

Two joint organisations have been established in this region: the Riverina Joint Organisation and the Riverina and Murray Joint Organisation. Wagga Wagga council has not joined a JO, and Snowy Valleys Council is seeking to join the Canberra Region JO.

Riverina Murray Joint Organisation

The Riverina Murray Joint Organisation has held its first planning day to establish its regional priorities completing a statement of strategic priorities background paper.

Riverina Joint Organisation

The Riverina Joint Organisation held its first meeting in October.

South East and Tablelands Region

There are two joint organisations in the region: the Canberra Region JO and the Illawarra Shoalhaven JO. All councils in the South East and Tablelands Region have formed a joint organisation.

Canberra Region Joint Organisation

The Canberra Region Joint Organisation Board (CRJO) is working with the ACT Government and associate members to finalise the key priorities for the region. These priorities will focus on strategic issues including road corridor enhancements, regional telecommunications and water security. CRJO has adopted a Regional Waste Strategy and a Water and Waste Water Framework prospectus, and is progressing a Freight and Transport Prospectus for the region. CRJO is also progressing with the development of an Infrastructure Cadet Training Program.

Illawarra Shoalhaven Joint Organisation

Illawarra-Shoalhaven Joint Organisation (ISJO) met at Parliament House on 20 September and had an audience with the Premier, Deputy Premier and a range of senior Ministers. The JO used this opportunity to raise the profile of local priorities and address issues of importance to the region. Priority areas of work for ISJO include the Illawarra Shoalhaven Regional Plan, Illawarra Youth Employment Strategy, 360 Economic Outlook Study, South Coast Marine Tourism Strategy, Regional Adaptation Strategy and a Regional Sports Facility Plan.

Financial / Resource Implications

Nil.

6.4 ISJO General Managers Committee Report

Referred by: ISJO

Author: Executive Officer

Attachment: Yes [Item 6.4](#) – Terms of Reference ISJO General Managers Committee

Recommendation

That the Board receive and note the report.

Background

The General Managers Committee is an advisory committee to the Joint Organisation, chaired by the ISJO Executive Officer and managed under the terms of reference adopted by the committee in August 2018. The committee met on 16 November in Wollongong at State Government offices with Shoalhaven, Wollongong, Shellharbour, DPC, OLG and ISJO in attendance. Items discussed as follows:

- Presentation by Department Planning & Environment on the Illawarra Special Infrastructure Contribution (SIC)
 - Presentation by NSW Electoral Commission on the 2020 Local Government Elections timelines and upcoming legislative changes
 - Updates from Department Premier & Cabinet and the Office of Local Government
 - Draft ISJO Board Meeting Agenda
 - ISJO Operational & Management Report
 - Local Government Procurement Update
 - Illawarra Shoalhaven Western Sydney Action Plan – in-principle allocation from OLG Implementation Funds subject to Board approval
 - Nominations for Renegotiation of the Local Government (State) Award
 - Legislative Compliance and Native Title – Governance Managers
-

Financial / Resource Implications

Nil.

TERMS OF REFERENCE – ISJO GENERAL MANAGERS COMMITTEE

VISION

The ISJO's vision for the Illawarra Shoalhaven is:

A confident, vibrant, safe and productive region that optimises the potential of its people and environment now and into the future.

MISSION STATEMENT

The ISJO will:

Lead, advocate, collaborate and deliver outcomes that serve the interests of the region's diverse communities.

COMMITTEE PURPOSE

In-line with ISJO functions of Leadership & Advocacy (L&A), Strategic Regional Planning (SRP) and Enhancing Strategic Capacity (ESC) the purpose of the committee is to:

- | | |
|---|-------------|
| 1. Provide a forum for General Managers, DPC & OLG to collectively discuss implementation progress of ISJO Statement of Strategic Regional Priorities | L&A,
SRP |
| 2. Identify and coordinate related projects and initiatives that are relevant to ISJO councils and provide oversight of service delivery and enhancing strategic capacity functions | ESC |
| 3. Provide a forum for presentations from agencies and stakeholders and discuss collective input into new legislation and/or policies | L&A,
ESC |
| 4. Review and give advice on proposals and activities referred to the Committee by the ISJO Board or the ISJO Executive Officer | L&A,
SRP |
| 5. Provide an informal collegial network to discuss issues and support each other's performance | |

