

# CRJO BOARD MEETING #5/2018

## Friday 24 May 2019



Bendora and Googong Room  
33-35 Brindabella Circuit – Canberra Airport

**8.30am – 12.00pm**

### MEMBERSHIP

Bega Valley Shire Council	Cr Mitchell Naden Leanne Barnes
East Gippsland Shire Council	Cr Natalie O’Connell Anthony Basford
Eurobodalla Shire Council	Cr Liz Innes Dr Catherine Dale
Goulburn Mulwaree Council	Cr Bob Kirk Warwick Bennett
Hilltops Council	Cr Brian Ingram Dr Edwina Marks
Queanbeyan-Palerang Regional Council	Cr Tim Overall Peter Tegart
Upper Lachlan Shire Council	Cr John Stafford Andrew Croke
Snowy Monaro Regional Council	Cr John Rooney Peter Bascomb
Snowy Valleys Council	Cr James Hayes OAM Matt Hyde
Wingecarribee Shire Council	Cr Duncan Gair Ann Prendergast
Yass Valley Council	Cr Rowena Abbey - Chair Sharon Hutch
ACT Government	Sam Engele David Clapham

### ATTENDEES

CRJO Staff	David Rowe Gabrielle Cusack
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### APOLOGIES

Bega Valley Shire Council	Cr Kristy McBain
Upper Lachlan Shire Council	John Bell
NSW Cross-Border Commissioner	James McTavish
Victorian Cross-Border Commissioner	Luke Wilson
Office of Local Government	Elizabeth Dixon
Department of Premier & Cabinet	Heidi Stratford

## AGENDA

NO	ITEM (ATTACHMENT)	PGE
	Welcome & Introductions	
1	Opening Meeting	
2	Apologies	
3	Disclosures of Interest	
4	Urgent or Late Business	
5	Confirmation of CRJO Board Minutes – 15 February 2019	
6	CRJO Chair's Report Attachment 6.1 – JO Chairs Meeting 7 March 2019	
7	CRJO 2019 Board Meetings	
8	CRJO Strategic Plan - Vision & Purpose	
9	NSW Machinery of Government Attachments: 9.1 Ministry 9.2 NSW Government Parliamentary Sitting Calendar 9.3 Media Release Premier & Deputy Premier 15 April 2019	
10	Advocacy Report	
11	Emergency Services Levy	
12	Local Government Superannuation	
13	Code of Meeting Practice Attachment: 13.1 Draft Code of Meeting Practice	
14	CRJO Panel of Conduct Reviewers	
15	Local Government State Award Renegotiation	
16	Crown Lands	
17	Wingecarribee Shire Council - Waste Levy Attachments: 17.1 Letter to Minister for Environment 17.2 Response from EPA	
18	LG Remunerational Tribunal Joint Organisations Attachments: Item 18 .1 CRJO Submission to LGRT Item 18.2 Response to CRJO from LGRT	
19	Council Membership – SEATS/LGNSW	
20	CRJO Affiliate Membership	
21	CRJO Windup	
22	South East Sports Academy	
23	CRJO Working Groups	
	Meeting Close	

Meeting Opened: 9.24am

## 1. Welcome and Introductions

### Member Councils

Bega Valley Shire Council	Cr Kristy McBain Leanne Barnes
Eurobodalla Shire Council	Cr Liz Innes Lindsay Usher
Goulburn Mulwaree Council	Cr Bob Kirk Warwick Bennett
Hilltops Council	Cr Brian Ingram Dr Edwina Marks
Queanbeyan-Palerang Regional Council	Cr Mark Schweikert Peter Tegart
Snowy Valleys Council	Cr Geoff Pritchard Phil Stone
Snowy Monaro Regional Council	Cr John Rooney Peter Bascomb
Upper Lachlan Shire Council	Cr John Stafford John Bell
Wingecarribee Shire Council	Cr Duncan Gair Ann Prendergast
Yass Valley Council	Cr Rowena Abbey (Chair)

### Associate Members

ACT Government	Sam Engele David Clapham
Wagga Wagga City Council	Cr Greg Conkey OAM

### Also Present

CRJO	David Rowe Gabrielle Cusack
NSW Government	James Bolton
Victorian Cross-Border Commissioner	Luke Wilson
Snowy Hydro	Dean Lynch

