

AGENDA

Upper Hunter Mining Dialogue Joint Economic and Social Development Working Group Meeting

Upstairs of the Town Square Shopping Centre
Suite 1, 159 John Street, Singleton NSW 2330

Wednesday 11 September 2019, 1:00 pm to 3:00 pm

Teleconference details:
Dial-in Info: +61 2 8319 9443
Organiser Code: 577-981-85 / Participant Code: 412-946-51

No.	Item	Attachment
1.	Welcome and apologies	
2.	Minutes and Actions from previous meeting	
3.	Presentation: <i>Upper Hunter Region Economic Indicators - Latest results of Pulse Survey of local conditions (30 mins)</i> Dr. Anthea Bill, Lead Economist, Hunter Research Foundation Centre; and Prof. Will Rifkin, Chair in Applied Regional Economics, UoN, and Director, Hunter Research Foundation Centre	
4.	Update on Mining Procurement Information Hub	
5.	Update on Mining Procurement Business Events	
6.	Analysis of House Inquiry Recommendations and Dialogue Actions	
7.	2019 Annual Forum Planning	
8.	Update on Communications Activities	
9.	Update from other Dialogue Working Groups/Committees	
10.	Other Business	
11.	Next Meeting & Close	

**Upper Hunter Mining Dialogue
Joint Economic and Social Development Working Group - 11 September 2019**

Agenda Item 2

MINUTES AND ACTIONS FROM PREVIOUS MEETING

DRAFT MINUTES

**Upper Hunter Mining Dialogue
Joint Economic and Social Development Working Group Meeting**

**Upstairs of the Town Square Shopping Centre
Suite 1, 159 John Street, Singleton NSW 2330**

Wednesday 12 June 2019, 1:00 pm to 3:00 pm

Attending

Ngaire Baker (Chair)	Mount Pleasant Operation
Brett Wild	Branxton Greta Chamber of Commerce
Craig White	Bengalla Mining Company
Josh Harris - via teleconference	Glencore
Leah Scheepers	BHP
Mike Kelly	Muswellbrook Business Chamber
Tony Chadwick	Singleton Shire Council
Sue Gilroy	Singleton Business Chamber
Damien Butler - via teleconference	The Bloomfield Group
Bob Mackie	theresource
James Barben	NSW Minerals Council
Craig Milton	NSW Minerals Council

Apologies:

Deirdra Tindale	BHP
Scott Fittler	Yancoal
David Gatwood	Upper Hunter Shire Council

1. Welcome and Apologies

The Chair welcomed all attendees and noted the apologies. Mr. Chadwick advised that Ms. Bobsien had left Muswellbrook Council and would provide contact details for Aleksander Mitreski, Muswellbrook Council's Acting Economic Development Manager, to the Dialogue secretariat to follow up.

ACTION:

- **Dialogue secretariat to invite Aleksander Mitreski to join the Working Group.**

2. Minutes and Actions from Previous Meeting

The minutes were accepted by members with actions from the previous meetings noted.

3. Discussion: Mining Procurement Information Hub

Mr. Milton provided an overview of the project plan, noting that an information request had recently been distributed to industry members seeking an overview of their procurement process as well as any relevant links, fact sheets and other resources that the Dialogue could host on the website.

Members queried whether contractor information would be provided on the hub, with agreement that key contractors such as Thiess should be included as they are heavily engaged across a number of Upper

Hunter sites. The Chair noted that she was due to meet with Thiess shortly and would follow up this matter.

Mr. Kelly tabled a document titled the Hunter Region Procurement Toolkit, developed in partnership between the Hunter Business Chamber, AI Group and the NSW Department of Industry, which has listed government entities, basic requirements and other considerations in a 4-page A4 booklet.

Members clarified that we are seeking to target both new and existing business entrants to assist them in accessing opportunities to grow their businesses and provide a better opportunity to understand their concerns and interact with the mining sector.

ACTION:

- **Dialogue secretariat to seek procurement information from Thiess and any other relevant contractors if identified.**
- **Dialogue secretariat to review the Hunter Region Procurement Toolkit.**

4. Discussion: Mining Procurement Business Events

Mr. Milton provided a brief overview of the current business events plan. Members agreed that the Singleton event was a clear opportunity to co-facilitate and that Thursday 12 September worked well.

Members discussed the Muswellbrook event noting that Tuesday 13 August would be preferable (note: this was changed from 6 August shortly after the meeting as there was a clash with the NSWMC HSEC Conference). Mr. Kelly noted that attendance of businesses at Muswellbrook Chamber of Commerce breakfast events are generally mining-related. The MCOC Board is meeting the following day to lock in the next quarter of events.

Members queried whether these events would be sponsored by the Dialogue as they are generally ticketed events, with between 40 to 80 persons attending. These events will be promoted and targeted to the member businesses. Members agreed the Muswellbrook RSL would be the most appropriate venue for a larger audience.