MEMBERSHIP & MEETINGS

6. The Committee will consist of the:
- General Manager from each member Council;
 - Regional Director, Department of Premier & Cabinet;
 - Council Engagement Manager, Office of Local Government; and
 - ISJO Executive Officer
7. Alternates of Committee members may be nominated prior to each meeting.
8. The Committee will be chaired by ISJO Executive Officer and secretariat will be provided by ISJO. Meetings of the Committee are to be held at the times and places it determines but no less than four times per year and coordinated at least 2 weeks prior to Board Meetings.
- Business may be carried out at a meeting of the Committee only if 2 Council members are present.
- The Committee may hold meetings, or allow members to take part in meetings, by telephone, video-conference, closed-circuit communication or another form of communication.
12. Standing Agenda Items to include:
- Guest Speakers & Presentations
 - Department Premier & Cabinet Update
 - Office of Local Government Update
 - Upcoming ISJO Board meeting draft agenda
 - ISJO Operational & Management Report
13. Decisions are to be made by consensus, but if a vote is required, each member council General Manager has one vote

6.5 Smart Cities and Regions Grant Funding Success

Referred by: ISJO

Author: Executive Officer

Attachment: No

Recommendation

That the Board receive and note the report.

Background

At the 29 June 2018 ISJO meeting the Board gave in-principle endorsement of the [Illawarra Shoalhaven Smart Region Strategy](#) and the application for funding under the Federal Government Smart Cities and Suburbs Program, led by Wollongong City Council on behalf of the region.

Announcement of successful projects was made on 19 November with the Illawarra-Shoalhaven Smart Water Management Project funded \$478,449. This is identified as a lighthouse project in the Region Strategy. A summary of the project outcomes is included in this report.

The Smart Cities and Suburbs Program is a \$50 million competitive program to support local governments to apply innovative, technology-based approaches to improve the liveability of cities and regional centres.

The program supports projects that apply smart technology, data-driven decision making and people-focused design to address urban challenges. It aims to increase openly available data sets to support citizen engagement, unlock innovation and support new business opportunities. The program also intends to help drive innovation and increased capability in local governments. Full list of successful projects in Round 2 can be found [here](#).

Illawarra Shoalhaven Smart Water Management Project – Executive Summary

With 85 percent of Australians living within 50km of coastal areas and waterways, their communities have resigned themselves to the realities of weather extremes such as floods and storms impacting their towns and businesses.

Over the past 50 years the Illawarra region has experienced 30 floods classified as serious, severe or very severe. It is well placed to apply its experiences to help improve public safety and water management outcomes around these events.

Four councils within the Illawarra Shoalhaven region have formed an unprecedented coalition and partnered with corporate investor Lend Lease and the University of Wollongong to break new ground in the area of water quality, storm water and flood management.

The project will use new smart technologies and develop data analytics to help improve water quality, flood mitigation and flash flood community safety.

The project will be delivered through five components:

1. **Stop Block:** Improved stormwater culvert blockage management and analytics including new rugged sensors
2. **Flood Aware:** A new information platform for the public to provide warnings and other information to reduce risk to life and property
3. **Go Flow:** New estuary management solutions including sensors and cameras to reduce flooding
4. **Stormwater Quality Management:** New water quality monitoring stations including custom technology, sensors and a regional Internet of things network at Lend Lease's Calderwood development
5. **Pollution Stop:** Improved water quality with new sensing devices and analytics in monitoring stations including changes to management of gross pollution traps

The Smart Region Strategy Coordination Group will reconvene shortly in order to commence the project delivery phase following this successful funding announcement.

Financial / Resource Implications

Nil.

6.6 Illawarra Shoalhaven Future Transport Plan

Referred by: ISJO

Author: Executive Officer

Attachment: No

Recommendation

That the Board receive and note the report.

Background

Future Transport Strategy 2056 – Illawarra Shoalhaven Future Transport Plan

The Board endorsed a [submission](#) in December 2017 on the Draft Future Transport Strategy 2056 which reiterated the imperative to develop an Illawarra Shoalhaven Future Transport Plan. Since the release of the final [Strategy](#) and the [Regional NSW Services and Infrastructure Plan](#), the [Greater Newcastle Future Transport Plan](#) has also been finalised which identifies key transport policy, service and infrastructure initiatives for investigation – across five local government areas in the Hunter.

