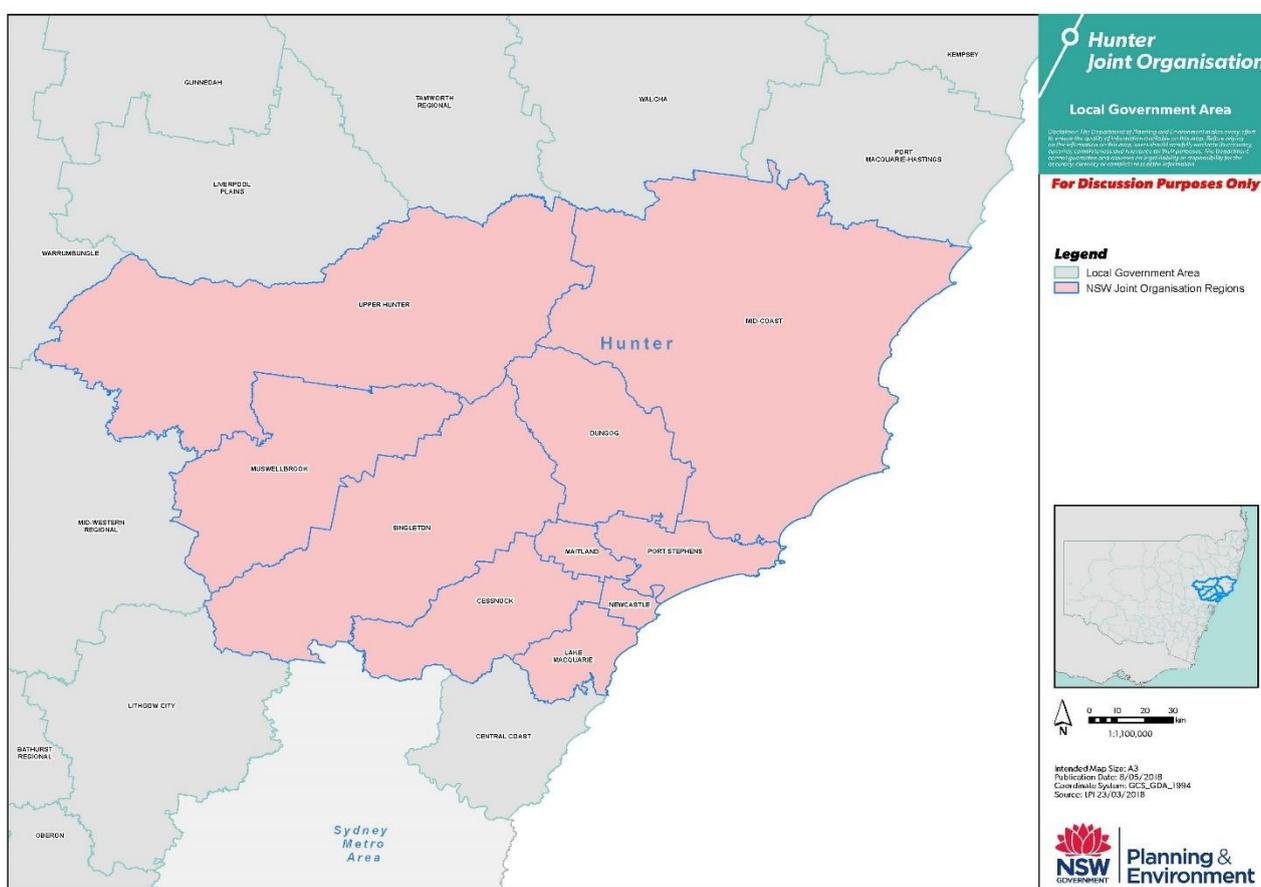


Hunter

Joint Organisation



Meeting Agenda

2 pm

Thursday 28 June 2018

Maitland Room, Maitland City Council
285 High Street, Maitland

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AGENDA LIST



“Click” on each agenda item title below to be taken to the relevant section / report

- [1. Welcome and Apologies](#)
- [3. Presentations](#)
- [4. Reports](#)
 - [4.1 Proclamation of the Hunter Joint Organisation](#)
 - [4.2 Election process and appointment of a Returning Officer](#)
 - [4.3 Alternate Members](#)
 - [4.4 Requirements attaching to the appointment of an Executive Officer](#)
 - [4.5 Appointment of an interim Chief Executive Officer](#)
 - [4.6 Chief Executive Officer role position description](#)
 - [4.7 Delegations to the Chief Executive Officer](#)
 - [4.8 Charter of the Hunter Joint Organisation](#)
 - [4.9 Draft Expenses and Facilities Policy](#)
 - [4.10 Draft Code of Conduct](#)
 - [4.11 Code of Conduct Reviewer Panel](#)
 - [4.12 Code of Meeting Practice](#)
 - [4.13 s.449 Disclosures of Interest](#)
 - [4.14 Political disclosure provisions and Joint Organisations](#)
 - [4.15 Application for ABN, TFN and Domain name](#)
 - [4.16 Government Information Public Access Act](#)
 - [4.17 Office of Local Government Joint Organisation establishment funding](#)
 - [4.18 Meeting Schedule](#)
 - [4.19 Draft Budget 2018/2019](#)
 - [4.20 Strategic Plan](#)
- [5. General Business](#)



AGENDA LIST

1. Welcome and Apologies

2. Minutes of Previous Meeting

This is the first meeting of the Hunter Joint Organisation.

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3. Presentations

Cr Linda Scott, President, LGNSW

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4. Reports

Reports appear from Page 4 on in this Agenda document.



AGENDA LIST

4.1 Proclamation of the Hunter Joint Organisation

Report Author: Roger Stephan, CEO

Responsible Officer: Roger Stephan, CEO

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.**
-

REPORT:

By Proclamation on 11 May 2018 the Hunter Joint Organisation was created.

As listed in the Proclamation, the members of the Hunter Joint Organisation are:

- City of Cessnock
- Dungog
- City of Lake Macquarie
- City of Maitland
- MidCoast
- Muswellbrook
- City of Newcastle
- Port Stephens
- Singleton
- Upper Hunter Shire

The Hunter Joint Organisation now exists as a statutory authority under the Local Government Act 1993 and to assist in the transition to Joint Organisations the *Local Government (General) Amendment (Regional Joint Organisations) Regulation 2018* has been passed.

The object of the *Local Government (General) Amendment (Regional Joint Organisations) Regulation 2018* is:

- (a) *to apply certain provisions of the Regulation to Joint Organisations and to modify the application of other provisions of the Regulation to Joint Organisations,*

- (b) *to require a Joint Organisation to include certain matters in its charter and to make the charter publicly available within 30 days of adoption of the charter,*
- (c) *to provide for matters relating to meetings of Joint Organisations,*
- (d) *to provide for the election of chairpersons of Joint Organisations,*
- (e) *to provide for the appointment of alternates for voting representatives on the boards of Joint Organisations and for the conduct of meetings other than in person,*
- (f) *to require a Joint Organisation to prepare a statement of strategic regional priorities, an annual revenue statement, an annual statement reporting on the implementation of its strategies and plans for delivery of those priorities and a policy concerning the payment of expenses,*
- (g) *to specify functions that may not be delegated by a Joint Organisation,*
- (h) *to provide for annual financial contributions and other contributions by member councils to Joint Organisations,*
- (i) *to provide for matters relating to the staff of Joint Organisations, including the appointment of first executive officers and staff entitlements on transfers between Joint Organisations or councils and Joint Organisations,*
- (j) *to exclude provisions conferring land acquisition powers and provisions relating to the determination of certain charges from applying to Joint Organisations,*
- (k) *to provide for other transitional and consequential matters.*

The Regulation requires the Joint Organisation to undertake a series of actions at its first meeting and subsequently. It also provides the opportunity for a Joint Organisation to not undertake certain processes within the first twelve months of its operation. Examples of such processes are the development of annual revenue and annual performance statements.

Items required for action at this first meeting will be progressively dealt with in this business paper.

PREVIOUS REPORTS:

This is the first report to the Board on this matter.

FINANCIAL IMPLICATIONS:

There are no financial implications arising from this matter.

POLICY IMPLICATIONS:

There are no policy implications arising from this report.

STATUTORY IMPLICATIONS:

As noted in the report.





AGENDA LIST

4.2 Election process and appointment of a Returning Officer

Report Author: Roger Stephan, CEO

Responsible Officer: Roger Stephan, CEO

RECOMMENDATION:

THAT the Board:

- 1. Note the advice provided by the Office of Local Government regarding the election processes to be undertaken at the first meeting of a Joint Organisation**
 - 2. Note the appointment of David Evans, General Manager of Maitland City Council, as Returning Officer**
 - 3. Determine the election method to be undertaken for the position of Chairperson**
 - 4. Determine its position on the creation of the role of Deputy Chairperson(s)**
 - 5. Carry out the election process(es).**
-

REPORT:

The Office of Local Government (OLG) has produced a series of information booklets to assist in the establishment and initial operation of Joint Organisations.

An important first step is the nomination of a Returning Officer to oversee development and distribution of the first meeting agenda of the Joint Organisation and to then manage the election processes at that meeting.

Returning Officer

The advice from the OLG in relation to the appointment of a Returning Officer is as follows:

Nominating a returning officer for the election of a chairperson

An election for chairperson must be held at the first board meeting after the Joint Organisation is established. As the Joint Organisation will not have formally appointed an executive officer by then, the returning officer is to be a person appointed by the Chief Executive of the Office of Local Government (the Chief Executive). Mayors of member councils must collectively nominate in writing to the Chief Executive, one of their general managers (or another, suitably qualified staff member) to be appointed as the returning officer for the first election of the chairperson.¹

¹ Joint Organisation Implementation Guidance, Office of Local Government 2018, Page 10

At its 14 June 2018 the Board of Hunter Councils Inc – which comprises the voting representatives (Mayors) of the member Councils of the Hunter Joint Organisation – considered a report on this matter and resolved the following:

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.

As a consequence of this resolution a letter – FOLLOWING – was forwarded to the Acting CEO of the Office of Local Government seeking the required delegation to Mr Evans.

A copy of the letter of confirmation of this delegation will be supplied to the Board prior to the meeting taking place.

Election Process

Voting representatives on the boards of Joint Organisations must elect a chairperson from among the voting representatives of the board who are mayors of the Member Councils. Election of the chairperson must be conducted in accordance with the requirements of the Regulation.

An election for chairperson is to be held at the first meeting of the board after the Joint Organisation is established. As no chairperson will be present at the start of the meeting, the first business of the meeting must be to elect a chairperson to preside at the meeting. The election process is to be overseen by the Returning Officer.

Detailed information on the election process is provided in the OLG Implementation Guide.²

The Board of the Joint Organisation must resolve, prior to the conduct of the election, the election method to be undertaken.

Three options are provided:

- Open voting (i.e. show of hands)
- Ordinary ballot (i.e. secret ballot)
- Preferential ballot (i.e. place 1, 2, 3 against each candidate)

² Joint Organisation Implementation Guidance, Office of Local Government 2018, Pages 13-17

Voting representatives for the Board are the Mayors of the Member Councils as listed in the Proclamation. They comprise:

Cessnock:	Cr Bob Pynsent
Dungog:	Cr Tracy Norman
Lake Macquarie:	Cr Kay Fraser
Maitland:	Cr Loretta Baker
MidCoast:	Cr David West
Muswellbrook:	Cr Martin Rush
Newcastle:	Cr Nuatali Nelmes
Port Stephens:	Cr Ryan Palmer
Singleton:	Cr Sue Moore
Upper Hunter:	Cr Wayne Bedggood

Before the first board meeting, the Returning Officer must give notice of a vacancy in the office of Chairperson to the Chief Executive and to General Managers of the Joint Organisation member councils. The notice is to set out how a person may be nominated as a candidate for election as chairperson. Nominations must be in writing and the nominee must consent to their nomination in writing.

Nominations will not close until the election is considered at the 28 June 2018 Board Meeting of the Joint Organisation.

Can a Joint Organisation have a Deputy Chairperson?

The Local Government Act does not establish the role of a Deputy Chairperson of a Joint Organisation.

However, it does prescribe that in the absence of the Chairperson a person elected by the voting representatives at the meeting of the board is to preside at a meeting of the board. This process must occur at each meeting at which the chairperson is not present.

If a Joint Organisation wishes to create a role of Deputy Chairperson, they may include this in the Charter and therein specify the roles and responsibilities of the Deputy Chairperson. However, this role is separate to the function of presiding over a meeting of the board.



[AGENDA LIST](#)

PREVIOUS REPORTS:

This is the first report to the Board on this matter.

FINANCIAL IMPLICATIONS:

There are no financial implications arising from this matter.

POLICY IMPLICATIONS:

There are no policy implications arising from this report.

