

Hunter Joint Organisation Board Meeting Minutes

9.42am, Thursday 10th April 2025

Hosted by Cessnock City Council (Performance Arts Culture Cessnock - 198 Vincent Street, Cessnock NSW 2325)

Voting Members Present

Cr Daniel Watton	Cessnock City Council
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)

Non-Voting Members Present

Ken Liddell	General Manager, Cessnock City Council
Tony Farrell	Acting CEO, Lake Macquarie City Council
Jeff Smith	General Manager, Maitland City Council
Derek Finnigan	General Manager, Muswellbrook Shire Council
Jeremy Bath	CEO, City of Newcastle
Tim Crosdale	General Manager, Port Stephens Council
Justin Fitzpatrick-Barr	General Manager, Singleton Council
Greg McDonald	General Manager, Upper Hunter Shire Council (Online)
Virginia Errington	Council Engagement Manager, Office of Local Government

Apologies

Cr Maurice Collison	Upper Hunter Shire Council
Gareth Curtis	General Manager, Dungog Shire Council
Morven Cameron	CEO, Lake Macquarie City Council
Adrian Panuccio	General Manager, MidCoast Council
Shaun O'Sullivan	Director North - Regional Coordination, Delivery & Engagement Group – Premier's Department NSW

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)

Other attendees

Gina Hanson

Chief of Staff, City of Newcastle

Nicky Duffy

Regional Coordination Manager, Premier's Department NSW

The formal meeting opened 9.42am

Item 1 Acknowledgment of Country

The chair opened the meeting and welcomed the Board with an Acknowledgment of Country.

Item 2 Welcome & Apologies

2.1 Apologies

Apologies for the meeting were received.

2.2 Conflicts of Interest

Cr Ross Kerridge declared that he has a family member that is employed by Qantas, therefore a conflict of interest with Newcastle Airport, as one of the Hunter JO's advocacy priorities

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

Moved: Cr Daniel Watton

Seconded: Cr Digby Rayward

Carried.

Item 3 Minutes of Previous Meeting

3.1 Minutes of Meeting 13 February 2025

Resolved: That the minutes of the Hunter JO Board Meeting held on 13 February 2025 be received and noted.

Moved: Cr Ross Kerridge

Seconded: Cr Philip Penfold

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 Adam Shultz

Seconded: Cr Daniel Watton.

Carried.

Item 5 Presentations

Nil.

Item 6 Correspondence

Resolved: That the correspondence be received and noted.

Moved: Cr Adam Shultz

Seconded: Cr Digby Rayward

Carried.

Item 7 Items for the Hunter JO Board: For Decision

7.1 Expenses and Facilities Policy

Recommendation was adopted subject to add an additional item regarding purchase of alcohol at event/conferences/dinners.

Resolved: That the Board endorse the draft Expenses and Facilities Policy.

Moved: Cr Daniel Watton

Seconded: Cr Digby Rayward

Carried.

7.2 Statement of Revenue Policy 2025/26

Resolved: That Board endorse the 2025/26 Statement of Revenue Policy.

Moved: Cr Leah Anderson

Seconded: Cr Ross Kerridge

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 February 2025 be received and noted.***

- *That the summary of Credit Card expenditure for Hunter JO for YTD February 2025 be received and noted.*

Moved: Cr Leah Anderson

Seconded: Cr Digby Rayward

Carried.

8.2 National General Assembly of Local Government 2025

Resolved: That the Board note the information provided.

Moved: Cr Leah Anderson

Seconded: Cr Digby Rayward

Carried.

8.3 Hunter JO Funding & Grant Opportunities

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

Moved: Cr Leah Anderson

Seconded: Cr Digby Rayward

Carried.

8.4 Hunter JO Program Status Report

Resolved: That the report be received and noted.

Moved: Cr Leah Anderson

Seconded: Cr Digby Rayward

Carried.

8.5 Hunter JO Six Monthly Delivery Report

Resolved: That the report be received and noted.

Moved: Cr Leah Anderson

Seconded: Cr Digby Rayward

Carried.

8.6 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 Digby Rayward

Carried.

8.7 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 Digby Rayward

Carried.

8.8 Premier's Department Update

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

Moved: Cr Leah Anderson

Seconded: Cr Digby Rayward

Carried.

8.9 Office of Local Government (OLG) Update

Resolved: That the Board note the OLG update.

Moved: Cr Leah Anderson

Seconded: Cr Digby Rayward

Carried.

Item 9 Matters Raised by Members

Nil.

Item 10 General Business

Nil.

Meeting closed at 10.03am