Members discussed the format for the events, noting that it would be good to get an informative update from each mining operation/company in attendance regarding:

- A simple snapshot/overview of their operation/s or company
- Any future projects/plans/expansions
- Procurement process and tendering opportunities - how to get involved and where to go/who to speak to

ACTION:

- **NSWMC to revise business events plan and finalise commitment request from industry members.**

5. Summary of the House Inquiry Report 'Keep It in The Regions'

Mr. Milton provided an overview of the House Inquiry report recommendations most relevant to the Joint Working Group, noting the industry members had discussed developing a gap analysis of the recommendations, industry actions to address them, and what is still required.

6. Update from other Dialogue Working Groups/Committees

Mr. Barben provided an overview of the other Working Group projects, with the environmental projects generating discussion amongst members.

Members noted the economic parallels with the Pilot Pathway to Final Land Use project, which is seeking to improve mechanisms to modify consents/plan to help industry progress to post-mining land uses. Members noted the AGL process may be a useful case study for how this may be undertaken at a regional-wide scale.

Members discussed the Buffer Land reporting project and queried whether there was any consideration for an additional phase to this project beyond reporting? Mr. Barben noted the Synoptic Plan Review process is the right space to deal with potential buffer land use cases. This project is simply to better

understand how much land we have and highlight opportunities for interested third parties.

7. Update on Communications Activities

Mr. Mackie provided an overview of the Dialogue's communication activities, with Mr. Milton providing a summary of the community survey results. Members were interested in the school mine tours program and the Dialogue's attendance at regional shows.

8. Other Business

No other business was discussed.

9. Next Meeting and Close

The meeting closed at 2.30 pm.

Actions Arising from Meeting

Action	Responsibility	Progress
Working Group Membership		
Dialogue secretariat to invite Aleksander Mitreski (Muswellbrook Shire Council) to join the Working Group.	Dialogue secretariat	Completed
Procurement Information Hub		
Dialogue secretariat to seek procurement information from Thiess and any other relevant contractors if identified.	Dialogue secretariat	Completed
Dialogue secretariat to review the Hunter Region Procurement Toolkit.	Dialogue secretariat	Completed
Procurement Business Events Plan		
Dialogue secretariat to revise business events plan and finalise commitment request from industry members.	Dialogue secretariat	Completed

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Agenda Item 3

PRESENTATION: Upper Hunter Region Economic Indicators - Latest Results of Pulse Survey of Local Conditions, Dr Anthea Bill & Prof Will Rifkin, Hunter Research Foundation Centre

The HRF Centre's Hunter Region Economic Indicators and Upper Hunter Region Economic Indicators capture the nation's economic trends and the Hunter region's performance across key areas including: labour force, demographics, housing, consumer confidence and business performance. These insights provide clarity for smart and innovative decision-making in challenging times. Many of the indicators are based on data collected from regular surveys of households and businesses through our Hunter Pulse surveys.

Dr Anthea Bill, lead Economist, Hunter Research Foundation Centre

Dr Anthea Bill is a key member of the HRF Centre's research team and has a particular interest in economic and socio-spatial analysis. She has over 15 years qualitative and quantitative research experience working in academic, commercial consultancy and government contexts and is responsible for delivering the Centre's economic indicators program in the Hunter and Upper Hunter.

Dr Bill has authored and co-authored peer-reviewed research papers exploring geo-spatial disadvantage in Australian cities, labour market outcomes, housing affordability, commuting and the social impacts of unemployment. She has also authored and co-authored several research reports for the Australian Bureau of Statistics (ABS), Australian Fair Pay Commission, World Health Organisation, Centrelink, AMP, NSW Health and the ACT Chief Ministers Department.

Dr Bill was active in the development of the evaluation framework for the Queensland National Partnership Agreement on Homelessness. She completed a PhD in Economics at the University of Newcastle in 2015, using spatial data analysis techniques to explore entrenched unemployment in some Australian city suburbs.

Dr Bill joined the HRF Centre in January 2017, transitioning from the Hunter Research Foundation, where she worked in a similar role for five years.

Professor Will Rifkin, Director, Hunter Research Foundation Centre

Professor Will Rifkin is the HRF Centre's Director and is Chair in Applied Regional Economics at the University of Newcastle.

The HRF Centre has a 60-year history of conducting social and economic research in the Hunter region and nationally. The Centre shares these findings in regular economic breakfasts with hundreds of leaders from business, government, and the community sector.

Professor Rifkin's specialty is addressing the changes in communities that are affected by rises and falls in the prices of natural resources, such as coal or natural gas. He led development of the Boomtown Toolkit and Boomtown Indicators. The Boomtown Indicators website has a dashboard with data on trends in business income, housing prices, unemployment and crime rates in rural communities in Queensland near natural gas development and coal mines.