STATUTORY IMPLICATIONS:

As noted in the report.

Attachment follows:

Text of letter to CEO of Office of Local Government



Hunter Councils Inc.

18 June 2018

Mr Tim Hurst
Acting CEO Office of Local Government
Locked Bag 3015
NOWRA NSW 2541

Dear Mr Hurst

Hunter Joint Organisation: Nomination of Returning Officer

At its Board Meeting of 14 June 2018 the Board of Hunter Councils Inc. – which comprises the ten Mayors of the local government areas within the Hunter Joint Organisation – resolved as follows in regard to the first meeting of the Hunter Joint Organisation to be held on 28 June 2018:

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.

For your information I have attached a copy of the full Minutes of the Meeting – which dealt with a wide range of matters relating to Joint Organisations – and a copy of the Meeting Business Paper.

Your assistance in formally delegating to Mr Evans the Returning Officer role would be greatly appreciated.

David may be contacted on 4934 9711 or by email at gm@maitland.nsw.gov.au

ROGER STEPHAN
CEO



AGENDA LIST

4.3 Alternate Members

Report Author: Roger Stephan, CEO

Responsible Officer: Roger Stephan, CEO

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.
-

REPORT:

Clause 397F of the *Local Government (General) Amendment (Regional Joint Organisations) Regulation 2018* states the following in regard to alternates for voting representatives on the Joint Organisation Board:

397F Alternates for voting representatives on board

- (1) A member council may appoint councillors of the council to be the alternate of any of the mayor, deputy mayor or any other councillor who is a voting representative on the board of the Joint Organisation.
- (2) A councillor appointed as an alternate may act as the alternate for 2 years, unless another term is specified by the member council or the appointment is revoked by the member council.
- (3) In the absence of a voting representative on the board of a Joint Organisation, the representative's alternate may, if available, act in the place of the representative.
- (4) While acting in the place of a voting representative on the board, a person has all the functions of a representative and is taken to be a voting representative

In its submission to the Office of Local Government on the (then) Draft Regulation, the trial Hunter Joint Organisation stated the following in regard to alternate Board membership:

Throughout the consultation process it was the view of the member councils of Hunter Councils

that Hunter Councils' practice of not allowing alternates imposed a discipline regarding attendance and thus promoted active engagement. It was also the view of the member councils of Hunter Councils that the figurehead / community leader status of the Mayoral role lent a degree of authority to participation in regional dialogue that was highly valued by external stakeholders and that, cumulatively, it lent weight to the deliberations of the Board. For both these reasons the notion of alternates and membership beyond the Mayor of each council has not been supported.

The proposal in the draft Regulation to require ("must") the appointment of alternates on the regional Board – (397E (1) & (2) – flies in the face of our current and successful practice of excluding alternates. This undermining could erode the profile and effectiveness of the Board and its capacity to participate as an equal partner in discussions with the State and Commonwealth Governments. The acknowledged success of this "equal partner" standing as developed in the Hunter is a primary reason why Joint Organisations have been developed for roll out across New South Wales and would be diminished, in our view, if we regressed to a situation where there was potentially haphazard attendance at meetings, consequent erosion of consistent governance and the (potentially occasional) voting presence of individuals who do not have the authority or community face role of the Mayor.

For these reasons it is considered important that the Regulation in its final form allow for the continuation of the successful Hunter Councils model whereby Mayors only – without alternates – are able to be placed on the Board. We would therefore advocate for the following revised wording in regard to 397E Alternates for board representation:

- (1) The deputy mayor of a member council of a Joint Organisation **may be appointed** as the alternate of the mayor of the council, if the council has a deputy mayor and the deputy mayor is not otherwise a representative on the board of the Joint Organisation.*
- (2) A member council **may** appoint councillors of the council to be the alternate of any of the mayor, deputy mayor or other any other councillor who are voting representatives on the board of the Joint Organisation. (3) A councillor appointed as an alternate may act as the alternate.*

In part the position put forward by the Hunter had its basis in experience prior to our current Board structure whereby, with alternates, there were potentially 34 voting attendees at a Board Meeting as well as General Managers and General Manager alternates. The Office of Local Government took on board the trial Joint Organisation's position and removed the compulsion to appoint alternates from the Regulation in its final form.

It remains the fact, however, as confirmed by the Office of Local Government, that the Joint Organisation cannot impose on a member Council a prohibition on the appointment of alternates for its Board representative. It is entirely possible, therefore, that a situation might arise whereby one or more member councils have alternates in place while the balance of councils do not.

Resolution of the meeting of the Board of Hunter Councils Inc

At its 14 June 2018 the Board of Hunter Councils Inc – which as noted previously comprises the voting representatives (Mayors) of the member Councils of the Hunter Joint Organisation – considered a report on this matter and resolved the following in regard to alternate members and membership of the Joint Organisation Board generally:

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.*

PREVIOUS REPORTS:

This is the first report to the Board on this matter.

FINANCIAL IMPLICATIONS:

An alternate Board Member would be entitled to access the resources of the Joint Organisation in accordance with the Joint Organisation's policy on the provision of services and facilities to Board Members.

POLICY IMPLICATIONS:

As noted above.

STATUTORY IMPLICATIONS:

As noted in the report.



[AGENDA LIST](#)



AGENDA LIST

4.4 Requirements attaching to the appointment of an Executive Officer

Report Author: Roger Stephan, CEO

Responsible Officer: Roger Stephan, CEO

RECOMMENDATION:

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

REPORT:

The Office of Local Government, through Regulation and associated advice has provided the following in regard to the appointment of an Executive Officer for a Joint Organisation:

All Joint Organisations are required to appoint an executive officer. The executive officer performs the same role in a Joint Organisation that a general manager performs in a council.

Executive officers must be appointed by a resolution of the Joint Organisation board and are to be employed under a fixed-term performance-based contract in the form of the one approved by the Chief Executive of the Office of Local Government (the Chief Executive).

Recruitment of an executive officer

As with general managers of councils, before appointing an executive officer, Joint Organisations must first advertise the position in accordance with the requirements of the Local Government Act 1993 (the Act) and undertake a merit-based recruitment process.

Following their establishment, Joint Organisations may appoint an interim executive officer for up to 12 months without advertising and merit-based selection.

In such cases, the Joint Organisation should advertise the position and commence recruitment in time to ensure that a permanent appointment can be made before the 12-month anniversary of the appointment of the interim executive officer. The interim executive officer may apply for appointment to the permanent position.

Appointing an executive officer

Executive officers must be appointed by a resolution of the board of the Joint Organisation. Boards should hold a meeting as soon as possible for the purpose of appointing an interim executive officer and delegating functions to the executive officer.

The executive officer must be a natural person and not a corporation or other entity.

Can the general manager or a member of staff of a member council be the interim executive officer?

There is nothing to prevent the board of a Joint Organisation from appointing the general manager, existing executive officer or another member of staff of a member council as the interim executive officer. The interim executive officer role can be carried out concurrently with their role with the member council or as a secondment.

Before the general manager of a member council can be appointed as an interim executive officer, the member council must, by resolution, give its approval to the general manager undertaking this role.

If a member of staff of a member council is appointed interim executive officer, the general manager of that council must first give their approval. Alternatively, the existing executive officer of the regional organisation of councils may be appointed as an interim executive officer of the Joint Organisation.³

PREVIOUS REPORTS:

This is the first report to the Board on this matter.

FINANCIAL IMPLICATIONS:

Costs associated with the employment of an executive officer are addressed in the draft 2018/19 Joint Organisation budget.

POLICY IMPLICATIONS:

There are no policy implications arising from this report.

STATUTORY IMPLICATIONS:

As noted in the report.



³ *Joint Organisation Implementation Guidance, Office of Local Government 2018, Pages 21-22*



AGENDA LIST

4.5 Appointment of an interim Chief Executive Officer

Report Author: David Evans, Chairperson, Strategic Services Australia Ltd

Responsible Officer: David Evans, Chairperson, Strategic Services Australia Ltd

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. Ratification of Mr Stephan's appointment by way of secondment be sought by resolution at the next scheduled Board meeting of Strategic Services Australia Ltd on 12 July 2018**
-

REPORT:

At its meeting held on 14 June 2018 the Board of Hunter Councils Inc considered a report prepared by David Evans, Chair of Strategic Services Australia Ltd and of the General Managers Advisory Committee on transitional matters relating to the role of the Chief Executive Officer.

In response to the report, the Board resolved as follows:

- 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.

Mr Stephan's current contract of employment is as CEO of Strategic Services Australia Ltd, and is for a term of five (5) years from 14 May 2015, concluding on 14 May 2020.

It is incumbent on Joint Organisations to recruit and appoint an executive officer but with provision to appoint an interim executive officer for a period of up to 12 months without the need for advertising and merit selection. This provision underpins the resolution of the Board as quoted above.

For Hunter Councils, the formation of the Hunter Joint Organisation involves transitioning from Hunter Councils Inc. (operating under NSW Fair Trading legislation) to an entity of the same membership and representation operating under the *NSW Local Government Act*.

As has been the case with Hunter Councils Inc., the Hunter Joint Organisation will continue to be supported in large part by Hunter Councils' partner organisation Strategic Services Australia Ltd, of which Mr Stephan is the CEO. Mr Stephan's appointment as Interim CEO of the Hunter Joint Organisation is therefore a reflection of what has for some time now been the arrangement between Hunter Councils Inc. and Strategic Services Australia Ltd. In that context, it is a logical appointment, it accords with the published guidelines for the implementation of Joint Organisations, and will facilitate a smooth transition.

In the context of Mr Stephan's current contract of employment and the Board decision to appoint Mr Stephan as Interim CEO of the Hunter Joint Organisation, the simple and most appropriate transition is to treat Mr Stephan's interim appointment as a 'secondment' under the terms and conditions of his current contract, noting that the end date of this contract (14 May 2020) extends beyond the period of the interim appointment to the Hunter Joint Organisation role. The terms of the secondment would provide that barring any review of the secondment period, the conclusion of the secondment would activate the relevant termination provisions of Mr Stephan's contract, being:

"The organisation may terminate the contract for any reason ... provided the organisation shall give notice calculated on the rate of three months for each year of service remaining under the contract from the date of notice or, in the absence of notice, payment in lieu thereof calculated at the monetary value of the total remuneration package ... as though the notice period had been worked."

NB: Clause 8 – Termination under the contract is provided in full as Attachment 1 to this report.

This approach provides and allows for:

1. Flexibility in relation to the period of the interim appointment (be it by way of reduction or extension) contingent on the timing and outcome of the required recruitment process for the selection and appointment of the Hunter Joint Organisation's CEO.
2. Certainty for Mr Stephan in relation to the transition process and how the terms of his contract of employment as CEO of Strategic Services Australia Ltd will be managed; and
3. The negotiation of an agreed handover period as and if necessary, contingent upon the outcome of the required recruitment process for the selection and appointment of the Hunter Joint Organisation's CEO.

CONCLUSION:

The Hunter Councils entities have benefited from the ability to operate with a single CEO position overseeing the functions of Hunter Councils Inc., Strategic Services Australia Ltd, Hunter Councils Legal Services Ltd and, more recently, the pilot and notional Hunter Joint Organisation. The proposal presented in this report is based on the premise that such an arrangement will continue as Hunter Councils Inc. transitions to the formal or legislatively recognised Hunter Joint Organisation. The proposal respects and preserves the context in which the Hunter Councils entities have operated, respects the employment contract of Mr Stephan as the current CEO, and provides for a simple and

flexible transition process through which the Hunter Joint Organisation is able to meet its responsibilities in relation to the recruitment and appointment of its CEO.

PREVIOUS REPORTS:

As referenced in this report.

FINANCIAL IMPLICATIONS:

Implications arising from this report are addressed in the draft 2018/19 budget.

POLICY IMPLICATIONS:

There are no policy implications arising from this report.

STATUTORY IMPLICATIONS:

The actions referred to in the report are in accordance with the legislative responsibilities of Joint Organisations.



4.6 Chief Executive Officer role position description

Report Author: Roger Stephan, CEO

Responsible Officer: Roger Stephan, CEO

RECOMMENDATION:

THAT the draft position description for the role of Chief Executive Officer be adopted.

REPORT:

Under the Act, executive officers of a joint organisation have the following functions:

- conduct the day-to-day management of the joint organisation in accordance with the strategic regional priorities and other plans, programs, strategies and policies of the organisation
- implement, without delay, lawful decisions of the joint organisation. If the joint organisation determines an organisation structure requiring other staff, the executive officer may also:
- appoint staff in accordance with the organisation structure and the resources approved by the joint organisation
- direct and dismiss staff. The executive officer is also the public officer of the joint organisation, unless they designate another member of staff to this role.

