

Central NSW Joint Organisation

Agenda Central NSW Joint Organisation Board Meeting 23 August 2018 8.30am

Members

Cr G Hanger	Bathurst Regional Council	Cr J Medcalf	Lachlan Shire Council
Cr S Ferguson	Blayney Shire Council	Cr K Sajowitz	Oberon Council
Cr K Beatty	Cabonne Council	Cr R Kidd	Orange City Council
Cr B West	Cowra Council	Cr K Keith	Parkes Shire Council
Cr G Miller	Forbes Shire Council	Cr M Liebich	Weddin Shire Council

Attending

Mr G Tory	Lachlan Shire Council	Mr J Carter	DPC
Mr D Sherley	Bathurst Regional Council	Mr K Gillespie	DPC
Ms R Ryan	Blayney Shire Council	Mr D Murray	DPC
Mr S Harding	Cabonne Council	Mr N White	DPC
Mr P Devery	Cowra Council	Mr M Kneipt	DPC
Mr S Loane	Forbes Shire Council	Mr P Anderson	DPC
Mr G Wallace	Oberon Council	Ms D Sucur	DPC
Mr G Styles	Orange City Council	Mr A Albury	DPC
Mr K Boyd	Parkes Shire Council	Ms K Purser	OLG
Mr G Carroll	Weddin Shire Council	Ms J Bennett	Centroc
Cr D Somerville	CTW	Ms M Macpherson	Centroc
Mr G Rhodes	CTW	Ms K Barker	Centroc
Ms C Weston	RDACW	Ms C Griffin	Centroc
Ms J Andrews	RDACW	Ms V Page	Centroc

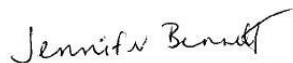
It is advised that the next meeting of the Central NSW Joint Organisation meeting will be held Thursday 23 August at Parliament House, Canberra in Reps Committee Room 1R2/1R1 **8.30am**

Tea and coffee on arrival and all refreshments will be provided. Please contact Jenny Bennett on 0428 690 935 with any queries.

Central NSW Joint Organisation

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Jenny Bennett

Interim Executive Officer

**1. Minutes of the Inaugural Central NSW Joint Organisation meeting 24 May 2018
Preston Stanley Room Parliament House Sydney**

Present Members (in Bold)

Cr G Hanger	Bathurst Regional Council	Cr J Medcalf	Lachlan Shire Council
Cr S Ferguson	Blayney Shire Council	Cr K Sajowitz	Oberon Council
Cr K Beatty	Cabonne Council	Cr R Kidd	Orange City Council
Cr B West	Cowra Council	Cr K Keith	Parkes Shire Council
Cr G Miller	Forbes Shire Council	Cr M Liebich	Weddin Shire Council

Attendees

Mr R Hunt	Lachlan Shire Council	Cr D Somerville	CTW
Mr D Sherley	Bathurst Regional Council	Mr G Rhodes	CTW
Ms R Ryan	Blayney Shire Council	Mr A Albury	DPC
Mr S Harding	Cabonne Council	Cr C Weston	RDACW
Mr P Devery	Cowra Council		
Mr S Loane	Forbes Shire Council	Ms J Bennett	Centroc
Mr G Wallace	Oberon Council	Ms M Macpherson	Centroc
Mr K Boyd	Parkes Shire Council	Ms C Griffin	Centroc
Mr G Carroll	Weddin Shire Council	Ms V Page	Centroc

Meeting opened 2.44pm, Chaired by Returning Officer Mr David John Sherley, General Manger Bathurst Regional Council

1. **Apologies** -Mr G Styles, Ms J Andrews
2. **Proclamation and Regulation effecting the Central NSW Joint Organisation**

Resolved	Cr R Kidd/Cr K Keith
That the Board note the Proclamation and Regulation effecting the Central NSW Joint Organisation	

3. **Office of Local Government 1. Implementation on Joint Organisations 2. Returning Officer**

Resolved	Cr R Kidd/Cr B West
That the Board:	
<ol style="list-style-type: none"> 1. note the advice from the Office of Local Government providing guidance on the implementation on Joint Organisations "Joint Organisation Implementation Guidance"; and 2. note that Mr Tim Hurst has delegated the calling of the meeting, the development of the Agenda and the role of Returning Office to Mr David Sherley, General Manager of Bathurst Regional Council. 	

4. **Election of Chairperson and Deputy Chairperson**

The Returning Officer Mr David Sherley provided advice that he has received two nominations, one for the position of Chair and one for the position of Deputy Chair. Both were in order. No other nominations were provided from the floor.

Accordingly, Cr John Medcalf was elected as Chair and Cr Scott Ferguson was elected as Deputy Chair.

4. Disclosure of delegates - Designated persons (s:449 L.G. Act)

Resolved

Cr R Kidd/Cr G Miller

That the Board:

1. note that all Board members and the Executive Officer are automatically designated persons for the purposes of s:449 of the Local Government Act;
2. note that as alternatives Deputy Mayors should also be treated as designated persons; and
3. note the responsibility of designated persons in returning disclosures of interest forms.

5. Central NSW Joint Organisation Draft Charter

Resolved

Cr B West/Cr R Kidd

That the:

1. Draft Charter for the Central NSW Joint Organisation be referred to members for a period of 42 days seeking feedback; and
2. A further report come back to the CNSWJO detailing members feedback for consideration by the Board.

6. Appointment of interim Executive Officer

Resolved

Cr R Kidd/Cr K Keith

That Ms Jenny Bennett be appointed the interim Executive Officer of the Central NSW Joint Organisation of Councils for the period of 12 months.

7. Delegations to the interim Executive Officer

Resolved

Cr B West/Cr M Liebich

That the Central NSW Joint Organisation adopt the delegations register as tabled.

8. Code of Conduct and Panel of Conduct Reviewers

Resolved

Cr G Miller/Cr S Ferguson

That the Central NSW Joint Organisation adopt:

1. the Model Code of Conduct for Local Councils in NSW (the Model Code);
2. the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW (the Procedures);
3. the panel of Conduct Reviewers as established by Centroc.
4. The PUBLIC INTEREST DISCLOSURES (PROTECTED DISCLOSURES)

9. Central NSW Joint Organisation Policy Manual

Resolved

Cr M Liebich/Cr B West

That the Central NSW Joint Organisation adopt the following policies:

1. Access to Information
2. Budgeting, Financial Reporting & Purchasing
6. Donations
7. Email and Internet
9. Investment Policy
10. Review of Internally Restricted Reserves
11. Organisational Documentation Policy
12. Document Printing Policy
13. Communication Policy
15. Social Media Policy

10. Payment of Expenses and the Provision of Facilities to Board Members Policy

Resolved	Cr K Keith/Cr K Beatty
That:	
<ol style="list-style-type: none">1. The draft policy for the payment of expenses and the provision of facilities to Board members and the Chairperson be referred to member Councils for their comment for a period of 42 days.2. The draft policy and comments from member councils be referred to a future meeting of the Board for consideration and adoption of the policy as amended (if required).	

