

Hunter Joint Organisation Board Meeting Minutes

10:30 – 2:00pm, Thursday 9 April 2020

HJO Boardroom, 4 Sandringham Ave Thornton NSW (via Videoconference)

Voting Directors Present

Cr Bob Pynsent,	Cessnock City Council
Cr John Connors,	Dungog Shire Council
Cr Sue Moore,	Singleton Shire Council
Cr Wayne Bedggood,	Upper Hunter Shire Council
Cr Nuatali Nelmes,	Newcastle City Council
Cr Kay Fraser,	Lake Macquarie City Council
Cr David West,	MidCoast Council

Non-Voting Members Present

Steve McDonald,	General Manager, Upper Hunter Shire Council
Stephen Glen,	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
Lotta Jackson	General Manager, Cessnock City Council
Alison McGaffin	Director, Hunter & Central Coast, Regional NSW (DPIE)
Adrian Panuccio,	General Manager, MidCoast Council
Wayne Wallis,	General Manager, Port Stephens Council
Jason Linnane,	General Manager, Singleton Council
Morven Cameron,	CEO, Lake Macquarie City Council

Apologies

Cr Ryan Palmer,	Port Stephens Council
Cr Martin Rush,	Muswellbrook Shire Council
Cr Loretta Baker,	Maitland 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 (Secretariat)

Observers

Leesa Swan, Office of Local Government

Item 1 Welcomes and Apologies

The Chair welcomed the members to the meeting, and welcomed John Connors to his first meeting as the Mayor of Dungog.

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 13 February 2020 were noted, with the amendment that Mark McClean from Regional NSW was in attendance in the place of Alison McGaffin.

Item 3 Confirmation of Minutes & Business Arising from Minutes

Resolved:

- ***That the minutes of the previous meetings of 13 February 2020, be adopted***

Moved: Sue Moore

Seconded: Wayne Bedggood

Carried.

3.1 Business Arising: Action Register

The Action Register was taken as read.

Item 4 Presentations

The following presentations were given to the Board, accompanying reports provided in the papers;

- 4.1 Circular Economy Update (Tim Askew)
- 4.2 HJO Communications and Website Update (Louisa Bulley)
- 4.3 HJO Branding: Logo (Xanthe Addison)

Item 5 Correspondence

The correspondence was taken as read. The Chair noted the correspondence received from Cr Tracy Norman marking her resignation as Mayor of Dungog. The Board acknowledged the contribution of Cr Norman during her time on the Hunter JO Board.

Resolved:

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

Moved: Kay Fraser

Seconded: Nuatali Nelmes

Carried.

Item 6 Reports

6.1 CEO Report

The report was taken as read.

The Board discussed the update on the CEO's Performance Review as noted in the report, and discussed the makeup of the review panel. It was proposed that the makeup of the panel be reviewed, with the opportunity for additional Mayors to be included, and with gender equity to be considered. It was also proposed that Mayors provide any additional feedback on the CEO's performance to the Chair of the Board to be included in the performance review.

Resolved:

- ***That the update report be received and noted.***
- ***That Mayors provide any additional feedback on the CEO's performance over the last 12 months to the Chair of the Board by COB Thursday 16 April 2020, for inclusion in the performance review.***

Moved: Sue Moore

Seconded: Wayne Bedggood

Carried.

6.2 Financial Reports YTD February 2020

The report was taken as read. The Board discussed the issue of the audit fee charged to the Hunter JO, and the variation from what had been forecast for the 2019-20 financial year.

Resolved:

- ***That the Profit and Loss Statement for period ending February 2020 be received and noted***

Moved: Wayne Bedggood

Seconded: David West

Carried.

6.3 Regional Policy and Programs Division Report

The report was taken as read.

Resolved:

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

Moved: David West

Seconded: Kay Fraser

Carried.

6.4 Code of Conduct Panel Review

The report was taken as read.

Resolved:

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

Moved: Sue Moore

Seconded: David West

Carried.

6.5 Review of Hunter JO Charter

The report was taken as read.

Resolved:

- ***That the proposed amendments to the Charter for the Hunter Joint Organisation be endorsed by the Board and an updated Charter be published on the Hunter JO Website.***

Moved: Wayne Bedggood

Seconded: Sue Moore

Carried.

