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## **PRESENT**

### ***Voting Members:***

Mayor Dominic King, Bellingen Shire Council  
Mayor Liz Campbell, Kempsey Shire Council  
Mayor Peta Pinson, Port Macquarie-Hastings Council

### ***Non-Voting Members:***

Matt Fanning A/ General Manager, Bellingen Shire Council  
Craig Milburn, General Manager, Kempsey Shire Council  
Craig Swift-McNair General Manager, Port Macquarie-Hastings Council  
Tanya Latanville A/ Director North Coast, Department Premier and Cabinet

### ***Other Attendees:***

Melissa Gibbs Director Policy and Sector Development, Office of Local Government  
Anita Gambhir, Principal Project Officer, Office of Local Government

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The meeting opened 9.35 am

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## **1. ACKNOWLEDGEMENT OF COUNTRY**

The Returning Officer Craig Swift-McNair opened the meeting with an Acknowledgement of Country and welcomed members and guests to the Inaugural meeting of the Mid North Coast Joint Organisation (MNCJO).

## **2. APOLOGIES**

*RESOLVED: King/ Pinson*

That the Board accept the apology of Liz Jeremy, General Manager Bellingen Shire Council

*CARRIED: 3/0*  
*FOR: Dominic King, Peta Pinson, Liz Campbell*  
*AGAINST: Nil*

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**3. ELECTION OF A CHAIRPERSON AND DEPUTY CHAIRPERSON FOR THE MID NORTH COAST JOINT ORGANISATION**

**3.1 ELECTION OF A CHAIRPERSON AND DEPUTY CHAIRPERSON FOR THE MID NORTH COAST JOINT ORGANISATION.**

1. The Returning Officer asked for nominations for the position of Chair and receiving only one, Mayor Liz Campbell, Kempsey Shire Council was declared the Chairperson of the MNCJO.
2. The Returning Officer asked for nominations for the position of Deputy Chair and receiving only one, Mayor Dominic King, Bellingen Shire Council was declared Deputy Chairperson of the MNCJO.

**9.38am: The Chair of the MNCJO, Mayor Liz Campbell presided.**

**3.2 PROCLAMATION AND REGULATION EFFECTING THE MID NORTH COAST JOINT ORGANISATION**

*RESOLVED: Pinson/ King*

That the Board note the Proclamation and Regulation effecting the Mid North Coast Joint Organisation

*CARRIED: 3/0*  
*FOR: King, Pinson, Campbell*  
*AGAINST: Nil*

**3.3 OFFICE OF LOCAL GOVERNMENT - IMPLEMENTATION OF JOINT ORGANISATIONS**

*RESOLVED: Pinson/ King*

That the Board note the Office of Local Government, Joint Organisation Implementation Guidance materials.

*CARRIED: 3/0*  
*FOR: King, Pinson, Campbell*  
*AGAINST: Nil*

#### **4. ITEMS OF BUSINESS**

##### **4.1 MID NORTH COAST JOINT ORGANISATION - DRAFT CHARTER**

*RESOLVED: Pinson/ King*

That the Board:

1. Adopt in principle the Draft Charter for the Mid North Coast Joint Organisation and refer the Draft Charter to member Councils for comment by 31 July 2018.
2. Consider comments provided from member Councils on the Draft MNCJO Charter at the August 2018 Board meeting for adoption of the Charter or as amended if required.

*CARRIED: 3/0*  
*FOR: King, Pinson, Campbell*  
*AGAINST: Nil*

##### **4.2 MID NORTH COAST JOINT ORGANISATION LOGO AND VISUAL IDENTITY**

*RESOLVED: King/ Pinson*

That the Board adopt the Mid North Coast Joint Organisation logo suite and visual identity.

*CARRIED: 3/0*  
*FOR: King, Pinson, Campbell*  
*AGAINST: Nil*

##### **4.3 APPOINTMENT OF THE INTERIM EXECUTIVE OFFICER**

*RESOLVED: Pinson/ King*

That the Board:

1. Appoint Kathy Oliver to the position of interim Executive Officer of the Mid North Coast Joint Organisation (MNCJO) for a period of three months.
2. Approve of the Interim Executive Officer Arrangements.

*CARRIED: 3/0*  
*FOR: King, Pinson, Campbell*  
*AGAINST: Nil*

##### **4.4 DELEGATIONS TO THE EXECUTIVE OFFICER**

*RESOLVED: Pinson/ King*

That the Board adopt the delegations to the role of Executive Officer as outlined in the body of this report.

*CARRIED: 3/0*  
*FOR: King, Pinson, Campbell*  
*AGAINST: Nil*

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#### **4.5 ADOPTION OF A CODE OF CONDUCT AND PROCEDURES FOR THE ADMINISTRATION OF THE CODE OF CONDUCT**

*RESOLVED: King/ Pinson*

That the Board:

1. Adopt the Model Code of Conduct for Local Councils in NSW (the Model Code).
2. Adopt the Procedures for the Administration for the Model Code of Conduct for Local Councils in NSW.