## Apologies

East Gippsland Shire Council	Cr Natalie O'Connell Anthony Basford
Queanbeyan-Palerang Regional Council	Cr Tim Overall
Eurobodalla Shire Council	Dr Catherine Dale
Wagga Wagga City Council	Peter Thompson
Canberra Airport	Noel McCann
Yass Valley Council	Sharon Hutch
Snowy Valleys Council	Cr James Hayes OAM Matthew Hyde

## 2. Urgent Items – Late Business

### RESOLUTION 54/2018

*That the issue of the Snowy Legacy Fund be dealt with as an item of urgent business.*

*M Schweikert/B Ingram*

*NB: this is matter is dealt with under Resolution 70/2018*

## 3. Confirmation of Minutes – 7 December 2018

### RESOLUTION 55/2018

*The minutes from the CRJO Board meeting #3/18 of 7 December 2018 were confirmed.*

*K McBain/B Kirk*

## 4. CRJO Membership

### RESOLUTION 56/2018

- 1. That Snowy Valleys Council be formally accepted as full member of the Canberra Region Joint Organisation.*
- 2. That discussions continue with Snowy Hydro in relation to the framework to becoming an Affiliate member of the CRJO.*
- 3. GMAC prepare a report to the Board on terms of Affiliate membership relating to Corporate Bodies.*

*K McBain/M Schweikert*

## 5.DRAFT Statement of Strategic Regional Priorities

### RESOLUTION 57/2018

*That the Statement of Regional Priorities be adopted.*

*L Innes/B Kirk*

## 6.DRAFT CRJO Strategic Plan 2019-2021

### RESOLUTION 58/2018

*that the CRJO Strategic Plan 2019-2021 be adopted*

*That the Strategic Plan 2019-2021 be adopted with minor data amendments.*

*B Ingram/D Gair*

## 7. CRJO Vision

### RESOLUTION 59/2018

*The draft vision statement below is endorsed in-principle for further consideration at the next meeting*

*“We are.....Vibrant , Connected , Creative .....simply irresistible”*

*L Innes/K McBain*

## 8.Regional NSW JO Network

### RESOLUTION 60/2018

1. *That the Board agree to put forward the following issues for considering by the JO Network for its next meeting to be held on 7 March 2019:*
  - a. *Ongoing funding for JO*
  - b. *Biodiversity legislation and RMS*
  - c. *Government 2.0 (service NSW + DPE portal)*
  - d. *Pension rebates*
2. *CRJO members provide any further suggestions to CEO or Chair prior to 7 March 2019.*

*L Innes/B Ingram*

## 9.Payment of Membership Fees

### RESOLUTION 61/2018

1. *That the revised policy be adopted.*
2. *That the Board note GMAC’s view that the fees outlined in the policy*
  - (a) *are recompense for work as a Board member and are not considered to be a ‘gift’ or benefit under the ‘Code of Conduct’*
  - (b) *do not need to be disclosed as an ‘interest’ under Part 4 of the Model Code of Conduct.*
3. *That CRJO lodge a submission to the Local Government Remuneration Tribunal requesting that fees for Joint Organisation Board members be included in the 2019 Determination and the Local Government Act be amended as required.*

*B Kirk/G Pritchard*

## 10. CRJO Board Meeting Dates

### RESOLUTION 62/2018

**1. That CRJO Board resolve to change Board meeting dates and locations for 2019**

	<b>BOARD MEETING- THURSDAY/FRIDAY</b>	<b>LOCATION</b>
	<b>2019</b>	
1	14-15 February	Wagga Wagga
2	23-24 May	Canberra
3	12-13 September	Sydney
4	5-6 December	Tumut (Snowy Hydro)

**AND that the format for the Board meetings be;**

- a. Thursday - inspections, presentations and evening dinner**
- b. Friday - Board Meeting (meeting Agenda items only)**

**J Rooney/B Kirk**

## 11. Model Code of Conduct

### RESOLUTION 63/2018

**That the 2018 Model Code of Conduct and Procedures for Administration of the Model Code of Conduct be adopted by the CRJO.**

**B Kirk/M Schweikert**

## 12. CRJO Advocacy Report

### RESOLUTIONS 64/2018

- 1. That the report be noted, and the value of advocacy be recognised.**
- 2. That it be noted the CRJO will develop an 'advocacy strategy' as part of an overall 'engagement framework'.**