A preliminary position description – ATTACHED – for the role of Chief Executive Officer has been prepared. It is proposed that this position description be adopted and amended / updated as the establishment of the Joint Organisation progresses.

PREVIOUS REPORTS:

This is the first report to the Board on this matter.

FINANCIAL IMPLICATIONS:

There are no financial implications arising from this matter.

POLICY IMPLICATIONS:

There are no policy implications arising from this report.

STATUTORY IMPLICATIONS:

The general functions of a Joint Organisation executive officer are detailed in the Act.

Hunter

Joint Organisation

Position Description: Chief Executive Officer

Joint organisation overview

The Hunter Joint Organisation was proclaimed as a joint organisation under the *Local Government Act 1993* on 11 May 2018.

The vision of the Organisation is set from time to time by the Board to reflect the collective regional priorities and aspirations of its Member Councils. The following strategic approaches will, however, guide the Joint Organisation's endeavours:

Research and analysis

Developing and communicating a strong evidence base for planning and advocacy

Knowledge and learning

Sharing best practice and capacity building approaches to operations and service delivery for the benefit of all member councils

Foresight and direction

Planning together for agreed regional priorities and outcomes in close collaboration with partners

Joint action

Taking action on areas where we can make a real difference for the region's communities Voice and impact Providing a strong and united voice which advocates for the needs and interests of the region.

Primary purpose of the position

The primary purpose of the position is to fulfil the obligations of the executive officer as defined by the *Local Government Act 1993* and its associated Regulation and any other responsibilities delegated by the joint organisation board.

This position will help set the pace by driving early success and explore new ways of working between communities and local and State government to promote regional leadership and cooperation.

The Chief Executive Officer will also:

- lead management of the Joint Organisation

- be directly accountable to the board for the performance of the Hunter Joint Organisation
- progress regional strategic planning and priority setting
- drive improvements to the way local and State governments work together
- provide regular reports to the board on current regional matters
- ensure efficient collaboration and engagement with State government agencies to deliver on strategic regional planning priorities.

Key accountabilities

The chief executive officer will work with the board by:

- providing high quality executive management, leadership and professional advice on organisational planning and development
- providing advice to the board on emerging issues with significant regional impacts
- identifying and escalating issues to the board where required to ensure they receive appropriate and timely attention
- advising the board and the chair on policy matters
- providing an interface between the board and employees.

Manage the organisation

The chief executive officer will:

- provide strategic input and facilitate the development of strategic planning and prioritisation
- ensure the Joint Organisation complies with its legislative responsibilities
- manage the organisation in a cost-effective and operationally efficient manner consistent with the Joint Organisation's policies and strategic plans
- provide financial management, including proper management of the Joint Organisation's assets

- manage people and staff.

Stakeholder management

The chief executive officer will:

- develop, manage and maintain strong partnerships with key regional contacts and stakeholders to ensure delivery of the Joint Organisation's strategic regional priorities
- maintain a high level of knowledge of regional issues and priorities to facilitate communication and negotiation with key agencies, and anticipate and respond to problems
- facilitate and foster cooperation, information exchange and resource sharing among the Hunter Joint Organisation's member councils
- provide informed advice to board members and member councils on issues that have significant regional impacts
- support development of policies and strategies to capture opportunities and achieve a positive outcome for the region
- be the spokesperson for the Hunter Joint Organisation, subject to relevant policies and in consultation with the chairperson of the board
- develop and maintain board contacts with government agencies and other organisations relevant to achieving the Hunter Joint Organisation's objectives.

Advocacy and collaboration

The chief executive officer will:

- ensure the Joint Organisation maintains a regional profile as the leading local government advocate for the region
- maintain diplomatic, constructive and positive relationships and partnerships with Hunter Joint Organisation members, Members of Parliament, Parliamentary Secretaries, Ministers, government agencies and the wider regional community
- collaborate and engage with agencies to ensure that the Hunter Joint Organisation is an effective forum to work with State and local government to deliver core strategic regional priorities, infrastructure and services that matter most to the community
- liaise with agencies on issues of regional significance as needed to gain State and Federal government commitment to the Hunter Joint Organisation's strategic regional priorities.

Role dimensions

Decision making

The chief executive officer operates at a high level of intergovernmental engagement, collaboration and advocacy and is fully accountable for the accuracy, validity, balance and integrity of professional advice and the role performed on behalf of the Joint Organisation and member councils.

Reporting Line

The chief executive officer reports to the Joint Organisation between board meetings and board members at monthly board meetings.

Budget/expenditure

- Expenditure that is identified within the annual budget adopted by the board, or variations to the budget approved by the board or project committees.
- Expenditure not identified in the budget up to a limit of \$10,000 on any one item.

Key challenges

- Establishing a new organisation.
- Building and maintaining strong working relationships with internal and external stakeholders in a new and evolving political framework for regional cooperation.
- Building a regional profile and achieving and sustaining measurable regional outcomes consistent with the joint organisation's adopted strategies.
- Identifying future development opportunities for the Joint Organisation.
- Maintaining diplomatic, constructive and positive relationships and partnerships with member councils, Members of Parliament, Parliamentary Secretaries, Ministers, government agencies, the wider regional community and other joint organisations.

Role requirements

Essential

- Appropriate tertiary qualifications or equivalent in a business, economics, marketing/tourism discipline / or an alternative qualification with extensive relevant work experience.
- Proven leadership and management experience within the public, private or not-for-profit sectors.
- Knowledge and understanding of the financial, economic, environmental and social regional issues and drivers facing joint organisation member councils, governments, agencies and

communities.

- Experience working in a complex political environment.
- Class C driver's licence.

Capabilities of the role of chief executive officer
The **Local Government Capability Framework** describes the core knowledge, skills and abilities, and other attributes that provide a common foundation for developing position descriptions, recruitment, managing performance, capability

development, career planning and more broadly workforce planning in the sector
It sets out clear expectations about performance by identifying what applicants need to do to succeed in the role. It can also build on organisational values and create a common sense of purpose for those employed in local government (as well as elected members) and therefore applies to all levels of the workforce.

Following are the levels that apply to this chief executive officer position:

Local Government Capability Framework		
Capability Group	Capability Name	Level
Personal attributes	Manage self	Highly Advanced
	Display resilience and adaptability	Advanced
	Act with integrity	Highly Advanced
	Demonstrate accountability	Highly Advanced
Relationships	Communicate and engage	Highly Advanced
	Community and customer focus	Advanced
	Work collaboratively	Highly Advanced
	Influence and negotiate	Highly Advanced
Results	Plan and prioritise	Advanced
	Think and solve problems	Highly Advanced
	Create and innovate	Highly Advanced
	Deliver results	Highly Advanced
Resources	Finance	Highly Advanced
	Assets and tools	Advanced
	Technology and information	Advanced
	Procurement and contracts	Highly Advanced
Workforce Leadership	Manage and develop people	Highly Advanced
	Inspire direction and purpose	Highly Advanced
	Optimise workforce contribution	Highly Advanced
	Lead and manage change	Highly Advanced

Focus Capabilities

Demonstrate Accountability	<ul style="list-style-type: none">• Acts in the public interest at all times• Is prepared to act and take ownership for difficult decisions• Supports and stands by people in the organisation who have made an honest mistake• Creates a climate in which people feel supported to take responsibility for outcomes• Establishes effective governance systems to ensure safe work practices and to mitigate and manage organisational risks	Highly Advanced
Work Collaboratively	<ul style="list-style-type: none">• Communicates the expectation of collaboration across the organisation• Celebrates successful outcomes of collaboration across the organisation, region and sector• Establishes systems, structures and practices to facilitate sharing and learning across the organisation, region and sector• Develops respectful relationships with stakeholders who hold different, even directly conflicting, views• Sets a tone of inclusiveness and an expectation that all staff respect diversity in people, experiences and backgrounds	Highly Advanced



AGENDA LIST

4.7 Delegations to the Chief Executive Officer

Report Author: Roger Stephan, CEO

Responsible Officer: Roger Stephan, CEO

RECOMMENDATION:

THAT the delegations to the Chief Executive Officer as listed in the Statement of Delegations be made.

REPORT:

The board of a joint organisation can delegate any of the functions of the joint organisation to the executive officer other than those identified in clause 397k of the *Local Government (General) Regulation 2005* (the Regulation).

The executive officer may, in turn, delegate any of his/her functions and sub-delegate any function delegated by the board of the joint organisation.

At their first meeting, boards of joint organisations must make a delegation to the executive officer to enable them to exercise the functions of the joint organisation. It is a matter for boards of each joint organisation to determine what delegations to make subject to the restrictions contained in clause 397k of the Regulation.

A draft statement of delegations to the Chief Executive Officer has been drafted. It is proposed that the delegations contained within the statement be made by the Board.

PREVIOUS REPORTS:

This is the first report to the Board on this matter.

FINANCIAL IMPLICATIONS:

There are no financial implications arising from this matter.

POLICY IMPLICATIONS:

There are no policy implications arising from this report.

STATUTORY IMPLICATIONS:

The Board is required at this meeting to delegate functions of the joint organisation to the executive officer so that these functions might be exercised.

Hunter

Joint Organisation

STATEMENT OF DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER

The following summary contains all delegations to the Chief Executive Officer by the Joint Organisation (JO) some of which may be sub-delegated to other staff.

1. To conduct the day-to-day management of the joint organisation in accordance with the strategic regional priorities and other plans, programs, strategies and policies of the JO.
2. To obtain quotations and authorise the purchase of goods, works and services to the limits authorised by the JO.
3. To carry on the regular services, functions and operations of the JO in accordance with any resolution or policy of the JO.
4. To determine the matters which are to be included in the business papers for JO meetings, subject to the inclusion of the following items whenever they arise, namely:
 - (a) reports on matters which cannot be determined under delegated authority.
 - (b) reports required to be submitted under any Act, Ordinance or Regulation.
 - (c) reference to any deputations which the Board has agreed to receive.
 - (d) Matters requiring a determination of Policy.
 - (e) Reports directed by the JO to be submitted.
 - (f) Matters essential for the JO's information.
 - (g) Matters requiring a vote.
5. To authorise action to be taken to comply with any policy of the JO or any provision of the Local Government Act, or of any other law, statutory or otherwise, affecting the JO.
6. To incur expenditure provided such funds have been allocated in the estimates.

7. To determine in consultation with the Chairperson whether any group or individual should be invited to address any JO Meeting.
8. To lay information; to make applications for search warrants; to make complaints; to initiate and carry on any proceedings and to represent the JO in any Court on any matter.
9. To expend unbudgeted funds of up to \$10,000 and report any such expenditure to the next meeting of the JO.
10. To disclose the JO's records in accordance with any legal obligations of any Act or Regulations and any resolutions of the JO.
11. To sign any financial instrument on behalf of the JO in conjunction with a second counter-signatory to authorise the payment, bank transfer or bill exchange.
12. To accept payment of charges due and payment by an entity in accordance with an agreement made with the entity and to write off or reduce interest accrued on charges if the entity complies with the agreement.
13. To control, direct and dismiss staff, and appoint staff in accordance with the organisation structure and the resources approved by the JO.
14. To invest money in accordance with Section 625 of the Local Government Act 1993.
15. To authorise the release of any bond or bank guarantee where the required works or services have been completed in accordance with approvals granted by the JO.
16. To obtain, accept and determine quotations for the supply of JO equipment, provided that such tenders are not those which are required under the Local Government Act 1993 to be invited by the JO.
17. To engage contractors on a daily or, as required, basis.
18. To adopt on behalf of the Board the Agency Information Guide required under Section 20 of The Government Information (Public Access Act) 2009.
19. To apply for and maintain the currency of Australian Business Numbers (ABN), Tax File Numbers (TFN), Domain names and such other matters.



[AGENDA LIST](#)



AGENDA LIST

4.8 Charter of the Hunter Joint Organisation

Report Author: Roger Stephan, CEO

Responsible Officer: Roger Stephan, CEO

RECOMMENDATION:

THAT:

- 1. The draft Charter of the Hunter Joint Organisation be adopted in principle**
 - 2. The CEO draft a generic Member Council report to assist in the Draft Charter consultation process with Member Councils**
-

REPORT:

Every joint organisation must prepare its own Charter and, to assist in the process of its development, the Office of Local Government has developed a template that contains compulsory element required for inclusion. Joint organisations may alternatively prepare a different Charter provided such Charter still meets legislative requirements.

There are relatively few prescribed elements for a Joint Organisation Charter Under the Act and Local Government (General) Regulation 2008.

These include:

- operational principles for the joint organisation
- governance principles for the joint organisation, and
- a methodology for determining annual financial contributions to the joint organisation by member councils.

