

Hunter Joint Organisation Board Meeting Minutes

9.46am, Thursday 12 June 2025

Hosted by Muswell brook Shire Council (Donald Horne Building STEM Innovation Lab – 140 Bridge St, Muswellbrook)

Voting Members Present

Cr Daniel Watton	Cessnock City Council
Cr Philip Penfold	Maitland City Council
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

Morven Cameron	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
Justin Fitzpatrick-Barr	General Manager, Singleton Council
Greg McDonald	General Manager, Upper Hunter Shire Council (Online)
Cameron Templeton	Council Engagement Manager, Office of Local Government
Shaun O’Sullivan	Director North - Regional Coordination, Delivery & Engagement Group – Premier’s Department NSW

Apologies

Cr Claire Pontin	MidCoast Council (Online)
Cr Digby Rayward	Dungog Shire Council
Cr Adam Shultz	Lake Macquarie City Council
Ken Liddell	General Manager, Cessnock City Council
Gareth Curtis	General Manager, Dungog Shire Council
Adrian Panuccio	General Manager, MidCoast Council
Tim Crosdale	General Manager, Port Stephens Council
Virginia Errington	Council Engagement Manager, Office of Local Government

Staff in Attendance

Steve Wilson	Director, Hunter JO (Executive Officer)
Tim Askew	Director of Programs, Hunter JO

Kim Carland	Advocacy & Government Relations Lead, Hunter JO
Anna Flack	Senior Project Coordinator, Hunter JO (Secretariat)
Mitchell Heise	Sustainability Project Officer, Hunter JO
Anja Carlen-Jorgensen	Advocacy and Communications Officer, Hunter JO

Other attendees

Cr Jack Antcliff	Deputy Mayor, Lake Macquarie City Council (Observer)
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The formal meeting opened at 9.46am.

Item 1 Acknowledgement of Country

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

Item 2 Welcome & 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 Leah Anderson

Seconded: Cr Daniel Watton

Carried.

Item 3 Minutes of Previous Meeting

3.1 Minutes of Meeting 10 April 2025

Resolved: That the minutes of the Hunter JO Board Meeting held on 10 April 2025 be received and noted.

Moved: Cr Philip Penfold

Seconded: Cr Leah Anderson

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.*
- *That Action HJO-24-001 be removed from the Register.*

Moved: Cr Daniel Watton

Seconded: Cr Leah Anderson

Carried.

Item 5 Presentations

Nil.

Item 6 Correspondence

Resolved: That the correspondence be received and noted.

Moved: Cr Philip Penfold

Seconded: Cr Leah Anderson

Carried.

Item 7 Items for the Hunter JO Board: For Decision

7.1 Draft Hunter JO Strategic Plan 2035 for Stakeholder Consultation

Resolved: That the Board endorse the draft Hunter JO Strategic Plan 2035 and draft Hunter JO Delivery Program 2025-2029 as the basis for targeted stakeholder consultation.

Moved: Cr Leah Anderson

Seconded: Cr Daniel Watton

Carried.

7.2 Budget for FY 2025/26

Resolved: That the Board approve the 2025-26 year budget for the Hunter JO.

Moved: Cr Maurice Collison

Seconded: Cr Leah Anderson

Carried.

7.3 Review of Organisational Structure

Resolved: That the Board re-determines the current operating organisational structure.

Moved: Cr Leah Anderson

Seconded: Cr Philip Penfold

Carried.

7.4 Delegations Register

Resolved: That the Board endorse the delegations register.

Moved: Cr Daniel Watton

Seconded: Cr Leah Anderson

Carried.

7.5 Shared ARIC Model

Resolved: That the Board endorse the development of a shared ARIC for the Hunter JO.

Moved: Cr Leah Anderson

Seconded: Cr Jeffrey Drayton

Carried.

7.6 Continuing regional collaboration via the joint organisation model

Resolved: That the Board endorse continuing to operate as a Joint Organisation as defined under the NSW Local Government Act 1993.

Moved: Cr Philip Penfold

Seconded: Cr Daniel Watton

Carried.

7.7 Mayoral spokesperson

Resolved: That the Board endorse Mayoral spokespersons for engagement with politicians, communications and media opportunities.

Moved: Cr Leah Anderson

Seconded: Cr Daniel Watton

Carried.

7.8 National General Assembly 2025

Resolved: That the Board nominate representatives to move and second each of the Hunter JO regional motions at the National General Assembly.

Moved: Cr Daniel Watton

Seconded: Cr Leah Anderson

Carried.

7.9 Hunter JO Board Meeting Schedule 2026/27

Resolved: That the Board endorse the proposed meeting schedule.

Moved: Cr Leah Anderson

Seconded: Cr Daniel Watton

Carried.

7.10 Public Interest Disclosure Policy

Resolved: That the Board endorse the Public Interest Disclosure Policy and its publication on the Hunter JO website.

Moved: Cr Philip Penfold

Seconded: Cr Daniel Watton

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

Moved: Cr Philip Penfold

Seconded: Cr Leah Anderson

Carried.

8.2 NSW JO Chairs Forum Update

Resolved: That the Board note the information provided.

Moved: Cr Philip Penfold

Seconded: Cr Leah Anderson

Carried.

8.3 Hunter JO Funding & Grant Opportunities

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

Moved: Cr Philip Penfold

Seconded: Cr Leah Anderson

Carried.

8.4 Hunter JO Program Status Report

Resolved: That the report be received and noted.

Moved: Cr Philip Penfold

Seconded: Cr Leah Anderson

Carried.

8.5 Annual Audit Engagement Plan

Resolved: That the Board note the information provided.

Moved: Cr Philip Penfold

Seconded: Cr Leah Anderson

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 Philip Penfold

Seconded: Cr Leah Anderson

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 Philip Penfold

Seconded: Cr Leah Anderson

Carried.

8.8 Premier's Department Update

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

Moved: Cr Philip Penfold

Seconded: Cr Leah Anderson

Carried.

8.9 Office of Local Government (OLG) Update

Resolved: That the Board note the OLG update.

Moved: Cr Philip Penfold

Seconded: Cr Leah Anderson

Carried.

Item 9 Confidential Session

9.1 Closure of the Meeting

In accordance with section 11.1 of the Hunter JO Code of Meeting Practice and section 10A(2) of the NSW Local Government Act 1993, the meeting was closed to the public for discussion of Agenda Item 9.2. This item incorporates discussion of personnel matters (other than voting representatives).

9.2 Director Hunter JO (Executive Officer) Performance Review

That the Board:

- *Confirmed the review panel membership for the Executive Officer's annual performance review.*

- *Confirmed the performance criteria and indicators included in Appendix 9.2-A as the basis of the performance review.*

Moved: Cr Jeffrey Drayton

Seconded: Cr Philip Penfold

Carried.

9.3 Reopening the Meeting to the Public

Resolved:

- *That the meeting be reopened to the public.*
- *That the open meeting be advised of any decisions occurring during the closed meeting session.*

Moved: Cr Philip Penfold

Seconded: Cr Leah Anderson

Carried.

Item 10 Matters Raised by Members

Nil.

Item 11 General Business

Nil.

The formal meeting closed at 10:40am.