**D Gair/J Stafford**

## 13. Election Advocacy

### RESOLUTION 65/2018

**That an Election Advocacy document be prepared on the following topics:**

- A. Repair Federal Funding to Local Government**
- B. Realise the Productive Potential of Australia's Freight Routes**
- C. Boost Safety on Local Roads**
- D. Promote Healthier Communities**
  
- E. Support Communities on their Digital Transformation Journeys**
- F. Promote Equitable access to Community Services**
- G. Protect Communities from Impact of Natural Disaster**
- H. Waste and Recycling**

**K McBain/J Rooney**

## 14. Finance Report

### RESOLUTION 66/2018

*That the finance report be noted.*

B Ingram/B Kirk

## 15. Biodiversity Reforms Capacity

### RESOLUTION 67/2018

1. *That the benefits that the Biodiversity Support Officer provides to Councils be acknowledged.*
2. *That the NSW Government be requested to extend the current funding program by 3 years to 31 December 2022.*
3. *That support for extension of the program be sought from other organisations that currently auspice Biodiversity Support Officers.*
4. *GMAC facilitate a forum to examine the biodiversity issues including biodiversity offsets across cross-borders in the region to prepare a paper for consideration by the Board.*

L Innes/B Kirk

## 16. Coastal Catchment Management

### RESOLUTION 68/2018

*That Bega Valley Shire Council and Eurobodalla Shire Council meet with representatives of the South East Local Land Services to further explore the options in relation to Coastal Catchment Management and report back to the Board.*

L Innes/K McBain

## 17. Office of Sport Update

### RESOLUTION 69/2018

1. *Note that the Office of Sport will be liaising with the CRJO regarding the development of a sustainable governance model for the South East Academy of Sport.*
2. *Receive and note the report on the SESA from the Office of Sport.*

B Kirk/D Gair

## 18. Future Funding for Regional Councils

### RESOLUTION 70/2018

1. *That the CRJO note the initial priorities for the Snowy Legacy Fund*
  - \*Providing Water Security in priority catchments*
  - \*Improving rail & road passenger transport connections*
  - \*Improving freight linkages*
  - \*Improving digital connectivity across regional NSW*
  - \*Activating regional locations for increased business investment*

2. *That CRJO liaise with DPC to prepare a 'snowy plan' to manage risks and activate opportunities emerging in the LGA's in the region from the construction of Snowy 2.0.*

3. *That the CRJO advocate to the State Government to create a Futures Fund for Regional Councils from the proceeds of sale of Snowy Scheme to fund local government assets.*

*B Ingram/B Kirk*

## 19. Southern Lights Project

### RESOLUTION 71/2018

*That the update be noted.*

*K McBain/M Schweikert*

## 20. CRJO Action List

### RESOLUTION 72/2018

*That the CRJO Action list be noted.*

*D Gair/M Schweikert*

## Next Meeting: Thursday 23 & 24 May 2019 – Canberra

### RESOLUTION 73/2018

*That Wagga Wagga City Council be thanked for hosting the CRJO tour and meeting.*

*L Innes/D Gair*

Meeting Closed: 11.20 am



<b>Meeting:</b>	CRJO BOARD MEETING #5 /18
<b>Date:</b>	Friday 24 May 2019
<b>Title:</b>	<b>Agenda Item 6.0 CRJO Chair's Report</b>
<b>Reporting Officer:</b>	Cr Rowena Abbey
<b>Attachment:</b>	6.1 Notes: Chair of Chairs Meeting 7 March 2019

## RECOMMENDATION:

*That the Board note the update from the CRJO Chair.*

## REPORT

As Chair of CRJO I attended the following meetings and representations during in March, April and May 2019:

<b>Date - 2019</b>	<b>Meeting/Event</b>	<b>Representations</b>
7 March	NSW Regional JO Network Chair of Chairs Meeting Sydney	Refer attachment 6.1
19 March	Canberra Business Chamber Board Meeting	As the regional representative – discussion regarding greater connectivity across SE NSW.
4 April	CRJO Regional Infrastructure Working Group Meeting	Invitation to attend and participate in discussion regarding Transport for NSW regional program regarding air freight and fast rail.
17 April	Centre for Entrepreneurial Agri-Technology Centre (CEAT)	Met with Dr Mary Kelly (new CEO of CEAT). Discussion regarding engagement with JO regarding regional engagement co-designing a roadmap that will outline how we can deliver high impact, high return agri-tech outcomes through the Centre for Entrepreneurial Agri-Technology (CEAT) and the proposed new innovation Institute.
4 May	NRL Premiership Game - Wagga	Attended as a guest of Wagga Wagga City Council. Met with Gary Barnes and James McTavish – discussed Machinery of Government changes and new areas of responsibility for Gary in his capacity as Co-ordinator General.
8 May	Riverina & Murray Joint Organisation Meeting	Presented at the RAMJO Board meeting to provide an outline of the CRJO Governance, key priorities (Water, WasteWater, roads, bridge and freight and transport). Provided an outline of the Statement of Strategic Priorities and brief discussion on possibility of collaborating on a regional PMO.
9 May	State of the ACT address Chief Minister	Attended a guest of Canberra Airport.
10 May	30th Anniversary of the ACT Legislative Assembly	Attended as guest of the ACT Chief Minister Andrew Barr MLA
13 May	NSW Air Freight Teleconference	NSW Government have engaged KPMG to undertake a pre-feasibility study on possible regional freight export airports.
	<b>UPCOMING MEETINGS</b>	
27 May	Office-The Hon. Shelley Hancock MP The Hon. Paul Toole MP The Hon. John Barilaro MP	
30 May	NSW Regional JO Network Chair of Chairs Meeting Sydney	
31 May	The Hon. Shelley Hancock MP	

**NSW Joint Organisation – Chairs Meeting**  
**Thursday 7 March 2019, 2pm to 5pm**  
**Macquarie Room, NSW Parliament Macquarie Street Sydney**

PRESENT	
Canberra Region (CBRJO)	Clr Rowena Abbey, Mayor, Yass Valley, 0427 830 910 <a href="mailto:Rowena.abbey@yass.nsw.gov.au">Rowena.abbey@yass.nsw.gov.au</a>
Central NSW (CENTROC)	Clr John Medcalf, Mayor, Lachlan Valley Council, 02 6895 1903 <a href="mailto:council@lachlan.nsw.gov.au">council@lachlan.nsw.gov.au</a>
Hunter	Clr Bob Pynsent, Mayor, Cessnock City Council, 0408 267 532 <a href="mailto:Bob.pynsent@cessnock.nsw.gov.au">Bob.pynsent@cessnock.nsw.gov.au</a>
Illawarra Shoalhaven (ISJO)	Clr Mark Honey, Mayor of Kiama <a href="mailto:records@wollongong.nsw.gov.au">records@wollongong.nsw.gov.au</a>
Mid-North Coast (MNCJO)	Clr Liz Campbell, Mayor, Kempsey Shire Council, 6566 3320 <a href="mailto:liz.campbell@kempsey.nsw.gov.au">liz.campbell@kempsey.nsw.gov.au</a>
Namoi Unlimited	Clr Jamie Chaffey, Mayor, Gunnedah, 0467 402 412 <a href="mailto:jamiechaffey@infogunnedah.com.au">jamiechaffey@infogunnedah.com.au</a>
New England (NEJO)	Clr Michael Pearce, Mayor, Uralla, 0488 752 520 <a href="mailto:Mayor@uralla.nsw.gov.au">Mayor@uralla.nsw.gov.au</a>
Northern Rivers (NRJO)	Clr Danielle Mulholland, Mayor, Kyogle, 0438 931 425 <a href="mailto:chair@northernriversjo.nsw.gov.au">chair@northernriversjo.nsw.gov.au</a>
Orana	Clr Doug Batten, Mayor, Gilgandra, 02 6847 2057 <a href="mailto:mayor@gilgandra.nsw.gov.au">mayor@gilgandra.nsw.gov.au</a>
Riverina	Clr Rick Firman, Mayor, Temora, 0429 204 060 <a href="mailto:rfirman@temora.nsw.gov.au">rfirman@temora.nsw.gov.au</a>
Riverina and Murray	Clr Kevin Mack, Mayor, Albury, 0419 711 147 <a href="mailto:kmack@alburycity.nsw.gov.au">kmack@alburycity.nsw.gov.au</a>
Far South West	Mr Mark Forbes Executive Officer of Far West Joint Organisation, 03 5027 5001 <a href="mailto:council@wentworth.nsw.gov.au">council@wentworth.nsw.gov.au</a>
Far North West	Clr Manuel Martinez (Deputy Mayor) Walgett Shire Council <a href="mailto:mmartinez@live.com.au">mmartinez@live.com.au</a>
APOLOGIES	
Illawarra Shoalhaven (ISJO)	Clr Gordon Bradbery OAM, Lord Mayor, Wollongong, 0418 820 144 <a href="mailto:records@wollongong.nsw.gov.au">records@wollongong.nsw.gov.au</a>
Far South West	Clr Melisa Hederics, Mayor, Wentworth Council, 03 5027 5001 <a href="mailto:council@wentworth.nsw.gov.au">council@wentworth.nsw.gov.au</a>
Far North West	Clr Lillian Brady, Mayor, Cobar Shire Council, 0438 362 005 <a href="mailto:mayor@cobar.nsw.gov.au">mayor@cobar.nsw.gov.au</a>
NSW Department of Premier and Cabinet	Gary Barnes and Chris Hanger
BY INVITATION	
Canberra Region (CBRJO)	David Rowe, 0427 932 390 <a href="mailto:David.Rowe@crjo.nsw.gov.au">David.Rowe@crjo.nsw.gov.au</a> Gabrielle Cusack, 0418 940 137 <a href="mailto:gabrielle.cusack@crjo.nsw.gov.au">gabrielle.cusack@crjo.nsw.gov.au</a>

