

Hunter Joint Organisation Board Meeting Minutes  
12:00 – 2:00pm, Thursday 14 November 2019  
Jubilee Room, Parliament House, Sydney NSW

**Voting Directors Present**

Cr Bob Pynsent,	Cessnock City Council
Cr Tracy Norman,	Dungog Shire Council
Cr Sue Moore,	Singleton Shire Council
Cr Wayne Bedggood,	Upper Hunter Shire Council
Cr Loretta Baker,	Maitland City Council
Cr Nuatali Nelmes,	Newcastle City Council
Cr Kay Fraser,	Lake Macquarie City Council
Cr Martin Rush,	Muswellbrook Shire Council

**Non-Voting Members Present**

Steve McDonald,	General Manager, Upper Hunter Shire Council
Coralie Nichols,	General Manager, Dungog Shire Council
Jeremy Bath,	CEO, Newcastle City 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
Lotta Jackson	General Manager, Cessnock City Council
Alison McGaffin	Director, Hunter & Central Coast, Regional NSW (DPIE)

**Apologies**

Cr David West,	MidCoast Council
Cr Ryan Palmer,	Port Stephens Council
Adrian Panuccio,	General Manager, MidCoast Council
Wayne Wallis,	General Manager, Port Stephens 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 (Secretariat)

**Observers**

Virginia Errington, Office of Local Government  
Xanthe Addison, Marketing & Communications, Hunter Joint Organisation

### **Item 1 Welcomes and Apologies**

*The Chair welcomed the members to the meeting, giving a particular welcome to Lotta Jackson and Alison McGaffin to their first board meeting of the Hunter Joint Organisation.*

**Resolved:**

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

***Moved: Wayne Bedggood***

***Seconded: Sue Moore***

***Carried.***

### **Item 2 Minutes of Previous Meeting**

*The minutes of the meeting of 12 September 2019 were noted.*

### **Item 3 Confirmation of Minutes & Business Arising from Minutes**

**Resolved:**

- ***That the minutes of the previous meetings of 12 September 2019, be adopted***

***Moved: Sue Moore***

***Seconded: Tracy Norman***

***Carried.***

*The Chair noted that he would need to leave the room for a period during the meeting, and that the Board must elect a Chairperson to take his place during this absence.*

*Cr Rush nominated Cr Bedggood for the role of Chair. This motion was seconded by Cr Norman.*

**Resolved:**

- ***That Cr Bedggood act as Chair of the Hunter JO during the meeting, during the absence of Cr Pynsent.***

***Moved: Martin Rush***

***Seconded: Tracy Norman***

***Carried.***

### **Item 4 Presentations**

*Nil presentations were given.*

### **Item 5 Correspondence**

*The correspondence was taken as read. Cr Rush raised a question regarding correspondence previously received by the Hunter JO Board from the Upper Hunter Country Council. This item was deferred for discussion in General Business.*

**Resolved:**

- ***That the update report be received and noted.***

***Moved: Martin Rush***

***Seconded: Tracy Norman***

***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 update report be received and noted.***

***Moved: Wayne Bedggood***

***Seconded: Sue Moore***

***Carried.***

### **6.2 Financial Reports YTD September 2019**

*The report was taken as read.*

***Resolved:***

- ***That the Profit and Loss Statement for period ending 30 September 2019 be received and noted***

***Moved: Sue Moore***

***Seconded: Kay Fraser***

***Carried.***

### **6.3 SSA/HJO Inter-Entity Agreement**

*The report was taken as read.*

***Resolved:***

- ***THAT the Board note and ratify the inter-entity schedule of monthly charges as it relates to the Hunter Joint Organisation.***

***Moved: Sue Moore***

***Seconded: Wayne Bedggood***

***Carried.***

### **6.4 Segregation of Duties**

*The report was taken as read.*

***Resolved:***

- ***THAT the Board note that this new control recommended by the auditor has been implemented.***

***Moved: Sue Moore***

***Seconded: Nuatali Nelmes***

**Carried.**

### **6.5 Hunter Economic Transition Standing Committee Update**

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

*Cr Rush proposed to move the recommendation with an additional dot point:*

- *“That if the timeframe set out in the proposed project plan be materially different that that be reported as soon as reasonably possible to the members.”*