More generally, he has worked to improve communication between technical and nontechnical people for more than 20 years. His focus is on decision-making and navigating change in organisations, arenas, and regions. Professor Rifkin aims to help bring business, government and community into closer alignment to help the Hunter region achieve its potential by anticipating change and building economic and social diversity.

FOR INFORMATION

**Upper Hunter Mining Dialogue
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Agenda Item 4

MINING PROCUREMENT INFORMATION HUB

Issue

The Dialogue Steering Committees have supported a project that seeks to collate existing industry information regarding procurement processes and practices to improve awareness and knowledge of engagement with industry for suppliers and other interested stakeholders.

Background

At the March 2019 Dialogue meetings, the Steering Committees endorsed a recommendation from the Joint Working Group to seek to provide a greater level of information about procurement and purchasing processes within Dialogue member companies operating across the Upper Hunter.

As a result, members supported establishing a Dialogue information hub to link directly to existing databases and education and training resources. The hub would also provide direct links to and information about company procurement processes, information for suppliers regarding capacity building, as well as how to engage with and respond to tenders. Given the procurement process varies across operations, the Dialogue intends to provide an example of a generic procurement process to help inform suppliers about what they can generally expect in their dealings with the sector.

At the June 2019 meetings, members supported the Dialogue secretariat following a similar approach to the format of the Hunter Procurement Toolkit document. An information request was sent to members seeking website links, information.

To date, limited feedback has been provided to the Dialogue secretariat. To better facilitate the preparation of this document and to provide more consistency in terms of the information being received, the Dialogue secretariat has prepared a toolkit form (**attached**) to gather relevant information from members.

If members could kindly review the form and provide feedback as to whether the information sought is appropriate, as well as suggestions to improve the resource, this would be helpful. If supported, the Dialogue will resend the form out to industry members shortly following the meeting, along with a date this information is required by.

In initial discussions with industry, members recommended including a list of standard procurement categories for inclusion in the form which members can select if relevant to their operations.

As this document and website information hub finalised for release at the Annual Forum in November 2019, this will be a key focus for the Dialogue in the coming months.

Recommendation:

- **Working Group members are encouraged to review the procurement toolkit form and provide their company procurement information to the Dialogue secretariat.**

FOR INFORMATION/DISCUSSION

Attachment: Upper Hunter Mining Procurement Information Form

**UPPER HUNTER MINING DIALOGUE
PROCUREMENT INFORMATION FORM (August 2019)**

COMPANY NAME AND LOGO	
Summary/Description:	Provide brief summary of procurement and what suppliers should know about your company processes (if not already covered in points below).
Company Website:	Link to either company homepage, or a specific sub-page that contains procurement or supplier information.
Tender Website, or to Register Your Interest:	Include link to tendering site, or a site that allows interested suppliers to register their interest/details.
Contract/Purchase Ranges:	Include any relevant purchase ranges and what is required at each point. For example: <ul style="list-style-type: none"> • <\$50,000 - 1 written quote • \$50,000 to \$250,000 - 2 written quotes • >\$250,000 - Formal tender process
Pre-Qualification Program:	Yes/No? Any additional information?
Post-Tender Feedback:	Yes/No? Any additional information?
Professional Indemnity Insurance:	Required or not? Any additional information?
Public Liability Insurance:	Required or not? Any additional information?
Products Liability Insurance:	Required or not? Any additional information?
Quality Assurance System:	Required or not? Any additional information?
WH&S System:	Required or not? Any additional information?
ABN/ACN:	Required or not? Any additional information?
Payment Terms:	List relevant payment terms information if you'd like to advise (not required).
Procurement Process:	Include a map or flowchart of your company procurement process (for Dialogue secretariat information purposes only - this will not be published)
Supporting Documents:	Include PDFs or links to any relevant fact sheets/FAQ or other summaries.

Note: Please complete all relevant fields. If it is not possible to provide relevant details, please include a note advising that these matters will be discussed during the tender or contract period.