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BY INVITATION	
Central NSW (CENTROC)	Jenny Bennett, 0428 690 935 <a href="mailto:Jenny.bennett@centroc.com.au">Jenny.bennett@centroc.com.au</a>
Hunter	Joe James 0405 217 249 <a href="mailto:ceo@huntercouncils.com.au">ceo@huntercouncils.com.au</a>
Illawarra Shoalhaven (ISJO)	Jim Fraser, 0429 362 403 <a href="mailto:jfraser@isjo.org.au">jfraser@isjo.org.au</a>
Mid-North Coast (MNCJO)	Craig Swift-McNair, 0400 081 803 <a href="mailto:Executive.Officer@mncjo.nsw.gov.au">Executive.Officer@mncjo.nsw.gov.au</a>
Namoi Unlimited	Rebel Thomson, 0490 778 410 <a href="mailto:r.thomson@namoiunlimited.nsw.gov.au">r.thomson@namoiunlimited.nsw.gov.au</a>
New England (NEJO)	Paul Henry, 0428 264 312 <a href="mailto:executiveofficer@nejo.nsw.gov.au">executiveofficer@nejo.nsw.gov.au</a>
Northern Rivers (NRJO)	Isabel Perdriau, 0427 668 860 <a href="mailto:execofficer@northernriversjo.nsw.gov.au">execofficer@northernriversjo.nsw.gov.au</a>
Orana	Belinda Barlow, 0408 381 474 <a href="mailto:eo@oranajointorganisation.nsw.gov.au">eo@oranajointorganisation.nsw.gov.au</a>
Riverina	Julie Briggs, 02 6931 9050 <a href="mailto:jbriggs@reroc.com.au">jbriggs@reroc.com.au</a>
Riverina and Murray	Bridget Leopold, 0408 498 534 <a href="mailto:admin@ramjo.nsw.gov.au">admin@ramjo.nsw.gov.au</a>
Far South West	Mark Forbes, 0400 655 441 <a href="mailto:mark@southpacificwave.com">mark@southpacificwave.com</a>
Far North West	Peter Vlatko, 0419 281 115 <a href="mailto:peter.vlatko@cobar.nsw.gov.au">peter.vlatko@cobar.nsw.gov.au</a>
Melissa Gibbs	NSW Office of Local Government - Director Policy and Sector Development
Virginia Errington	NSW Office of Local Government - Council Engagement Manager
Steve Orr	Executive Director, NSW Department of Premier and Cabinet Regional Branch, Regional NSW Group
NOTES & ACTIONS	

**1. Welcome, apologies, introductions and acknowledgements**

Councillor Jamie Chaffey, Mayor Gunnedah Shire Council and Chair of Namoi Unlimited facilitated the meeting as the Chairperson. Councillor Chaffey made a Welcome to Country, acknowledging the Elders of traditional owners of the land past and present.