The plan is intended to provide the overarching strategic transport network and vision that will guide future transport planning for the Greater Newcastle area. The Plan intends to increase liveability in Greater Newcastle through more sustainable travel behaviour.

Transport for NSW has commenced consultation on the development of the Illawarra Shoalhaven Future Transport Plan. An initial stakeholder workshop is to be held on 27 November, with representation invited from ISJO, Council Planning Staff, and relevant state agencies. The intention is to follow the process and methodology of the development of the Greater Newcastle document. It will reference key investments in transport infrastructure planned or underway and look to drivers such as population, employment, and other key drivers of demand and travel behaviour.

NSW Freight and Ports Plan

The Board endorsed a [submission](#) in March 2018 on the Draft NSW Freight and Ports Plan. The Plan has now [been published](#) and is intended to be a “*call to action for government and industry to collaborate on clear initiatives and targets to make the NSW freight task more efficient and safe so NSW can continue to move and grow.*”

Illawarra-Shoalhaven related Government Actions

Committed:

- Berry to Bomaderry and the Omega Tunnels Track Upgrade
- Moss Vale to Unanderra Line Improvements (Delivery Mount Murray Passing Loop)

Investigating:

- Maldon-Dombarton Railway Line (10+ years)
- Appin and Picton Road Improvements (5-10 years)

Key areas of ongoing interest for the ISJO Board in supporting better regional outcomes as the Plan moves to implementation include the following:

- Improvement of connections between Western Sydney and the Illawarra Shoalhaven
- Managing the noise impact of rail freight by working with industry to deliver solutions
- Council planning measures around industrial precincts and corridors to ensure buffer zones future-proof freight movements
- Localised discussions about the Heavy Vehicle Access Policy Framework and what will be required of local governments going forward in terms of access decisions
- Clarifying the mixed messages on future location of container terminal at Port Kembla
- Potential of trialling high productivity trains for bulk freight movements to Port Kembla and Bomaderry

Financial / Resource Implications

Nil.

6.7 Age Friendly Illawarra

Referred by: ISJO

Author: Executive Officer

Attachment: No

Recommendation

That the Board:

1. Receive and note the report
 2. Consider accepting the partnership proposal outlined to remain on the Age Friendly Illawarra Steering Committee
 3. Endorse budget allocation of \$3,000 annual membership fee for 3 years
-

Background

ISJO has been a partner in the [Age Friendly Illawarra](#) (AFI) alliance since commencement in late 2015. AFI is working to drive improvements to social, civic and employment participation by Illawarra seniors, access to transport, housing and support services. With funding received by the Department of Family and Communities Services (FACS) in 2016, the employment of a Project Coordinator was able to successfully deliver on key outcomes outlined.

Liveable Communities Project - FACS Grant

AFI has now submitted the final report with a summary of the key outcomes achieved include:

- The Age Friendly Illawarra alliance, bolstered by the support of the Project Coordinator, is now moving to a membership based sustainable model and has invited participation from other organisations across the region.
- After further consultation and evaluation a [three year implementation plan](#) with a refined focus across three domains was developed.
- A committed and involved alliance of organisations will continue to drive ongoing Age Friendly Illawarra initiatives, such as the “take-a-seat” project to increase awareness of Age Friendly features of small business.
- Toolkits for an Age Friendly region, retail and events prepared and published based on the initiatives that were ‘tested’.
- A new Age Friendly Illawarra website launched as a source of reports and toolkits. These will also be available on the WHO Global Network of Age Friendly Cities and Communities.
- Broad community and industry engagement was established through events and communications with a cross sectoral approach based on both strengths and gaps identification, with opportunity for ongoing participation as Ambassadors and Members.

Illawarra Shoalhaven Member - World Health Organisation's Global Network of Age-friendly Cities

- The Illawarra Shoalhaven has now been accepted as a member of the [WHO's Global Network of Age-friendly Cities](#). A growing global movement of communities, cities and other levels of government that are striving to better meet the needs of their older residents.
- AFI has been critical in joining the Network, a commitment to sharing and promoting the values and principles central to the WHO Age-friendly approach, implementing the steps to create age-friendly local environments, and actively sharing experiences with members.