11. Code of Meeting Practice

Resolved	Cr K Sajowitz/Cr G Miller
That:	
<ol style="list-style-type: none">1. The draft Code of Meeting Practice be referred to member Councils for their comment for a period of 42 days.2. The draft Code of Meeting Practice and comments from member Councils be referred to a future meeting of the Board for consideration and adoption of the policy as amended (if required).	

12. Seal

Resolved	Cr J Medcalf/Cr M Liebich
That the Central NSW Joint Organisation(JO):	
<ol style="list-style-type: none">1. Adopt a Seal of the JO which contains the wording, "Central NSW Joint Organisation" inside two concentric circles with two intersecting "C's" in the middle and;2. The seal be kept by the Executive Officer.	

13. Privacy Management Plan

Resolved	Cr S Ferguson/Cr M Liebich
That the Central NSW Joint Organisation Board adopt OLG model Privacy Management Plan.	

14. Register of Political Donations Disclosures

Resolved	Cr K Beatty/Cr G Miller
That the Central NSW Joint Organisation Board note the register of political donation disclosures.	

15. Timeline, opening a bank account, recruitment and strategy

Resolved	Cr G Miller/Cr K Keith
That the Board note the timeline for the implementation of the JO; and	
<ol style="list-style-type: none">1. with regard to opening of a bank account confirm the Executive Officer, Ms Jennifer Bennett, has delegation to<ol style="list-style-type: none">a. open a bank account in the name of the Central NSW Joint Organisationb. obtain an ABN; andc. nominate signatories2. with regard to progressing recruitment of an Executive Officer and strategy going forward, authorise the Chair to undertake all necessary steps to commence a recruitment process for an Executive Officer with a report to be provided to the Joint Organisation meeting in August; and3. concurrent with recruitment, commence the strategic process.	

Next meeting of the Joint Organisation is 23 August 2018

Meeting closed 2.57pm

Page 3 is the last page of the Inaugural Central NSW Joint Organisation meeting 24 May

2. Matters in Progress

Action	By	Update
<p>240518-5-Central NSW Joint Organisation Draft Charter</p> <ol style="list-style-type: none"> Draft Charter for the Central NSW Joint Organisation be referred to members for a period of 42 days seeking feedback; and A further report come back to the CNSWJO detailing members feedback for consideration by the Board. 	JB	<p>Please see report to this meeting.</p> <p>Suggest deletion</p>
<p>240518-6-Appointment of interim Executive Officer</p> <p>That Ms Jenny Bennett be appointed the interim Executive Officer of the Central NSW Joint Organisation of Councils for the period of 12 months.</p>	JB	<p>Noted</p> <p>Suggest deletion</p>
<p>240518-7-Delegations to the interim Executive Officer</p> <p>That the Central NSW Joint Organisation adopt the delegations register as tabled.</p>	JB	<p>Noted</p> <p>Suggest deletion</p>
<p>240518-8-Code of Conduct and Panel of Conduct Reviewers</p> <p>That the Central NSW Joint Organisation adopt:</p> <ol style="list-style-type: none"> the Model Code of Conduct for Local Councils in NSW (the Model Code); the Procedures for the Administration of the Model Code of Conduct for local Councils in NSW (the Procedures); the panel of Conduct Reviewers as established by Centroc. The PUBLIC INTEREST DISCLOSURES (PROTECTED DISCLOSURES) 	JB	<p>Noted.</p> <p>Public disclosure forms have been sent for Mayors and Deputy Mayors to return. Follow-up is being undertaken.</p>
<p>240518- 9-Central NSW Joint Organisation Policy Manual</p> <p>adopt the following policies</p> <ol style="list-style-type: none"> Access to Information Budgeting, Financial Reporting & Purchasing Donations Email and Internet Investment Policy Review of Internally Restricted Reserves Organisational Documentation Policy Document Printing Policy 	JB	<p>Noted.</p> <p>Suggest deletion</p>

13. Communication Policy 15. Social Media Policy		
240518-10-Payment of Expenses and the Provision of Facilities to Board Members Policy 1. The draft policy for the payment of expenses and the provision of facilities to Board members and the Chairperson be referred to member Councils for their comment for a period of 42 days. 2. The draft policy and comments from member councils be referred to a future meeting of the Board for consideration and adoption of the policy as amended (if required).	JB	Please see report to this meeting. Suggest deletion
240518-11-Code of Meeting Practice 1. The draft Code of Meeting Practice be referred to member Councils for their comment for a period of 42 days. 2. The draft Code of Meeting Practice and comments from member Councils be referred to a future meeting of the Board for consideration and adoption of the policy as amended (if required).	JB	Please see report to this meeting. Suggest deletion
240518-12-Seal 1. Adopt a Seal of the JO which contains the wording, "Central NSW Joint Organisation" inside two concentric circles with two intersecting "C's" in the middle and; 2. The seal be kept by the Executive Officer.	JB	Seal being commissioned in line with the design Suggest deletion
240518-13-Privacy Management Plan That the Central NSW Joint Organisation Board adopt OLG model Privacy Management Plan.	JB	Noted Suggest Deletion
240518-14-Register of Political Donations That the Central NSW Joint Organisation Board note the register of political donation disclosures.	JB	Noted Suggest Deletion
240518-16- Timeline, opening a bank account, recruitment and strategy 1. with regard to opening of a bank account confirm the Executive Officer, Ms Jennifer Bennett, has delegation to	JB	1. Bank account open. Funds of \$300,000 have been received 20 July. \$1 has been expended on Insurance to be part of State Cover. There has \$32.76 earned in interest.

<ul style="list-style-type: none"> a. open a bank account in the name of the Central NSW Joint Organisation b. obtain an ABN; and c. nominate signatories 2. with regard to progressing recruitment of an Executive Officer and strategy going forward, authorise the Chair to undertake all necessary steps to commence a recruitment process for an Executive Officer with a report to be provided to the Joint Organisation meeting in August; and 3. concurrent with recruitment, commence the strategic process. 		<p>A full financial report is anticipated to the November meeting. Suggest deletion</p> <ul style="list-style-type: none"> 2. Please see report to this meeting. Suggest Deletion 3. At a Special Meeting of the Centroc Board 26 July a Steering Committee was nominated. The draft RFQ has been sent to the Steering Committee for review. Four potential consultancies have been identified to seek advice from.
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3. Central NSW Joint Organisation Draft Charter

Recommendation:

That the Board note the report on the Central NSW Joint Organisation Charter and

1. adopt the Draft Charter for the Central NSW Joint Organisation amending:
a capitation fee [based on the number of ordinary rate assessments issued by each Member Council].
to
a capitation fee (based on ABS population data by LGA and reviewed each census)
2. place the Charter on the Central NSW Joint Organisation website and
3. receive a report comparing fee structures using ordinary rate assessments and ABS population data.

For determination

Can members please determine policy regarding remuneration of the Chair. The above recommendation may need to be amended on the basis of the Board's decisions in this regarding. Various other Charters have been reviewed and wording of the amendment can be readily determined on the day depending on member feedback.

By proclamation dated 11 May 2018 the Central NSW Joint Organisation of Councils was created.

All Joint Organisations are required to adopt a draft Charter for member consultation at their first meeting. Members were provided with the Central NSW Joint Organisation Draft Charter with Memo on the 29th of May.

Members were given 42 days to respond and this advice was to inform the next meeting.