**2. NSW Government's perspective on the funding opportunity for Joint Organisations of Councils (Steve Orr Executive Director, NSW Department of Premier and Cabinet Regional Branch, Regional NSW Group)**

Steve Orr noted that it was currently in Caretaker however, the Government was committed to, and the importance of Joint Organisations of Councils as a way for Councils to work together. The Government has provided establishment funding of the \$300,000 to each Joint Organisation. Additional funding pilot has commenced with the Far West Councils.

DPC senior regional staff are assisting Joint Organisations as member representatives for the Government. DPC Regional staff should be actively involved and supporting JOs to be successful. Concerns were expressed from Orana about the workload on their representative of having to engage with four Joint Organisations and their Boards.

**ACTION:** If any Chair would like to talk about their DPC representation they are to

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**contact Steve Orr.**

Recent correspondence from the Deputy Premier provides opportunities for JOs to administer certain programs such as; Stronger Country Communities. Conversations will be undertaken with Joint Organisations in April.

Questions for Steve Orr (DPC) pertaining to the correspondence:

**CANBERRA** – some JOs, especially the smaller ones will find it difficult to resource and fund any sort of administration of programs. The timeframes are short-term, establishment funds have been expended by JOs.

**Answer:** How JOs want to resource and deliver tangible outcomes for programs is up to each JO. There is an intent expressed in the correspondence to provide funding to assist JOs to deliver and will form part of discussions in April.

**HUNTER** – could the Resources for Regions program be administered by JOs and what were the outcomes of the current round?

**Answer:** JOs will have to want to do the administration of these programs, the opportunity is to divest decision making to be closer to the communities of interest that will benefit from the funding. The current round of GLE and Resources for regions is currently in Caretaker and therefore decisions that haven't been made will be made after the election.

**NAMOI** - Concern is that some decisions were advised two days before the election or are on hold until after the election, there is some frustration over timing and time taken over decision making.

**ACTION:**       **Specific questions and or examples about the frustrations and timing for decisions can be forwarded to Steve Orr.**

**ORANA** – JOs need to be mindful that clipping the ticket may impact member Councils and that Orana Councils are not interested in any arrangement that would be to the detriment of member Councils.

**RIVERINA AND MURRAY** –staff are working really hard to local and regional solutions, Southern Lights is an example, delays in funding have created a backlog for Essential Energy, it is a great regional and collaborative project, but funding has not been provided.

**Answer:** At the April discussions it will be clear about the funding opportunities presented by the Government to JOs.

**NEW ENGLAND** – is seeking continued and guaranteed financial support for Joint Organisations, as well as confirmation for election commitments such as the Glen Innes Hospital.

**Answer:** Government does not want to tell JOs what to do, the partnership is about working to deliver something both parties want.

**ILLAWARRA** – funding should be linked to the needs of each local government areas.

**Answer:** there needs to be the balance, the way that the GLE has been rolled out demonstrates that the government is interested in models that fund need rather than geography.

**NORTHERN RIVERS** – the government needs to be mindful of the capacity of smaller Councils when transferring complex functions. If the expectations are for Mayors and Councillors to be involved, remuneration needs to reflect the effort of Councillors.

**Answer:** there is provision in the legislation for a JO to recognise the roles and responsibilities undertaken by elected officials and JOs can pay for these services. If the Mayors are seeking increased remuneration then the sector should make a remuneration submission to the Tribunal.

**ACTION:**       **Chairs could consider making a collective application to the Remuneration Tribunal.**

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**MID-NORTH COAST** – would like clarification from the government on whether any new JOs will be proclaimed. The uncertainty of those Councils in the sector not being part of the initiative needs to be addressed as it makes strategic and regional planning extremely difficult.

**Answer:** it can't be confirmed if more will be proclaimed however, Councils who are not part of Joint Organisations need to be provided with the benefit being derived by the network.

**3. Best Practice, Excellence, Outcomes and Opportunities**

At the October meeting the Chair's selected four projects that can or could illustrate best practice, excellence and opportunities across the Joint Organisation network.

One representative from the nominated Joint Organisation will have 10 minutes (including questions) to present to the group how these projects address the key functions of a Joint Organisation, being:

- strategic priority and plan;
- inter-governmental relations; and or
- advocacy.