Standard Procurement categories (please select all that are relevant)			
Advertising & Media Services		Machinery & Equipment	
Agriculture		Marketing Services	
Architectural Design Services		Materials Handling Equipment	
Audio & Video		Mechanical Services & Equipment	
AusAid & NZAid Tenders		Medical & Healthcare	
Aviation & Related Services		Miscellaneous Equipment	
Building Demolition & Removal		Office Supplies & Equipment	
Business Professional Services		Packaging & Paper Supplies	
Civil Engineering & Construction		Painting & Corrosion	
Cleaning		Pest Control	
Clothing & Textiles & Footwear		Photography	
Construction		Pipe Supply	
Education Services		Plant & Labour Hire	
Electrical & Cabling		Printing	
Engineering Services		Property & Realty Services	
Environmental / Heritage / Conservation		Public Private Partnerships (PPPs)	
Equipment Disposal		Quarrying / Oil / Mining	
Event Management		Recruitment & HR Services	
Facilities Management		Scientific & Research	
Fencing		Security & Fire	
Financial Services		Shipping	
Fisheries		Sign Manufacturing & Signwriting	
Forestry		Social Services	
Fuels & Oils		Telecommunications	
Grounds Maintenance		Training & Development	
Health & Safety Management		Transportation & Logistics	
Horticulture		Utilities - Energy & Water	
Hospitality & FMCG		Valuation Services	
Household Goods		Vehicles & Heavy Plant	
Industrial Chemicals		Waste Management & Landfill	
Information Technology		Water & Sewage	
Landscaping		<i>Other categories (include details below)</i>	

**Upper Hunter Mining Dialogue
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Agenda Item 5

UPDATE ON MINING PROCUREMENT BUSINESS EVENTS

Issue

The Dialogue Steering Committees have supported a project that seeks to establish a program of mining procurement business events in conjunction with local business organisations to help promote local mining procurement opportunities and processes to the business community.

Background

The intent of these events is to provide opportunities for companies to update on the progress of their operations and advise of any procurement opportunities available, as well as providing an opportunity for company personnel and suppliers to network.

The Dialogue is initially hosting two events (one each in Muswellbrook and Singleton) in 2019, with the assistance of the Muswellbrook Chamber of Commerce and the Singleton Business Chamber. Based on how successful these events are and the feedback received, the Dialogue will explore further opportunities to continue or expand the events throughout 2020.

The Muswellbrook Chamber of Commerce 'Procurement Opportunities' Breakfast event was held on Tuesday 13 August, with over 130 attendees. Four Dialogue member companies (BHP/C-Res, Mount Pleasant Operation, Bengalla Mining Company & Thiess) participated in the event, which generated local media interest, with articles published by the Muswellbrook Chronicle and Hunter Valley News, with 2NM in attendance. The Dialogue has published a news article on the Dialogue website as well.

Based on the limited feedback received so far, the following can be noted:

- There were generally high levels of satisfaction with the event, with all respondents indicating they were either very satisfied, or satisfied with the event and they would either be very likely or likely to attend future similar events.
- Respondents were favourable towards information supplied about supply opportunities; the local theme; location; breakfast timing; speakers who stayed on point; the variety of speakers and the opportunity to talk with presenters post-event.
- Respondent criticism centred around the length of the presentations (too short), speakers who strayed off topic, too many presenters and a lack of detail.
- Suggested improvements were to increase engagement with participants, including name tags, liaising with presenters to ensure they stay on point, having all local mining companies available, and more detail about what suppliers are required (e.g. catering, event hire?).
- Respondents were more favourable towards having multiple presenters on the line up, however some felt that four was too much, 2-3 speakers was indicated as the ideal amount to provide variation and greater detail.

The Singleton Business Chamber Mining Procurement Lunch is coming up on Thursday 12 September (12:00 pm to 2:00 pm). Three Dialogue member companies (The Bloomfield Group, Peabody Energy & Thiess) and C-Res are currently confirmed to participate in the event. The Dialogue secretariat is liaising with companies and the Singleton Business Chamber regarding preparations for the event and factoring in suggested improvements following the Muswellbrook event where possible.

Recommendation:

- **Working Group Members provide feedback on their experience with the business events so far, including any suggestions to improve future events.**

FOR DISCUSSION

**Upper Hunter Mining Dialogue
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Agenda Item 6

ANALYSIS OF HOUSE INQUIRY RECOMMENDATIONS AND DIALOGUE ACTIONS

The House Inquiry report 'Keep It in The Regions' contains a number of recommendations regarding local procurement and payment terms which are of relevance to the Working Group.

Background

The House of Representatives Standing Committee on Industry, Innovation, Science and Resources released a report in November 2018 following the Inquiry into how the mining sector can support businesses in regional communities.

Out of the report's 21 resulting recommendations, there are several of relevance to the mining industry, and the objectives of the Dialogue's Economic and Social Development Working Groups, specifically regarding Local Procurement and Terms of Payment and Contract Terms.

Other themes explored through the report, including Returns for the Regions, Skills, Innovation and Diversification, and Social Licence to Operate are issues that are better positioned for NSWMC consideration and will not be explored through the Working Groups.

At the May/June 2019 Working Group meetings, members supported the Dialogue analysing the relevant recommendations and mapping these out against the Forum outcomes and what industry is doing to address them. Attached over the page is a summary of the relevant local procurement and payment terms, alongside 2018 Forum feedback and information regarding the Dialogue's activities and projects to address these.