Joint Organisations must also consult with their member Councils about the contents of the Joint Organisation Charter and must make it publicly available on a website administered by the Joint Organisation within 30 days of its adoption.⁴

A draft Charter – following – has been prepared for Board consideration. The draft is relatively

⁴ *Local Government (General) Amendment (Regional Joint Organisations) Regulation 2018, s.397B*

397B Charters of joint organisations

- (1) *For the purposes of section 400U (5) (a) of the Act, the charter of a joint organisation is to contain the methodology for determining annual financial contributions to the joint organisation by member councils.*
- (2) *For the purposes of section 400U (5) (b) of the Act, the charter of a joint organisation is to be made publicly available on a website administered by the joint organisation within 30 days of its adoption by the joint organisation.*
- (3) *A joint organisation must consult with the member councils about the content of a proposed charter of the joint organisation.*

straightforward and largely conforms to the layout and intent of the template provided by the Office of Local Government.

In regard to the draft:

1. Voting membership has been limited to the Mayor of the Member Council. Such limitation is not a given, however, with the Joint Organisation needing to formally resolve a position on the matter
2. Non-voting membership of the Board has been provided to Member Council General Managers / CEOs. This has been included in order to facilitate the active involvement of General Managers in the business of Board Meetings. Again this is an issue requiring consideration in regard to its potential impacts on the dynamics of Board Meetings and the status of the Mayors as voting members of the Board
3. Alternates to Board Members are referenced in section 5.1 (and discussed in prior report 1.3).

PREVIOUS REPORTS:

This is the first report to the Board on this matter.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this matter.

POLICY IMPLICATIONS:

There are no policy implications arising from this report.

STATUTORY IMPLICATIONS:

The adoption of a Joint Organisation charter is a requirement of the Legislation.



Hunter

Joint Organisation

DRAFT CHARTER

1. Introduction

1.1 Name and legal status

The name of the Organisation is Hunter Joint Organisation.

The Organisation is a body corporate established on 11 May 2018 by proclamation under Part 7 Chapter 12 of the Local Government Act 1993.

1.2 Interpretation

This Charter is to be interpreted in accordance with the Local Government Act 1993 and Local Government (General) Regulation 2005 and the Interpretation Act 1987.

1.3 Definitions

The following definitions apply in this Charter:

Act means the Local Government Act 1993.

Associate Member means those councils and other organisations that are members of the Organisation by virtue of clause 3.2 of this Charter.

Board means the Joint Organisation board, consisting of the mayors of each member council, any additional voting representatives of these member councils appointed under section 400T of the Act and any other non-voting representatives who may attend, but are not entitled to vote at, a meeting.

Charter means this document, outlining the operational and governance principles for the Joint Organisation and any other agreed matters, consistent with the Act and other laws.

Chairperson means the person, who is a mayor, elected to the office of chairperson by the voting representatives on the board from among the voting representatives who are mayor.

Councillor means a person elected or appointed to civic office and includes a Mayor.

Executive Officer means the person employed by the Joint Organisation to conduct the day-to-day management of the Joint Organisation in accordance with strategic regional priorities and other plans, programs, strategies and policies of the Joint Organisation and to implement without delay the lawful decisions of the Joint Organisation.

General Manager / Chief Executive Officer means the person employed by a council to conduct the day-to-day management of the council in accordance with strategic plans, programs, strategies and policies of the council and to implement without delay the lawful decisions of the council.

Member Councils means the councils proclaimed under the Act to be the members of the Organisation.

Mayor means the mayor of a Member Council.

Non-Voting Representative means the chosen representative of a non-voting member of the board (sometimes called an 'associate member').

This includes:

- An employee of the Public Service nominated by the Secretary, Department of Premier and Cabinet
- The General Manager / Chief Executive Officer of a member Council
- Any other individual or representative of a council or other organisation invited by the board to represent a non-voting member of the board, and
- Any other person or a member of a class of persons prescribed by the Regulation.

Organisation means Hunter Joint Organisation.

Principal Functions means the functions set out in clause 2.2 of this Charter or as otherwise prescribed by the Act or Regulations.

Regulations means the Local Government (General) Regulation 2005, Local Government (General) Amendment (Regional Joint Organisations) Regulation 2018 and such other Regulations as may from time to time apply to the Joint Organisation.

Supplementary Functions means the functions approved by the Board under clause 2.3 of this Charter.

1.3 Adopting the Charter

This charter, in the form originally adopted by the Board, was approved in consultation with member councils.

This Charter was adopted by the Board on [date]

1.4 Amending the Charter

This Charter may be amended from time to time by Special Resolution.

2. Establishment

2.1 Vision and principles

The vision of the Organisation is set from time to time by the Board to reflect the collective regional priorities and aspirations of its Member Councils. The following strategic approaches will guide the Joint Organisation's endeavours:

Research and analysis

Developing and communicating a strong evidence base for planning and advocacy

Knowledge and learning

Sharing best practice and capacity building approaches to operations and service delivery for the benefit of all member councils

Foresight and direction

Planning together for agreed regional priorities and outcomes in close collaboration with partners

Joint action

Taking action on areas where we can make a real difference for the region's communities
Voice and impact Providing a strong and united voice which advocates for the needs and interests of the region

2.2 Principal functions

The principal functions of the Hunter Joint Organisation will be to:

- establish strategic regional priorities for the Joint Organisation area and develop strategies and plans for delivering these priorities
- provide regional leadership for the Joint Organisation area and to be an advocate for strategic regional priorities
- identify and take up opportunities for intergovernmental cooperation on matters relating to the Joint Organisation area.

2.3 Other functions

The Organisation may perform functions, supplementary or ancillary to its Primary Functions, if:

- the objective of undertaking those functions is to provide support for the operations of its Member Councils aimed at strengthening local government in its Joint Organisation area; and
- the scope, operational principles and business plan for those Supplementary Functions is approved by a Special Resolution of the Board.

3. Membership

3.1 Member Councils

The Member Councils of the Organisation as at the date of its establishment are:

- Cessnock City Council
- Dungog Shire Council
- Lake Macquarie City Council
- Maitland City Council
- MidCoast Council
- Muswellbrook Shire Council
- Newcastle City Council
- Port Stephens Council
- Singleton Council
- Upper Hunter Shire Council.

3.2 Associate Members

There are no Associate Members of the Joint Organisation.

3.3 Additions to membership

An additional council may become a Member Council if:

1. It applies in writing the Organisation to become a Member Council pursuant to a resolution to that effect by its governing body;
2. It is approved as a Member Council by [Special Resolution of] the Board; and
3. The proclamation establishing the Organisation is amended to include the additional Member Council and the area of the Organisation is extended to include the local government area of that council.

3.4 Withdrawal as a Member

A Member Council may withdraw as a Member Council of the Organisation if:

1. It has given 12 months' notice in writing to the Organisation to withdraw as a Member Council pursuant to a resolution to that effect by its governing body; and
2. The proclamation establishing the Organisation is amended to remove the Member Council and the area of the Organisation is amended to excise the local government area of that council.

An Associate Member:

1. may withdraw as an Associate Member on giving [6 months] notice in writing to the Organisation; and
2. may be removed as an Associate Member by Special Resolution of the Joint Organisation Board.

4. Financial Contributions

1. The quantum of any annual financial contribution required to be made by each Member Council to the Joint Organisation is to be determined on an annual basis and is to be predicated on equal contributions from Member Councils no matter their size, population base or resourcing
2. The annual financial contribution required to be made by each Associate Member is to be based on a methodology adopted by the Board
3. Notwithstanding points 1 and 2 above, the Board may resolve to rebate council contributions either through the resources of the Joint Organisation or those of a related entity.

5. The Board

5.1 Membership of the Board

The Board consists of:

- the Mayors of each Member Council, who are the Voting Representatives (or a replacement Councillor of a Member Council if the Mayor is removed from office as a Voting Representative by the Minister under the Act)
- the alternate for a Voting Representative while acting, by formal resolution of a Member Council, in the place of the Voting Representative, and
- the Non-Voting Representatives appointed under clause 5.2.

5.2 Non-voting representatives

The following persons are Non-Voting Representatives on the Board:

- an employee of the public service nominated by the Secretary of the Department of Premier and Cabinet
- General Managers / Chief Executive Officers of Member Councils, and
- any other person or a member of a class of persons prescribed by the Regulations.

Non-Voting Representatives may attend and speak at meetings of the Board but may not move, second, amend or vote on motions.

The following persons may attend meetings of the Board in an advisory capacity and may be members of committees established by the Board:

- the Joint Organisation Chief Executive Officer.

6. Powers of the Board

Except as otherwise required by the Act, any other applicable law or this Charter, the Board:

1. has power to direct and control the affairs of the Organisation in carrying out its functions, in consultation with the Joint Organisation Chief Executive Officer, and
2. may exercise every right, power or capacity of the Organisation.

7. Exercise of powers

A power of the Board can be exercised only:

1. by resolution passed at a meeting of the Board; or
2. in accordance with a delegation of the power under clause 4.5

8. Power to delegate

1. The Board may delegate any of its powers.
2. The Board may revoke a delegation previously made whether or not the delegation is expressed to be for a specified period.

A delegation of powers may be made:

1. to the Joint Organisation Chief Executive Officer, to a committee established under clause 4.9, to a Member Council or to any other person or body;
2. for a specified period or without specifying a period; and
3. on the terms (including power to further delegate) and subject to any restrictions the Board decides.

9. Acceptance of delegations

The Organisation may not accept the delegation to it by a Member Council of a function of that Member Council except in accordance with the terms and conditions set out in a Special Resolution.

10. Chairperson and Deputy Chairperson

1. The Chairperson is to be elected from amongst the Voting Representatives who are Mayors and will hold office in accordance with the Act and Regulations.
2. The Chairperson while acting as such:
 - (i) has a deliberative vote, and
 - (ii) does not have a casting vote.
3. The Board may elect a Deputy Chairperson from amongst the Voting Representatives who are Mayors following the election of the Chairperson, to hold office for the term of the Chairperson.
4. In the absence of the Chairperson, the voting representatives at the meeting of the Board are to determine which of their number is to preside at the meeting. The representative thus elected does not have a casting vote.

11. (Chief) Executive Officer

The Board must appoint a (Chief) Executive Officer in accordance with the Act and Regulations.

12. Committees

For the purpose of carrying out its functions, the Organisation may by resolution of the Board establish:

- standing committees or divisions within the Organisation
- ad hoc advisory committees, and
- working groups

and determine their membership and terms of reference.

13. Common seal

1. The Board may decide whether or not the Organisation has a common seal.
2. The common seal may only be used with the authority of the Board.
3. The fixing of the common seal to a document must be witnessed:
 - by two Voting Representatives; or
 - by one Voting Representative and the Joint Organisation Chief Executive Officer.

14. MEETINGS

14.1 Meeting frequency

The Board will meet:

- at least once in each quarter on such date and at such place and time as the Board decides; and
- at such other times as the Chairperson may decide.

14.2 Use of technology

1. A Board meeting may be held using any means of audio or audio visual communication by which each Board member participating can hear and be heard by each other Board member participating. A Board meeting held solely or partly by technology is treated as held at the place at which the greatest number of the Board members is present or, if an equal number of Board members is located in each of two or more places, at the place where the Chairperson of the meeting is located.
2. The proceedings of Board Meetings will be recorded for the purpose of the taking of minutes.

14.3 Quorum

The quorum for a meeting of the board is a majority of voting representatives entitled to vote under the Joint Organisation charter.

No business may be transacted at a meeting of the Board without a quorum being present at the time the business is transacted.

14.4 Voting and Decision Making

1. Each Member Council has one vote at a meeting of the Board.
2. A decision of the board supported by a majority at which a quorum is present is a decision of the Hunter Joint Organisation.
3. A motion at a meeting of the board is taken to be defeated if:
 - in the case of an Ordinary Resolution, an equal number of votes is cast for and against a resolution, and
 - in the case of a Special Resolution, if less than 75% of the votes cast are in favour of it.
3. Unless otherwise stated in this Charter, all decisions of the Board are to be made by Ordinary Resolution.

15. Annual General Meeting

An Annual General Meeting is to be held by the end of November in each calendar year.

16. Consultation and publication

The Hunter Joint Organisation will consult with all members in preparing the following documents required under the Act and will publish the adopted versions on the Joint Organisation website:

- statement of Strategic Regional Priorities
- annual revenue statement
- audited financial reports.

The Hunter Joint Organisation will also publish an annual performance statement on its website.

17. Records

The Hunter Joint Organisation will keep records and provide access to information in accordance with all relevant legislation.

Contact details for the public officer of the Joint Organisation are available on our website.

