

# Hunter

## Joint Organisation

Minutes of the 28 June 2018 Board Meeting  
The Council Chambers, Maitland Town Hall  
285 High Street, Maitland

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1. **WELCOME AND APOLOGIES.**

**Voting Directors Present**

Cr Bob Pynsent, Cessnock City Council  
Cr Tracy Norman, Dungog Shire Council  
Cr Kay Fraser, Lake Macquarie City Council  
Cr Loretta Baker, Maitland City Council  
Cr David West, MidCoast Council  
Cr Nuatali Nelmes, City of Newcastle  
Cr Sue Moore, Singleton Shire Council  
Cr Ryan Palmer, Port Stephens Council  
Cr Wayne Bedggood, Upper Hunter Shire Council

**Non-voting Directors Present**

Stephen Wills, Regional Director, Department of Premier and Cabinet  
Justin Fitzpatrick-Barr, Acting General Manager, Cessnock City Council  
Coralie Nichols, General Manager, Dungog Shire Council  
Morven Cameron, CEO, Lake Macquarie City Council  
David Evans, General Manager, Maitland City Council  
Steve Embry, Acting General Manager, MidCoast Council  
Fiona Plesman, Acting General Manager, Muswellbrook Shire Council  
Jeremy Bath, CEO, City of Newcastle  
Wayne Wallis, General Manager, Port Stephens Council  
Jason Linnane, General Manager, Singleton Council  
Steve McDonald, General Manager, Upper Hunter Shire Council

**Apologies**

Cr Martin Rush, Muswellbrook Shire Council

**Staff in attendance**

Roger Stephan, Interim CEO, Hunter Joint Organisation

**In attendance by invitation**

Cr Linda Scott, President, Local Government NSW  
Chris Presland, Office of Local Government  
Virginia Errington, Office of Local Government

**RECOMMENDATION:**

**THAT the apologies be accepted.**

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**Moved: Cr Wayne Bedggood**  
**Seconded: Cr Ryan Palmer**

***Carried.***

**2. MINUTES OF THE PREVIOUS MEETING**

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This was the first meeting of the Hunter Joint Organisation.

**3. PRESENTATIONS**

- Cr Linda Scott, President, Local Government NSW
- Stephen Wills, Department of Premier and Cabinet

**3.1 BUSINESS ARISING FROM PRESENTATIONS**

There was no business arising.

**4. HUNTER JOINT ORGANISATION MATTERS**

**4.1 Proclamation**

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**RECOMMENDATION:**

**THAT:**

- 1. The Board note the Proclamation of the Hunter Joint Organisation and the passage of the Local Government (General) Amendment (Regional Joint Organisations) Regulation 2018**
  - 2. It be recorded that the legal name of the newly created entity is the “Hunter Joint Organisation” and that such name will be used in future official correspondence.**
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**Moved: Cr Sue Moore**  
**Seconded: Cr Kay Fraser**

***Carried.***

**4.2 Election process and appointment of a Returning Officer**

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**RECOMMENDATION:**

**THAT:**

1. The Board note the advice provided by the Office of Local Government regarding the election process to be undertaken at the first meeting of a Joint Organisation
2. The Board note the appointment of David Evans, General Manager of Maitland City Council, as Returning Officer
3. The process for the election of the position of Chairperson be by show of hands
4. The position of Deputy Chairperson not be created.
5. The election process having been undertaken, and there being only one nomination for the position of Chairperson, it be duly recorded that Cr Bob Pynsent was elected unanimously to the position of Chairperson.

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Moved: Cr David West  
Seconded: Cr Sue Moore

*Carried.*

4.3 Alternate Members

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**RECOMMENDATION:**

**THAT:**

1. The information provided by the Office of Local Government in regard to alternate membership of the Joint Organisation be received and noted
2. It be the preferred position of the Board that the Mayor / Lord Mayor be the sole delegate of a member council on the Board of the Hunter Joint Organisation
3. It also be noted that it is the preferred position of the Board that there be no alternates to the voting and non-voting members of the Joint Organisation except, in the case of Mayors and General Managers / Chief Executive Officers, on those occasions where a member council has formally resolved to appoint an acting Mayor / General Manager / Chief Executive Officer.

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Moved: Cr Ryan Palmer  
Seconded: Cr Kay Fraser

*Carried.*

#### 4.4 Requirements attaching to the appointment of an Executive Officer

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**RECOMMENDATION:**

**THAT the information provided by the Office of Local Government in regard to the appointment of an Executive Officer be received and noted.**

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**Moved: Cr Sue Moore  
Seconded: Cr Wayne Bedggood**

***Carried.***

#### 4.5 Appointment of an interim Chief Executive Officer

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**RECOMMENDATION:**

**THAT:**

- 1. Mr Roger Stephan's appointment to the position of CEO of the Hunter Joint Organisation for an interim period of six (6) months commencing 1 July 2018 take the form of a secondment from his role as CEO Strategic Services Australia Ltd and under the terms and conditions of his contract of employment with Strategic Services Australia Ltd**
  - 2. For the purposes of Mr Stephan's contract of employment as CEO Strategic Services Australia Ltd, the conclusion of the secondment activate the termination of the contract in accordance with Clause 8.2 of that contract, and**
  - 3. Mr Stephan's appointment by way of secondment be ratified by formal resolution at the first formal meeting of the Hunter Joint Organisation to be held on 28 June 2018, and by resolution at the next scheduled Board meeting of Strategic Services Australia Ltd on 12 July 2018**
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**Moved: Cr David West  
Seconded: Cr Loretta Baker**

