

## Hunter Joint Organisation Board Meeting Minutes

10:30 – 1:00pm, Thursday 13 August 2020

Hunter JO 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 Maurice Collison,	Upper Hunter Shire Council
Cr Kay Fraser,	Lake Macquarie City Council
Cr David West,	MidCoast Council
Cr Ryan Palmer,	Port Stephens Council
Cr Loretta Baker,	Maitland City Council

### **Non-Voting Members Present**

Gareth Curtis,	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
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
Alison McGaffin	Director, Hunter & Central Coast, Regional NSW (DPIE)

### **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)

### **Also Present**

Glenn Inglis, Acting General Manager, Upper Hunter Shire Council

Leesa Swan, Office of Local Government

### **Apologies**

Cr Nuatali Nelmes,	Newcastle City Council
Cr Martin Rush,	Muswellbrook Shire Council
Steve McDonald,	General Manager, Upper Hunter Shire Council

*The meeting opened at 10:31am.*

## **Item 1 Welcomes and Apologies**

### **1.1 Acknowledgment of Country**

*The Chair welcomed the members to the meeting. The Chair referred all those present to the Videoconferencing Guide for Public Access to Hunter JO Board Meetings.*

*The Chair asked for members to declare any Conflicts of Interest for any items on the agenda. Cr Ryan Palmer noted a potential conflict of interest for the Infrastructure Priority List at Item 6.4, noting his position as a Board Member for the Newcastle Airport.*

#### **Resolved:**

- ***That the apologies, and conflicts of interest be noted.***

***Moved: David West***

***Seconded: Ryan Palmer***

***Carried.***

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

*The minutes of the meeting of 11 June 2020 were noted.*

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

#### **Resolved:**

- ***That the minutes of the previous meetings of 11 June 2020, be adopted***

***Moved: Sue Moore***

***Seconded: Ryan Palmer***

***Carried.***

### **3.1 Business Arising: Action Register**

*The Action Register was taken as read.*

#### **Resolved:**

- ***That the Action Register be noted.***

***Moved: David West***

***Seconded: Sue Moore***

***Carried.***

## **Item 4 Presentations**

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

- ***4.1 Let's Talk ... Disaster Resilience: Communicating Disasters***

Siobhan Isherwood - Environmental Projects Coordinator, Policy & Programs Division provided an update report on the regional Disaster Communications Program. A report on this program was included at Item 6.6.

#### **Item 5 Correspondence**

*The correspondence was taken as read.*

**Resolved:**

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

***Moved: Sue Moore***

***Seconded: Loretta Baker***

***Carried.***

#### **Item 6 Item for Hunter JO Board – For Information**

*The Chair noted that Item 6.1 – CEO Performance Review should be moved to the end of the meeting, to enable any observers to leave the meeting at this point.*

**Resolved:**

- ***That Item 6.1 – CEO Performance Review be moved to the end of the agenda items, to enable any observers to leave the meeting for this Confidential Item.***

***Moved: Sue Moore***

***Seconded: Ryan Palmer***

***Carried.***

#### **6.2 CEO Report**

*The report was taken as read.*

*Alison McGaffin provided a short verbal update on the most recent meeting of the Regional Leadership Executive, noting that a new Statement of Intent for the RLE has been drafted and is in review, and offering to provide a presentation to the Board at their next meeting.*

**Resolved:**

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

***Moved: Sue Moore***

***Seconded: Ryan Palmer***

***Carried.***

#### **6.3 Financial Reports YTD June 2020**

*The report was taken as read.*

**Resolved:**

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

***Moved: David West***

***Seconded: Sue Moore***

***Carried.***

#### **6.4 Regional Program Development**

*The report was taken as read.*

***Resolved:***

- ***That the Hunter JO Board provide any feedback on the included project briefs***
- ***That the scope of the projects being delivered be noted and endorsed.***

***Moved: David West***

***Seconded: Loretta Baker***

***Carried.***

#### **6.5 Regional Policy & Program Update**

*The report was taken as read.*

***Resolved:***

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

***Moved: Sue Moore***

***Seconded: Ryan Palmer***

***Carried.***

#### **6.6 Let's Talk ... Disaster Resilience: Communicating Disasters**

*The report was taken as read.*

***Resolved:***

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

***Moved: Sue Moore***

***Seconded: Ryan Palmer***

***Carried.***

#### **6.7 Regional Disaster Preparedness Program Update**

*The report was taken as read.*

***Resolved:***

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

***Moved: Sue Moore***

***Seconded: Ryan Palmer***

***Carried.***

#### **6.8 Hunter 2050 Foundation Update**

*The CEO spoke briefly to the report. The report was taken as read.*

***Resolved:***

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

***Moved: Sue Moore***

***Seconded: Ryan Palmer***

**Carried.**

## **6.9 Hunter JO Statement of Expectations**

*The report was taken as read.*

**Resolved:**

- ***That the Statement of Expectations be provided to the Hunter JO Board at its August Meeting to be signed by all members, both voting and non-voting***
- ***That the Statement of Expectations be published on the Hunter JO website alongside the Code of Conduct***