Future of Age Friendly Illawarra – Partnership Proposal

The AFI Steering Committee determined that the future of Age Friendly Illawarra is dependent on a membership model to fund the secretariat and coordinating role which to date has been funded by the FACS Grant. Membership is across three categories, Partners, Members and Ambassadors.

Partner benefits of \$3,000 annually for three year commitment include:

- Attendance at meetings and optional nomination to Steering Committee
- Relationship building opportunities with other members
- AFI brand alignment demonstrating social responsibility
- Acknowledgement at events, on website, newsletters and collateral
- Promotion of products and activities to AFI database: newsletter + 1 targeted

AFI Partners committed to date include the following organisations:

- Warrigal
- South Coast Private Healthcare
- Healthy Cities Illawarra
- UoW Global Challenges
- IRT Foundation
- Edmiston Jones

Numerous organisations have also committed to the Members option of \$1,000 annually for three years. Secretariat is intended to be delivered by Healthy Cities Illawarra who will contribute to future age-friendly outcomes including:

- Deliver events and distribute quarterly newsletters
- Maintain an active website
- Provide support for Ambassadors with programs
- Prepare funding applications and provide letters of support
- Coordinate quarterly Steering Committee meetings
- Promote membership and maintain database
- Drive promotional opportunities
- Track regional activities against implementation plan and report back

Financial / Resource Implications

New budget allocation and amendment to council contributions would be required of an additional \$750 per council each financial year to 2019/20. This can be included in membership contributions.

6.8 Joint Organisation Chairs Forum

Referred by: Chair

Author: Executive Officer

Attachment: Yes [Item : 6.8a](#) Meeting Minutes of Joint Organisation Chairs 21OCT18
Yes [Item: 6.8b](#) Terms of Reference Joint Organisation Chairs Forum 21OCT18
Yes [Item: 6.8c](#) LGNSW – Joint Organisations Draft Consultation Model
Yes [Item: 6.8d](#) Summary of Strategic Regional Priorities across JOs

Recommendation

That the Board:

1. Receive and note the minutes and resolutions of the JO Chairs Forum held on 21 October
 2. Review the Summary of Strategic Regional Priorities and identify which priorities can be best supported and collaboratively pursued with the State Government for implementation across the Joint Organisation network
 3. Provide feedback to the Executive Officer by 20 December ahead of the next JO Chairs Forum meeting
-

Background

Following the inaugural meeting of Joint Organisation (JO) Chairs in August, the second meeting was held in Albury on 21 October prior to the LGNSW Conference. Meeting minutes, resolutions and the adopted Terms of Reference are attached.

Attachment at [Item: 6.8d](#) is a summary of themes, issues and solutions from completed JO's Statement of Strategic Regional Priorities (SSRP). The JO Chairs resolved that this summary be referred to each JO Board meeting for information and discussion to identify which priorities can be best supported.

ISJO have been nominated to convene and chair the next JO Chairs Forum on 7 March in Parliament House, prior to the Country Mayors first meeting for 2019. On the agenda will be the following project presentations which may have further opportunity for replication across the state:

- Riverina JO – Southern Lights Street Lighting and Smart Controls Project
 - Canberra Region JO – Water and Wastewater Infrastructure Prospectus
 - Illawarra Shoalhaven JO – Youth Employment Strategy (YES) Program
 - New England JO – Waste to Energy Programs – Funding Proposal to Governments
 - Central NSW JO – Best Practice in Aggregated Procurement
-

Financial / Resource Implications

Nil.

**MINUTES OF THE MEETING OF THE JOINT ORGANISATIONS CHAIRS FORUM - HELD IN
THE ROBERT BROWN ROOM OF THE ALBURY CITY COUNCIL'S ADMINISTRATION
CENTRE AT ALBURY ON SUNDAY 21ST OCTOBER 2018 AT 2.00 PM**

PRESENT

Canberra Region JO:	Cr Rowena Abbey Ms Gabrielle Cusack
Central NSW JO:	Cr John Medcalf Ms Jennifer Bennett
Hunter JO:	Cr Bob Pynsent Mr Roger Stephan
Illawarra Shoalhaven JO:	Cr Gordon Bradbery Mr Jim Fraser
Namoi JO:	Cr Jamie Chaffey Mr Max Eastcott
New England JO:	Cr Michael Pearce
Northern Rivers JO:	Cr Isaac Smith
Orana JO:	Ms Belinda Barlow
Riverina and Murray JO:	Cr Kevin Mack Mr Ray Stubbs
Riverina JO:	Cr Rick Firman Mr Tony Donoghue
Mid North Coast JO:	Cr Liz Campbell Mr Craig Milburn
Far North West JO:	Cr Lillian Brady Mr Peter Vlatko
Far South West JO:	Cr Melisa Hederics
Office of Local Government:	Melissa Gibbs Virginia Errington Cameron Templeton