18. Indemnity and Insurance

18.1 Indemnity

1. Subject to and so far as permitted by the Act and any other applicable law the Organisation must indemnify every member of the Board and the staff of the Organisation against any Liability incurred as such, unless the Liability arises out of conduct involving a lack of good faith.
2. This indemnity is a continuing indemnity. It applies in respect of all acts done by a person while a member of the Board or the staff of the Organisation even though the person is not member of the Board or the staff of the Organisation at the time the claim

is made.

3. In this clause, Liability means a liability of any kind (whether actual or contingent and whether fixed or unascertained) and includes costs, damages and expenses, including costs and expenses incurred in connection with any investigation or inquiry by a government agency or a liquidator.

19.2 Insurance

Subject to the Act and any other applicable law, the Organisation may enter into, and pay premiums on, a contract of insurance in respect of any person.

19.3 Liability on winding up

The liability of a Member Council or an Associate Member to contribute towards the payment of the debts and liabilities of the Organisation or the costs, charges and expenses of the winding up of the Organisation is limited to the amount, if any, unpaid by the Member Council or Associate Member in respect of the financial contributions required by clause 4 in this Charter.

20. Policies

The Hunter Joint Organisation has adopted the following policies:

- Expenses and Facilities Policy
- Code of Meeting Practice, and
- Code of Conduct

Further policies may be adopted by the board from time to time and will be published on the Joint Organisation's website.

PREVIOUS REPORTS:

This is the first report to the Board on this matter.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this matter.

POLICY IMPLICATIONS:

The report proposes establishment of policy on the matter

STATUTORY IMPLICATIONS:

As noted in the report.



AGENDA LIST

4.9 Draft Expenses and Facilities Policy

Report Author: Roger Stephan, CEO

Responsible Officer: Roger Stephan, CEO

RECOMMENDATION:

THAT:

- 1. The draft Hunter Joint Organisation Expenses and Facilities policy be adopted for the purpose of consulting with Member Councils on its content and direction**
- 2. A report on the consultation process, including a policy updated to reflect Member Council feedback, be provided to the August Meeting of the Joint Organisation Board.**

REPORT:

All joint organisations must, in consultation with their member councils, adopt a policy for payment of expenses and the provision of facilities to board members who are voting representatives on the Joint Organisation Board.

The adopted policy must comply with the Office of Local Government's Guidelines for the payment of expenses and the provision of facilities for mayors and councillors in NSW and should be designed to complement and supplement the expenses and facilities policies of Member Councils.

Because membership of the board of a Joint Organisation arises from a board member's role as Mayor (or in the case of any alternate or additional voting representatives such as the Deputy Mayor), the exercise of functions as board members in effect forms part of the exercise of the function which gave rise to the Board membership. This means that many of the expenses incurred by board members (e.g. travel expenses incurred to attend board meetings) may be recoverable under member council expenses and facilities policies or through the provision of a Member Council funded vehicle.

Joint organisations' expenses and facilities policies are therefore to be framed with this in mind and should be designed to cover any needs associated with the exercise by board members and chairpersons of their Joint Organisation functions that are not otherwise covered under their member council expenses and facilities policies. Expenses and facilities policies of joint organisations and their member councils should therefore contain provisions to prevent "double dipping" and it should be made clear that board members are not entitled to make a claim under a joint organisation's expenses and facilities policy where the claim has been covered under a member council policy and vice versa.

Hunter

Joint Organisation

EXPENSES AND FACILITIES POLICY

Preamble

All joint organisations must, in consultation with their member councils, adopt a policy for payment of expenses and the provision of facilities to board members who are voting representatives on the Joint Organisation Board.

The adopted policy must comply with the Office of Local Government's Guidelines for the payment of expenses and the provision of facilities for mayors and councillors in NSW and should be designed to complement and supplement the expenses and facilities policies of Member Councils.

Because membership of the board of a Joint Organisation arises from a board member's role as Mayor (or in the case of any alternate or additional voting representatives such as the Deputy Mayor), the exercise of functions as board members in effect forms part of the exercise of the function which gave rise to the Board membership. This means that many of the expenses incurred by board members (e.g. travel expenses incurred to attend board meetings) may be recoverable under member council expenses and facilities policies or through the provision of a Member Council funded vehicle.

The Hunter Joint organisation's expenses and facilities policy is therefore framed with this in mind and is designed to cover any needs associated with the exercise by board members and chairpersons of Joint Organisation functions that are not otherwise covered under their Member Council expenses and facilities policy. The policy therefore contains provisions to prevent "double dipping" and board members are not entitled to make a claim under the Joint Organisation's expenses and facilities policy where the claim has been covered under a member council policy and vice versa.

Provisions

1. EXPENSES

(a) Conferences, Seminars and other Board approved activities:

The Joint Organisation will directly fund all costs associated with attendance at Conferences, Seminars and other activities when such attendance has received the prior approval of the Board.

Costs met by the Joint Organisation will include:

- (i) Conference / Seminar Registration fees including costs associated with official luncheons, dinners and tours relevant to the conference.

- (ii) Accommodation costs including breakfast, lunch and dinner unless such costs are included in any activity registration fee.
- (iii) Reasonable land line telephone costs during the duration of a Conference / Seminar / other approved activity.
- (iv) Accommodation, where necessary, for the night before or after a Conference / Seminar / other approved activity.
- (v) Accommodation expenses associated with the attendance of a spouse/partner at a Conference / Seminar / other approved activity when such attendance has been approved by the Board and generates a fee over and above a single room rate. Accommodation expenses will include breakfast and attendance in Conference Dinners and other such events where such events are an integral part of the Conference / Seminar / other approved activity.
- (vi) Accommodation, Conference, Seminar and other approved activities bookings / registrations and travel arrangements (if involving other than in a Board Member's member council supplied vehicle+ will be made by the Joint Organisation and in the name of the Joint Organisation. Payments will be made by corporate credit card or direct deposit.

Costs not met by the Joint Organisation during attendance at Conferences, Seminars and other Board approved activities will include:

- (i) Mini bar expenses and other, one-off personal purchases.

(b) Travel Expenses

- (i) Board Members must cover their own costs for accommodation and travel to and from meetings of the Joint Organisation Board and its Committees.
- (ii) Board Members must cover their own travel costs to a Conference / Seminar / other approved activity unless the venue for such an activity requires travel by air.
- (iii) Travel by air to an approved Conference, Seminar and other approved activity will be booked and paid for by the Joint Organisation and will be by economy class.

2. FACILITIES

(a) Voting Members

Voting Members of the Board of the Joint Organisation are to receive the benefit of the following Joint Organisation facilities:

- (i) Meals and refreshments associated with Joint Organisation Committee and Working Parties / Special Committee meetings.
- (ii) Meeting facilities for Joint Organisation, Committee and Working Parties / Special Committee meetings.
- (iii) Photocopying facilities at the Joint Organisation's offices for official purposes.

(b) Chairperson

In addition to those facilities provided to Board Members, the Chairperson is to receive the benefit of:

- (i) Word processing and administrative support provided by the Chief Executive Officer
 - (ii) Assistance with functions, organisation, meetings and the like for official purposes.
- (c) In addition to those facilities provided to the Members, a Deputy Chairperson (if appointed) is to receive the benefits of the Chairperson when acting in the office of Joint Organisation Chairperson

3. EXPENDITURE COVERED BY A MEMBER COUNCIL EXPENSES AND FACILITIES POLICY

The Hunter Joint Organisation Expenses and Facilities Policy does not cover items already addressed by a Member Council Expenses and Facilities Policy. No double payment of claims (either at a council or Joint Organisation level) should be sought or will be made.

4. DISPUTE RESOLUTION

The Chairperson, the Deputy Chairperson (if one is appointed and when a claim is made by the Chairperson) and the Chief Executive Officer will be responsible for determining whether any claims in relation to the Policy are reasonable and within the guidelines set. Any Board Member dissatisfied with a determination received can request the matter be submitted to the Joint Organisation Board for consideration.

5. NON-VOTING MEMBERS

The Hunter Joint Organisation Expenses and Facilities Policy will apply to non-voting members of the Board as if they are voting members.

PREVIOUS REPORTS:

This is the first report to the Board on this matter.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this matter.

POLICY IMPLICATIONS:

The report proposes establishment of policy on the matter

STATUTORY IMPLICATIONS:

As noted in the report.



4.10 Draft Code of Conduct

Report Author: Roger Stephan, CEO

Responsible Officer: Roger Stephan, CEO

RECOMMENDATION:

THAT:

- 1. The Joint Organisation adopt as its code of conduct the Model Code of Conduct for Local Councils in NSW**
 - 2. It be noted that the Model Code is to be amended to reflect the proclamation of Joint Organisations**
 - 3. The Hunter Joint Organisation Code of Conduct be extended to apply to non-voting members of the Board.**
-

REPORT:

Like councils, joint organisations must adopt a code of conduct based on the *Model Code of Conduct for Local Councils in NSW* (the Model Code) as well as procedures for dealing with code of conduct complaints based on the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW* (the Procedures).

Joint organisation board members and staff that are designated persons and must also submit returns of their interests.

Adopting a code of conduct and administrative procedures

The current Model Code and the Procedures are available on the Office of Local Government's (OLG) website.⁵ Joint organisations' adopted codes of conduct may include provisions that supplement the Model Code however, a joint organisation's adopted code of conduct will have no effect if it is inconsistent with the Model Code unless it imposes more onerous requirements than those prescribed under the Model Code. Similarly, joint organisations' administrative procedures may supplement the provisions contained in the Procedures, but must not be inconsistent with them.

The Model Code and the Procedures are currently under review with the new versions of both to be adapted to reflect the establishment of joint organisations.

Completion of returns of interests

Board members of joint organisations, executive officers and other persons who have been identified

⁵ <https://www.olg.nsw.gov.au/strengthening-localgovernment/conduct-and-governance/model-code-ofconduct>

by the joint organisation as designated persons are all required to complete returns of interests under section 449 of the Local Government Act 1993 within three months of their appointment.

Designated persons include:

- the executive officer
- senior staff of the joint organisation
- any other person, (including staff, delegates of the joint organisation or members of committees that are delegates of the joint organisation) who holds a position identified by the joint organisation as the position of a designated person because it involves the exercise of functions (such as regulatory or contractual functions) that could give rise to a conflict of interest.

The executive officer must maintain a register of returns of interests and returns must be tabled at the first meeting of the board of the joint organisation after they are required to be lodged.

Application of the code of conduct to non-voting representatives who are not council officials

Non-voting representatives, who are not council officials for the purposes of section 440 of the Local Government Act 1993 and the Model Code, will not automatically be subject to the joint organisation's adopted code of conduct.

Council officials include councillors and staff and delegates of councils.

However, there is nothing to prevent a joint organisation from modifying its code of conduct to extend its application to non-voting representatives. Where the joint organisation's code of conduct has not been modified to cover non-voting representatives, in exercising their functions as board members of joint organisations, non-voting representatives who are not council officials will be subject to their employers' codes of conduct. Alleged code of conduct breaches by nonvoting representatives should be reported and dealt with under the employer's code of conduct.

.....

The Hunter Joint Organisation Code of Conduct and procedures for the Administration for the Model Code of Conduct for Local Councils in NSW

It is proposed that the Hunter Joint Organisation adopt the Model Code of Conduct and the procedures for the Administration of the Model Code of Conduct as set out by the Office of Local Government.

These documents are to be amended in light of the proclamation of Joint Organisations and the review process put in place for the Code itself.

PREVIOUS REPORTS:

This is the first report to the Board on this matter.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this matter.

POLICY IMPLICATIONS:

The report proposes establishment of policy on the matter

STATUTORY IMPLICATIONS:

As noted in the report.



[AGENDA LIST](#)



AGENDA LIST

4.11 Code of Conduct Reviewer Panel

Report Author: Roger Stephan, CEO

Responsible Officer: Roger Stephan, CEO

RECOMMENDATION:

THAT the regional code of conduct reviewer panel adopted by the Hunter Trial Joint Organisation in 2017 be appointed as the Hunter Joint Organisation Code of Conduct Reviewer Panel

REPORT:

Appointment of a panel of conduct reviewers

Joint organisations must appoint a panel of conduct reviewers. The role of conduct reviewers is to undertake preliminary assessments and investigations of code of conduct complaints about board members of joint organisations (including the chairperson) and the executive officer where the complaint has not been declined or resolved at the outset. As panels of conduct reviewers may be shared, joint organisations can adopt a pre-existing panel established by one of their member councils or a regional panel established by their member councils or a regional organisation of councils.

If establishing a standalone panel, joint organisations must comply with the Procedures by conducting an expression of interest process and appointing appropriately qualified and eligible persons.

Appointing a complaints coordinator

The executive officer must appoint a senior and suitably qualified staff member to act as a complaints coordinator. The executive officer must not undertake the role of complaints coordinator. If there is no member of staff who can undertake the role of complaints coordinator within the joint organisation, the executive officer may instead appoint a staff member from one of the member councils with the consent of the general manager of that council. This could be a person who is already carrying out this role for a member council.