The inquiry has lapsed, and a government response is yet to be provided. The Minerals Council of Australia is unaware of how the Government may respond, if at all. As such, there may be limited opportunity to progress this further at this stage.

Recommendation:

- **The Working Group review the analysis and provide any relevant feedback to close out this document.**

FOR DISCUSSION

Attachment: Analysis of House Inquiry Recommendations and Dialogue Actions

Attachment: Analysis of House Inquiry Recommendations and Dialogue Actions

Key Recommendations	Forum Suggestions	Dialogue Actions
<p>Recommendation 5 - The Committee recommends the Federal Government review the mechanisms in place to support regional small and medium enterprises and locally based businesses of any size to engage with the mining sector.</p> <p>The review should identify any additional support that need to be made available to ensure regional businesses have the skills and capacity to:</p> <ul style="list-style-type: none"> - find out about opportunities in the mining and resources sectors; - negotiate effectively with mining and resources companies; - secure and maintain the necessary accreditations; and - complete tender processes effectively and efficiently." 	<p>Develop a portal or website with procurement information that helps improve understanding between industry and suppliers, improves visibility of procurement opportunities; provides a point of contact; outlines key qualifying criteria and requirements, and a clear understanding of the procurement process in terms of expectations and timeframes.</p> <p>Host additional networking events, workshops, webinars (or combination of all three) using industry procurement personnel to educate suppliers on how to improve their engagement and access to procurement opportunities and strengthen relationships with business chambers, councils and other groups.</p> <p>Develop a policy to recognise and demonstrate the value and importance of both local suppliers and business needs.</p> <p>Keep bite-size engagement in mind. Keep it short and sharp. Don't need to tell everything at once. Whole day events are a big imposition on small business' time.</p> <p>Developing an industry/supplier working group to advise on capability sharing and tendering process, e.g. webinars</p> <p>GAP analysis to develop improvement program to address shortfalls around soft skills - including managing relationships and communicating capability, initiating regular catch ups with structured conversations and questions. Better understanding of each side of business.</p>	<p>The Dialogue's two mining procurement-themed projects (Information Hub and Resources; Business Events) will help address the suggestions made at the Dialogue Forum in 2018, and the House Inquiry by:</p> <ul style="list-style-type: none"> - Providing easily accessible resources and contact information, - Hosting events that advise suppliers on how they can find out about opportunities in the mining sector, - Clearly articulating company tender processes to ensure they are completed effectively and efficiently - Advising suppliers on how to better position themselves to negotiate effectively with mining companies, - Communicating any required accreditations, systems or qualifications, and - Providing clear expectations to suppliers regarding typical engagement levels and time frames. <p>The Dialogue established an Economic and Social Development theme with working groups, projects, and the involvement of the Business Chambers, in response to community feedback demonstrates industry's commitment to local suppliers and the business community.</p> <p>Chamber events have been purposely designed to be brief events that provide value to time-poor suppliers at times convenient to them. The Dialogue will review feedback and explore other opportunities for supplier engagement.</p> <p>The Working Groups involve Business Chambers and recently Thiess which provides a link to local suppliers.</p>

<p>Recommendation 7 - If the Australian Supplier Payment Code is not significantly strengthened by July 2019, the Committee recommends the Australian Government implement recommendation 9 from the Australian Small Business and Family Enterprise Ombudsman's Payment Times and Practices Inquiry - Final Report (2017). This recommendation called for the Australian Government to <i>introduce legislation which sets a maximum payment time for business to business transactions</i>. Certain industries may need terms greater than the maximum which can be agreed providing they are not grossly unfair to one party. Where a longer term is called into dispute it will be considered an unfair contract term.</p>	<p>Investigate increasing flexibility of payment terms and timeframes across Upper Hunter sites, as some are too slow for SMEs. Some have returned to 30 days to help improve cash flow, which has been generally well received.</p>	<p>Several mining companies in the Upper Hunter have committed to 30-day payment terms.</p> <p>Other companies have Mutually agreed flexible payment terms (including options for immediate payment, 14 days, 30 days, and next business month) that suit their various company processes, and which do not adversely impact suppliers.</p>
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Other Recommendations	Dialogue Actions
<p>Recommendation 3 - The Committee recommends the Federal Government work with state, territory and local governments, and land councils, who make licensing agreements with companies to ensure these agreements:</p> <ul style="list-style-type: none"> - include targets for minimum levels of true local procurement, based on the specific circumstances of the region and the project, including regional business capability; - clearly define 'local', using the Queensland Government's Local Zones model, or a similar model; - require companies to make procurement opportunities readily available and accessible to regional small and medium enterprises and locally based businesses of any size, and to advertise their contracts and tenders for at least 30 days; and - require companies to ensure their higher-tier contractors also commit to local procurement. 	<p>Local Procurement is a priority for many Upper Hunter mining companies. Most mining companies have a local procurement plan, with clear definitions of 'local' at LGA, region, state and national levels, as well as targets for minimum levels of procurement. For the Dialogue's purposes we consider the term 'local' to include LGAs for Singleton, Muswellbrook and Upper Hunter.</p> <p>Many companies advertise their available procurement opportunities via tendering websites/portals. Others encourage suppliers to register their interest and provide business and contact details, and when procurement needs arise businesses are contacted directly if they are suitable.</p> <p>Some multinational companies may have global procurement contracts in place, and it is important that suppliers are aware of these arrangements.</p> <p>Tier 1 contractors operating in the Upper Hunter which are engaged on behalf of mining companies have articulated their own commitment to genuine local procurement.</p>
<p>Recommendation 4 - The Committee recommends the Federal Government work with local governments</p>	<p>The Dialogue's Joint Economic and Social Development Working Group has</p>