AGENDA ITEM 1 – WELCOME BY CHAIR OF RIVERINA AND MURRAY JOINT ORGANISATION

Cr Kevin Mack extended a warm welcome to the meeting of the JO Chairs Forum to the Chairs, Deputy Chairs and Executive Officers of the thirteen Joint Organisations from throughout regional and rural NSW.

AGENDA ITEM 2 – MEETING CHAIR

It was agreed that this meeting be chaired by Cr Kevin Mack Chair of RAMJO.

AGENDA ITEM 3 - APOLOGIES

Apologies were received from the following:-

Cr Danielle Mulholland – Chair Northern Rivers JO

Cr Doug Batten – Chair Orana JO

Tim Williamson – Interim Executive Officer Northern Rivers JO

Craig Swift-McNair – Interim Executive Officer Mid North Coast JO

Ms Rebel Thomson – Executive Officer Namoi JO

Ms Julie Briggs – Interim Executive Officer Riverina JO

Mr David Rowe – Executive Officer Canberra Region JO

RESOLVED that the apologies be noted and accepted.

See following pages for the specific agenda items

AGENDA ITEM 4 – CONFIRMATION OF MEETING NOTES – INITIAL CHAIRS MEETING HELD AT PARLIAMENT HOUSE ON THURSDAY 16TH AUGUST 2018

RESOLVED that the Meeting Notes of the JO Chairs meeting held on 16th August 2018 be noted and accepted.

AGENDA ITEM 5 – PROPOSED TERMS OF REFERENCE FOR THE JOINT ORGANISATIONS FORUM

The meeting discussed the various matters set out in the report concerning the governance and operational arrangements for the Joint Organisations Chairs' Forum, particularly in relation to future meetings and arrangements for convening thereof.

RESOLVED that the amended Terms of Reference document as presented by Namoi Joint Organisation be adopted, including the name NSW Joint Organisations (JO) Chairs' Forum (a copy of a final document is attached to these Minutes).

FURTHER RESOLVED that the Department of Premier and Cabinet / Office of Local Government be requested to fund the secretarial functions of the JO Chairs Forum, including meeting venue and associated expenses.

AGENDA ITEM 6 – ALIGNMENT OF STRATEGIC REGIONAL PRIORITIES

The meeting discussed at length the nine strategic priorities as per the agenda reports and how these priorities might be addressed both at an individual JO basis and also potentially on a statewide basis, with specific actions being pursued with the combined support of the Chairs' Forum.

The meeting agreed that there are a number of potential projects that can be considered in further detail for implementation on a whole of Joint Organisations statewide basis, with the following being mooted:-

- Southern Lights Project - LED Street Lighting and Smart Controls
- Waste to Energy projects
- Crushed glass recycling for road construction materials
- Water and wastewater - infrastructure needs and prioritisation analysis
- Youth employment strategy programs

RESOLVED each Joint Organisation refer to their next Board meetings the Summary of Strategic Regional Priorities, for information and discussion as to which priorities can best be supported and collaboratively pursued with the State Government for implementation across the Joint Organisations network.

FURTHER RESOLVED that at the next Chairs' Forum meeting in early 2019, that a number of Joint Organisations be invited to make a presentation in relation to the following:-

1. Riverina JO – Southern Lights Street Lighting and Smart Controls Project
2. Canberra Region JO – Water and Wastewater Infrastructure Prospectus
3. Illawarra Shoalhaven JO – Youth Employment Strategy (YES) Program
4. New England JO – Waste to Energy Programs – Funding Proposal to Governments
5. Central NSW JO – Best Practice in Aggregated Procurement

(Note:- it is suggested that each of these presentations to the meeting should be no longer than 15 minutes)

AGENDA ITEM 7 - LGNSW PROPOSAL FOR JOINT ORGANISATIONS MEMBERSHIP

Consideration was given to the draft consultation proposal submitted by LGNSW, including proposed membership opportunities and a JO fee structure.