*CARRIED: 3/0*  
*FOR: King, Pinson, Campbell*  
*AGAINST: Nil*

#### **4.6 CODE OF CONDUCT REVIEWERS FOR UTILISATION BY THE MID NORTH COAST JOINT ORGANISATION**

*RESOLVED: Pinson/ King*

That the Board:

1. For the purposes of Code of Conduct Reviews, use the investigation service suppliers as approved by the Office of Local Government under the Performance and Management Services, Prequalification Scheme administered by NSW Procurement.
2. Review the Draft Public Interest Disclosures Policy for consideration of at the August 2018 Board meeting.

*CARRIED: 3/0*  
*FOR: King, Pinson, Campbell*  
*AGAINST: Nil*

#### **4.7 ADOPTION OF A CODE OF MEETING PRACTICE**

*RESOLVED: King/ Pinson*

That the Board:

1. Adopt in principle the draft Code of Meeting Practice and refer the draft to member Councils for their comment by 31 July 2018.
2. Consider comments from member Councils on the draft Code of Meeting Practice at the August 2018 Board meeting for adoption or as amended if required.

*CARRIED: 3/0*  
*FOR: King, Pinson, Campbell*  
*AGAINST: Nil*

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#### **4.8 MID NORTH COAST JOINT ORGANISATION - DRAFT PAYMENT OF EXPENSES AND FACILITIES POLICY**

*RESOLVED: King/ Pinson*

That the Board:

1. Adopt in principle the draft policy Payment of Expenses and Provision of Facilities and refer the draft policy to member Councils for their comment by 31 July 2018.
2. Consider the comments provided from member Councils on the draft Policy Payment of Expenses and Provision of Facilities at the August 2018 Board meeting for adoption of the Policy or as amended if required.

*CARRIED: 3/0*  
*FOR: King, Pinson, Campbell*  
*AGAINST: Nil*

#### **4.9 DISCLOSURE OF DELEGATES – DESIGNATED PERSONS (S449 LG. Act).**

*RESOLVED: Pinson/ King*

That the Board:

1. Note that all Board members and the Executive Officer are automatically Designated Persons for the purposes of S449 of the Local Government Act.
2. Note that Deputy Mayors of member Councils as alternatives to the Mayors on the Joint Organisation Board should be treated as Designated Persons.
3. Complete and return the Designated Person, Disclosure of Interest forms to the Executive Officer by 30 June 2018.

*CARRIED: 3/0*  
*FOR: King, Pinson, Campbell*  
*AGAINST: Nil*

#### **4.10 JOINT ORGANISATION ESTABLISHMENT TIMELINE**

*RESOLVED: Pinson/ King*

That the Board:

1. Note the timeline for the implementation of the Joint Organisation.
2. Taking into consideration the report at Item 4.4 of this agenda, delegate to the interim Executive Officer to make arrangements for:
  - a. Opening a bank account
  - b. Obtaining an ABN and TFN
  - c. Nominating signatories
  - d. Reserving a domain name
  - e. Establishing a phone number and email address.

*CARRIED: 3/0*  
*FOR: King, Pinson, Campbell*  
*AGAINST: Nil*

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#### **4.11 MID NORTH COAST JOINT ORGANISATION MEETINGS 2018 -2019**

*RESOLVED: Pinson/ King*

That the Board adopt the Joint Organisation meeting schedule as provided in this report, with a change from 10 August 2018 to 17 August 2018 for the Ordinary Board Meeting.

*CARRIED: 3/0*  
*FOR: King, Pinson, Campbell*  
*AGAINST: Nil*

#### **4.12 CORRESPONDENCE TO JOINT ORGANISATION NON-MEMBER COUNCILS**

*RESOLVED: Pinson/ King*

That the Board note that Clarence Valley Council, Coffs Harbour City Council and Nambucca Shire Council have received correspondence from the Deputy Premier, The Hon. John Barilaro MP and the Minister for Local Government, The Hon. Gabrielle Upton MP advising the respective Councils that the NSW Government will not be proclaiming any additional Joint Organisations in NSW.

*CARRIED: 3/0*  
*FOR: King, Pinson, Campbell*  
*AGAINST: Nil*

#### **4.13 MID NORTH COAST JOINT ORGANISATION STATEMENT OF STRATEGIC REGIONAL PRIORITIES**

*RESOLVED: Pinson/ King*

That the Board supports the engagement of the University of Technology Sydney: Centre for Local Government (UTS:CLG) to assist in the development of the Statement of Strategic Regional Priorities based on work previously undertaken by the UTS:CLG for the Mid North Coast Regional Organisation of Councils (MIDROC).

*CARRIED: 3/0*  
*FOR: King, Pinson, Campbell*  
*AGAINST: Nil*

**MEETING CLOSE: 9.53am**

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Mayor Liz Campbell

Chair