<p>and land councils to produce high-quality, accessible guidance materials for use by local councils and land councils in mining regions. These materials would help councillors to:</p> <ul style="list-style-type: none"> - negotiate effectively with mining and resources companies when setting up or reviewing agreements; - maximise rates receipts and other compensation from mining and resources companies active in their local government area; - secure commitments to minimum levels of local workforce participation, training and apprenticeships; - negotiate guarantees around local procurement policies and processes; and - develop a clear action plan and guarantee of adequate funding for rehabilitation, clean-up and community sustainability projects as mining retracts. 	<p>participation from several local councils and provides an opportunity for these representatives to access mining industry personnel and materials to help local councils better understand local procurement policies and processes.</p>
<p>Recommendation 6 - The Committee recommends that the Australian Government closely consider the outcome of the independent review into the Business Council of Australia's voluntary Australian Supplier Payment Code (the Code) when it is finalised. If the review does not result in a significant strengthening of, and compliance by industry with, the Code, the Australian Government should move to legislate maximum payment terms. A strengthened Code would need to include:</p> <ul style="list-style-type: none"> - coverage for medium sized businesses; - reporting and enforcement mechanisms; and - more signatories, especially from the mining and resources sectors. 	<p>The review noted that as a result of signatories signing the Code, payment practices and times have improved, however long payment terms and late payment issues still impact many small businesses, and more widespread adoption of the Code is needed, particularly those with high amounts of small business suppliers in their supply chains.</p> <p>Several mining companies are signatories to the Code. As it is voluntary, there is no requirement for companies to sign at this stage.</p>
<p>Recommendation 8 - The Committee recommends that, in the absence of legislated payment terms, the Federal Government work with state, territory and local governments, and land councils, who make licensing agreements with mining and resources companies to ensure any new exploration licences are only granted to companies that agree to sign up to the Australian Supplier Payment Code.</p>	<p>Unsure of the Dialogue's ability to facilitate this recommendation. Seeking Working Group feedback.</p>
<p>Recommendation 9 - The Committee recommends that the Australian Government prioritise reviewing the Australian Consumer Law with a view to:</p> <ul style="list-style-type: none"> - Amending the law so that Unfair Contract Terms in business-to-business contracts are prohibited under the law; - Including potential penalties for imposing Unfair Contract Terms; - Clarifying or widening the definition of a 'standard form contract', as required to meet the intent of the legislation; and - Amending the thresholds to ensure a larger proportion of small and medium sized businesses can be protected by the law." 	<p>Unsure of the Dialogue's ability to facilitate this recommendation. Seeking Working Group feedback.</p>

**Upper Hunter Mining Dialogue
Joint Economic and Social Development Working Group - 11 September 2019**

Agenda Item 7

2019 ANNUAL FORUM PLANNING

Issue

The Annual Forum is the Dialogue's major event and is an opportunity to engage with our key stakeholders and update them on our progress in the past year and seek their feedback on future priorities. It is important that the Dialogue considers how best to improve this event to ensure it continues to provide value and an opportunity for the community to have their say.

Background

The 2019 Annual Forum will be held on Tuesday 19 November 2019 at the Singleton Civic Centre, Singleton.

Earlier in 2019, the Dialogue's Working Groups reviewed the feedback received from participants in the 2018 Annual Forum. Feedback from last year's event was generally positive, with a record number of participants attending. As a result, the Dialogue secretariat has opted not to significantly alter the format for 2019, with the format consisting of some earlier presentations, moving into a networking and information session, a final discussion and feedback session, and ending with lunch and networking.

A draft 2019 Annual Forum agenda has been **attached** for review and discussion.

