

Hunter Joint Organisation Board Meeting Minutes
11:00am – 1:30pm, Thursday 10 February 2022
59 Bonville Ave, Thornton

Voting Directors Present

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| Cr Jay Suvaal, | Cessnock City Council |
| Cr John Connors, | Dungog Shire Council |
| Cr Kay Fraser, | Lake Macquarie City Council |
| Cr Phillip Penfold, | Maitland City Council |
| Cr Sue Moore, | Singleton Shire Council |
| Cr Ryan Palmer, | Port Stephens Council |
| Cr Maurice Collison, | Upper Hunter Shire Council |
| Cr Steve Reynolds, | Muswellbrook Shire Council |
| Cr Claire Pontin, | MidCoast Council |

Non-Voting Members Present

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| Lotta Jackson | General Manager, Cessnock City Council |
| Gareth Curtis, | General Manager, Dungog Shire Council |
| Adrian Panuccio, | General Manager, MidCoast Council |
| Wayne Wallis, | General Manager, Port Stephens Council |
| Greg McDonald, | General Manager, Upper Hunter Shire Council |
| Morven Cameron, | CEO, Lake Macquarie City Council |
| David Evans, | General Manager, Maitland City Council |
| Jason Linnane, | General Manager, Singleton Council |
| Fiona Plesman, | General Manager, Muswellbrook Shire Council |
| Jeremy Bath, | CEO, Newcastle City Council |

Apologies

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| Cr Nuatali Nelmes, | Newcastle City Council |
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Staff in attendance

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| Joe James, CEO, | Hunter Joint Organisation |
| Boyd Blackwell, | Policy and Program Manager, Hunter JO |
| Louisa Bulley, | Executive Officer, Hunter JO (Secretariat) |
| Tim Askew, | Policy and Program Manager, Hunter JO |
| Kali Somerville, | Media and Communications Officer, Hunter JO |
| Steve Wilson, | Director Regional Policy and Programs, Hunter JO |

Zoey Eggins,

Marketing and Communications Officer, Arrow

Others

Alison McGaffin

Director, Hunter & Central Coast, Regional NSW

Virginia Errington

Office of Local Government

The meeting opened at 11:32am.

Prior to the start of the formal meeting, the CEO noted the Chairperson vacancy, and the need to elect a Chairperson to run the meeting. The CEO put forward the recommendation for the Chairperson vacancy to be filled.

Resolved:

- ***That the Hunter JO elect a Chairperson to run the Board Meeting***

Moved: John Connors

Seconded: Sue Moore

Carried.

The CEO acted as Returning Officer, as per the Hunter JO Code of Meeting Practice, and invited nominations from Voting Representatives for the position of Chairperson to formally Chair the meeting.

A nomination was received from Cr John Connors to elect Cr Ryan Palmer as Chairperson for the meeting. Cr Sue Moore seconded the recommendation.

The CEO called for nominations a second and third time, but no further nominations were received.

As only one voting representative was nominated for the position of Chairperson for the meeting, the Returning Officer declared Cr Ryan Palmer as Chair, and handed over to the Chairperson to open the formal meeting.

Item 1 Welcomes and Apologies

1.1 Acknowledgment of Country

The Chair opened the meeting, noting the apologies, and welcoming the four new Mayors to the Board. .

Resolved:

- ***That the apologies be noted.***

Moved: Jay Suvaal

Seconded: Sue Moore

Carried.

1.2 Conflicts of Interest

The Chair called for any conflicts of interest to be registered by members of the Board.

2. Hunter JO Chairperson Election

The Chairperson asked for the Board to endorse the recommendation to elect a Chairperson of the Hunter JO.

Resolved:

- ***That nominations for the position of Chairperson be accepted.***
- ***That in the event of there being more than one nominee, the Hunter JO Board determine by resolution, the method by which the election be conducted being: being preferred ballot, ordinary ballot or open voting.***
- ***That the Returning Officer conduct the election for the position of Chairperson.***
- ***That the Chairperson hold office for a two-year period through to February 2024.***

Moved: Jay Suvaal

Seconded: Maurice Collison

Carried.

The Chair handed the proceedings over to the CEO to act as Returning Officer to facilitate the election. The CEO invited nominations for the position of Chairperson for the period of two years under legislation. It was recognised that one nomination was received prior to the meeting via email on the 3rd of February 2022 for Cr Sue Moore. Cr Sue Moore was nominated by Cr Nuatali Nelmes, Cr Steve Reynolds and Cr Ryan Palmer.