No suggested changes were received. Please see the table below regarding responses.

Bathurst	Letter 25/6	Lachlan	Email 28/6
Blayney	Letter 27/7	Oberon	Email 14/8
Cabonne	Email 30/7	Orange	Letter 29/6
Cowra	Email 30/7	Parkes	Email 11/8
Forbes	Email 11/8	Weddin	Email 11/8

Suggested amendment regarding capitation to be treated through rates or through population.

To date the Centroc fee structure has been determined using a flat fee plus capitation on the basis of ABS population data. Members have been invoiced from Centroc using the Centroc approach. It is recommended that for the time being the existing approach be reflected in the Joint Organisation Charter with a report to come back to members subsequent to strategic work.

Comparisons of the two approaches are below:

			2018/2019		
	Flat fee	Rate Assess	Total Fees	Total	2018/2019
		%	on Rate	Rate	Fees invoiced
			Assess	Assessments	based on popn split
COUNCIL					
Orange	5,000	44,325	49,325	18,377	52,429
Bathurst	5,000	45,958	50,958	19,054	52,937
Parkes	5,000	19,173	24,173	7,949	23,535
Cowra	5,000	17,374	22,374	7,203	20,502
Cabonne	5,000	16,968	21,968	7,035	21,793
Forbes	5,000	12,468	17,468	5,169	17,373
Lachlan	5,000	10,044	15,044	4,164	14,056
Blayney	5,000	9,308	14,308	3,859	14,646
Oberon	5,000	8,690	13,690	3,603	12,406
Weddin	5,000	6,262	11,262	2,596	10,618
CTW	5,000	2,894	7,894	1,200	8,168
TOTALS	55,000	193,463	248,463	80,209	248,463

Remuneration of the Chair

At the Special Meeting of the Centroc Board 26 July 2018 a report was requested on remuneration of the Chair.

Resolved	Cr K Beatty/Cr M Liebich
That the Board note the report on the Draft Central NSW Joint Organisation Budget and Statement of Revenue Policy (the Policy) and	
<ol style="list-style-type: none"> 1. the Policy is being provided to members for feedback placed on public exhibition for 28 days prior to the August Board meeting; and 2. a report be provided to the Central NSW JO Board meeting in August on remuneration of the Chair. 	

The Office of Local Government has provided the following advice on remuneration

Q: Can joint organisations pay fees to the Chair or members?

Further to FAQ response on 15 June 2018. Joint organisations can determine to pay a fee to the Chairperson or voting members. In considering this option, the joint organisation board should ensure that the payment of any fee is at a level appropriate to the role. Provision should be made in the joint organisation charter for the basis for payment and the conditions of payment and member councils should be consulted before the charter is adopted. The option of paying fees was canvassed through the joint organisation consultation process, with almost 30% of responses supporting the payment of fees and almost 60% opposed to the payment of fees to the Chairperson or members of the joint organisation. The Office will monitor the approach taken by joint organisations. The regulation of fees is an option that may be considered by the NSW Government should joint

organisations determine fees payable to the Chairperson or voting members that are not commensurate with the responsibilities of the role.

Further clarification was sought in this regard given it seemed unusual to be putting a Clause of this type in a Charter:

The short answer is that the provisions of the Act relating to the payment of fees have been dis-applied meaning that JOs are neither permitted nor precluded from paying fees. However, section 252, which relates to the payment of expenses and facilities, has been re-applied through the regulation meaning that JOs must comply with that provision.

Clause 403 of the Regulation states that councils (and by extension JOs) must not include in an expenses and facilities policy adopted under section 252, a provision enabling the JO to pay to any voting representative (including the chairperson) an allowance in the nature of a general expense allowance. A provision in a JO's expenses and facilities policy that allowed the payment of a flat fee to the chairperson that was not in recompense for any expense incurred by the chairperson, would potentially be contrary to clause 403.

While JOs are not strictly required to make provision in their charters for the payment of a fee to the chairperson, I think that where JOs propose to pay a fee to their chairperson, provision should be made for this in the charter in the interests of transparency and accountability to their member councils and the communities they represent. JOs are required to consult with their member councils in preparing their charters and to publish them on their websites thereby ensuring this transparency and accountability.

Apparently, a quirk in the way the legislation has been progressed means in effect that to be transparent and accountable the Provision of Expenses and Facilities Policy may not be used for the payment of an allowance. Therefore the Charter is the only other suitable vehicle.

Should the Board wish to include the option to remunerate the Chair, the Charter will need to be amended to include the basis of payment and the conditions of payment. It should then be sent to members for their feedback. In effect, the words will need to reflect the formula for payment for example "20 days at the RDA sitting fee rate of \$350 per day" or some other option where others are provided below.

The Policy for the payment of expenses and the provision of facilities to Board members would also require amendment. Advice is provided in that report accordingly.

Joint Organisations have been surveyed and advice on remuneration is as follows:

Hunter	No remuneration
Namoi	No remuneration
Canberra	\$10,000 pa
Illawarra	No remuneration
Riverina and Murray	\$10,000 pa
Orana	No provision has been made at this time though it has been a matter of discussion
Mid Coast	Sitting fees based on RDA sitting fees at \$350/day

At this time these monies for remuneration are not included in any budget.

Other Joint Organisations have taken other approaches, for example Mid Coast Joint Organisation has used the Public Service Commission of NSW table and is basing their sitting fees on \$350 per day for the Chair.

Riverina and Murray JO resolved on 29th June that the remuneration for the Chairperson for the ensuing 2-year term be set at \$10,000 per annum.

Should the Board resolve to remunerate the Chair they will need to determine a figure and an approach then a revised Charter will need to go back to the membership for consultation.

Regarding the level of remuneration being commensurate with the role, Centroc staff estimate that the Chair would spend 10 days a year representing the Joint Organisation and the equivalent of 10 days in administration of the Joint Organisation above and beyond what other Mayors might do. This includes providing policy advice; review of correspondence, media and submissions.

Costing these duties at \$100 per hour would see annual remuneration at \$14,000 per annum.

Adopting the \$350/day as set by the Public Service Commission would see remuneration at \$7000 per annum assuming the same 20 days.

Central NSW Joint Organisation

Draft Charter

Adopted on

2018

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CENTRAL NSW JOINT ORGANISATION

CHARTER

1. INTRODUCTION

1.1 Name and legal status

- (a) The name of the Organisation is Central NSW Joint Organisation.
- (b) The Organisation is a body corporate established on 11 May 2018 by proclamation under Part 7 Chapter 12 of the Local Government Act 1993.

1.2 Interpretation

This Charter is to be interpreted in accordance with the Local Government Act 1993 and Local Government (General) Regulation 2005 and the Interpretation Act 1987.

1.3 Definitions

The following definitions apply in this Charter:

Act means the Local Government Act 1993.

Associate Member means those councils and other organisations that are members of the Organisation by virtue of clause 3.2 of this Charter.

Board means the Board of the Organisation consisting of the Voting Representatives and Non-Voting Representatives set out in clause 4.1 of this Charter, acting collectively.

Charter means this document, as amended from time to time.

Chairperson means the person elected to the office of chairperson by the Voting Representatives under clause 4.7 of this Charter.