Key items to note:

- The Dialogue is keen to ensure that the projects endorsed by the Steering Committees and Working Groups are addressed in the opening 'Year in Review' presentation and promoted to stakeholders to demonstrate that issues raised and suggestions made through the annual Discussion Sessions will be discussed, considered, and actioned where possible to deliver outcomes for the Dialogue's stakeholders.
- As Air Quality continues to be reported as key issue for the region in 2019, it is important that this be a focus of an early presentation and the Dialogue will seek to include a presentation on the progress with the Air Quality Project, and potentially other OEH/EPA activities in this area.
- The Dialogue has been approached by Michael Wright, Deputy Secretary, Division of Resource & Geoscience, and Department of Planning, Industry & Environment who is seeking to be involved in the Forum. The Dialogue has considered this request and encouraged Mr. Wright to provide an update to stakeholders on the NSW Government's work in long-term planning issues (e.g. Synoptic Plan, Economic Diversification, Post-Mining Land Use Pathways etc.)
- The Dialogue will seek to directly invite key community stakeholder contacts to attend the 2019 Annual Forum and distribute information across their networks on behalf of industry members, (e.g. CCC groups, business chambers, councils and key local procurement networks)

Recommendation:

- **Working Group members review the draft 2019 Annual Forum Agenda and provide feedback to help guide the Dialogue secretariat's planning for the event.**

FOR INFORMATION/DISCUSSION

Attachment: Draft 2019 Annual Forum Agenda

Attachment: DRAFT 2019 UHMD ANNUAL FORUM AGENDA

Where: Singleton Civic Centre

When: Tuesday 19 November 2018, 8:30 am to 2:30 pm



Time	Length	Topic	Presenter
8:30 am	25 mins	Arrival and networking. Coffee, tea, muffins available	
8:55 am	5 mins	Call to order	
9:00 am	10 mins	Welcome from Facilitator, including: <ul style="list-style-type: none"> • Setting the scene • Acknowledgement of Country • OHS overview 	Di Sneddon, Facilitator
9:10 am	20 mins	Dialogue Update: Provide update to attendees on the outcomes of 2019 projects supported from the previous Forum discussion session and introduce stalls for the networking and information session, including: <ul style="list-style-type: none"> • Key Environmental projects, Air Quality Analysis, Water Accounting Framework, Rehabilitation principles and Commitments • Economic development and diversification - Procurement materials and Events • Communication and stakeholder engagement summary 	James Barben, NSWMC Sarah Withell, Chair, UHMD
9:30 am	15 mins	Upper Hunter Air Quality - Dialogue project and other initiatives	TBC
9:45 am	15 mins	Update on NSW Government's long-term land use planning projects	Michael Wright, Deputy Secretary, DPIE
10:00 am	90 mins	Networking between attendees and invited guests Key Dialogue projects will be supported by various project stalls where attendees are free to engage with representatives on a range of issues: <ol style="list-style-type: none"> 1. Local Procurement and Economic Development 2. Comms Projects - School Mine Tours and VR technology 3. Water stewardship - Water Accounting Framework 4. Rehabilitation and land management - Industry members and NSW Govt (DPIE, DRG, Resources Regulator) 5. Air Quality, Emissions and Health - Air Quality Project, NSW Govt activities (OEH, EPA) 6. NSW Government - Upper Hunter Long-Term Planning Update - Synoptic Plan Review Progress, Pilot Pathway to Final Land Use (DPIE and DPC), Economic Diversification <p>Note: Morning tea and refreshments will be made available during this session</p>	
11:30 pm	45 mins	In-table discussion on the projects Attendees will discuss what they have learnt from the morning networking session amongst their tables, identifying their Top ideas or projects to address them.	
12:15 pm	45 mins	Feedback and Discussion Feedback generated from the in-table discussions will be discussed further to help guide future Dialogue actions. Participants will then get to have their say on priority projects.	
1:00 pm	5 mins	Summary of Forum Outcomes	Di Sneddon, Facilitator
1:05 pm	5 mins	Forum Closing Remarks	Sarah Withell, Chair, UHMD
1:10 pm		Lunch - BBQ and networking	
2:30 pm		Forum Close	

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UPDATE ON COMMUNICATIONS ACTIVITIES

Community and stakeholder engagement

- The School Mine Tours Program returns to the road in August and September with 14 tours from 7 schools scheduled across 6 mine sites. This follows on from the May/June schedule which saw 8 tours from 11 schools conducted across 7 mine sites. All but two Upper Hunter schools – in our catchment – are participating and all but one of the Dialogue partners' active mine sites have agreed to take part.
- Since the May update, the Dialogue has been on display at the Mangoola Family Day (May) and the NSWMC HSEC Conference (August). In the next few months, the Dialogue is scheduled to attend five more events including Broke Village Fair, Singleton Show, Westpac Rescue Helicopter Hunter Valley Charity Rugby League Day, Bengalla Open Day and the UHMD Annual Forum. According to the current schedule, by the end of the year the Dialogue will have been on display at 10 events in 2019.
- The new Virtual Reality Experience is proving popular at events. After debuting at Tocal Field Days in May, the VR had its second outing at the Mangoola Family Day and attracted 67 viewers in about three hours. Since then, the VR experience has been updated with a voice-over script which explains not only what is happening within the experience but also delivers Dialogue educational messaging. This latest version was released at the HSEC conference to very favourable reviews. The next stage of the VR development will be the production of a “summary” video which automatically takes viewers through the entire mining experience without having to move manually from stage to stage. The summary video will also incorporate the scripted voice-over and make the technology much easier to use.
- The inaugural Procurement Opportunities Breakfast was held in Muswellbrook in August with 130 attendees. Attendees from local businesses had the opportunity to hear industry leaders and procurement experts explain current and upcoming procurement opportunities as well as network directly with industry representatives.
- Planning has started for the Dialogue's fourth newsletter which is due to be produced in October in the lead up to the Annual Forum.

