

Hunter

Joint Organisation

Hunter Councils Incorporated

Minutes of the 14 June 2018 Meeting
Board Room, 4 Sandringham Avenue, Thornton

Contents

1.	WELCOME AND APOLOGIES.....	2
2.	MINUTES OF THE PREVIOUS MEETING	3
3.	PRESENTATIONS	3
3.1	BUSINESS ARISING FROM PRESENTATIONS.....	3
4.	HUNTER JOINT ORGANISATION MATTERS	3
4.1	Proclamation	3
4.2	Election process and appointment of a Returning Officer	3
4.3	Alternate Members	4
4.4	Requirements attaching to the appointment of an Executive Officer	4
4.5	Transitional Matters	5
4.6	Charter of the Hunter Joint Organisation.....	5
4.7	Strategic Plan	6
5.	BUSINESS OPERATIONS	6
5.1.1.	Environment Division	6
5.1.2	Screen Hunter.....	6
5.2	Commercial Units Business Reports	6
5.2.1.	Local Government Legal.....	6
5.2.2	Regional Procurement	7
5.2.3	LGTI.....	7
6.	FINANCIAL REPORTS.....	7
6.1	Profit and Loss Statements.....	7
6.2	Draft Budgets 2018/2019.....	8
7	General Business	8
7.1	Circular Economy	8

1. WELCOME AND APOLOGIES

Directors

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

General Managers / CEOs

Stephen Glen General Manager, Cessnock City Council
Shaun Chandler, Acting 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
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

Stephen Glen, General Manager, Cessnock City Council
Jeremy Bath, CEO, City of Newcastle

Staff in attendance

Roger Stephan, CEO, Hunter Councils

RECOMMENDATION:

THAT the apologies be accepted.

Moved: Cr Wayne Bedggood
Seconded: Cr Sue Moore

Carried.

2. MINUTES OF THE PREVIOUS MEETING

RECOMMENDATION:

THAT the Minutes of the 12 April 2018 Meeting be adopted.

Moved: Cr Sue Moore
Seconded: Cr Tracy Norman

Carried.

3. PRESENTATIONS

Mike Ritchie, MRA Consulting: Update on National Sword policy impacts and Container Deposit Scheme

3.1 BUSINESS ARISING FROM PRESENTATIONS

A request was made for the MRA presentation to be emailed to councils.

4. HUNTER JOINT ORGANISATION MATTERS

4.1 Proclamation

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.**
-

Moved: Cr Sue Moore
Seconded: Cr Wayne Bedgood

Carried.

4.2 Election process and appointment of a Returning Officer

RECOMMENDATION:

THAT:

- 1. The Board note the advice provided by the Office of Local Government in regard to the election process to be undertaken at the first meeting of a Joint Organisation**

2. A request be forwarded to the CEO of the Office of Local Government seeking the delegation to David Evans, the CEO of Strategic Services Australia Ltd and Chair of the General Managers Advisory Committee of all functions relating to the calling of the meeting, the development of its agenda and the role of Returning Officer.
-

Moved: Cr Sue Moore
Seconded: Cr Kay Fraser

Carried.

4.3 Alternate Members

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.
-

Moved: Cr David West
Seconded: Cr Wayne Bedggood

Carried.

4.4 Requirements attaching to the appointment of an Executive Officer

RECOMMENDATION:

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

Moved: Cr David West
Seconded: Cr Sue Moore

Carried.

4.5 Transitional Matters

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
-

Moved: Cr Nuatali Nelmes
Seconded: Cr Kay Fraser

Carried.