RESOLVED that no action be taken at this stage in relation to the LGNSW consultation proposal for membership of the Joint Organisations with LGNSW; however that LGNSW be advised that the individual Joint Organisations and the JO Chairs' Forum will continue to maintain dialogue and engage with LGNSW on key matters of mutual Local Government significance and importance.

AGENDA ITEM 8 – NEXT MEETING

It was agreed that the next meeting of the JO Chairs' Forum be held in early 2019 on the Thursday prior to the Country Mayors first meeting in 2019 and that the meeting be convened and chaired by the Chair of Illawarra Shoalhaven Joint Organisation Cr Gordon Bradbery, with the Office of Local Government requested to provide secretarial assistance and to facilitate preparation of the Meeting Agenda and to make meeting arrangements.

It was also agreed that the venue for the meeting be Parliament House (if available)

Note:-

The meeting schedule being proposed for the November Country Mayors meeting has the first meeting in 2019 scheduled for Friday 1st March 2019. On that basis, the next meeting of the JO Chairs Forum is likely to be Thursday 28th February 2019. Confirmation of the date and venue will be advised as soon as possible.

There being no further business, the meeting concluded at 3.50 pm

NSW JOINT ORGANISATIONS (JO) CHAIRS FORUM

TERMS OF REFERENCE (GOVERNANCE AND OPERATIONAL ARRANGEMENTS)

1. Preamble

Any meetings of the NSW Joint Organisations (JO) Chairs' Forum are to be guided by this Terms of Reference.

2. Objective

To meet as regional representatives of Joint Organisations to engage and exchange information on best practice and excellence in the pursuit of strategic regional priorities and collaboration activities to achieve value for the Joint Organisation network.

3. Role

- To monitor implementation of the three statutory core functions of NSW Joint Organisations as being:-
 - (i) Strategic planning and priority setting
 - (ii) Intergovernmental relations
 - (iii) Shared successes, leadership and advocacy
- To identify opportunities for best practice, excellence and potential collaboration between the thirteen Joint Organisations

4. Membership

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

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

5. Meetings

- The Joint Organisations Chairs' Forum will meet at least three times per year or as required from time to time;
- Meetings of the Forum shall be scheduled for March, August and November of each year and coincide with other Local Government related meetings or events
- Meetings shall be held if possible at Parliament House in Macquarie Street, so as to facilitate engagement with the Premier, Deputy Premier, Ministers and Government Officials.
- If a Parliament House meeting facility is not available, the Secretariat will arrange

- an alternative Sydney CBD venue;
- For each meeting of the Forum, the Secretariat shall endeavour to arrange attendance by Parliamentarians and Government Officials relevant to the meeting's business agenda;
- The Secretary of the Department of Premier and Cabinet and the Chief Executive of the Office of Local Government (or their representatives) shall be invited to attend all meetings of the JO Chairs' Forum.

6. Convenor

- The JO Chairs' Forum shall appoint a Convenor for each meeting rotating across the regions;
- The Convenor shall chair the meeting of the JO Forum.

7. Secretariat

- The Executive Officer of the Joint Organisation from which the Convenor has been appointed shall carry out the administrative functions on behalf of the Forum for the nominated meeting, in liaison with the Office of Local Government.

8. Financial arrangements

- Each Joint Organisation shall meet any expenses of its Chairs in attending meetings and other events associated with the conduct of the JO Chairs' Forum.

End of JO Chairs Forum - Terms of Reference

6.9 Management Report and Establishment Funding Action Plan

Referred by: ISJO

Author: Executive Officer

Attachment: Yes [Item:6.9a](#) ISJO Management Report to 31 October 2018

Yes [Item: 6.9b](#) Establishment Funding Action Plan Progress Report

Recommendation

That the Board:

1. Receive and note the Management Report to 31 October 2018
 2. Note the expenditure and progress report on the Establishment Funding Action Plan
 3. Endorse allocation of \$20,000 towards the development of Illawarra-Shoalhaven Western Sydney Action Plan in partnership with NSW Government and RDA Illawarra
-

Background

The October ISJO Management Report has been included as [Item: 6.9a](#) which includes an update of the activities undertaken towards delivery of the ISJO Statement of Strategic Regional Priorities. Further key updates are included below.