*Cr Bedggood seconded this motion.*

[At this point in the meeting Cr Pynsent left the meeting at 12:27pm, referring the role of Chair to Cr Bedggood in his absence]

*The Board further discussed the proposed recommendations and the amendment put forward from Cr Rush.*

**Resolved:**

- ***The HJO Board endorse the proposed project plan for stakeholder engagement and establishment of the foundation, including that stakeholder engagement commence using the draft objectives and the key messages noted in the project plan;***
- ***The Board notes the survey of domestic and international examples of transition focused organisations and that the full scope of potential activities will be discussed with potential stakeholders to determine support and alignment on various activities;***
- ***Noting the potential for AGL and other partners to provide financial support for foundation establishment, the Hunter Joint Organisation underwrite the forecast project cost, whilst continuing to seek external funding to alleviate the cost to the HJO, with the CEO to provide updates to each standing committee and board meeting.***
- ***That if the timeframe set out in the proposed project plan be materially different that that be reported as soon as reasonably possible to the members***

***Moved: Martin Rush***

***Seconded: Wayne Bedggood***

**Carried.**

### **6.6 HJO Branding: Marketing & Communications**

*The report was taken as read.*

**Resolved:**

- ***THAT the update be noted.***

***Moved: Sue Moore***

***Seconded: Loretta Baker***

**Carried.**

### **6.7 HJO Strategic Planning Update**

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

*Cr Rush proposed to move the recommendation with an additional dotpoint;*

- *“That an indicative budget in the form of that distributed for discussion by the Mayor of Muswellbrook earlier this year (corrected for his mathematical error) be provided to the*

*consultant to provide some guidance from the Board as to what the Board may be prepared to fund.”*

*Cr Moore seconded this motion.*

*The Board discussed the proposed recommendation and amendment. Cr Norman objected to an indicative budget model being provided to the strategic planning consultant when the model was not endorsed by the Board.*

*Cr Rush proposed to move the recommendation with an amendment to the additional dotpoint;*

- *“That an indicative budget [envelope] in the form of that distributed for discussion by the Mayor of Muswellbrook earlier this year (corrected for his mathematical error) be provided to the consultant to provide some guidance from the Board as to what the Board may be prepared to fund.”*

*Cr Fraser moved an amendment to the proposed recommendation, with the removal of the additional dotpoint, and a reversion to the original recommendation provided in the papers. Cr Norman seconded this motion.*

*Cr Nelmes proposed an addition to Cr Fraser’s amendment; that the budget paper from the Hunter JO Extraordinary Board Meeting of 6 June 2019 be provided to the consultant. This addition was not accepted.*

*Cr Fraser’s amendment was carried in the affirmative.*

**Resolved:**

**That**

- ***The update be noted, and***
- ***Endorse the engagement of a consultant to a maximum budget of \$30k to support strategic planning by the CEO.***

***Moved: Kay Fraser***

***Seconded: Tracy Norman***

***Carried.***

[At this point in the meeting Cr Pynsent re-entered the meeting at 1:20pm, thanking Cr Bedgood for Chairing in his absence.]

## **6.8 NSW Circular Economy**

*The report was taken as read. Cr Rush thanked Steve Wilson for his report.*

**Resolved:**

**That the HJO Board:**

- ***Endorse Phase Two of LGNSW’s “Save Our Recycling” campaign (as outlined in Attachment 13), join the campaign by registering on the Save our Recycling page and write to the relevant State and Federal government ministers using the Save our Recycling campaign materials.***

**That the HJO Board note the following:**

- *The Circular Economy Working Group met on 1 November 2019 to receive the draft report and presentation on the Hunter Central Coast Circular Economy Eco-System.*
- *Proposed public launch date of the Hunter Central Coast Circular Economy Eco-System is 29 November 2019.*
- *Hunter Central Coast (HCC) Material Flow Analysis (MFA) Project draft outputs will be ready for internal review early December 2019.*
- *The Circular Economy work of the HJO is receiving positive State and National attention.*
- *GMAC endorsed the engagement of council staff to develop a new project, the Circular Economy decision making framework, to assist with resolving the complexities and focus of the Circular Economy program.*

