

## Minutes of the Extraordinary Board meeting 5 June 2024 held via Teams online

### In Attendance\*

|                         |                           |                      |                      |
|-------------------------|---------------------------|----------------------|----------------------|
| <b>Cr J Jennings</b>    | Bathurst Regional Council | <b>Cr M Statham</b>  | Lithgow City Council |
| <b>Cr K Beatty</b>      | Cabonne Council           | <b>Cr M Kellam</b>   | Oberon Council       |
| <b>Cr R Fagan</b>       | Cowra Shire Council       | <b>Cr N Westcott</b> | Parkes Shire Council |
| <b>Cr P Miller, OAM</b> | Forbes Shire Council      | <b>Cr C Bembrick</b> | Weddin Shire Council |

### Associate Member delegates and others attending

|                |                           |               |                      |
|----------------|---------------------------|---------------|----------------------|
| Mr D Sherley   | Bathurst Regional Council | Mr K Boyd PSM | Parkes Shire Council |
| Mr S Loane OAM | Forbes Shire Council      | Mr L Sheehan  | Weddin Shire Council |
| Mr C Butler    | Lithgow City Council      | Ms J Bennett  | CNSWJO               |
| Mr D Waddell   | Orange City Council       |               |                      |

\*Voting members in **bold**


Meeting opened at 3.30pm by Chair Cr Kevin Beatty

- 1. The Chair welcomed the Board to the meeting.**
- 2. Acknowledgement of Country**
- 3. Apologies, applications for a leave of absence by Joint Organisation Voting representatives**  
Cr S Ferguson, Cr P Phillips, Cr J Hamling
- 4. Resolve into Confidential Committee of the Whole**

|  |                                 |
|--|---------------------------------|
| <b>Resolved</b>  | <b>Cr R Fagan / Cr M Kellam</b> |
| That the Board   |                                 |
| 1. resolve into closed session to consider business identified, together with any late reports tabled at the meeting;  |                                 |
| 2. pursuant to section 10A(1)-(3) of the Local Government Act 1993, the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of section 10A(2) as outlined above; and |                                 |
| 3. correspondence and reports relevant to the subject business be withheld from access.  |                                 |

### 4a JO Transition Report

|   |                                    |
|---|------------------------------------|
| <b>Resolved</b>   | <b>Cr N Westcott / Cr M Kellam</b> |
| That the Board note the JO Transition Report and;   |                                    |
| 1. adopt the CNSWJO Salary Structure;   |                                    |
| 2. direct all leave entitlement balances (sick leave, annual leave and long service leave) be transferred to the CNSWJO where provisions already exist for these liabilities;   |                                    |
| 3. request that Bathurst Regional Council, Forbes Shire Council and Orange City Council advise the current leave balance for each CNSWJO staff member to carry over as an opening balance for the employee from 1 July 2024;  |                                    |
| 4. request Bathurst Regional Council transfer the monies for all leave liabilities currently held by Council to the CNSWJO from 1 July 2024, noting the leave liabilities for staff employed through Forbes Shire Council and Orange City Council are already held by CNSWJO; |                                    |
| 5. progress Service Level Agreements with Bathurst Regional Council for payroll, HR support and hosting, and with Forbes Shire Council for financial support and hosting;   |                                    |
| 6. adopt the Motor Vehicle Policy;  |                                    |
| 7. adopt the Vehicle Procedure including the leaseback fee schedule;  |                                    |
| 8. approve the updated delegations register noting the material changes are as follows:   |                                    |

Signed by: Cr Kevin Beatty  date: 03.09.2024  
Chair Central NSW Joint Organisation

- a. increase of financial delegation limit to \$5,000 per transaction for the Director Regional Programs, with the exception of payroll approvals \$40k for fortnightly pay cycles.
- b. increase of financial delegation limit to \$500 per transaction for Water Utilities Alliance Program Manager, Disaster Risk Reduction Program Manager, and Project Officer – Operations.
- c. sub-delegate the control, direction and appointment of staff in accordance with the organisation structure and resources approved by the JO to Director Regional Programs
- d. sub-delegate the custody of the JO's common Seal to the Director Regional Programs
- e. sub-delegate the obtaining quotations and authorise the purchase of goods, works and services to the limits authorised by the Joint Organisation to Director Regional Programs, Water Utilities Alliance Program Manager, Disaster Risk Reduction Program Manager, and Project Officer – Operations.
- f. sub-delegate the authorisation of the payment of the salaries and wages of the staff of the Joint Organisation within the sum voted by the Joint Organisation for expenditure thereon to Director Regional Programs
- g. sub-delegate the signing and countersigning of cheques and EFTs drawn on JO's bank accounts to Director Regional Programs in addition to Finance Manager
- h. sub-delegate the signing of income and expenditure statements in relation to Grant applications to Director Regional Programs
9. approve Ms Jenny Bennett and Ms Kate Barker to be added to the list of signatories on CNSWJO bank accounts; and
10. given that the transfer of staff will be effected at the start of the 2024/2025 financial year and this is between Board meetings, progress finalisation of the transition under the auspices of the Chair.

Cr M Statham asked to have her vote against the motion recorded in the Minutes.

**5. Meeting closed: 3.40pm**

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**Signed by:** Cr Kevin Beatty  
Chair Central NSW Joint Organisation



**date:** 03.09.2024