The person appointed as complaints coordinator must also be a nominated disclosures coordinator appointed for the purpose of receiving and managing reports of wrongdoing under the Public Interest Disclosures Act 1994.

The role of the complaints coordinator is to:

- coordinate the management of complaints
- liaise with and provide administrative support to a conduct reviewer
- liaise with OLG

- arrange the annual reporting of code of conduct complaints statistics.

Regional arrangements for code of conduct complaints management

The new 2018 Procedures will be designed to allow member councils to centralise management of code of conduct complaints through a joint organisation should they choose to do so. For example, this could be done by establishing a broader internal ombudsman function in joint organisations to service member councils.

.....

Hunter Joint Organisation panel of conduct reviewers

In 2017 the Hunter Trial Joint Organisation adopted a regional panel of code of conduct reviewers – FOLLOWING.

It is recommended that the Joint Organisation take up the option of adopting this Panel for Joint Organisation purposes.

Company / Individual	Contact	Mail Address	LGAs Nominated
Australian Workplace Training and Investigations	Phil O'Brien	26 Oakdale Place Baulkham Hills NSW 2153	All councils
BAL Lawyers	Gabrielle Sullivan	9 th floor Canberra House 40 Marcus Clarke Street Canberra ACT 2601	All councils
	Ian Meagher	9 th floor Canberra House 40 Marcus Clarke Street Canberra ACT 2601	
	John Wilson	9 th floor Canberra House 40 Marcus Clarke Street Canberra ACT 2601	
BDO (Binder Dijker Otte) Australia	Adam Simms	C/o 1 Margaret Street Sydney NSW 2000	All councils
CT Management Group	Alicia Wynne	10-12 Church Street North Geelong VIC 3215	All councils
Centium Group	Phil O'Toole	PO Box 43 Darlinghurst NSW 1300	All councils
Lambourne Partners	Paul Quealey	Level 1 52 Hudson Street Hamilton NSW 2303	All councils

Company / Individual	Contact	Mail Address	LGAs Nominated
KordaMentha	Phillip Hoskin	Chifley Tower Level 5, 2 Chifley Square Sydney NSW 2000	All councils
Mediate Today	Robert Lopich	PO Box 419 Shellharbour NSW 2529	All councils
Nemesis Consultancy	Peter Moroney	Unit 5, 5-7 Lone Pine Place Smeaton Grange NSW 2567	All councils
Pinnacle Integrity	Shane White	Zenith Towers, Level 20, 821 Pacific Highway Chatswood NSW 2067	All councils
	Natalie Shearer	Zenith Towers, Level 20, 821 Pacific Highway Chatswood NSW 2067	
	Belinda Nolan	Zenith Towers, Level 20, 821 Pacific Highway Chatswood NSW 2067	All councils except Maitland
PKF Forensic and Risk	Wayne Gilbert	Level 8, 1 O'Connell Street Sydney NSW 2000	All councils
Quadrant Management Systems	Chris Stratten	4/100 Brighton Avenue Toronto NSW 2283	All councils
Robert Ball	Robert Ball	26 Ambrose Street Carey Bay NSW 2283	All councils
SWAAB Attorneys	Cecilia Rose	91 Roland Avenue Wahroonga NSW 2076	All councils
TressCox Lawyers	Peta Tumpey	Level 16, MLC Centre 19 Martin Place Sydney NSW 2000	All councils
Winton Consulting	Clare Dunncliff	PO Box 208 Maitland NSW 2320	All councils except Maitland
Workplace Investigations	Vince Scopelliti	72 Faraday Street Carlton VIC 3053	All councils
Workdynamic Australia	Jane Wright	Level 3, 32 Martin Place Sydney NSW 2000	All councils



[AGENDA LIST](#)

PREVIOUS REPORTS:

This is the first report to the Board on this matter.

FINANCIAL IMPLICATIONS:

All costs associated with access to the Code of Conduct Reviewer Panel will be met from within budgetary allocations associated with Joint Organisation administration.

POLICY IMPLICATIONS:

The report proposes establishment of policy on the matter

STATUTORY IMPLICATIONS:

As noted in the report.



[AGENDA LIST](#)

4.12 Code of Meeting Practice

Report Author: Roger Stephan, CEO

Responsible Officer: Roger Stephan, CEO

RECOMMENDATION:

THAT the draft Code of Meeting Practice be adopted pending further advice / prescription from the Office of Local Government

REPORT:

Meetings of the boards of Joint Organisations are subject to the same rules that apply to meetings of councils and committees of councils comprising only councillors. These rules are prescribed by the Local Government Act 1993 (the Act) and, with some variations, the *Local Government (General) Regulation 2005* (the Regulation) and any code of meeting practice adopted by the joint organisation.

Under yet-to-commence amendments to the Act, all councils and joint organisations will be required to adopt a code of meeting practice based on the Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code). Further guidance will be provided once the relevant amendments commence. Adoption of a code of meeting practice.

Pending the prescription of the Model Meeting Code, Joint Organisations have been encouraged to adopt a code of meeting practice.

Joint organisations' adopted meeting codes must be consistent with the meeting rules prescribed under the Act and the Regulation. In adopting a member council's code of meeting practice, joint organisations will need to adapt them to reflect the meeting rules prescribed under the Regulation that uniquely apply to meetings of boards of joint organisations.

Joint Organisations are not required to give public notice or exhibit a draft of their code of meeting practice prior to adoption.

A draft Code of Meeting Practice has been prepared for the Board's consideration. It is recommended that it be adopted as an interim Code pending further advice from the Office of Local Government on the status of the Draft Model Code of Conduct.

Hunter

Joint Organisation

CODE OF MEETING PRACTICE

Introduction

This Code of Meeting Practice has been established by the Hunter Joint Organisation pursuant to Section 360(2) of the Local Government Act 1993 (The Act). The Code is supplementary to the Act and Regulations, which cover most aspects of meeting procedure.

1. Board Meetings

Unless members are notified otherwise, Ordinary meetings of the Joint Organisation will commence at 10.00 am.

An annual schedule of meetings will be agreed by the Joint Organisation prior to the beginning of each calendar year. At least six meetings per annum will be held (ref. s.396 of the *Local Government Act 1993* which requires at least four meetings per annum).

Notwithstanding the adoption of an annual meeting schedule and start time, the Joint Organisation may change the time or date of any particular meeting(s) by resolution at a preceding meeting without prior notice being given.

Such change will be notified on the Joint Organisation website.

Transaction of business

The Board of the Joint Organisation may transact any of its business at a meeting at which representatives (or some representatives) participate by telephone or other electronic means, but only if the representative who is speaking can be heard by all other representatives.

2. Notice of Meeting

- (a) An agenda for meetings of the Board will be provided by electronic means to members within five (5) working days prior to the meeting.
- (b) Following distribution to members a copy of the Agenda will be placed on the Joint Organisation website.

3. Extraordinary Meetings

- (a) If the Chairperson receives a request in writing for the holding of an extraordinary meeting signed by at least two (2) voting members, the Chairperson must call such a meeting of the Joint Organisation as soon as practicable but in any event within 14 days after receipt of the request.
- (b) The Chairperson may, if he/she is of the opinion that a situation exists which warrants the holding of an extraordinary meeting, at short notice call such a meeting. The period of notice for such a meeting shall be at the Chairperson's discretion and may be less than three days [ref. *Local Government Act 1993*, s.367(2)].

4. Quorum

(a) Joint Organisation Board meetings

The quorum for a meeting of the board is a majority of voting representatives entitled to vote under the Joint Organisation Charter.

(b) Non-voting Representatives in attendance

The following are non-voting representatives of the Joint Organisation:

- The NSW Government, as represented by a nominee of the Secretary of the Department of Premier and Cabinet
- The General Managers / Chief Executive Officers of member and associate member Councils
- Such other representatives as may from time to time be added by resolution of the Joint Organisation Board.

(c) A meeting of a Joint Organisation must be adjourned if a quorum is not present:

- (i) within half an hour after the time designated for the holding of the meeting;
- (ii) at any time during the meeting.

In either case, the meeting must be adjourned to a time, date (including later that day) and place fixed:

- (i) by the Chairperson; or,
- (ii) in his or her absence – by a majority of the Members present; or
- (iii) failing that, by the Chief Executive Officer.

The Chief Executive Officer must record in the Joint Organisation's Minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the Joint Organisation, together with the names of the members present [Ref. *Local Government (General) Regulation 2005*, Clause 233].

5. Voting Entitlements

(a) Joint Organisation Meetings

There is one voting representative for each Member Council.

- (b) A motion at a meeting of the Board of a Joint Organisation is taken to be defeated in the event of an equality of votes [ref. s.397E *Local Government (General) Amendment (Regional Joint Organisations) Regulation 2008*].
- (c) Non-voting representatives are entitled to participate in debate and speak on but not move, second, amend or vote on motions.

6. Notices of Motion

- (a) Every Notice of Motion relating to any new subject or matter not already before the Joint Organisation distinctly stating the precise object proposed, shall be submitted in writing to the Chief Executive Officer duly signed by the voting representative of the member Council giving Notice of at least fourteen days before the meeting at which the matter is to be taken into consideration [Ref. cl.241 *Local Government (General) Regulation 2005*]
- (b) Despite subsection (a), business may be transacted at a meeting of the Joint Organisation even though due notice of the business has not been given to members. However, this can happen only if:
 - (i) a motion is passed to have the business transacted at the meeting; and
 - (ii) the business proposed to be brought forward is ruled by the Chairperson to be of great urgency.

Such a motion can be moved without notice.

7. Order of Notices of Motion

All Notices of Motion shall be dated and numbered as received and shall be entered by the Chief Executive Officer, subject to *Local Government (General) Regulation* cl.240, upon the agenda paper in the order in which they are received and, except by the permission of the Joint Organisation, all such Notices of Motion shall be taken and considered in the order in which they appear on the agenda paper.

The Chairperson may call over the Notices of Motion on the business paper in the order in which they appear thereon; and if objection not be taken to a Motion being taken as a formal Motion, it may, without discussion, be put to the vote.

Limitation of Notices

A member shall not have more than three Notices of Motion on the Agenda Paper at the same time.

6. Questions Without Notice

See *Local Government (General) Regulation*, Clause 249.

7. Standing Orders

The general order of business at every Ordinary meeting of the JO shall generally be:

1. Meeting commences at 10 am
2. Apologies
3. Speakers (invitation to be approved by Chairperson or Chief Executive Officer)
4. Confirmation of Minutes and Business Arising from Minutes
5. Declaration of Interest
6. Correspondence
7. Reports
8. Late Reports
9. Matters raised by Voting and Non-Voting Representatives
10. Resolution to enter into Confidential Committee of the Whole to deal with Confidential Reports
11. Resolution to re-enter Open meeting
12. Resolution to adopt resolutions made during Committee of the Whole
13. General Business
14. Close

The Joint Organisation may, after the confirmation of the Minutes of the previous meeting, make a variation of the order of the business to accord precedence to any matter set down on the business paper for consideration.

10. Method of Adoption of Reports

Voting and Non-Voting members must always speak to a Motion. No debate is allowed on any item without a motion having first been moved and seconded.

11. Motions of Dissent

- (1) A member can, without notice, move to dissent from the ruling of the Chairperson on a point of order. If that happens, the Chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- (2) If a motion of dissent is passed, the Chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been discharged as out of order, the Chairperson must restore the motion or business to the agenda and proceed with it in due course.
- (3) Despite s.11(2) above, only the mover of a motion of dissent and the Chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

[ref. *Local Government (General) Regulation 2005*, cl.248]

12. News Media and public attendance at Joint Organisation Board and Committee Meetings

The news media and members of the public are invited to attend all Joint Organisation Board and Committee meetings subject to the right of the Board and Committees to resolve to exclude the news media and public during consideration of any particular item or items on the business paper. All resolutions to exclude press and public from meetings shall state the reason for the resolution and this must be recorded in the minutes.

Prior to distributing the business paper for any Joint Organisation Board or Committee meetings, the Chief Executive Officer will determine if any items in the business paper come within the provisions of this Section and will mark any such items "CONFIDENTIAL".

[Ref. *Local Government (General) Regulation 2005*, cl.240]

Business papers for all Joint Organisation and Committee meetings will be made available for public perusal upon request (following distribution to the Board members). Business papers made available to the public will exclude those reports marked "Confidential" in the terms of the above.

13. Tape recording of JO or Committee meeting

The Chief Executive Officer may use a tape recorder, or any other electronic recording device, to record the proceedings of a meeting of the Joint Organisation or a committee for the purpose of ensuring that the minutes accurately record the proceedings.