The CEO called for any other nominations. The CEO made a second call for any further nominations. The CEO made a third and final call for any further nominations.

As only one voting representative was nominated for the position of Chairperson of the Hunter Joint Organisation, the Returning Officer declared Cr Sue Moore as Chairperson.

The CEO congratulated Cr Sue Moore on her election as Chair, and then handed over to the new Chairperson to facilitate the remainder of the meeting.

3. Hunter JO CEO Role Description Review

The CEO spoke briefly to the report, noting as part of the CEO Performance Review for 2020-21 it was recommended that the Position Description be reviewed to better reflect the dual role, in order to better represent the expectations for both Arrow and the Hunter JO.

Resolved:

- ***That the Hunter JO Board provides any appropriate feedback on the CEO Role Description.***
- ***That the Hunter JO Board endorse the CEO Role Description to be used in the CEO Performance Review for 2021-22.***

Moved: Ryan Palmer

Seconded: Jay Suvaal

Carried.

4. Minutes of Previous Meeting

4.1 Minutes of Meeting 9 December 2021

The minutes were taken as read.

Resolved:

- *That the minutes of previous meeting of 9 December 2021 be adopted.*

Moved: John Connors

Seconded: Ryan Palmer

Carried.

5. Confirmation of Minutes & Business Arising from Minutes

5.1 Business Arising: Hunter JO Action Register

The register was taken as read.

Resolved: That the register be noted.

Moved: John Connors

Seconded: Ryan Palmer

Carried.

5.2 Greater Newcastle Metropolitan Plan Steering Committee Action Register

The register was taken as read.

Resolved:

- *That the register be noted.*

Moved: John Connors

Seconded: Ryan Palmer

Carried.

6. Presentations

Nil

7. Correspondence

The report was taken as read.

Resolved:

- *That the update be received and noted*

Moved: Phillip Penfold

Seconded: Jay Suvaal

Carried.

8. items for the Hunter JO Board - For Decision

Nil items for decision

9. Items for the Hunter JO Board – For Noting

9.1 CEO report -Collaboration & Advocacy

The CEO spoke to the report, providing an update on Hunter Global, and asked the Mayors to provide any feedback.

Resolved:

- *That the Board receive and note the reports.*
- *That the Board endorse the Hunter JO reviewing the status of each member Council EV fleet and charging plans, to inform potential regional initiatives on EV charging and fleet transitions.*
- *That the Board endorse the proposed framing and draft text of the Hunter Global Opinion Piece.*

Moved: Philip Penfold

Seconded: John Connors

Carried.

9.2 Hunter JO December 2021 EOFY Profit & Loss Statement

The report was taken as read.

Resolved:

- *That the Profit & Loss Statement for period ending December 2021 be received and noted.*
- *That the Hunter JO proposed Member Subscription fees for the 2022-23 financial year be circulated to the Board out of session for consideration in member council's annual budget process.*
- *Sent final member contribution numbers to board out-of-session.*

Moved: Philip Penfold

Seconded: Kay Fraser

Carried.

9.3 Hunter JO Sub-Committees Standing Update

Steve Wilson spoke to the report, noting the scheduled workshop for the 10th of March 2022, with invitations already having been circulated.

Resolved:

- *That the Board note the updates on the Hunter JO Sub-Committees*

Moved: John Connors

Seconded: Kay Fraser

Carried.

9.4 Hunter JO Program Delivery Highlights

Steve Wilson spoke to the report briefly, outing for the new Mayors that this report is for all programs and projects being delivered within the region.

Resolved:

- ***That the report be received and noted.***

Moved: Ryan Palmer

Seconded: Kay Fraser

Carried.

9.5 Regional NSW Standing Update

Alison McGaffin spoke to the report, introducing herself to the new Mayors and to the Board for regionals NSW. Regional Leadership Executive was noted, as the key framework for state government agencies at the regional level. It was also noted that the Regional Job Creation Fund is looking for opportunities to secure funding for the Hunter and Central Coast.

Resolved:

- ***That the Board note the February 2022 update from the Department of Regional NSW.***

Moved: Ryan Palmer

Seconded: Kay Fraser

Carried.

10. Matters Raised by Members

Nil matters raised by Members.

11. General Business

11.1 Compliance & Governance Calendars

The calendars were noted.

Meeting closed 12.10pm