Local Government Procurement Rebate

ISJO councils have increased spend on Local Government Procurement (LGP) contracts between FY16/17 and FY17/18 by 12% to \$40.4M providing a rebate to ISJO of \$171,959 plus GST.

LGP have advised they are commencing a consultation program to allow rebate participants to provide feedback on the future Memorandum of Understanding that the program operates under and how the rebate scheme could evolve into the future.

NSW South Coast Marine Tourism Strategy

ISJO has partnered with the NSW Government and the Bega, Eurobodalla councils to develop this Strategy. The Strategy sets out a blueprint for how the three levels of government can work with industry to leverage significant investment in marine-based infrastructure (e.g. Shellharbour Marina and Eden Wharf extension) to increase tourism visitation and yield in the region. The final draft strategy has been endorsed by State agencies and is undergoing final design ahead of a launch before the end of the year.

Waste and Recycling Submissions

ISJO has prepared submissions for the National Waste Policy, NSW Asbestos Waste Strategy 2018-22 and the NSW Circular Economy Policy Statement and discussion paper in consultation with member Councils. Key points raised have focused on impacts to Councils ability to comply with regulatory legislation, service provision and financial viability. ISJO strongly supports the development of a NSW Circular Economy Policy and look forward to reviewing the implementation plan which will support collaborative opportunities for regional social, economic and environmental outcomes.

Establishment Funding Allocation and Action Plan

ISJO received \$300,000 from the NSW Government to assist establishment costs of the new organisation. [Item: 6.9b](#) reports on expenditure and the progress implementing the approved activities from the action plan.

Illawarra Shoalhaven – Western Sydney Action Plan

In 2016, the Illawarra Shoalhaven Joint Organisation partnered with the Department of Premier and Cabinet, Wollongong City Council and the University of Wollongong to develop the 360 Illawarra Shoalhaven Economic Outlook (360 Outlook).

The 360 Outlook was launched by the Regional Parliamentary Secretary in March 2018 and highlights the potential benefits of the Illawarra-Shoalhaven connecting to growth opportunities in Western Sydney, Metropolitan Sydney, ACT/South East NSW and the Port Kembla international trade gateway over a 20-year horizon.

ISJO is now working with DPC and the ISLE Economic Development Sub-Committee (EDSC) to progress priority projects identified in the 360 Outlook. The first project under development is a Western Sydney - Illawarra Shoalhaven Action Plan. The Plan will identify what actions can be taken by government and industry to improve economic, employment and transport connectivity between Western Sydney and the Illawarra-Shoalhaven.

The Department of Planning & Environment (DPE) secured funding to enable to the EDSC to commission a consultant through ISJO to develop a project scope for the Action Plan. The consultant selected was SGS Economics and Planning and a final report was received which outlines an Action Plan Project Scope of Services.

In order to progress the commissioning of the Action Plan, a Steering Committee comprising members of the EDSC is to be convened with targeted representation from DPC, DPE, Transport for NSW – Freight, Roads & Maritime Services, University of Wollongong, WSROC and ISJO.

The Western Sydney Action Plan is a key project identified in the ISJO SSRP and is an eligible allocation from the adopted Establishment Funding Action Plan, as such a \$20,000 contribution towards the project is recommended for endorsement by the Board.

Financial / Resource Implications

Nil.

Progress Report as at 16 November 2018

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 16/11/18	Budget Ex GST	Expenditure to 16/11/18
1 / 2	Systems Establishment and expert implementation advice a. Set up finance system including Authority fund for purchasing, payroll and accounting systems to enable Kiama Council to manage financial services 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. Consultant assistant with set-up of Authority fund complete, including payroll. Bank reconciliation progress to be finalised. b. Financial services to wind up voluntary association, assist with financial statements. Draft SLA awaiting feedback from Kiama Council	75,000	55,717
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 \$15,000. Re-launch scheduled for early 2019.	35,000	7,100
4 / 5	Implementation of Regional Priorities and capacity-building activities a. Regional Infrastructure Prioritisation Project (matrix etc.) b. SMART Region Strategy Implementation c. Other Projects from Statement of Strategic Regional Priorities	Consultant E.O.	a. By 31/12/18 b. By 31/3/19	a. 31/10/18 General Managers teleconference to commence scoping b. 2/11/18 Coordination Group met to discuss implementation c. 30/11/18 – To seek Board endorsement of \$20,000 allocation towards Illawarra Shoalhaven - Western Sydney Action Plan	100,000	-