The Chief Executive Officer will, if the Chief Executive Officer proposes to use a tape recorder, or any other recording device, inform the person presiding at the meeting who will, immediately after the opening of the meeting, tell the meeting that the proceedings are to be recorded.

Any electronic recording made by the Executive Officer of the proceedings of a meeting of the Council or a Committee, and any copy of such a recording, will be obliterated by the Chief Executive Officer as soon as possible after the minutes of the meeting are confirmed.

With the exception of the Chief Executive Officer, no person may use a tape recorder, or any other electronic recording device, to record the proceedings of a meeting of the JO or a committee unless the Joint Organisation has so resolved, and the use is in accordance with the conditions of use specified in the resolution. In any resolution allowing the use of tape recorder or any other electronic recording device the Joint Organisation shall specify the meeting, or meetings, to which the resolution is to relate and the conditions, if any, subject to which the use is permitted.

14. Participation by members of the public

Joint Organisation meetings are public meetings and members of the public are welcome to attend them.

Official visitors are persons that the Joint Organisation has invited to attend and make a presentation to a meeting.

The Chairperson, Chief Executive Officer or the person presiding at a meeting will determine the time to be allocated for an official visitor to address a meeting of the Joint Organisation, including the time to be allocated for questions by representatives to the official visitor.

There is no general uninvited access by members of the public to presentations to the Board.

15. Closed meetings – Public Submissions

The JO Board or a Committee of the Joint Organisation of which all the members are Voting Representatives, may close to the public parts of the meeting of the Joint Organisation or committees in accordance with Sections 10A, 10B, 10C and 10D of the Local Government Act.

Members of the public must be given the opportunity immediately after a resolution to refer the matter into Confidential Committee has been moved or seconded, to make representations on whether a matter should be dealt with in Confidential Committee or not. The time permitted for each speaker will be one minute and an overall maximum of five minutes (five speakers). See Clause 252, Local Government (General) Regulation.

16. Election of Chairperson, Deputy Chairperson and Members of Committees

Election of the Joint Organisation Chairperson and Deputy Chairperson (if required) by the voting representatives of the member Councils [Ref. *Local Government (General) Regulation, Part II – Elections: Division 12 and Schedule 8*].

The election of the Chairperson and Deputy County Chairperson will be considered as an item in the Chief Executive Officer's Report to the Joint Organisation meeting.

- (a) at the first meeting of the JO after an ordinary election of members of the Joint Organisation, and
- (b) at the first meeting of the JO after each two year anniversary of that ordinary election until the next ordinary election of members of the Joint Organisation is held.

17. Pecuniary Interest – Representatives and Staff

Voting and Non-Voting representatives or staff, in matters before the Joint Organisation or Committee meetings, who have a pecuniary interest must disclose the interest and the nature of the interest to the meeting when the declarations of interest are requested.

Voting and Non-Voting representatives or staff must, when the matter is being considered, redeclare their interest and the nature of the interest and leave the room while the matter is being determined.

Voting and Non-Voting representatives and staff should refer to the Joint Organisation's Code of Conduct for more detailed information.

18. Committees

18.1 Appointment and Purpose (Charter)

A Joint Organisation Board may appoint or elect such Committees as it considers necessary.

The Joint Organisation Board will specify the **charter** of each of its Committees when the committee is appointed or elected, but may from time to time amend those charters.

Note:

Committees are an extension of the Joint Organisation into a specialised area. They derive any powers they may have from the Joint Organisation and can exercise these powers through the Joint Organisation by making recommendations which the Joint Organisation can adopt or by acting in accordance with a specific delegation of powers. The Joint Organisation's Committee structure can vary from time to time in accordance with a specific Joint Organisation resolution.

A list of the Joint Organisation's Committees is available from the Chief Executive Officer's office.

Each Committee shall regulate its own procedures, subject to compliance with the Local Government Act 1993, Local Government (General) Regulation and the Code of Meeting Practice (Clause 265 – local Government (General) Regulation).

18.2 Responsibilities

- to consider agenda items, and make recommendations to the JO Board (or decisions, if holding delegated authority from the JO);
- to observe requirements of The Local Government Act (1993), Local Government (General) Regulation (2005) and the Code of Meeting Practice;
- to observe requirements of the Charter given by the JO Board;
- to represent the views of the organisations you represent (if any) on the JO's Committee.

Note:

Should a Committee wish to recommend to the Joint Organisation Board on a matter outside its charter, it should do so by acknowledging this, then recommend the JO refer such matter to the appropriate Committee, for consideration and recommendation.

18.3 Procedural Matters

- Agendas for Committee meetings will be circulated to members and all voting and non-voting representatives at least three days before the meeting. (Local Government (General) Regulation 262).
- Committees having citizen representatives as members will have listed on agendas, a report of the last meeting of the Committee, for noting.
- The Agenda will include advice as to whether such previous report was adopted by the JO Board, amended and adopted, or rejected.
- Advice – an appropriate employee will attend Committee meetings to advise on agenda matters, if required.

19. Absence from Committee meetings

See Clause 268 of the Local Government (General) Regulation.

20. Election of Chairs of Committees

- (a) See Clause 267 of the Local Government (General) Regulation.
- (b) The Chair's responsibility is to ensure that the Committee's charter is implemented and to chair meetings in accordance with the Act, Regulations and Code. The Chair is accountable to the JO Board through the JO Chairperson.

21. Record of Meetings

The Chief Executive Officer or his/her representative will attend all meetings and will keep an

accurate record of proceedings in accordance with section 375(1) of the Local Government Act and the Local Government (General) Regulation, Clause 254 for:

- (i) JO Board meetings;
- (ii) JO Committees (Local Government (General) Regulation, Clause 266).

Minutes are to be kept and presented to the Joint Organisation Board for all meetings of Committees.

22. Reports by Voting Representatives of Member Councils to Meetings

All reports by Voting Representatives of Member Councils to the Joint Organisation meeting must be with the Executive Officer by 4.30 pm on the Wednesday of the week prior to the meeting and any reports received after that time, will be held over to the next meeting.



AGENDA LIST



AGENDA LIST

4.13 s.449 Disclosures of Interest

Report Author: Roger Stephan, CEO

Responsible Officer: Roger Stephan, CEO

RECOMMENDATION:

THAT:

- 1. It be noted that all voting members of the Board (and any alternates) and the Chief Executive Officer are required, for the purposes of sections 441, 445 and 449 of the *Local Government Act 1993* to fill out a disclosure of interest form**
 - 2. A determination be made as to the application of the provisions to non-voting members of the Board**
 - 3. In accordance with s.449 of the Act a disclosure of interest form be submitted by required individuals to the Chief Executive Officer within three months of appointment to their respective roles.**
-

REPORT:

s.449 of the *Local Government Act 1993* requires a councillor or “designated person” to lodge, within 3 months after becoming a councillor or designated person, a disclosure of interests return in the form prescribed by the regulations.

This requirement also applies to the voting members of the Joint Organisation board and the Chief Executive Officer. Consideration may also be given to the application of the provisions to non-voting members.

A form – ATTACHED – has been prepared for the purpose of the disclosures. Further information on lodgement and related matters will be supplied at a later date.

PREVIOUS REPORTS:

This is the first report to the Board on this matter.

FINANCIAL IMPLICATIONS:

There are no costs associated with this matter.

POLICY IMPLICATIONS:

As noted in the report.

STATUTORY IMPLICATIONS:

As noted in the report.



s.449 DISCLOSURES BY DESIGNATED PERSONS RETURN

OFFICE USE ONLY

Date Received:

Received By:

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Part 8 of the Local Government (General) Regulation 2005.
2. If this return is the first return required to be submitted by you after attaining the position of councillor or designated person, do not complete Parts C, D and H of the return. All other Parts of the return should be completed with appropriate information as at the return date, that is, the date on which you attained that position. If this return is not the first return required to be submitted by you after attaining that position, all Parts of the return should be completed with appropriate information for the relevant return period since the last return, that is, the period from the return date of the last return to 30 June in this year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).
3. The particulars required to complete this form are to be written in block letters or typed.
4. If any space is insufficient in this form for all the particulars required to complete it, an appendix is to be attached for that purpose which is properly identified and signed by you.
5. If there are no pecuniary interests or other matters of the kind required to be disclosed under a particular main heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.
6. "*" means delete whichever is inapplicable

IMPORTANT INFORMATION

This information is being collected for the purpose of compliance with section 449 of the Local Government Act 1993. You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred to the Local Government Pecuniary Interest Tribunal.

The information collected on this form will be kept by the General Manager at the council chambers in a register of returns. Everyone is entitled to inspect the register of returns free of charge. You may correct or update the information contained in the register of returns by submitting a fresh return at any time.

DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS

by *as at
 (designated person) (return date)

*in respect of the period from:
 (return period) (designated person's signature)

.....
 (date)

A. REAL PROPERTY

Address of each parcel of real property in which I had an interest at the return date/* at any time during the return period	Nature of interest

B. SOURCES OF INCOME

1. *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June:
 * Sources of income I received from an occupation at any time during the return period:

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)

2. *Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June:

* Sources of income I received from a trust during the return period:

Name and address of settlor	Name and address of trustee

3. *Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June:

* Sources of income I received at any time during the return period:

(include description sufficient to identify the person from whom, or the circumstances in which, that income was received)

C. GIFTS

Description of each gift I received at any time during the return period	Name and address of donor

D. CONTRIBUTIONS TO TRAVEL

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States and Territories of the Commonwealth and overseas countries in which travel undertaken

E. INTERESTS AND POSITIONS IN CORPORATIONS

Name and address of each corporation in which I had an interest or held a position *at the return date /*at any time during the return period	Nature of interest (if any)	Description of position (if any)	Description of principal objects of corporation (except in case of public company)

F. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the return date / *at any time during the return period	Description of position

F. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the return date / *at any time during the return period	Description of position

G. DEBTS

Name and address of each person to whom I was liable to pay any debt *at the return date/*at any time during the return period

H. DISPOSITIONS OF PROPERTY

1. Particulars of each disposition of real property by me at any time during the return period whereby I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time.

2. Particulars of each disposition of property to a person by any other person under arrangements made by me, being dispositions made at any time during the return period whereby I obtained, either wholly or in part, the use and benefit of the property.

I. DISCRETIONARY DISCLOSURES

PREVIOUS REPORTS:

This is the first report to the Board on this matter.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this matter.

POLICY IMPLICATIONS:

This report seeks to establish Joint Organisation policy on this matter

STATUTORY IMPLICATIONS:

As noted in the report.



AGENDA LIST

4.14 Political disclosure provisions and Joint Organisations

Report Author: Roger Stephan, CEO

Responsible Officer: Roger Stephan, CEO

RECOMMENDATION:

THAT it be noted that s.328A of chapter 10 of the *Local Government Act 1993* provisions relating to political disclosures do not apply to Joint Organisations.

REPORT:

A question has arisen as to whether s.328A of chapter 10 of the *Local Government Act 1993* applies to Joint Organisations.

The Office of Local Government has confirmed that the provisions do not apply because:

1. member councils are required to maintain a register of political donations and these disclosures are publicly available in the member council's register.
2. Given that voting representatives of Joint Organisation Boards are there by virtue of the fact that they have been elected to their member councils, no purpose would be served in requiring the Joint Organisation to duplicate the political donation disclosure process.

Tabled for notation.

PREVIOUS REPORTS:

This is the first report to the Board on this matter.

FINANCIAL IMPLICATIONS:

There are no costs associated with this matter.

POLICY IMPLICATIONS:

This report establishes policy on the matter.

STATUTORY IMPLICATIONS:

As noted in the report.





AGENDA LIST

4.15 Application for ABN, TFN and Domain name

Report Author: Roger Stephan, CEO

Responsible Officer: Roger Stephan, CEO

RECOMMENDATION:

THAT the information report be received and noted.

REPORT:

The application for an ABN and a Domain name requires that the person making the application is an "Authorised persons" (Chief Executive Officer or the person appointed by committee or legislation).

In applying for an ABN and Domain name (nsw.gov.au) a Joint Organisation must be able to state who the authorised person for the entity is on the application form. The person must be authorised to make changes or update information on behalf of the entity, for example, the Executive Officer or Chief Finance Officer or tax agent. There should also be a copy of authority from the relevant persons where the decision was granted to form the new Joint Organisation. In practice, this means that in most instances a Joint Organisation will need to hold its first meeting in order to delegate the authority to the Executive Officer or appropriate person to be able to make the application.

While there is some debate as to the rigidity of the above, the necessary delegation in regard to these matters has been included in the draft statement of delegations to the Chief Executive Officer included in this business paper.

Domain name:

The Joint Organisation is required to establish and maintain a dedicated website. Once necessary approvals are in place the domain name for the Joint Organisation website will be www.hunterjointorganisation.nsw.gov.au.

www.hunterjo.nsw.gov.au will also be registered.

