

Hunter Joint Organisation Board Meeting Minutes

9.42am, Thursday 13th February 2025

Hosted by Dungog Shire Council (Doug Walters Pavilion – 40 MacKay Street, Dungog)

Voting Directors Present

Cr Digby Rayward	Dungog Shire Council
Cr Adam Shultz	Lake Macquarie City Council
Cr Philip Penfold	Maitland City Council
Cr Claire Pontin	MidCoast Council (Online)
Cr Jeffrey Drayton	Muswellbrook Shire Council
Cr Ross Kerridge	City of Newcastle
Cr Leah Anderson	Port Stephens Council (Deputy Chair)
Cr Sue Moore	Singleton Council (Chair)
Cr Maurice Collison	Upper Hunter Shire Council

Non-Voting Members Present

Ken Liddell	General Manager, Cessnock City Council (Online)
Gareth Curtis	General Manager, Dungog Shire Council
Morven Cameron	CEO, Lake Macquarie City Council
Jeff Smith	General Manager, Maitland City Council
Adrian Panuccio	General Manager, MidCoast Council (Online)
Derek Finnigan	General Manager, Muswellbrook Shire Council
Tim Crosdale	General Manager, Port Stephens Council
Justin Fitzpatrick-Barr	General Manager, Singleton Council
Greg McDonald	General Manager, Upper Hunter Shire Council
Virginia Errington	Council Engagement Manager, Office of Local Government

Apologies

Cr Daniel Watton	Cessnock City Council
Jeremy Bath	CEO, City of Newcastle
Shaun O’Sullivan	Director North - Regional Coordination, Delivery & Engagement Group – Premier’s Department

Staff in Attendance

Steve Wilson	Director, Hunter JO (Executive Officer)
Tim Askew	Director of Programs, Hunter JO
Lisa Lord	Chief Operating Officer, Arrow
Bonnie Gradwell	Administration and Events Officer, Hunter JO (Secretariat)
Anna Flack	Senior Projects Coordinator, Hunter JO

The formal meeting opened at 9.42am.

Item 1 Acknowledgement of Country

The Chair opened the meeting and welcomed the Board with an Acknowledgement of Country.

Item 2 Welcome and Apologies

2.1 Apologies

Apologies for the meeting were received.

2.2 Conflicts of Interest

Resolved: That any Conflicts of Interest be declared and noted.

Moved: Cr Claire Pontin

Seconded: Cr Adam Shultz

Carried.

Item 3 Minutes of Previous Meeting

3.1 Minutes of Meeting 24 October 2024 Hunter JO Board Meeting

Resolved: That the minutes of the Hunter JO Board Meeting held on 24 October 2024 be received and noted.

Moved: Cr Claire Pontin

Seconded: Cr Adam Shultz

Carried.

3.2 Minutes of Meeting 20 October 2023 Hunter JO Extraordinary Board Meeting

Resolved: That the minutes of the Hunter JO Extraordinary Board Meeting held on 20 October 2023 be received and noted.

Moved: Cr Claire Pontin

Seconded: Cr Maurice Collison

Carried.

Item 4 Actions Arising from Minutes

4.1 Hunter JO Board Action Register

Resolved: That the status of actions included in the register be noted.

Moved: Cr Leah Anderson

Seconded: Cr Ross Kerridge

Carried.

Item 5 Presentations

Nil.

Item 6 Correspondence

Resolved: That the correspondence be received and noted.

Moved: Cr Leah Anderson

Seconded: Cr Philip Penfold

Carried.

Item 7 Items for the Hunter JO Board: For Decision

7.1 Declaration of Pecuniary and Other Interests – New Board Members

Resolved: That the Pecuniary and other Interests Disclosures provided by new Hunter JO Board Voting Members be tabled and noted.

Moved: Cr Maurice Collison

Seconded: Cr Leah Anderson

Carried.

7.2 Hunter Joint Organisation Charter

Resolved: That the Board endorse the Hunter Joint Organisation Charter.

Moved: Cr Ross Kerridge

Seconded: Cr Leah Anderson

Carried.

7.3 2024/25 six month budget review

Resolved: That the Board endorse the six month 2024/25 budget review.

Moved: Cr Philip Penfold

Seconded: Cr Maurice Collison

Carried.

Item 8 Items for the Hunter JO Board: For Noting

8.1 Hunter JO Financial Report

Resolved:

- That the Income Statement for period ending December 2024 be received and noted.***
- That the summary of Credit Card expenditure for Hunter JO for YTD December 2024 be received and noted.***

Moved: Cr Leah Anderson

Seconded: Cr Philip Penfold

Carried.

8.2 Hunter JO Risk Register

Resolved:

- That the Hunter JO Board note the Hunter JO Risk Register.***
- That the Hunter JO Board identify any new risks for inclusion on the Risk Register.***

Moved: Cr Leah Anderson

Seconded: Cr Philip Penfold

Carried.

8.3 Annual Hunter JO Compliance Calendar Checklist

Resolved: That the Hunter JO Board note the status of the Compliance Calendar Checklist.

Moved: Cr Leah Anderson

Seconded: Cr Philip Penfold

Carried.

8.4 Shared ARIC Workplan

Resolved: That the Board note the project plan and timeline for moving the Hunter JO toward a shared ARIC model.

Moved: Cr Leah Anderson

Seconded: Cr Philip Penfold

Carried.

8.5 Annual Report – Code of Conduct Statistics

Resolved: That the Board note the annual report on code of conduct statistics has been provided to the NSW Department of Local Government for the 1 October 2023 to 30 September 2024 reporting period.

Moved: Cr Leah Anderson

Seconded: Cr Philip Penfold

Carried.

8.6 Hunter JO Funding & Grant Opportunities

Resolved: That the Board note the update on funding and grant opportunities.

Moved: Cr Leah Anderson

Seconded: Cr Philip Penfold

Carried.

8.7 Hunter JO Program Status Report

Resolved: That the report be received and noted.

Moved: Cr Leah Anderson

Seconded: Cr Philip Penfold

Carried.

8.8 Premier's Department Update

Resolved: That the Board note the Premier's Department update.

Moved: Cr Leah Anderson

Seconded: Cr Philip Penfold

Carried.

8.9 Office of Local Government (OLG) Update

Resolved: That the Board note the OLG update.

Moved: Cr Leah Anderson

Seconded: Cr Philip Penfold

Carried.

Item 9 Matters Raised by Members

Nil.

Item 10 General Business

Nil.

Meeting closed at 9.54am.