***Carried.***

#### 4.6 Chief Executive Officer role position description

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**RECOMMENDATION:**

**THAT the draft position description for the role of Chief Executive Officer be adopted.**

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**Moved: Cr David West  
Seconded: Cr Ryan Palmer**

***Carried.***

#### 4.7 Delegations to the Chief Executive Officer

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**RECOMMENDATION:**

**THAT the delegations to the Chief Executive Officer as listed in the Statement of Delegations be made.**

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**Moved: Cr David West  
Seconded: Cr Sue Moore**

***Carried.***

#### 4.8 Charter of the Hunter Joint Organisation

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**RECOMMENDATION:**

**THAT:**

- 1. The draft Charter for the Hunter Joint Organisation be adopted in principle**
  - 2. The CEO draft a generic Member Council report to assist in the Draft Charter consultation process with Member Councils.**
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**Moved: Cr Ryan Palmer  
Seconded: Cr Wayne Bedggood**

***Carried.***

#### 4.9 Draft Expenses and Facilities Policy

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**RECOMMENDATION:**

**THAT:**

- 1. The draft Hunter Joint Organisation Expenses and Facilities policy be adopted for the purpose of consulting with Member Councils on its content and direction**
  - 2. A report on the consultation process, including a policy updated to reflect Member Council feedback, be provided to the August Meeting of the Joint Organisation Board.**
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**Moved: Cr Sue Moore  
Seconded: Cr David West**

***Carried.***

#### 4.10 Draft Code of Conduct

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**RECOMMENDATION:**

**THAT:**

1. The Joint Organisation adopt as its Code of Conduct the Model Code of Conduct for Local Councils in NSW
  2. It be noted that the Model Code is to be amended to reflect the proclamation of Joint Organisations
  3. The Hunter Joint Organisation Code of Conduct be extended to non-voting members of the Board.
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Moved: Cr David West  
Seconded: Cr Loretta Baker

*Carried.*

#### 4.11 Code of Conduct Reviewer Panel

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**RECOMMENDATION:**

THAT the regional code of conduct reviewer panel adopted by the Hunter Trial Joint Organisation in 2017 be appointed as the Hunter Joint Organisation Code of Conduct Reviewer Panel.

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Moved: Cr David West  
Seconded: Cr Wayne Bedggood

*Carried.*

#### 4.12 Code of Meeting Practice

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**RECOMMENDATION:**

THAT the draft Code of Meeting Practice be adopted pending further advice / prescription from the Office of Local Government.

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Moved: Cr Sue Moore  
Seconded: Cr Loretta Baker

*Carried.*

4.13 s.449 Disclosures of Interest

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**RECOMMENDATION:**

**THAT:**

1. It be noted that all voting members of the Board (and any alternates) and the Chief Executive Officer are required, for the purposes of section 441, 445 and 449 of the *Local Government Act 1993* to fill out a disclosure of interest form
  2. The requirement in relation to s.440 Disclosures of Interest be applied to the General Managers / Chief Executive Officers of Member Councils
  3. In accordance with s.449 of the Act, a disclosure of interest form be submitted by required individuals to the Interim Chief Executive Officer within three months of appointment to their respective roles.
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Moved: Cr Tracy Norman  
Seconded: Cr Ryan Palmer

*Carried.*

4.14 Political disclosure provisions and Joint Organisations

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**RECOMMENDATION:**

THAT it be noted that s.328A of chapter 10 of the *Local Government Act 1993* provisions relating to political disclosures do not apply to Joint Organisations.

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Moved: Cr Sue Moore  
Seconded: Cr Tracy Norman

*Carried.*

4.15 Application for ABN, TFN and Domain name

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**RECOMMENDATION:**

THAT the information report be received and noted

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Moved: Cr David West  
Seconded: Cr Kay Fraser

*Carried.*



4.16 Government Information Public Access Act

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**RECOMMENDATION:**

THAT the information report be received and noted

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Moved: Cr Wayne Bedggood  
Seconded: Cr Ryan Palmer

*Carried.*

4.17 Office of Local Government Joint Organisation establishment funding

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**RECOMMENDATION:**

THAT the Interim Chief Executive Officer execute the funding agreement as authorised person.

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Moved: Cr Wayne Bedggood  
Seconded: Cr Ryan Palmer

*Carried.*

4.18 Meeting Schedule

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**RECOMMENDATION:**

THAT the meeting schedule be adopted except for the October Meeting which is now to be held on 18 October 2018 at Parliament House.

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Moved: Cr Ryan Palmer  
Seconded: Cr Wayne Bedggood

*Carried.*

4.19 Draft Budget

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**RECOMMENDATION:**

THAT the draft Budget 2018/2019 be adopted.

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Moved: Cr David West  
Seconded: Cr Tracy Norman

*Carried.*

4.20 Strategic Plan

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**RECOMMENDATION:**

**THAT the Strategic Plan of the Hunter Joint Organisation as tabled be adopted.**

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**Moved: Cr Ryan Palmer  
Seconded: Cr Loretta Baker**

***Carried.***

5 General Business

5.1 Advisory Services – Hunter City / Region Deal Readiness Project

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**RECOMMENDATION:**

**THAT:**

- 1. The Astrolabe Group be engaged to provide Hunter City / Region Deal Readiness project services to the Joint Organisation**
  - 2. The Greater Newcastle Metropolitan Plan Sub-Committee be delegated authority to finalise the consultancy brief within the coming fortnight in conjunction with the Department of Planning and Environment and the Department of Premier and Cabinet**
  - 3. An amount up to \$100,000 be allocated to fund the project.**
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**Moved: Cr Ryan Palmer  
Seconded: Cr David West**

***Carried.***

Meeting closed.

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