Councillor means a person elected or appointed to civic office and includes a Mayor.

Executive Officer means the person employed by the Organisation under clause 4.8 of this Charter.

General Manager means the person employed by a council as its general manager.

Member Councils means the councils proclaimed under the Act to be the members of the Organisation.

Mayor means the mayor of a Member Council.

Non-Voting Representative means the Board representatives appointed pursuant to clause 4.2 of this Charter. Organisation means Central NSW Joint Organisation.

Principal Functions means the functions set out in clause 2.2 of this Charter or as otherwise prescribed by the Act or Regulations.

Regulations means the Local Government (General) Regulation 2005.

Special Resolution has the meaning given in clause 5.4(b)(ii).

Supplementary Functions means the functions approved by the Board under clause 2.3 of this Charter.

Voting Representative means a representative of a Member Council on the Board.

1.4 Adopting the Charter

- (a) This charter, in the form originally adopted by the Board, was approved in consultation with member councils.
- (b) This Charter was adopted by the Board on [date]

1.5 Amending the Charter

This Charter may be amended from time to time by Special Resolution.

2. ESTABLISHMENT

2.1 Vision and principles

- (a) The vision of the Organisation is set from time to time by the Board to reflect the collective regional priorities and aspirations of its Member Councils
- (b) At the date of adoption of this Charter the vision of the Organisation, as the successor to the regional organisation of councils known as Central NSW Councils (or Centroc) is for Central New South Wales to be a vibrant growing and welcoming place of seasonal landscapes recognised in the nation for its agricultural heart.

2.2 Principal functions

In accordance with the Act, the principal functions of the Organisation are:

- (a) to establish strategic regional priorities for the joint organisation area and to establish strategies and plans for delivering those priorities;
- (b) to provide regional leadership for the joint organisation area and to be an advocate for strategic regional priorities; and
- (c) to identify and take up opportunities for inter-governmental cooperation on matters relating to the joint organisation area.

2.3 Supplementary functions

The Organisation may perform functions, supplementary or ancillary to its Primary Functions, if:

- (a) the objective of undertaking those functions is to provide support for the operations of its Member Councils aimed at strengthening local government in its joint organisation area; and
- (b) the scope, operational principles and business plan for those Supplementary Functions is approved by a Special Resolution of the Board.

3. MEMBERSHIP

3.1 Member Councils

The following are the Member Councils of the Organisation as at the date of its establishment:

- (a) Bathurst Regional Council;
- (b) Blayney Shire Council;
- (c) Cabonne Council;
- (d) Cowra Shire Council;
- (e) Forbes Shire Council;
- (f) Lachlan Shire Council;
- (g) Oberon Council;
- (h) Orange City Council;
- (i) Parkes Shire Council; and
- (j) Weddin Shire Council.

3.2 Associate Members

The following organisations are Associate Members of the Organisation as at the date of its establishment:

- (a) Central Tablelands County Council;

3.3 Changes in membership

- (a) An additional council may become a Member Council if:
 - (i) it applies in writing the Organisation to become a Member Council pursuant to a resolution to that effect by its governing body;
 - (ii) it is approved as a Member Council by [Special Resolution of] the Board; and
 - (iii) the proclamation establishing the Organisation is amended to include the additional Member Council and the area of the Organisation is extended to include the local government area of that council.
- (b) A Member Council may withdraw as a Member Council of the Organisation if:
 - (i) it has given 12 months' notice in writing to the Organisation to withdraw as a Member Council pursuant to a resolution to that effect by its governing body; and
 - (ii) the proclamation establishing the Organisation is amended to remove the Member Council and the area of the Organisation is amended to excise the local government area of that council.
- (c) An Associate Member:
 - (i) may withdraw as an Associate Member on giving [6 months] notice in writing to the Organisation; and

- (ii) may be removed as an Associate Member by [Special] Resolution.

3.4 Financial Contributions

- (a) The annual financial contribution required to be made by each Member Council is to consist of:
 - (i) a base fee of the same amount for each Member Council; and
 - (ii) a capitation fee [based on the number of ordinary rate assessments issued by each Member Council].
- (b) The annual financial contribution required to be made by each Associate Member is to be based on a methodology adopted by the Board.
- (c) The amount of the base fee, capitation fee and financial contribution by Associate Members for a financial year is to be determined prior to the start of that year by Resolution of the Board.

4. THE BOARD AND MANAGEMENT

4.1 Membership of the Board

The Board consists of:

- (a) the Mayors of each Member Council, who are the Voting Representatives (or a replacement Councillor of a Member Council, if the Mayor is removed from office as a Voting Representative by the Minister under the Act);
- (b) the alternate for a Voting Representative appointed by the Member Council under the Regulations, while acting in the place of the Voting Representative; and
- (c) the Non-Voting Representatives appointed under clause 4.2.

4.2 Non-Voting Representatives

- (a) The following persons are Non-Voting Representatives on the Board:
 - (i) an employee of the public service nominated by the Secretary of the Department of Premier and Cabinet;
 - (ii) the chair of Regional Development Australia, Central West;
 - (iii) the chairman of Central Tablelands County Council, for so long as it remains an Associate Member;
 - (iv) the General Managers of Member Councils [and of Central Tablelands County Council, for so long as it remains an Associate Member]; and
 - (v) any other person or a member of a class of persons prescribed by the Regulations.
- (b) Non-Voting Representatives may attend and speak at meetings of the Board but may not move, second, amend or vote on motions.
- (c) The following persons may attend meetings of the Board in an advisory capacity and may be members of committees established under clause 4.9:
 - (i) the Executive Officer; and

4.3 Powers of the Board

Except as otherwise required by the Act, any other applicable law or this Charter, the Board:

- (a) has power to direct and control the affairs of the Organisation in carrying out its functions, in consultation with the Executive Officer; and
- (b) may exercise every right, power or capacity of the Organisation.

4.4 Exercise of powers

A power of the Board can be exercised only:

- (a) by resolution passed at a meeting of the Board; or
- (b) in accordance with a delegation of the power under clause 4.5

4.5 Power to delegate

- (a) The Board may delegate any of its powers.
- (b) The Board may revoke a delegation previously made whether or not the delegation is expressed to be for a specified period.
- (c) A delegation of powers may be made:
 - (i) to the Executive Officer, to a committee established under clause 4.9, to a Member Council or to any other person or body;
 - (ii) for a specified period or without specifying a period; and
 - (iii) on the terms (including power to further delegate) and subject to any restrictions the Board decides.
- (d) A document of delegation may contain the provisions for the protection and convenience of those who deal with the delegate that the Board thinks appropriate.

4.6 Acceptance of delegations

The Organisation may not accept the delegation to it by a Member Council of a function of that Member Council except in accordance with the terms and conditions set out in a Special Resolution.

4.7 Chairperson and Deputy Chairperson

- (a) The Chairperson is to be elected from amongst the Voting Representatives who are mayors and will hold office in accordance with the Act and Regulations.
- (b) The Chairperson while acting as such:
 - (i) has a deliberative vote; and
 - (ii) does not have a casting vote.
- (c) The Board may elect a Deputy Chairperson from amongst the Voting Representatives who are Mayors following the election of the Chairperson, to hold office for the term of the Chairperson.
- (d) In the absence of the Chairperson, the Deputy Chairperson (or in their absence, a person elected by the Voting Representatives at the meeting) is to preside at a meeting of the Board and does not have a casting vote.