In the interim the Joint Organisation website can be found by searching for "Hunter Joint Organisation". The search will then lead to the temporary site –

www.strategicservicesaustralia.com.au (badged as "Hunter Joint Organisation").

To avoid any potential issues, www.hunterjointorganisation.com.au and www.hunterjo.com.au have also been obtained.

PREVIOUS REPORTS:

This is the first report to the Board on this matter.

FINANCIAL IMPLICATIONS:

Minor costs are associated with required registrations.

\$25,000 has been included in the draft budget 2018/2019 for development, in the second half of the financial year, of a new website.

POLICY IMPLICATIONS:

As noted in the report.

STATUTORY IMPLICATIONS:

The Joint Organisation is required to consider the nature of member council contributions but is not at this stage required to adopt a budget.



[AGENDA LIST](#)

4.16 Government Information Public Access Act

Report Author: Roger Stephan, CEO

Responsible Officer: Roger Stephan, CEO

RECOMMENDATION:

THAT the information report be received and noted.

REPORT:

As a statutory authority, the Hunter Joint Organisation is bound by the provisions of the *Government Information Public Access Act 2009*.

The Chief Executive Officer is required to be the Public Officer of the Joint Organisation and, as such, has developed procedures and documentation to ensure compliance with the provisions of the Act.

All relevant information is available on the Joint Organisation website at:

<http://strategicservicesaustralia.com.au/access-to-information-gipa/>

PREVIOUS REPORTS:

This is the first report to the Board on this matter.

FINANCIAL IMPLICATIONS:

Any charges consequent upon the accessing of information are consistent with statutory provisions.

POLICY IMPLICATIONS:

As noted in the report.

STATUTORY IMPLICATIONS:

As noted in the report.

4.17 Office of Local Government Joint Organisation establishment funding

Report Author: Roger Stephan, CEO

Responsible Officer: Roger Stephan, CEO

RECOMMENDATION:

THAT the information report be received and noted.

REPORT:

A funding agreement and covering letter – letter ATTACHED – has been received from the Office of Local Government.

The purpose of the \$300,000 funding is to assist in the establishment of the Hunter Joint Organisation and is a one off payment in recognition of the complex processes to be undertaken in the Joint Organisation phase.

The draft budget for the Organisation includes the grant funding and its receipt in the coming financial year.

PREVIOUS REPORTS:

This is the first report to the Board on this matter.

FINANCIAL IMPLICATIONS:

As noted in the report..

POLICY IMPLICATIONS:

As noted in the report.

STATUTORY IMPLICATIONS:

There are no statutory implications associated with this matter.



Office of Local Government

5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541

Our Reference: A599655
Your Reference:
Contact: Alison Murphy
Phone: 0466 468 892

19 June 2018

Mr David Evans
Returning Officer
Hunter Joint Organisation

By email: gm@maitland.nsw.gov.au

Cc: ceo@huntercouncils.com.au

Dear Mr Evans

Congratulations on forming the Hunter Joint Organisation. I would like to acknowledge the collaborative spirit and the effort that your member councils have made in working with the Office of Local Government to establish a joint organisation in your region.

As you are aware, the NSW Government has made \$3.3 million dollars available to help establish joint organisations. Hunter Joint Organisation has been allocated \$300,000 to assist in the establishment costs of your organisation. Please find attached the *Funding Agreement for the Joint Organisation Establishment Funds* and the *Guidelines Joint Organisation Establishment Funds*.

Please sign the attached funding agreement and return it to the Office of Local Government by COB 29 June 2018. Following receipt of the funding agreement, funds will be provided to the joint organisation in July. Please note, if you prefer funding to be provided this financial year, the signed funding agreement will need to be returned by 26 June 2018.

We look forward to working with your joint organisation to strengthen strategic planning, collaboration and leadership across your region.

If you have any questions regarding the funding agreement, please do not hesitate to contact Alison Murphy 0466 468 892 or your Council Engagement Manager on 02 4428 4100.

Yours sincerely

Tim Hurst
Acting Chief Executive


AGENDA LIST**4.18 Meeting Schedule**

Report Author: Roger Stephan, CEO

Responsible Officer: Roger Stephan, CEO

RECOMMENDATION:

THAT the meeting schedule as tabled be adopted.

REPORT:

A draft schedule of meetings for the balance of the 2018/2019 financial year is provided for Board consideration. Please note that, at the timing of writing of this report, the 2019 NSW Parliamentary Sitting Calendar had not been finalised.

Unless otherwise stated, meetings will commence at 10 am. The venue will be the Board Room, 4 Sandringham Avenue, Thornton.

Day and Date	Meeting / Notes
Thursday 28 June 2018	Hunter Joint Organisation Board Note amended start and finish time: 2 pm – 4 pm New venue: Maitland Room, Maitland Town Hall
Thursday 9 August 2018	Hunter Joint Organisation Board Meeting
Thursday 11 October 2018	Hunter Joint Organisation Board Meeting Note possible change to 18 October 2018 if second meeting at Parliament House is desired
Thursday 13 December 2018	Hunter Joint Organisation Board Meeting
Friday 8 February 2019	Hunter Joint Organisation Annual Conference
Thursday 11 April 2019	Hunter Joint Organisation Board Meeting
Thursday 13 June 2019	Hunter Joint Organisation Board Meeting

PREVIOUS REPORTS:

This is the first report to the Board on this matter.

FINANCIAL IMPLICATIONS:

As noted in the report.

POLICY IMPLICATIONS:

As noted in the report.

STATUTORY IMPLICATIONS:

There are no statutory implications associated with this matter.



4.19 Draft Budget 2018/2019

Report Author: Roger Stephan, CEO

Responsible Officer: Roger Stephan, CEO

RECOMMENDATION:

THAT the draft Budget 2018/2019 be adopted.

REPORT:

A draft consolidated Budget 2018/2019 for the Hunter Councils group of corporate entities was included in the business paper of the 12 April 2018 meeting of the Board of the Hunter Trial Joint Organisation. The timing of the presentation of the draft consolidated budget was in accord with the provisions of the Constitution of Hunter Councils Inc (which housed the Hunter Trial Joint Organisation) and its content was consistent with the long-standing policy position of Hunter Councils Inc. that no member council contributions be sought to fund the ongoing core strategic activities of the entity.

As a result of discussion at the meeting in regard to the draft consolidated budget and, separately, in regard to matters of staffing and resourcing a number of themes / requirements emerged which necessitated a fundamental reassessment of the consolidated budget and its parameters.

These themes / requirements included but were not limited to:

1. A decision to increase the strategic capacity of the Joint Organisation through recruitment of a new CEO and the engagement of additional staff resources (such staffing changes to take effect from the beginning of 2019)
2. Consideration of the reintroduction of general member Council contributions to help fund the core activities of the Joint Organisation following its formal commencement

As a result of the above a range of budgetary scenarios was investigated and developed. These scenarios were reviewed at a meeting of the General Managers Advisory Committee in May 2018 and led to the Draft Budget presented to this meeting.

Moving towards the reintroduction of member Council core funding contributions

Discussion at the 12 April 2018 Trial Joint Organisation Board Meeting and subsequently at a meeting of the Board of Hunter Councils Inc on 14 June 2018 turned to the possibility of the reintroduction of member Council core funding contributions.

In the 2004/2005 financial year the full and associate members of Hunter Councils provided funds of

\$725,673 to assist in the operation of the regional entity. This funding contribution supported ongoing central administration as well as dedicated programs such as environmental programs with the largest single council contribution being provided by Newcastle City Council (\$112,214) and the smallest from the then Gloucester Shire Council (\$24,471).

As directed by the Board at its April Meeting, the matter of budgets was referred to the Council General Managers at a meeting of the Board of Strategic Services Australia Ltd.

The General Managers reviewed and endorsed for consideration by the Mayoral Board a consolidated budget for the Hunter Councils entities that comprised in its final form now presented for consideration:

1. An end of year surplus result for the Joint Organisation of \$18,208
2. An end of year surplus result for Hunter Councils Legal Services of \$10,083
3. An end of year deficit result for Strategic Services Australia Ltd of \$625,269.

How is this achieved?

The draft Joint Organisation budget includes:

1. \$400,000 to fund consultancies and other projects deemed strategically important by the Joint Organisation Board with at least \$300,000 of that allocation preserved for the second half of the financial year
2. \$150,000 to fund an increase in staffing from 1 January 2019
3. Funding for an Annual Conference and two meetings in Parliament House (with associated costs)
4. \$445,000 subsidy by Strategic Services Australia Ltd
5. \$100,000 subsidy by Hunter Councils Legal Services Ltd
6. \$200,000 contributions from member councils (equal contribution of \$20,000 from each council) with \$35,133 of that amount being refunded by Strategic Services Australia Ltd to the smaller councils.

Conclusion

The resourcing generated through the budget will be the most comprehensive available to a Joint Organisation or a Regional Organisation of Councils in New South Wales, and will help ensure the Hunter Region’s positioning at the forefront of local government strategy and performance.

The budget as presented will enable the Joint Organisation to fully embrace its new roles. Its adoption is strongly recommended.

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4 Sandringham Avenue, Thornton

The property at 4 Sandringham Avenue, Thornton (the Local Government Training Institute building which houses the Training Institute and Local Government Legal) is owned by Hunter Councils Inc.

Ownership of the property will transfer in due course to the Hunter Joint Organisation.

The property is valued (8 June 2018 valuation report) at \$1.5 million and is free of debt apart from an internal loan from Strategic Services Australia Ltd. This internal loan was \$1.3 million and has been paid down to \$973,000. The Joint Organisation has no other debt.

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A budget overview follows.

Budget Overview:

Income	Total
OLG Joint Organisation Seed Funding	+300,000
Subscriptions	+200,000
SSA Ltd contribution	+445,000
Hunter Councils Legal Services contribution	+100,000
Total Income	<u>+\$1,045,000</u>
Expenses	
General & Administrative	
Administration and overheads - Internal	60,625
Audit & Assurance	4,000
Insurance - PI & PL	3,500
Miscellaneous	1,800
Telephone - Landline & Fax	300
Telephone - Mobile	1,800
Website / Portal	25,000
Employment	
Salaries & Superannuation	357,180
Recruitment	5,000
Fringe Benefits Tax	10,504
Payroll Tax	19,466
Workers' Compensation	1,786
Staff Amenities & Misc.	600
Board Meetings & Conference	
Catering & Functions	13,500
Venue Hire	13,500
Buildings & Accommodation	
Rent - SSA Admin - CEO office	12,600
Rent - JO Boardroom	12,000
Direct Project Costs	
Funding Disbursement (Environment Division)	85,000
Future Funding Projects	400,000
Travel & Accommodation	
Accommodation	1,500
Fare, Parking, Sustenance	1,020
Motor Vehicle Costs	2,700
Depreciation & Amortisation	
Vehicles	4,500
Finance	
Bank Charges	300
Total Expenses	<u>1,038,181</u>
Sandringham Avenue income	<u>+11,389</u>
Surplus / (Deficit)	<u>+\$18,208</u>

PREVIOUS REPORTS:

This is the first report to the Board on this matter.

FINANCIAL IMPLICATIONS:

As noted in the report.

It is recognised that most if not all councils will have reached the final stages of their budgetary processes for the next financial year. Should the proposed approach be adopted a generic report will be prepared for individual council consideration / future budget review processes.

POLICY IMPLICATIONS:

As noted in the report.

STATUTORY IMPLICATIONS:

The Joint Organisation is required to consider the nature of member council contributions but is not at this stage required to adopt a budget.



[AGENDA LIST](#)



AGENDA LIST

4.20 Strategic Plan

Report Author: Roger Stephan, CEO

Responsible Officer: Roger Stephan, CEO

RECOMMENDATION:

THAT the Strategic Plan of the Hunter Joint Organisation as tabled be adopted.

REPORT:

At its 14 June 2018 Meeting the Board of Hunter Councils Inc considered and adopted for referral to the Joint Organisation a final draft of the Hunter Joint Organisation Strategic Plan prepared by Elton Consulting.

This final draft is the product of series of workshops and will provide guidance to the Joint Organisation as it embraces its new regional leadership role within the Local Government Act.

PREVIOUS REPORTS:

As noted in the report.

FINANCIAL IMPLICATIONS:

Costs associated with development of the Plan and its printing will be met from within current allocations.

POLICY IMPLICATIONS:

The Strategic Plan will be a key policy and planning resource for the Joint Organisation.

STATUTORY IMPLICATIONS:

A strategic plan, as such, is not required by relevant legislation. It will be of great value, however, in consultation on and finalisation of required annual priorities statements.



AGENDA LIST

5. General Business