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. Blackadder Associates engaged to undertake E.O. recruitment.	80,000	2,079
	Contingencies				10,000	
	Progress reports to the ISJO Board at least quarterly until funds are expended	E.O.	Quarterly	November Board complete	-	
	6 monthly progress and expenditure report to OLG	E.O.	By 28/2/19		-	
	Final progress and expenditure report to OLG	E.O.	By 31/8/19		-	
	TOTAL				300,000	64,896

6.10 ISJO Executive Officer Recruitment Update

Referred by: Chair

Author: Carey McIntyre, General Manager, Shellharbour City Council

Attachment: No

Recommendation

That the Board receive and note.

Background

At its previous meeting, the Board resolved to engage Blackadder Associates to conduct the recruitment process for the Executive Officer position.

The board further resolved to convene an interview panel (the Panel) for the Executive Officer recruitment which consists of Mayoral delegates, a representative from each of the Department of Premier & Cabinet and the ISJO General Managers Committee.

The Panel includes the Chair of ISJO, Cllr. Gordon Bradbury, General Managers Carey McIntyre (Shellharbour) and Kerry McMurray (Kiama) and Anthony Body (DPC).

The Panel met, via teleconference with Stephen Blackadder (SB) on 12 October 2018. At that meeting, SB was provided with information from the Panel on the position and the necessary skill sets of the position holder.

SB also sought information from the Panel members on proposed advertisements and background information for candidates. This has been provided.

It was determined by the Panel and SB that a recruitment campaign would commence prior to the end of the calendar year and would continue over the early part of 2019, with a view to interviewing short-listed candidates in February 2019.

SB has since advised Advertising is to commence on Monday December 10 2018 and will run for 6 weeks over the Christmas/New Year period, with a closing date Monday January 21 2019.

The shortlisting of candidates has been diarised for Friday January 25 with interviews to be held on Saturday February 9 2019.

Financial / Resource Implications

Nil.

6.11 ISJO Board Meeting General Order of Business & 2019 Meeting Dates

Referred by: ISJO

Author: Executive Officer

Attachment: Yes [Item: 6.11](#) Draft General Order of Business

Recommendation

That the Board:

1. Adopt the General Order of Business for ISJO Board Meetings
2. Adopt the 2019 ISJO Board Meeting dates

Background

General Order of Business

Under the ISJO Code of Meeting Practice, Section 6.1 allows the general order of business to be fixed by resolution of the Board. At the Board meeting held 20 September a General Order of Business for ISJO Board meetings was requested to be considered at the next meeting (Min:20). The attached outlines a draft order of business for consideration by the Board.

2019 Board Meeting Dates

Under ISJO Code of Meeting Practice, Section 3.1 the JO shall by resolution set the frequency of its ordinary meetings at least 4 times per year, each time in a different quarter. Meetings typically held on a Friday commencing at 9.30am. Locations are typically rotated across member councils with ISJO hosting the Parliament House meeting. Proposed meeting dates below have been circulated to members via calendar invites.

2019 Date	Host
1 March	Wollongong City Council
3 May	Shoalhaven City Council
28 June	Kiama Municipal Council
September (sitting week TBC)	ISJO at Parliament House
29 November	Shellharbour City Council

Financial / Resource Implications

Nil.



Draft - General Order of Business for ISJO Board Meetings

1. Welcome and Acknowledgment of Country
2. Attendees & Apologies
3. Introduction of Guests & Presentations
4. Confirmation of minutes of previous meeting
5. Consideration of Late Business
6. Declaration of Interest
7. Reports
 - 7.1 Chair's Minute
 - 7.2 Report of the Department of Premier & Cabinet
 - 7.3 Report of the Office of Local Government
 - 7.4 Report of General Managers Committee
 - 7.5 Report of ISJO Executive Officer (includes Management Report)
8. New Business
9. Late Business Item
10. Next meeting

7. Late Business

Referred by: ISJO

Author:

Recommendation

Background

Financial / Resource Implications

8. Next meeting

Recommendation

That the next scheduled Board meeting of the ISJO be held as discussed in Item 6.11.