Projects presented in March include:

- Southern Lights (Riverina and Murray)
- Water and Waste Water Infrastructure Prospectus (Canberra)
- 'Waste to Energy' (New England)
- Best practice aggregated Procurement (Central West)

**ACTIONS:** JOs to coordination presentations and topics for the May meeting (Riverina and Murray will be the Chair) are: Hunter – Intergovernmental funding project and Illawarra Shoalhaven – Youth Strategy

**4. Standing Item this and future Agenda's – Advocacy**

A suggested standing item from Namoi Unlimited Chair is an ongoing agenda item under the heading of Advocacy. The intent is for the rotating Chairperson to bring forward one item for group discussion.

**ACTION:** Namoi Unlimited will prepare a issues paper for the next Chairs meeting about NSW Treasury Guidelines and application of BCRs for road funding where Councils in NSW have:

- Provided a BCR from a reputable consultant
- The consultant's work determined a BCR of over 1
- The investment in BCRs that are then deemed unsuccessful for funding
- Inconsistency of the application of BCRs for funding, for example a project with a BCR of greater than 1 will be funded
- Identify the differing requirements in BCRs across the NSW and Australian Governments

**5. Facilitated Workshop Session**

The outcomes of the facilitated workshop are described in the table below. There are two parts to the Terms of Reference for the Chairs: the success of the network, and collaboration.

The table describes how JOs can work together.

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	<b>OUTPUTS</b>	<b>OUTCOMES</b>
	<b>What success looks like for individual JOs?</b>	<b>What does success look like for the JO network?</b>
<b>Regional Strategic Planning and priorities</b>	<p><b>Evidence based projects</b></p> <p>All Joint Organisations have a structured, evidenced and creditable processes to determine priorities for investments in:</p> <ul style="list-style-type: none"> <li>▪ Water and waste</li> <li>▪ Freight and transport infrastructure</li> </ul>	<p><b>Creditability</b></p> <p>Chairs are able to articulate their regional priorities to Government.</p> <p>Funded, timely and delivered regional priorities and projects.</p> <p>Projects that address program objectives and with endorsement of a Joint Organisation are funded.</p> <p>Administration of Stronger Country Communities program and funds.</p>
<b>Inter-governmental relations</b>	<p><b>Strong relationships</b></p> <p>Meaningful, genuine and collaborative engagement with the Boards of Joint Organisations and the Chairs relative to strategic regional priorities and plans.</p> <p><b>Quality collaboration</b></p> <p>Communication roadshows with Government to enhance understanding of the regions and develop relationships.</p> <p>Ongoing and timely coordination with Department of Premier and Cabinet and the Office of Local Government.</p>	<p><b>Cultural change in practice</b></p> <p>Barriers to regional development are identified and addressed by the NSW Joint Organisation Network.</p> <p>New and co-designed project and funding opportunities for regional development programs are developed and implemented.</p> <p>Provide opportunities for all Joint Organisations to connect directly with representatives of the NSW Government and their employees.</p>
<b>Leadership</b>	<p><b>Share models</b></p> <p>Development of businesses attached to Joint Organisations.</p>	
<b>Advocacy</b>		<p>Consistent and transparent application and use of BCRs.</p> <p><b>Increased viability and sustainability</b> for Councils and Joint Organisations.</p>

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**6. Communications**

**OBJECTIVE:**

- Strong and combined key messaging

**KEY MESSAGES:**

- EDUCATION - what JO's are achieving against their legislated responsibilities
- GOVERNMENT DELIVERY – the net gain to any changes to delivery of programs needs to be positive
- COLLABORATION – the Chairs can be the collective voice on JOs
- LOCAL GOVERNMENT – JOs are about building capacity and capability of Local Government, JOs and their Member Councils want to see results for regional NSW
- NSW GOVERNMENT – needs to support JOs to build scale and capacity, encouraging all Local Governments to be part of the JO network and the commitment to work together

**AUDIENCES:**

- Other Councils
- Councils that are not part of the JO Network
- Country Mayors

**DIFFERENTIATION:**

- JOs are a legislated and trusted entity
- JOs and the NSW Government and their agents have a legislated and trusted partnership
- Legislated function for Councils to work together on strategic regional priorities, inter-governmental relations, leadership and advocacy
- This is not an amalgamation process
- JOs are about building the capacity, capability and autonomy of Councils

<b>Meeting:</b>	CRJO BOARD MEETING #5 /18
<b>Date:</b>	Friday 24 May 2019
<b>Title:</b>	<b>Agenda Item 7.0 CRJO 2019 Board Meetings</b>
<b>Reporting Officer:</b>	Gabrielle Cusack