4.8 Executive Officer

The Board must appoint an Executive Officer in accordance with the Act and Regulations.

4.9 Committees

For the purpose of carrying out its functions, the Organisation may by resolution of the Board establish:

- (a) standing committees or divisions within the Organisation;
- (b) ad hoc advisory committees; and
- (c) working groups,

and determine their membership and terms of reference.

4.10 Common seal

- (a) The Board may decide whether or not the Organisation has a common seal.
- (b) The common seal may only be used with the authority of the Board.
- (c) The fixing of the common seal to a document must be witnessed:
 - (i) by two Voting Representatives; or
 - (ii) by one Voting Representative and the Executive Officer.

5. MEETINGS

5.1 Meeting frequency

The Board will meet:

- (a) at least once in each quarter on such date and at such place and time as the Board decides; and
- (b) at such other times as the Chairman may decide.

5.2 Use of technology

A Board meeting may be held using any means of audio or audio-visual communication by which each Board member participating can hear and be heard by each other Board member participating. A Board meeting held solely or partly by technology is treated as held at the place at which the greatest number of the Board members is present or, if an equal number of Board members is located in each of two or more places, at the place where the chairman of the meeting is located.

5.3 Quorum

The quorum for a meeting of the board is a majority of voting representatives entitled to vote under the JO charter

No business may be transacted at a meeting of the Board without a quorum being present at the time the business is transacted.

5.4 Voting

- (a) Each Voting Representative has one vote at a meeting of the Board.

- (b) A resolution of the Board is passed:
 - (i) in the case of an Ordinary Resolution, if a majority of the votes cast by Voting Representatives entitled to vote on the resolution are in favour of it. If an equal number of votes is cast for and against a resolution, the matter is decided in the negative; and
 - (ii) in the case of a Special Resolution, if not less than 75% of the votes cast by Voting Representatives entitled to vote on the resolution are in favour of it.
- (c) Unless otherwise stated in this Charter, all decisions of the Board are to be made by Ordinary Resolution.

6. INDEMNITY AND INSURANCE

6.1 Indemnity

- (a) Subject to and so far, as permitted by the Act and any other applicable law the Organisation must indemnify every member of the Board and the staff of the Organisation against any Liability incurred as such, unless the Liability arises out of conduct involving a lack of good faith.
- (b) This indemnity is a continuing indemnity. It applies in respect of all acts done by a person while a member of the Board or the staff of the Organisation even though the person is not member of the Board or the staff of the Organisation at the time the claim is made.
- (c) In this clause, Liability means a liability of any kind (whether actual or contingent and whether fixed or unascertained) and includes costs, damages and expenses, including costs and expenses incurred in connection with any investigation or inquiry by a government agency or a liquidator.

6.2 Insurance

Subject to the Act and any other applicable law, the Organisation may enter into, and pay premiums on, a contract of insurance in respect of any person.

6.3 Liability on winding up

The liability of a Member Council or an Associate Member to contribute towards the payment of the debts and liabilities of the Organisation or the costs, charges and expenses of the winding up of the Organisation is limited to the amount, if any, unpaid by the Member Council or Associate Member in respect of the financial contributions required by clause 3.4.

4. Payment of Expenses and the Provision of Facilities to Board Members Policy

Recommendation:

That the Board adopt the draft policy for the payment of expenses and the provision of facilities to Board members and the Chairperson.

It is a requirement that the Joint Organisation adopt a Payment of Expenses and Provision of Facilities Policy.

The Payment of Expenses and the Provision of Facilities to Board Members Policy was provided to Members 14 June 2018, seeking feedback.

No changes have been recommended by members.

The draft Policy follows and is recommended for adoption.

Funding for Board Member Expenses and Facilities will be provided for in future budgets. Current expenses can be met through Centroc budgets or the NSW Support funding where applicable.

CENTRAL NSW JOINT ORGANISATION

**POLICY ON
PAYMENT OF EXPENSES
AND
PROVISION OF FACILITIES
TO MEMBERS OF COUNCIL**

Date Policy Adopted:

Date Due for Revision:

Preamble

The JO Expenses and Facilities policy is designed to cover any needs associated with the exercise by Board Members and the Chairperson of their Joint Organisation functions that are not otherwise covered under member Council's Expenses and Facilities policies.

Board Members and the Chairperson are not entitled to make a claim under a Joint Organisation's expenses and facilities policy where a claim has been covered under a member Council's policy and vice versa.

1. EXPENSES

(a) Conferences, Seminars and Inspections – Reimbursement of Costs

Subject to JO approval or approval by the Chairperson if insufficient time for JO approval.

(i) Registration: including official luncheons, dinners and tours relevant to the conference.

(ii) Accommodation:

Meal allowances (dinner and lunch) - \$100 (per day)

Accommodation (capital city) - \$400 (per day)

Accommodation (country areas) - \$ 200 (per day)

and reasonable telephone costs.

(iii) Accommodation for the night before or after the conference where necessary.

(iv) Delegates accompanied by spouse/partner.

Equivalent of single accommodation cost to be met by the JO with additional accommodation cost to be met by delegate/spouse. All additional costs to be met by spouse/partner unless such is related to the official capacity of the delegates partner (e.g. conference dinner).

(b) Travel Expenses

(i) Members cover their own costs for accommodation and travel to and from meetings of the Board and its Committees.

Expenses for use of a private motor vehicle to be based on the relevant kilometre rate in the staff award.

(ii) Attendance at meetings representing the JO in capacity of Chairperson of a JO Committee.

Expenses for use of a private motor vehicle to be based on the relevant kilometre rate in the staff award.

Expenses for representing the region will be considered by the Board if sufficient time allows or by the Chair where the request is made before the expense is incurred.

(iii) Conferences and Seminars.

Members using private vehicles to be reimbursed according to the relevant kilometre rate in the Local Government Award as was previously the case, where not already covered by the Member Council.

Subject to the total cost not exceeding the economy class airfare as applicable and appropriate.

Travel by air (when required) to be by economy class.

2. FACILITIES

(a) Members

The Members are to receive the benefit of the following JO facilities:

(i) Meeting Meals and Refreshments – provision of meals and refreshments associated with JO, Committee and Working Parties/Special Committee meetings.

(ii) Travel – provision of JO motor vehicle (when available) for travel to Conferences, Seminars, etc when on official JO business, where not already covered by a member Council.

(iii) Meeting Rooms – Provision of meeting facilities for the purpose of JO, Committee and Working Parties/Special Committee meetings (and for meeting with constituents), where available.

(iv) Photocopiers – provision of photocopying facilities at the JO's Office for official purposes.

(b) Chairperson

In addition to those facilities provided to the Members, the Chairperson is to receive the benefit of:

(i) Secretarial Services – word processing and administrative support provided by the Executive Officer;

(ii) Administrative Support – assistance with functions, organisation, meetings and the like for official purposes.

(c) Deputy Chairperson (if appointed)

In addition to those facilities provided to the Members, the Deputy Chairperson is to receive the benefits of the Chairperson when acting in the office of JO Chairperson.

