

Hunter Joint Organisation Board Meeting Minutes

11:00 – 12:30pm, Thursday 12 September 2019

HJO Board Meeting Room, 4 Sandringham Ave, Thornton NSW

Voting Directors Present

Cr Bob Pynsent,	Cessnock City Council
Cr Tracy Norman,	Dungog Shire Council
Cr David West,	MidCoast Council
Cr Sue Moore,	Singleton Shire Council
Cr Ryan Palmer,	Port Stephens Council
Cr Wayne Bedggood,	Upper Hunter Shire Council
Cr Loretta Baker,	Maitland City Council

Non-Voting Members Present

Steve McDonald,	General Manager, Upper Hunter Shire Council (Chair)
Coralie Nichols,	General Manager, Dungog Shire Council
Adrian Panuccio,	General Manager, MidCoast Council
Wayne Wallis,	General Manager, Port Stephens Council
Jeremy Bath,	CEO, Newcastle City Council (entered the meeting at 11:19am)
Robert Maginness,	Acting GM, Cessnock City Council
Karen Minto	Acting Director – Hunter & Central Coast, DPIE
Chris James	Acting GM, Maitland City Council
Sharon Hutch	Acting GM, Singleton Council

Apologies

Cr Nuatali Nelmes,	Newcastle City Council
Cr Kay Fraser,	Lake Macquarie City Council
Cr Martin Rush,	Muswellbrook Shire Council
David Evans,	General Manager, Maitland City Council
Fiona Plesman,	General Manager, Muswellbrook Shire Council
Jason Linnane,	General Manager, Singleton Council
Morven Cameron,	CEO, Lake Macquarie City Council

Staff in attendance

Joe James, CEO, Hunter Joint Organisation

Graham Dean, Manager Finance & Administration, Strategic Services Australia

Steve Wilson, Director, Environment Division, Strategic Services Australia

Louisa Bulley, Executive Assistant to the CEO

Observers

Virginia Errington, Office of Local Government

Stephen Wills

Andrew McIntyre, DPIE

Claire Turrel, DPIE

Sonia Errington, DPIE

Item 1 Welcomes and Apologies

The Chair welcomed the members to the meeting, and noted the apologies.

Resolved:

- ***That the apologies be noted.***

Moved: Sue Moore

Seconded: Ryan Palmer

Carried.

Item 2 Minutes of Previous Meeting

The minutes of the meeting of 11 July 2019 were noted.

Item 3 Confirmation of Minutes & Business Arising from Minutes

Resolved:

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

Moved: Sue Moore

Seconded: David West

Carried.

Item 4 Presentations

4.1 Hunter Valley Flood Mitigation Scheme Review: *Andrew McIntyre from Department of Planning, Industry and Environment provided a presentation on the Hunter Valley Flood Mitigation Scheme currently underway.*

Item 5 Correspondence

The correspondence was taken as read.

Resolved:

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

Moved: Sue Moore

Seconded: Kaye Fraser

Carried.

Item 6 Reports

6.1 CEO Report

The report was taken as read. The CEO provided a short verbal update to accompany the report.

Resolved:

- ***That the CEO Report be noted.***

Moved: Wayne Bedggood

Seconded: Loretta Baker

Carried.

6.2 Financial Reports YTD July 2019

Graham Dean provided a short verbal update to accompany the report, noting variances against the 2019/20 budget due to the timing of invoicing for some business divisions.

Resolved:

- ***That the financial reports be noted.***

Moved: Ryan Palmer

Seconded: Kaye Fraser

Carried.

6.3 Additional Funding for Joint Organisations

The report was taken as read. The CEO noted that as further clarity is provided from OLG on the criteria for this grant funding, will liaise with the Chair of the HJO on how to proceed.

Resolved:

- ***That the report be noted and that the CEO liaise with the Chairperson in submitting an indicative project scope to OLG by 30 September.***

Moved: Sue Moore

Seconded: Wayne Bedggood

Carried.

6.4 Local Strategic Planning Statements

The report was taken as read. Steve Wilson provided further context for the report, noting that an external resource has been engaged to undertake this project.

Resolved:

- ***That the update be noted***

Moved: David West

Seconded: Ryan Palmer

Carried.

6.5 Organisational Communication and Marketing

The report was taken as read.

Resolved:

- ***That the Board note the strategic approach to communication and marketing of the collaborative activity of the organisation (in addition to the planning and marketing of discreet business units and functions).***
- ***That the Board note and ensure the draft organisation mission statement.***

Moved: Tracy Norman

Seconded: Sue Moore

Carried.

6.6 Regional Economic Transition Standing Committee

The CEO provided a short summary of the inaugural meeting of the Regional Economic Transition Standing Committee, noting that the Committee have made a submission to the Senate Select Committee on Regional Jobs.

Resolved:

- ***That the Terms of Reference of the Regional Economic Transition Standing Committee be endorsed and adopted***
- ***That councils who have not nominated a Standing Alternate on the Committee either nominate an alternate member or confirm that no alternate is required.***

Moved: Wayne Bedggood

Seconded: Loretta Baker

Carried.

7. Matters Raised by Voting & Non-Voting Members

No items were raised.

Item 8 General Business

8.1 Joint Organisation Network Update

The update was taken as read.

The Board discussed the suggestion in that paper that members share their council's motions being brought to the LGNSW Annual Conference to advocate for one another's motions where appropriate.

Resolved:

- ***That the CEO receive, consolidate and circulate the motions for each council to all members of the HJO, for circulation by email by Friday 20 September 2019.***

Moved: David West

Seconded: Tracy Norman

Carried.

8.2 November HJO Meeting Itinerary

The Board discussed the itinerary for the November Meeting of the HJO planned to be held at Parliament House, Sydney. The Board agreed on hosting a casual reception on the evening of

Wednesday 13 November, to invite all local members and appropriate Ministers, with dinner to follow with just HJO members.

Resolved:

- ***That the CEO circulate a list of invitees for the HJO reception on Wednesday 13 November to all members to consider by Friday 20 September.***

Moved: David West

Seconded: Loretta Baker

Carried.

8.3 Board Forward Planner

The report was taken as read.

Resolved:

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

Moved: David West

Seconded: Sue Moore

Carried.

8.4 Proposed 2020 Meeting Schedule

The Board discussed the proposed date for the HJO in 2020. The Board noted that the date of 10 September 2020 may fall to close to local government elections, particularly as the date of the AGM.

The Board agreed to move the Annual General Meeting of the HJO to August, and to take the September meeting date on notice to discuss with OLG.

Resolved:

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

Moved: Wayne Bedggood

Seconded: Sue Moore

Carried.

Additional General Business

Audit, Risk & Improvement Committees

Coralie Nichols spoke regarding recent Audit, Risk and Improvement Committee Training being offered for councils, and the expectation that ARIC bodies be set up in each local council in early 2020.

The Board discussed the potential for having a shared body across member councils, as well as sharing of charter documentation across the HJO for establishment of these Committees.

The Board noted their agreement to discuss at a later date.

Regional NSW Presentation

Stephen Wills and Karen Minto provided a short presentation on the Regional NSW Tea for the Hunter & Central Coast, noting the transition of Stephen Wills out of his role with the team. Stephen

introduced Karen Minto to the Board as acting in his previous role in the interim ahead of Alison McGaffin coming on board at the end of September.

The HJO Board thanked Stephen for his work in the region and for his support for the HJO in their transition from a Regional Organisation of Councils to a Joint Organisation over the past 18 months.

Meeting closed 12:15 pm