***Moved: Ryan Palmer***

***Seconded: Loretta Baker***

**Carried.**

## **Item 7 Items for the Hunter JO Board – For Decision**

### **7.1 Hunter JO Regional Code of Conduct Panel**

*The Board noted that the proposed list provided at Annexure G did not include an applicant who was compliant in their expression of interest; Work Dynamic Australia. It was noted that this applicant be added to the final list for the Hunter JO Regional Code of Conduct Panel.*

**Resolved:**

- ***That the Hunter JO Board review the shortlist provided from Local Government Legal at Annexure G, with the addition of Work Dynamic Australia***
- ***That the Hunter JO Board endorse and adopt the proposed shortlist, with the addition of Work Dynamic Australia, for the Hunter JO Regional Code of Conduct Reviewer Panel for a four-year period from August 2020 to August 2024***
- ***That member councils consider adoption of the Hunter JO Regional Code of Conduct Reviewer Panel for a four-year period through to August 2024***
- ***That all successful applicants be asked to provide evidence of Certificate of Currency for Professional Indemnity, Public Liability and Workers Compensation (if applicable) Insurances as a requirement to be on the Panel***
- ***That all applicants be alerted of the outcome of their applications***

***Moved: Ryan Palmer***

***Seconded: Loretta Baker***

**Carried.**

### **7.2 HJO & CftH Memorandum of Understanding**

*The CEO spoke briefly to the report.*

**Resolved:**

- ***That the Draft Principles be considered by the Hunter JO Board to become part of a formal Memorandum of Understanding for endorsement and approval by the Hunter JO Chairperson, with a finalised copy of the MoU to be circulated to members of the Board out of session before it is signed***

*Moved: Kay Fraser*

*Seconded: Sue Moore*

*Carried.*

### **7.3 HJO & SSA Service Level Agreement**

*The report was taken as read.*

**Resolved:**

- ***That the Draft SSA & HJO Service Level Agreement be endorsed and approved by the Hunter JO Board, and signed by the Chairperson***

*Moved: Ryan Palmer*

*Seconded: Loretta Baker*

*Carried.*

### **7.4 HJO & SSA Procurement Policy**

*The report was taken as read.*

**Resolved:**

- ***That the Draft SSA & HJO Procurement Policy be endorsed by the Hunter JO Board and signed by the Chairperson of the Hunter JO, and the Chairperson of Strategic Services Australia.***

*Moved: Sue Moore*

*Seconded: Loretta Baker*

*Carried.*

## **Item 8 Matters Raised by Voting & Non-Voting Members**

### **8.1 NSW Generations Fund Policy Proposal – Muswellbrook Shire Council**

*Fiona Plesman spoke to the report.*

**Resolved:**

- ***That the Hunter JO;***
  - 1. Endorses the proposal to amend the NSW Generations Fund Act 2018 to allow local government agencies the opportunity to invest in the NSW Generations Fund.***
  - 2. Send a delegation to meet with the Executive of Local Government NSW to further progress the policy initiative within the State Government.***
  - 3. Consider putting a submission on this item to the Local Government Conference for 2020***

*Moved: Sue Moore*

*Seconded: Ryan Palmer*

*Carried.*

## **Item 9 General Business**

*The Board requested that in future business papers all attachments be included behind the relevant report, rather than at the end of the document.*

*The Chair recommended that correspondence be sent to Steve McDonald on his resignation, thanking him for his contribution to the Hunter JO and Hunter Councils during his time as General Manager of Upper Hunter Shire Council and Muswellbrook Shire Council respectively.*

**Resolved:**

- ***That correspondence be sent to Steve McDonald on his resignation, thanking him for his contribution to the Hunter JO and Hunter Councils during his time as General Manager of Upper Hunter Shire Council and Muswellbrook Shire Council respectively.***

***Moved: Bob Pynsent***

***Seconded: Sue Moore***

***Carried.***

**[The Board entered a closed session for discussion of Item 6.1 – CEO Performance Review]**

#### **6.1 CEO Performance Review**

*The report was taken as read and carried with no dissent.*

**Resolved:**

- ***THAT the CEO Performance Review 2019-20 report be received and noted.***
- ***That the Hunter JO Board provide an indicative recommendation for the CEO Performance Review Panel for 2020-21, to include an additional Mayor as part of the panel***
- ***That the Hunter JO Board schedule the next CEO Performance Review for April 2021.***

***Moved: Sue Moore***

***Seconded: Ryan Palmer***

***Carried.***

Meeting closed 11:40 pm