

# Hunter Region Landcare Network Memorandum of Understanding (MoU)

## PARTIES

- Muswellbrook Shire Council (MSC)
- Upper Hunter Shire Council (UHSC)
- Hunter Region Landcare Network (HRLN)



## PURPOSE

The Hunter Regional Landcare Network (HRLN) has been granted funds to facilitate the employment of Local Landcare Coordinators (LLC) to assist in increasing the capacity of the local Landcare networks and increase community engagement and participation in natural resource management in the Hunter.

The Hunter Region Landcare Network, using NSW Government funds, will provide the salary of the Local Landcare Coordinator: Upper Hunter to work within the Muswellbrook and Upper Hunter Local Government Areas (LGA's). The use of council hot desks and travel allowance will be provided by MSC and UHSC as set out below.

## LENGTH OF AGREEMENT

This MOU is at-will and may be varied by written agreement between the authorized representative of the Hunter Sustainability Landcare TEAM, Upper Hunter Shire Council representative, or the General Manager of Muswellbrook Shire Council. Once signed by authorized officers of both groups, this MOU will begin 01/01/2020 and remain in effect for a period of five (5) years unless either party requests a review

This memorandum can be terminated by either party with 40 days' notice if the terms of the memorandum of understanding are not met, or issues resulting from the collaboration cannot be resolved.

A review of this document will be completed by both parties before the end of each financial year or at the request of one of the parties from time to time.

## OBJECTIVES

The objectives of the LLC are to work with the HRLN, MSC and UHSC to increase the capacity of the organisations to:

- Support and increase community engagement
- Extend coverage of Landcare services across the Upper Hunter and provide support to more groups, networks and landholders
- Undertake planning, develop partnerships and secure resourcing through project grants and other sources
- Monitor, evaluate and report monthly on their projects and activities to all parties (HRLN, MSC and UHSC).
- Improve financial sustainability and long-term viability by contributing to external funding applications that supports projects across both LGA's.
- Effectively participate in natural resource management activities that address critical agricultural sustainability and environmental issues across both LGA's.
- Link to programs of local land services and other government agencies and organisations to develop on-ground natural resource management projects, in line with regional and state strategies.

## ROLES OF EACH PARTY

### Muswellbrook Shire Council (2 days per week)

- Provide structures that ensure the LLC is reasonably supported in their role.
- Provide a travel allowance for 2 days per week at 68c/km.
- Provide a hot desk and associated office services including landline, computer and access to printing 2 days per week.
- Personal protection equipment as required.

### Upper Hunter Shire Council (2 days per week)

- Provide structures that ensure the LLC is reasonably supported in their role.
- Pay MSC all costs associated with the travel allowance for 2 days per week at 68c/km.
- Provide a hot desk and associated office services including landline, computer and access to printing 2 days per week.
- Personal protection equipment as required.

### Hunter Region Landcare Network

- Engage the Local Landcare Coordinators (LLC) part-time (26.25hr/week) for a fixed term until 30<sup>th</sup> June 2023
- Manage the LLC Position by being the primary organisation the LLC reports to.
- Ensure implementation of the Community of Practice initiative and the Landcare Future Fund.
- Provide feedback on the LLC Annual Plan to ensure it is in line with the HRLN *Schedule A Project Plan and Milestones* as identified in contractual obligations with NSW Local Land Services;
- Provide weekly salary payments at a rate commensurate with other LLC salaries; (Including but not limited to leave entitlements and superannuation)
- Provide 14 day payment of employment expenses on receipt of invoices, and on the provision of timely delivery of reporting to support delivery of HRLN Schedule A Project Plan & Milestones contractual obligations with Local Land Services NSW
- Provide a communication structure that ensures the LLC is well supported in their role.
- LLC or other employee or authorised officer of HRLN (as the case requires) must sign a Confidentiality Deed Poll or other document as required by Council in order to protect Council's Confidential Information.
- At the end of the financial year provide partner councils with a project plan that include clear goals, targets, and priorities for the following financial year and progress against previous year's project plan.
- Provide partner councils with regular communication to enable updates to be provided to the community and elected officials
- Any media releases that reference council need to be approved by council staff prior to dissemination.

### All

- Ensure regular communications and liaison is maintained with all parties to this MoU;
- Report immediately any concerns about the employee's WHS &/or work performance to the HRLN Chair;
- Comply with applicable laws (including but not limited to subordinate legislation);
- Participate in LLC Steering Group meetings;
- Support delivery of LLC work plan activities;
- Raise any conflicts of interest, and note in writing, with the Steering Committee;

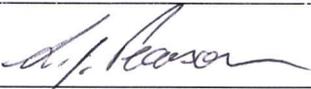
- Raise LLC issues with the Hunter Local Land Services Regional Landcare Facilitator to enable mediation to be undertaken;
- Have open and transparent processes; and
- Work collaboratively to deliver positive Landcare outcomes.

## ROLES AND NAMES

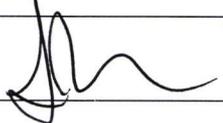
- That Paul Melehan (Local Landcare Coordinator) will be principal Contact Officer for HRLN with Leslie Pearson (HRLN Chair) as the alternative;
- That Mat Pringle to be the principal Contact Officer for the Upper Hunter Shire Council and Manager Sustainability and Environment as the alternate;
- That Ziggy Andersons to be the principal Contact Officer for the Muswellbrook Shire Council and Sharon Pope as the alternate.

## AGREEMENT

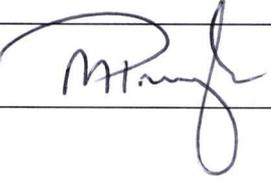
### HRLN representative:

Name: Leslie Pearson	Title: HRLN Chair
Signature: 	Date: 20th December 2019

### MSC representative:

Name: Fiona Plesman	Title: General Manager
Signature: 	Date: 15/1/20

### UHSC representative:

Name: Mat Pringle	Title: Director Environmental and Community Service
Signature: 	Date: 8/1/20