*Moved: Martin Rush*

*Seconded: Nuatali Nelmes*

*Carried.*

#### **6.9 Additional JO Funding**

*The report was taken as read.*

**Resolved:**

- *THAT the update be noted.*

*Moved: Martin Rush*

*Seconded: Nuatali Nelmes*

*Carried.*

#### **6.10 HJO Budget Review**

*The report was taken as read.*

**Resolved:**

- *THAT the update be noted.*

*Moved: Martin Rush*

*Seconded: Nuatali Nelmes*

*Carried.*

#### **6.11 HJO Relationship to Committee for the Hunter**

*Cr Bedggood moved to defer this item. Cr Moore seconded the motion.*

*Cr Rush indicated dissent that he could not speak on the deferred item.*

**Resolved:**

- *THAT the item be deferred*

*Moved: Wayne Bedggood*

*Seconded: Sue Moore*

*Carried.*

### **7. Matters Raised by Voting & Non-Voting Members**

No items were raised.

## **Item 8 General Business**

### **8.1 Forward Planner**

*The update was taken as read. The CEO provided a short verbal update regarding the HJO Annual Performance Statement. While this Statement had previously been optional for submission to the Office of Local Government, the HJO has been informed that submission will now be required to OLG within 2019.*

#### **Resolved:**

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

***Moved: Loretta Baker***

***Seconded: Sue Moore***

***Carried.***

### **8.2 Amended 2020 Meeting Schedule**

*The Board discussed schedule, and that the election of a new Chair be moved to the meeting of 11 June 2020. The CEO proposed an additional date be decided offline for a strategic planning day for the Board.*

#### **Resolved:**

- ***That the Board endorse the proposed schedule for 2020 Board Meetings***
- ***That the Board discuss interest in having an additional date set aside in the 2020 schedule for an HJO Board Strategy Day***

***Moved: Kay Fraser***

***Seconded: Wayne Bedggood***

***Carried.***

### **8.3 Board Forward Planner**

*The report was taken as read.*

#### **Resolved:**

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

***Moved: Loretta Baker***

***Seconded: Sue Moore***

***Carried.***

## **Additional General Business**

### **Upper Hunter County Council Correspondence**

*Cr Rush spoke to the correspondence previously received by the HJO from the Upper Hunter County Council.*

*Cr Rush moved that a sunset committee be formed, with Singleton Council, Upper Hunter Shire Council, Muswellbrook Shire Council, and any other Committee that provides a nomination by 5pm*

*Friday 22nd November, to investigate and respond to the request previously made from the Upper Hunter County Council made to the Hunter Joint Organisation.*

*Cr Bedggood seconded this motion.*

**Resolved:**

- ***That a sunset committee be formed, with Singleton Council, Upper Hunter Shire Council, Muswellbrook Shire Council, and any other Committee that provides a nomination by 5pm Friday 22nd November, to investigate and respond to the request previously made from the Upper Hunter County Council made to the Hunter Joint Organisation.***

***Moved: Martin Rush***

***Seconded: Wayne Bedggood***

***Carried.***

#### **Correspondence to MidCoast Council**

*Cr Fraser moved that the HJO send a letter of support to the Mayor of MidCoast Council stating the concern of his fellow mayors for the effects of the bushfires on the LGA and the community, and offering any assistance that can be provided by the Hunter Joint Organisation.*

**Resolved:**

- ***That the above correspondence be sent to MidCoast Council.***

***Moved: Kay Fraser***

***Seconded: Wayne Bedggood***

***Carried.***

*Cr Norman also moved that correspondence be sent to the NSW Premier congratulating the Emergency Services for their efforts during the bushfires.*

**Resolved:**

- ***That the above correspondence be sent to the NSW Premier***

***Moved: Tracy Norman***

***Seconded: Wayne Bedggood***

***Carried.***

*Cr Norman proposed a motion that the Hunter JO give urgent consideration to an investment strategy relating to the money derived from the sale of the Bonville Ave asset.*

**Resolved:**

- ***That the Hunter JO give urgent consideration to an investment strategy relating to the money derived from the sale of the Bonville Ave asset.***

***Moved: Tracy Norman***

***Seconded: Kay Fraser***

***Carried.***

Meeting closed 1:51 pm