4.6 Charter of the Hunter Joint Organisation

RECOMMENDATION:

THAT:

1. The discussion draft Charter of the Hunter Joint Organisation be received and noted
2. A relevant statement from the Draft Strategic Plan of the Joint Organisation be inserted in section 2.1 of the Draft Charter
3. A new section 12.1 be inserted into the text of the Draft Charter as follows:

12.1 Permanent Standing Committee

A permanent standing committee be established constituted by a representative of each of the five lower Hunter councils to oversee the development and implementation of the Greater Newcastle Metropolitan Plan including establishing a charter and / or terms of reference with the Departments of Premier and Cabinet and Planning and Environment

2. Feedback on the Draft be provided to the CEO prior to the first meeting of the Hunter Joint Organisation to enable presentation of a final draft of the Charter to that meeting.
-

Moved: Cr Nuatali Nelmes
Seconded: Cr Wayne Bedggood

Carried.

4.7 Strategic Plan

RECOMMENDATION:

THAT the Strategic Plan as amended following the April 2018 Board Meeting be forwarded for adoption and launch at the 28 June 2018 Meeting of the Hunter Joint Organisation.

**Moved: Cr Kay Fraser
Seconded: Cr David West**

Carried.

5. BUSINESS OPERATIONS

5.1.1. Environment Division

RECOMMENDATION:

THAT:

- 1. The update report be received and noted**
 - 2. A meeting of member Council General Managers / CEOs (or their delegates) be held to finalise the content, scope and delivery method of a communications strategy relating to the current recycling issue and related matters**
 - 3. An update report be provided to the 28 June Meeting of the Joint Organisation Board.**
-

**Moved: Cr Kay Fraser
Seconded: Cr Ryan Palmer**

Carried.

5.1.2 Screen Hunter

RECOMMENDATION:

THAT The update report be received and noted

**Moved: Cr Sue Moore
Seconded: Cr Loretta Baker**

Carried.

5.2 Commercial Units Business Reports

5.2.1. Local Government Legal

RECOMMENDATION:

THAT The update report be received and noted

Moved: Cr Wayne Bedggood
Seconded: Cr Loretta Baker

Carried.

5.2.2 Regional Procurement

RECOMMENDATION:

THAT The update report be received and noted

Moved: Cr Tracy Norman
Seconded: Cr Loretta Baker

Carried.

5.2.3 LGTI

RECOMMENDATION:

THAT The update report be received and noted

Moved: Cr David West
Seconded: Cr Sue Moore

Carried.

6. FINANCIAL REPORTS

6.1 Profit and Loss Statements

RECOMMENDATION:

THAT the profit and loss statements for the period ending April 2018 be received and noted.

Moved: Cr Sue Moore
Seconded: Cr Tracy Norman

Carried.

RECOMMENDATION:

THAT the draft Budgets 2018/2019 be adopted.

Moved: Cr Sue Moore
Seconded: Cr Wayne Bedggood

Carried.

7 General Business

7.1 Circular Economy

RECOMMENDATION:

THAT:

- 1. A working group be formed to prepare a program of work for the Joint Organisation's consideration in regard to opportunities to advance circular economy solutions for local use of recycle generated by member Council recycling services**
 - 2. The Working Group contain appropriate representation from member councils and Joint Organisation staff**
 - 3. The program of work to include but not be limited to:**
 - Identification of partners that are likely to support the project, such as University of Newcastle
 - Identification of potential funding partners such as EPA, RDA, Department of Environment and Energy (Commonwealth), Industry Associations
 - Any expert research that is required
 - A timetable and allocated responsibilities for delivery of the program
 - Estimated budget requirements
 - Options in relation to the funding of any initiatives through access to s.88 levy income and revised provisions relating to the domestic waste service charge.
 - 4. The program include development of a case to the NSW Government for the funding of any initiatives through access to s.88 Waste Levy income contributed by the region and / or through revised provisions relating to the calculation of council domestic waster service charges**
 - 5. A report be provided to the 9 August 2018 meeting of the Joint Organisation Board**
 - 6. Cr Kay Fraser be appointed Chair of the Working Group.**
-

Moved: Cr Nuatali Nelmes
Seconded: Cr Wayne Bedggood

Carried.

Meeting closed.