

Mid North Coast  
Joint Organisation

**mncjo**



# Minutes for the MNJCO Meeting

**Date:** 25 September 2023

**Location:** MS Teams

**Time:** 1:30 PM





**1 ATTENDANCE**

**Voting Members:**

Mayor Leo Hauville, Mayor Kempsey Shire Council,  
Mayor Steve Allan Bellingen Shire Council

**Non-Voting Members:**

Mark Griffioen Acting General Manager, Bellingen Shire Council and MNCJO  
Executive Officer,  
Craig Milburn General Manager, Kempsey Shire Council  
APOLGy - Dr Clare Allen, Chief Executive Officer Port Macquarie Hastings  
Council

**2 ACKNOWLEDGEMENT OF COUNTRY**

Mid North Coast acknowledges the various people as the Traditional  
Custodians of the land on which we live, work and learn. We pay our  
respects to Elders past, present and emerging.

**3 APOLOGIES**

NIL

**4 DECLARATION OF PECUNIARY AND NON PECUNIARY INTEREST**

NIL

**5 REPORTS FOR THIS MEETING**

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<b>Item</b>	<b>5.1</b>
<b>Subject</b>	<b>Confidential Report - Appointment of the Executive Officer</b>
<b>Presented by</b>	<b>Mark Griffioen, General Manager</b>

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**RESOLVE Cr Hauville/Cr Allan**

That the MNCJO move Into confidential

1. That this Selection Panel Report on the outcome of applications and interviews  
conducted for appointment to the position of Executive Officer for the Mid North  
Coast Joint Organisation be received and noted.



2. That the preferred candidate, who was selected following the Recruitment Panel's deliberations held after interviews conducted on Monday 18 September 2023, be offered the position of Executive Officer for the Mid North Coast Joint Organisation.
3. That the Chair, in consultation with the Acting Executive Officer, be authorised to negotiate and finalise the appointment based on the following terms and conditions:
  - a. A one (1) year six (6) month performance based part time (0.6 full time equivalent) contract in accordance with the standard contract of employment for Executive Officers in NSW;
  - b. A total remuneration package of up to \$110,000 being the total value of all components of remuneration offered, including salary, superannuation;
  - c. The policies of the Joint Organisation which grant an entitlement to the employee relating to the incidental private use of the Joint Organisation provided mobile phone and laptop computer be included in Schedule A of the Contract.
4. That no public announcement of the name of the successful candidate be made until such time as the Chair has obtained a written acceptance of the offer from the preferred candidate.
5. That should the preferred candidate for whatever reason decline the offer the second preferred candidate be offered the position on the same terms and conditions.
6. That the Joint Organisation at all times maintain the confidentiality of the documents and considerations in respect of the Executive Officer recruitment process.

**RESOLVE Cr Hauville/Cr Allan**

That MNCJO move back to normal session.

Meeting Closed 1:36pm