Media

- Local media outlets continue to support the Dialogue with publicity including publishing articles on the Dialogue's community events schedule, the procurement opportunities breakfast, Thiess joining the Dialogue as an industry partner and a number of stories and photos on the school mine tours program. Articles have appeared in @thecoalface and Fairfax's Upper Hunter websites. The articles and photos have also been posted on the Dialogue's Facebook page.

FOR INFORMATION

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UPDATE ON OTHER DIALOGUE WORKING GROUPS AND COMMITTEES

The Dialogue has several Committees and Working Groups with differing objectives. It is important to share information and knowledge amongst all Dialogue groups where relevant to help inform discussions.

Please see below for updates on various Dialogue Working Groups and Committees:

Joint Advisory Steering Committee

As members were advised at the previous meeting, David O'Brien has stepped down from the position of Chair of the Upper Hunter Mining Dialogue and Steering Committees. Current JASC member Sarah Withell has accepted the position of the Chair and will commence these duties shortly. As Ms. Withell is currently a member of the Joint Advisory Steering Committee, the Dialogue will seek to fill the vacancy and will canvass Industry Steering Committee members for representation.

The JASC met in early July to discuss the progress made to date in relation to the annual Dialogue projects, as well as those 2019 projects recently supported. Of note was the air quality project, with the Committee supporting the Dialogue engaging with CSIRO to commence the project. Members also had an initial discussion regarding the 2019 Annual Forum, recommending that a Save The Date calendar invite go to members and the secretariat commence preparing a draft agenda for upcoming discussion, similar to the format of the 2018 event.

The Dialogue secretariat have been busy working to finalise a new community/business representative for the JASC following recent advertisements across the Upper Hunter media. Representation is currently being sought from the Muswellbrook Chamber of Commerce and Singleton Business Chamber.

The JASC is scheduled to meet next on **Thursday 26 September 2019** from 1:00 pm to 3:00 pm

Communications Working Group

The Communications Working Group met and discussed the Dialogue's progress across a number of relevant projects. Of interest was the Dialogue's CCC meetings and how useful they had been in distributing information regarding the Dialogue to key community stakeholders. Members were also interested in the Dialogue's updated community survey results as well as other opportunities for improving communication in the Dialogue's environmental projects.

The CWG is scheduled to meet next on **Tuesday 17 September 2019** from 2:00 pm to 4:00 pm.

Joint Environment Working Group

The Joint Environment Working Group met shortly following the last Industry Working Group meeting. With 18 attendees plus the Dialogue secretariat, it was welcoming to see a large turnout for the meeting.

Key matters discussed at the JEWG included:

- Greater community understanding of the analysis of air quality monitoring data project, with members comfortable in the Dialogue forming a steering committee to oversee the project, developing a scope and approaching potential organisations to undertake the analysis.
- Members discussed the ACARP past and present rehabilitation of mine land, noting that the Drayton site has considerable rehabilitation and their involvement could provide meaningful contribution to the project, encouraging the Dialogue to assist in facilitating this interaction.
- Neville Hodgkinson provided a detailed presentation of a project proposal, with members not supporting this as a Dialogue project, and recommended communicating this outcome and potential alternative funding and support options in a letter to Dr. Hodgkinson.
- Laurie Perry provided an overview of indigenous burning initiatives that he is seeking the mining industry to incorporate on their biodiversity and conservation areas to promote a range of environmental, social and cultural benefits to the community. Mr. Perry has been invited to present

at the next Joint Working Group meeting on the outcomes of upcoming burns in the Upper Hunter area.

The JEWG is scheduled to meet next on **Wednesday 11 September** at 9:00 am to 12:00 pm.

FOR INFORMATION/DISCUSSION

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OTHER BUSINESS

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NEXT MEETING / CLOSE

The next Joint Working Group meeting is yet to be determined.

Meeting dates for all 2020 meetings will be determined following the Annual Forum in late November, with calendar invites sent out to members prior to the end of 2019.

FOR INFORMATION