

Hunter Joint Organisation Board Meeting Minutes

10:30 – 2:00pm, Thursday 8 October 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 Kay Fraser,	Lake Macquarie City Council
Cr Loretta Baker,	Maitland City Council
Cr Sue Moore,	Singleton Shire Council
Cr Ryan Palmer,	Port Stephens Council
Cr Maurice Collison	Upper Hunter Shire Council

Non-Voting Members Present

Lotta Jackson	General Manager, Cessnock City Council
Gareth Curtis,	General Manager, Dungog Shire Council
Morven Cameron,	CEO, Lake Macquarie City Council
David Evans,	General Manager, Maitland City Council
Adrian Panuccio,	General Manager, MidCoast Council
Wayne Wallis,	General Manager, Port Stephens Council
Glenn Inglis,	General Manager, Upper Hunter Shire Council
Alison McGaffin	Director, Hunter & Central Coast, Regional NSW (DPIE)

Apologies

Cr Nuatali Nelmes,	Newcastle City Council
Cr David West,	MidCoast Council
Cr Martin Rush,	Muswellbrook Shire Council
Jeremy Bath,	CEO, Newcastle City Council
Jason Linnane,	General Manager, Singleton Council
Fiona Plesman,	General Manager, Muswellbrook Shire Council

Staff in attendance

Joe James, CEO, Hunter Joint Organisation

Graham Dean, Manager Finance & Administration, Hunter JO

Steve Wilson, Director, Regional Policy and Program Division, Hunter JO

Melinda Curtis, Regional Policy and Program Manager, Hunter JO

Tim Askew, Regional Policy and Program Manager, Hunter JO

Louisa Bulley, Executive Officer, Hunter JO (Secretariat)

Chelsey Zuiderwyk, Coordinator Executive Support and Projects, Hunter JO

Gretchen Sason, Customer Engagement Manager, Strategic Services Australia

Observers

Leesa Swan, A/ Council Engagement Manager, Office of Local Government

The meeting opened at 10:31am.

Item 1 Welcomes and Apologies

1.1 Acknowledgment of Country

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

Resolved:

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

Moved: Sue Moore

Seconded: Kay Fraser

Carried.

1.2 Conflicts of Interest

The Chair called for any conflicts of interest to be registered by members of the Board. No conflicts were noted.

1.3 Disclosures of Interest 2019-20

The Chair received Pecuniary Interest Disclosures from all voting members of the Board and for the CEO within the meeting.

Recommendation:

- ***That the Pecuniary Interest Declarations for the Hunter JO Board members for the 2019-20 financial year be tabled.***

Moved: Sue Moore

Seconded: Kay Fraser

Carried.

Item 2 Minutes of Previous Meeting

The minutes of the meeting of 13 August 2020 were noted.

Item 3 Confirmation of Minutes & Business Arising from Minutes

Resolved:

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

Moved: Sue Moore

Seconded: Kay Fraser

Carried.

3.1 Business Arising: Action Register

The Action Register was taken as read. Cr Fraser noted that page numbers had not been included on the papers for the meeting and requested that these be included for the next set of board papers as an ongoing action.

- ***That the Action Register be noted.***
- ***That page numbers be included in all board papers as an ongoing action.***

Moved: Sue Moore

Seconded: Kay Fraser

Carried.

Item 4 Presentations

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

- *4.1 Regional NSW Presentation – RLE Update (Alison McGaffin)*
- *4.2 RMS Advocacy Update (Joe James)*

Item 5 Correspondence

The correspondence was taken as read.

Resolved:

- ***That the update report be received and noted.***
- ***That the Attachment noted in the Correspondence from Regional NSW regarding Reallocation of unspent GLE funding be circulated to the Board following the meeting.***

Moved: Sue Moore

Seconded: Loretta Baker

Carried.

Item 6 Reports

6.1 CEO Report

The report was taken as read.

Resolved:

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

Moved: Loretta Baker

Seconded: Kay Fraser

Carried.

6.2 HJO August 2020 YTD Profit & Loss Statement

The report was taken as read.

Resolved:

- ***That the Profit and Loss Statement for period ending 31 August 2020 be received and noted.***

Moved: Sue Moore

Seconded: Ryan Palmer

Carried.

6.3 Regional Policy and Programs Update

The report was taken was read.