(d) Arbitration of Claims

The Chairperson, (the Deputy Chairperson when the claim is made by the Chairperson) and the Executive Officer will be responsible for determining whether all claims are reasonable and within the guidelines as set by the policy adopted by Council. Any Council dissatisfied with the determination can request the matter be submitted to Council for consideration.

5. Code of Meeting Practice

Recommendation:

That the Board Adopt the draft Code of Meeting Practice

It is a requirement that the Joint Organisation adopt a Code of Meeting Practice.

The policy is developed in consultation with member Councils. The policy is to comply with the Local Government Act (1993) and the Local Government (General) Regulation (2005).

Members were provided with a copy of the Code of Meeting Practice Policy on 29 May 2018, for feedback.

No changes have been recommended.

The draft policy follows and is recommended for adoption.

**CENTRAL NSW
JOINT ORGANISATION**

CODE OF MEETING PRACTICE

Date Policy adopted:

Revision No

Date last revised:

CENTRAL NSW JOINT ORGANISATION

Adopted Code of Meeting Practice

Introduction

This Code of Meeting Practice has been established by the JO pursuant to Section 360(2) of the Local Government Act 1993 (The Act). The Code is supplementary to the Act and Regulations, which cover most aspects of meeting procedure.

1. Board Meetings

Ordinary meetings of the JO will commence at 10.00am. At least four meetings per annum will be held, refer to Section 396 of the Local Government Act.

The JO may change the time or date of any particular meetings, by resolution at a preceding meeting, without prior notice being given.

The meeting schedule shall be as follows:

January	
February	Meeting Board
March	
April	
May	Meeting Board
June	
July	
August	Meeting Board
September	
October	
November	Meeting Board
December	

The Board of a Joint Organisation may transact any of its business at a meeting at which representatives (or some representatives) participate by telephone or other electronic means, but only if the representative who is speaking can be heard by all other representatives.

2. Notice of Meeting

- (a) An agenda for meetings of the Board will be provided to members 5 working days before the meeting.
- (b) Subsequent to circulation to members the Agenda will be placed on the JO website.

3. Extraordinary Meetings

- (a) Call by Board Members for Extraordinary meetings – See Section 366
- (b) The Chairperson may, if he/she is of the opinion that a situation exists which warrants the

holding of an extraordinary meeting, at short notice, call such a meeting.

The period of notice for such a meeting shall be at the Chairperson's discretion [Local Government Act S:367(2)].

4. Quorum

(a) JO Board meetings – The quorum for a meeting of the board is a majority of voting representatives entitled to vote under the JO Charter.

(b) Non-voting Representatives in attendance – The following are non-voting representatives of the Joint Organisation:

- * The NSW Government, as represented by a nominee of the Secretary of the Department of Premier and Cabinet.
- * General Managers of member and associate member Councils
- * Chairperson and General Manager Central Tablelands Water
- *The Chair of Central West RDA

(c) A meeting of a JO must be adjourned if a quorum is not present:

- (i) within half an hour after the time designated for the holding of the meeting;
- (ii) at any time during the meeting.

In either case, the meeting must be adjourned to a time, date (including later that day) and place fixed:

- (i) by the Chairperson; or,
- (ii) in his or her absence – by the majority of the Members present; or
- (iii) failing that, by the Executive Officer.

The Executive Officer must record in the JO's Minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the JO, together with the names of the members present (Local Government (General) Regulation Clause 233).

5. Voting Entitlements

(a) JO meetings – There is one voting representative for each Member Council.

(b) A motion at a meeting of the Board of a JO is taken to be defeated in the event of an equality of votes.

(In effect, this means that, unlike Councils, the Chairperson of the Joint Organisation Board does not have a casting vote.)

(c) Non-voting representatives are entitled to participate in debate and speak on (but not move, second, amend or vote on) motions.

6. Rescinding or Altering Resolutions

(a) See Section (372) Local Government Act.

(b) Effect will not be given to any resolution of the JO until 12 noon on the first working day after the date of the Ordinary or Extraordinary meeting, at which the resolution was passed.

(c) The JO will not accept a Rescission Motion after noon on the first working day following the Ordinary meeting or Extraordinary meeting of the JO.

7. Lodgement of Notices of Motion

Form of Giving Notice of Motion

Every Notice of Motion relating to any new subject or matter not already before the JO distinctly stating the precise object proposed, shall be submitted in writing to the Executive Officer duly signed by the voting representative of the member Council giving Notice of at least fourteen days before the meeting at which the matter is to be taken into consideration (Local Government (General) Clause 241).

Order of Notices of Motion

All Notices of Motion shall be dated and numbered as received and shall be entered by the Executive Officer, subject to Local Government (General) Regulation Clause 240, upon the agenda paper in the order in which they are received and except by the permission of the JO, all such Notices of Motion shall be taken and considered in the order in which they appear on the agenda paper.

The Chairperson may call over the Notices of Motion on the business paper in the order in which they appear thereon; and if objection not be taken to a Motion being taken as a formal Motion, it may, without discussion, be put to the vote.

Limitation of Notices

A member shall not have more than three Notices of Motion on the Agenda Paper at the same time.

8. Questions Without Notice

See Local Government (General) Regulation, Clause 249.

9. Standing Orders

The general order of business at every Ordinary meeting of the JO shall be:

1. Meeting commences at 10 am;
2. Apologies;
3. Speakers (invitation to be approved by Chairperson or Executive Officer);
4. Confirmation of Minutes and Business Arising from Minutes;
5. Declaration of Interest;
6. Correspondence;
7. Reports;
8. Late Reports;
9. Matters raised by Voting and Non-Voting Representatives;
10. Resolve into Confidential Committee of the Whole to deal with Confidential Reports (public submissions permitted – 1 minute per speaker, maximum of 5 minutes);
11. Resolve into Open meeting;
12. Adopt report of Confidential Committee;
13. Close

Provided that the JO may, after the confirmation of the Minutes of the previous meeting, make a variation of the order of the business to accord precedence to any matter set down on the business paper for consideration.

10. Method of Adoption of Reports

Voting and Non-Voting representatives always speak to a Motion. No debate is allowed on any item without a motion having first been moved and seconded.

11. Motions of Dissent

See Local Government (General) Regulation, Clause 248.

12. News Media and public attendance at JO Board and Committee Meetings

The news media and members of the public are invited to attend all JO Board and Committee meetings, subject to the right of the Board and Committees, pursuant to Section 10A, to resolve to exclude the news media and public during consideration of any particular item or items on the business paper. All resolutions to exclude press and public from meetings shall state the reason for the resolution and this must be recorded in the minutes.

Prior to distributing the business paper for any JO Board or Committee meetings, the Executive Officer will determine, in accordance with the Local Government (General) Regulation, Clause 240 if any items in the business paper come within the provisions of this Section and will mark any such items "CONFIDENTIAL".

Business papers for all JO and Committee meetings will be made available for public perusal upon request (following distribution to the Board members). Business papers made available to the public will exclude those reports marked "Confidential" in the terms of the above.

13. Tape recording of JO or Committee meeting

The Executive Officer may use a tape recorder, or any other electronic recording device, to record the proceedings of a meeting of the JO or a committee for the purpose of ensuring that the minutes accurately record the proceedings.