6.6 Acknowledgement of Country

The report was taken as read.

Resolved:

- ***That the proposed Acknowledgement of Country be endorsed for use in Hunter JO Board Meetings and Committee Meetings***

Moved: David West

Seconded: Sue Moore

Carried.

6.7 Hunter Economic Transition Foundation Update

The report was taken as read.

Resolved:

- **That the Board approve the formation of the Hunter 2050 Foundation Limited by the HJO and the Constitution of the Hunter 2050 Foundation Limited which will govern its operation.**
- **The Board note:**
 - **That the formation of the Hunter 2050 Foundation is subject to the HJO receiving consent to participate in the Foundation from Minister Hancock and the final draft letter seeking this consent.**
 - **That Board approval for the proposed start-up strategy including seed funding arrangements and initial Directors will be sought at a future meeting.**
 - **The final draft Blueprint for the Hunter 2050 Foundation which describes the proposed corporate strategy for the Hunter 2050 Foundation.**
 - **The changes to the project strategy and timing resulting from the short-term impacts of the COVID-19 crisis on government and industry partners.**

Moved: Sue Moore

Seconded: Wayne Bedggood

Carried.

6.8 Circular Economy Update

The report was taken as read.

Resolved:

That the Hunter Joint Organisation Board;

1. **Endorse the proposed Hunter Circular Facilitators structure and membership as an important driver of the circular economy in the region.**
2. **Endorse the following actions to support further research, design and development of the Hunter BioCircular project including:**
 - a. **Development of an MOU between existing project partners**
 - b. **HJO to pursue further funding from State and Federal governments to support more detailed feasibility assessment, project design and development**
 - c. **HJO member Councils consider the progress of the Hunter BioCircular Concept Plan as a part of any decision to enter into or renew a contract for long-term processing of organic wastes**

Moved: Kay Fraser

Seconded: Sue Moore

Carried.

6.9 HJO Communications Update

The report was taken as read.

Resolved:

- **That the Hunter Joint Organisation Board endorse the Communications & Engagement Plan in line with the OLG requirements for Joint Organisations, noting that the operational strategy that supports the plan has been endorsed by GMAC**
- **That the Hunter Joint Organisation Board note the updated website, and endorse its launch, to be communicated to all Mayors and GMs within the next two weeks to provide a central location for COVID-19 updates for member councils.**

Moved: David West

Seconded: Sue Moore

Carried.

6.10 HJO Branding: Logo

The report was taken as read.

The Board proposed that the logo be amended to use the word 'councils' in the title, with the inclusion of more of the colour blue to reflect the coastline of the region.

Resolved:

- **That the preferred logo option be adapted to the use the word 'councils' within the name of the organisation, and with the inclusion of more of the colour blue.**
- **That the final decision on the logo for the organisation be made via circular resolution of the Board, to be adopted at the next meeting in June.**

Moved: Wayne Bedggood

Seconded: Nuatali Nelmes

Carried.

6.11 Hunter JO Statement of Expectations

The Chair spoke to the report to provide additional background regarding the proposed Statement of Expectations.

Resolved:

- ***That the Hunter Joint Organisation Board endorse the Statement of Expectations as a standard framework to be used for meetings of the Board***
- ***That the Statement of Expectations be used as part of an Induction Pack for new members of the Hunter JO Board***
- ***That each member of the Board, both voting and non-voting, sign a copy of the Statement of Expectations once it has been adopted.***

Moved: Bob Pynsent

Seconded: David West

Carried.

7. Matters Raised by Voting & Non-Voting Members

7.1 Recognition of Joanne McCarthy on her Retirement

Cr Nuatali Nelmes spoke to the proposed letter and recognition of Joanne McCarthy.

Resolved:

- ***That the Hunter JO Board recognise the work of Joanne McCarthy on her retirement from journalism***
- ***That correspondence be drafted as a letter of support recognising Joanne McCarthy, signed by the Chair of the Hunter JO***

Moved: Nuatali Nelmes

Seconded: David West

Carried.

Item 8 General Business

The CEO raised discussion of correspondence from the Board's Sub-Committees, noting that Sub-Committees may send correspondence on behalf of the Board where necessary.

Meeting closed 1:30 pm