Resolved:

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

Moved: Sue Moore

Seconded: Loretta Baker

Carried.

6.4 Hunter JO Membership – Muswellbrook Withdrawal

The report was taken as read. It was discussed that the expectation is that Muswellbrook will provide its financial contribution for this year and Muswellbrook's participation in programs and the Hunter 2050 Foundation remains an open question. It was also noted that the SSA constitution will be reviewed in relation to Muswellbrook's participation if Muswellbrook is not part of the Hunter JO.

Resolved:

- ***That the Hunter JO Board note the correspondence from Muswellbrook Shire Council, dated 3 September 2020, noting its intent to withdraw from the membership of the Hunter JO.***
- ***That the CEO provide an update to the Board on next steps at the December 2020 Meeting***

Moved: Ryan Palmer

Seconded: Sue Moore

Carried.

6.5 Hunter 2050 Foundation Update

The report was taken as read.

Resolved:

- ***That the Hunter JO Board note current status of correspondence with the Minister for Local Government and the Office of Local Government***
- ***That an update be provided to the Board on next steps at the December 2020 Meeting***

Moved: Ryan Palmer

Seconded: Sue Moore

Carried.

6.6 NSW Bushfire Inquiry Report – Summary of Recommendations

The report was taken as read. Discussion noted that there were a large number of recommendations that directly impacted local government. It was requested that these recommendations be further explored to look at the direct impacts to council's operations and processes.

Resolved:

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

Moved: Sue Moore

Seconded: Loretta Baker

Carried.

7. Items for the Hunter JO Board – For Decision

7.1 Committee for the Hunter MoU

The Report was taken as read.

Resolved:

- ***That the Hunter JO Board endorse signing of the attached draft Memorandum of Understanding by the Chair of the Hunter JO.***

Moved: Sue Moore

Seconded: Kay Fraser

Carried.

7.2 Hunter JO AGM & Annual Performance Report 2019-20

The Report was taken as read.

Resolved:

- ***That the Hunter JO Annual General Meeting be planned for Thursday 26 November 2020 to allow sufficient time for preparation of financial statements for 2019-20***
- ***That the Annual Performance Report 2019-20 be provided to the Board at the Annual General Meeting for endorsement, to then be provided to the Office of Local Government and published on the Hunter JO Website.***

Moved: Sue Moore

Seconded: Kay Fraser

Carried.

7.3 Integrated Planning and Reporting (IP&R) and HJO Strategic Plan timelines

The report was taken as read. The Board discussed a further opportunity to develop common templates across member councils to use in Community Consultation, to enable ease of collation of priorities and reporting in the Hunter JO's Strategy Plan.

Resolved:

- ***That the Hunter JO Board Endorse the approach outlined for the development of the Hunter Joint Organisation Strategic Plan 2022-2026 and the interception points with Council's IP&R timeline.***

Moved: Kay Fraser

Seconded: Loretta Baker

Carried.

7.4 Circular Economy Procurement MoU

Cr Fraser spoke to the report, as Chair of the Hunter JO Circular Economy Sub-Committee. The report was taken as read.

Resolved:

- ***That the Hunter JO Board recommend the signing of a memorandum of understanding (MoU) by the General Managers of their councils, as a statement of intent to prioritise the procurement of recycled content products and circular economy services across Hunter JO Member Councils, and with Central Coast Council.***

Moved: Kay Fraser

Seconded: John Connors

Carried.

Item 8 Matters Raised by Members

8.1 Hunter JO Support for MRI Licence

The report was taken as read.

Resolved:

- ***That a letter of support for a Full Medicare licence for a Magnetic Resonance Imaging (MRI) system to be installed in the new Maitland Hospital be endorsed by the Hunter JO Board, to be signed by the Chair out of session.***

Moved: Kay Fraser

Seconded: John Connors

Carried.

Item 9 General Business

9.1 Board Forward Planner & Governance Calendar

The report was taken as read.

Resolved:

- ***That the proposed forward planner is noted and endorsed by the Hunter JO Board.***

Moved: Ryan Palmer

Seconded: Sue Moore

Carried.

9.2 Proposed 2021 Meeting Schedule

The report was taken as read.

Resolved:

- ***That the proposed meeting schedule is noted and endorsed by the Hunter JO Board.***

Moved: Ryan Palmer

Seconded: Kay Fraser

Carried.

Meeting closed 11:56 am