The Executive Officer will, if the Executive Officer proposes to use a tape recorder, or any other recording device, inform the person presiding at the meeting who will, immediately after the opening of the meeting, tell the meeting that the proceedings are to be recorded.

Any electronic recording made by the Executive Officer of the proceedings of a meeting of the Council or a Committee, and any copy of such a recording, will be obliterated by the Executive Officer as soon as possible after the minutes of the meeting are confirmed.

With the exception of the Executive Officer, no person may use a tape recorder, or any other electronic recording device, to record the proceedings of a meeting of the JO or a committee unless the JO has so resolved, and the use is in accordance with the conditions of use specified in the resolution. In any resolution allowing the use of tape recorder or any other electronic recording device the JO shall specify the meeting, or meetings, to which the resolution is to relate and the conditions, if any, subject to which the use is permitted.

14. Participation by members of the public

Official visitors are persons that the JO has invited to attend a meeting.

The Chairperson, Executive Officer or the person presiding at a meeting will determine the time to be allocated for an official visitor to address a meeting of the JO, including the time to be allocated for questions by representatives to the official visitor.

Members of the public wishing to address a meeting of the JO will give their names and details of the item of business on which they wish to address the meeting to the Executive Officer, prior to the commencement of the meeting.

The Chairperson or the person presiding at a meeting will determine by reference to the list prepared by the Executive officer prior to the commencement of the meeting, what members of the public will be permitted to address a meeting of the JO.

The Chairperson or the person presiding at a meeting will announce the name of any person who is to be permitted to address the meeting at the start of the meeting.

A person permitted to address the meeting will be allowed 3 minutes, without interruption by representatives, to do so. At the end of the 3 minutes, if the person indicates that they wish to continue, the Chairperson or the person presiding at the meeting may allow an additional 2 minutes. No further additional time will be allowed unless the JO so resolves.

15. Election of Chairperson, Deputy Chairperson and Members of Committees

Election of the JO Chairperson and Deputy Chairperson (if required) by the voting representatives of the member Councils – See Local Government (General) Regulation, Part II – Elections: Division 12 and Schedule 8.

The election of the Chairperson and Deputy County Chairperson will be considered as an item in the Executive Officer's Report to the JO meeting.

- (a) at the first meeting of the JO after an ordinary election of members of the JO, and
- (b) at the first meeting of the JO after each two year anniversary of that ordinary election until the next ordinary election of members of the JO is held.

16. Pecuniary Interest – Representatives and Staff

Voting and Non-Voting representatives or staff, in matters before the JO or Committee meetings, who have a pecuniary interest must disclose the interest and the nature of the interest to the meeting when the declarations of interest are requested.

Voting and Non-Voting representatives or staff must, when the matter is being considered, redeclare their interest and the nature of the interest and leave the room while the matter is being determined.

Voting and Non-Voting representatives and staff should refer to the JO's Code of Conduct for more detailed information.

17. Committees

17.1 Appointment and Purpose (Charter)

A JO Board may appoint or elect such Committees as it considers necessary (Section 355(b) and (c) Local Government Act and Local Government (General) Regulation, Clause 260). The JO Board will specify the **charter** of each of its Committees when the committee is appointed or elected but may from time to time amend those charters.

Note: Committees are an extension of the JO into a specialised area. They derive any powers they may have from the JO and can exercise these powers through the JO by making recommendations which the JO can adopt, or by acting in accordance with a specific delegation of powers. The JO's Committee structure can vary from time to time in accordance with a specific JO resolution. A list of the JO's Committees is available from the Executive Officer's office.

Each Committee shall regulate its own procedures, subject to compliance with the Local Government Act 1993, Local Government (General) Regulation and the Code of meeting Practice (Clause 265 – local Government (General) Regulation).

17.2 Responsibilities

* to consider agenda items, and make recommendations to the JO Board (or decisions, if holding delegated authority from the JO);

* to observe requirements of The Local Government Act (1993), Local Government (General) Regulation (2005) and the Code of Meeting Practice;

* to observe requirements of the Charter given by the JO Board;

* to represent the views of the organisations you represent (if any) on the JO's Committee.

Note: Should a Committee wish to recommend to the JO Board on a matter outside its charter, it should do so by acknowledging this, then recommend the JO refer such matter to the appropriate Committee, for consideration and recommendation.

17.3 Procedural Matters

(i) Agendas for Committee meetings will be circulated to members and all voting and non-voting representatives at least three days before the meeting. (Local Government (General) Regulation 262).

(ii) Committees having citizen representatives as members will have listed on agendas, a report of the last meeting of the Committee, for noting.

(iii) The Agenda will include advice as to whether such previous report was adopted by the JO Board, amended and adopted, or rejected.

(iv) Advice – an appropriate employee will attend Committee meetings to advise on agenda matters, if required.

18. Absence from Committee meetings

See Clause 268 of the Local Government (General) Regulation.

19. Election of Chairs of Committees

(a) See Clause 267 of the Local Government (General) Regulation.

(b) The Chair's responsibility is to ensure that the Committee's charter is implemented and to chair meetings in accordance with the Act, Regulations and Code. The Chair is accountable to the JO Board through the JO Chairperson.

20. Record of Meetings

The Executive Officer or his/her representative will attend all meetings and will keep an

accurate record of proceedings in accordance with section 375(1) of the Local Government Act and the Local Government (General) Regulation, Clause 254 for:

(i) JO Board meetings;

(ii) JO Committees (Local Government (General) Regulation, Clause 266).

Minutes are to be kept and presented to the JO Board for all meetings of Committees.

21. Reports by Voting Representatives of Member Councils to Meetings

All reports by Voting Representatives of Member Councils to the JO meeting must be with the Executive Officer by 4.30 pm on the Wednesday of the week prior to the meeting and any reports received after that time, will be held over to the next meeting.

22. Closed meetings – Public Submissions

The JO Board or a Committee of the JO of which all the members are Voting Representatives, may close to the public parts of the meeting of the JOs or committees in accordance with Sections 10A, 10B, 10C and 10D of the Local Government Act.

Members of the public must be given the opportunity immediately after a resolution to refer the matter into Confidential Committee has been moved or seconded, to make representations on whether a matter should be dealt with in Confidential Committee or not. The time permitted for each speaker will be one minute and an overall maximum of five minutes (five speakers). (See Clause 252, Local Government (General) Regulation).

6. Central NSW Joint Organisation Draft Budget and Statement of Revenue Policy 2018-2019

Recommendation:

That the Board note the Report on the Central NSW Joint Organisation Draft Budget and Statement of Revenue Policy 2018-2019 and

1. adopt the Draft Budget and Statement of Revenue Policy 2018/2019 with the amendment changing a *capitation fee [based on the number of ordinary rate assessments issued by each Member Council]*.

to

a capitation fee [based on ABS population data by LGA and reviewed each census]; and

2. Receive a report comparing fee structures using ordinary rate assessments and ABS population data.

It is a requirement that the Joint Organisation adopt a Statement of Revenue Policy for 2018/19, including a budget. Please refer to the fact sheet at Attachment 2 Joint Organisation Implementation Guidance 2.9 Page 43.

At the Special Meeting 26 July 2018 meeting it was resolved to place the Draft Budget & Statement of Revenue Policy 2018-2019 on public exhibition from 27 July 2018 for 28 days.

No advice has been received from the public.

Please see advice in the report on the Charter regarding amending the basis for capitation from ordinary rate assessments to population. The same change will need to be made in this statement.

Draft Budget and Statement of Revenue Policy 2018-2019

The Central NSW Councils Joint Organisation's revenue and accounting policies are kept in accordance with the Australian Accounting Standards Board. CNSWJO abides by the:

- *Local Government Act (1993)*
- *Local Government (General Regulation 2005)*
- *Local Government Code of Accounting Practice & Financial Reporting*

1. Financial Contributions by Member Councils

Financial contributions by member Councils fall into two categories. Firstly, membership fees are required from all member councils in order to perform the principal functions of delivering on strategic regional priorities, regional leadership and intergovernmental cooperation. The second category is for optional contributions from participating councils for a program of other functions enhancing strategic capacity and direct service delivery. Strategic work by the Joint Organisation will determine the nature of this program.

As outlined in the charter, the Central NSW Joint Organisation (CNSWJO) member councils must contribute financially based on the following methodology:

- a. The annual financial contribution required to be made by each Member Council is to consist of:
 - i. a base fee of the same amount for each Member Council; and
 - ii. a capitation fee (based on the number of ordinary rate assessments issued by each Member Council)
or [based on ABS population data by LGA and reviewed each census];
- b. The annual financial contribution required to be made by each Associate Member is to be based on a methodology adopted by the Board.
- c. The amount of the base fee, capitation fee and financial contribution by Associate Members for a financial year is to be determined prior to the start of that year by Resolution of the Board.

For 2018-19, given that the CNSWJO is transitioning from Central NSW Councils (Centroc) as a Section 355 Committee of Forbes Shire Council, contributions from member councils of the Joint Organisation of \$552,754 has been determined with following breakdown:

- Membership & Administration: \$248,463
- Projects and Programs Contribution: \$304,291
(Training, WHS/HR, CWUA, Screen Central, Tourism)

These monies will be invoiced by Centroc and then transferred to the Joint Organisation when Centroc winds up. This will allow the Joint Organisation the time to develop strategy.

Income to the Joint Organisation is from the Office of Local Government in the form of an establishment grant of \$300,000 to be expended over two years.

2. Fees & Charges

Under the Local Government Act 1993, the CNSWJO may charge and recover an approved fee for its services.

CNSWJO must consider the following when establishing approved fees:

- The cost of provision of the service
- Recommended prices suggested by outside bodies
- The importance of the service
- Legislation that regulates certain fees
- Goods & Services Tax legislation.

3. 2018-2019 Income Statement

Central NSW Joint Organisation

2018/2019 Income and Expenditure Budget

	2018/2019
Income	
Establishment Funding - Office of Local Government	300,000
Total Income	\$300,000
Expenditure	
Executive Officer Costs	150,000
Accounting Setup fees	3,000
Total Expenses	\$153,000
Surplus	\$147,000

7. Appointment of Executive Officer for CNSWJO

Recommendation

That the Chairperson be delegated the authority to finalise the appointment of the Executive Officer, including remuneration, subject to final ratification by the Board of the appointment. The Chairperson will consult with the Interview Panel as to the final recommendation.

At the inaugural meeting of the Central NSW Joint Organisation of Councils, it was resolved that:

“Ms Jenny Bennett be appointed the interim Executive Officer of the Central NSW Joint Organisation of Councils for the period of 12 months.”

It was also resolved that:

“2. with regard to progressing recruitment of an Executive Officer and strategy going forward, authorise the Chair to undertake all necessary steps to commence a recruitment process for an Executive Officer with a report to be provided to the Joint Organisation meeting in August; and,

3. concurrent with recruitment, commence the strategic process.”

In this regard, the JO has appointed Blackadder & Associates to undertake the recruitment process which will include:

- Discussions with Board (occurred 26 July 2018);
- Development information package, including salary;
- Advertising;
- Contacting applicants;
- Prepare and submit overview of candidates;
- Conduct preliminary assessments;
- Develop interview packages for panel members;
- Conduct interviews with recruitment committee;
- Finalise contract negotiations.

It is recommended that the Chairperson be delegated the authority to finalise the appointment of the Executive Officer, including remuneration, subject to final ratification by the Board of the appointment. The Chairperson will consult with the Interview Panel as to the final recommendation.

The interview panel will consist of:

- Chairperson CNSWJO – Cr John Medcalf
- Deputy Chairperson, CNSWJO – Cr Scott Ferguson
- Cr Kathy Sajowitz – Mayor, Oberon Council
- Mr David Sherley – General Manager, Bathurst Regional Council

The development of the package with the consultants will be through the following group:

- Chairperson CNSWJO – Cr John Medcalf
- Deputy Chairperson – Cr Scott Ferguson
- Cr Kathy Sajowitz – Mayor, Oberon Council
- Cr Bill West – Mayor, Cowra Council
- Mr David Sherley – General Manager, Bathurst Regional Council
- Mr Kent Boyd – General Manager, Parkes Shire Council
- Mr Mark Burdack, Director, Orange City Council

8. Administration Update

Recommendation:

That the Board note the timeline for the implementation of the JO.

Please find below the timeline as provided by the Office of Local Government for the implementation of Joint Organisations.

Action	By	Update
<ul style="list-style-type: none"> Obtain relevant insurances and workers compensation coverage Hold the first meeting of the joint organisation board Adopt a code of conduct Appoint an interim executive officer Obtain an ABN and TFN Reserve a domain name Establish a phone number and email address 	First month	√
Return signed funding agreement to OLG	29 June 2018	√
<ul style="list-style-type: none"> Adopt a charter—and publish on website Adopt an expenses and facilities policy 	First three months	On track. See report to this meeting.
<ul style="list-style-type: none"> Prepare a communication and engagement plan Organise for any relevant regional organisation of councils grants and contracts to be transferred to the joint organisation 	First three months	This is not anticipated to be completed within this time frame.
Adopt a statement of revenue policy for 2018/19, including budget	31 August 2018	On track. See report to this meeting.
Fund, noting key milestones to be met	28 September 2018	On track
Adopt a statement of regional strategic priorities	30 December 2018	The time frame for the Strategic Process as contemplated by the RFQ under consideration will go past 30 December. Correspondence has been sent to the Office of

Action	By	Update
		Local Government.
<ul style="list-style-type: none"> • Adopt a logo and other key elements of visual identity • Deliver a website featuring the adopted visual identity 	First six months	This is not anticipated to be completed within this time frame. A JO holding page has been developed in the interim to manage compliance.
Submit six-monthly progress and expenditure report to OLG on the Establishment Funds	28 February 2019	On track
Adopt statement of revenue policy for 2019/20, including budget	30 July 2019	On track
Submit six-monthly progress and expenditure report to OLG on the Establishment Funds	31 August 2019	On track
Prepare an annual performance statement	30 November 2019	On track
Prepare audited financial reports for the period ending on the last day of the financial year after the year in which the joint organisation is established	31 October 2019	On track