**RECOMMENDATION:**

1. *That an Extraordinary meeting be held on Thursday morning 11 July 2019 from 9.00am until 11.00am to consider the financial sustainability of the CRJO and the Revenue Policy which includes membership fees and the 2019/2020 budget*
2. *That a Board meeting be held in Sydney on the Thursday 17 October 2019 including a regional tour of Western Sydney on the 18 October 2019*
3. *That a Board meeting be held in Tumut on Friday 6 December 2019 with a regional tour of VISY Industries and Snowy Hydro take place on Thursday 5 December 2019*

**REPORT**

The CRJO Board resolved at the meeting in Wagga Wagga on Friday 15 February 2019 to hold the next two Board meetings in the following locations:

- 12-13 September – Sydney
- 5-6 December – Tumut (Snowy Hydro & VISY Industries visit)

**7.1 Extraordinary Meeting**

It has been established that there is a need to hold an extraordinary meeting to consider the setting of membership fees and the 2019/2020 Budget. The Minister for Local Government has arranged for a facilitated workshop with the Chairs and executive officers to be held on the 30 May 2019. It is expected that joint organisations will garner knowledge of the funding opportunities from the State Government and could impact favorably on the CRJO budget.

GMAC has planned to hold a meeting on the 7 June 2019 to consider the financial sustainability of the CRJO which will include membership fees and a draft budget for the consideration of the Board.

It is proposed to hold the Extraordinary meeting in Canberra on Thursday 11 July 2019 between 9.00 am and 11.00. The CRJO Code of Meeting Practice allows attendance by video conferencing. For those members that are unable to attend, arrangements will be made to provide the opportunity for attendance by video conferencing.

The holding of the meeting in July will also ensure that the CRJO complies with Section 400T(9) LG Act by meeting in each quarter of the year if the CRJO chooses to meet in October as suggested below.



## 7.2 BOARD MEETING – SYDNEY: OCTOBER

Following the recent State election, the parliamentary sitting calendar has been amended such that the proposed September Board meeting no longer coincides with sitting calendar. A review of the sitting calendar for 2019 indicates that it is not possible to find a ‘sitting week’ that does not clash with at least the regular council meeting timetable of at least one Council.

It is proposed that the board meeting be held on Thursday 17 October with site visit to Western Sydney on Friday the 18 October, visiting the Aerotropolis and the proposed \$500 million Penrith Panthers facility which is privately funded. The CRJO is working with the office of the Hon. Stuart Ayres MP, the Minister for Western Sydney, regarding this regional visit.

It is understood that this Board meeting timetable clashes with the normal Council meeting times of Snowy Valley and Upper Lachlan.

### Draft Runsheet/Proposal

DAY	DATE	TIME	ACTIVITY
Wednesday	16 October	4.00pm	Arrive Wingecarribee Shire Council – Moss Vale Coach to take Board to Sydney Accommodation in Sydney
Thursday	17 October	8.30am - 9.00am 9.10am – 12.30pm 12.30pm-1.30pm 1.30pm –4.00pm 4.00pm - 6.00pm	Arrive Parliament House Ministerial Meetings Lunch CRJO Board Meeting Department Meetings (Secretaries/Deputy Sec)
		6.30pm – 9.30pm	CRJO Board Cocktail Reception
Friday	18 October	8.00am	Bus to Western Sydney
		9.00am – 11.00pm	Tour Penrith Panthers facility
		11.30am – 12.15pm	Travel time
		12.30pm – 1.30pm	Travel to Aerotropolis
		1.30pm – 5.00pm	Tour of Aerotropolis
		6.00pm	Arrive back at Moss Vale

## 7.3 BOARD MEETING – TUMUT (SNOWY VALLEYS LGA) – DECEMBER

The draft proposal is for the CRJO Board to have a tour of the VISY facility at Tumut followed by a tour of Snowy Hydro T3. This tour would take place on Thursday 5 December, commencing at 8.30am.

DAY	DATE	TIME	ACTIVITY
Wednesday	4 December		Dinner/ Accommodation
Thursday	5 December	8.30am 8.50am 9.00am – 11.30am 12.30pm 2.00pm – 4.30pm 6.00pm-9.30pm	Depart Tumut Arrive VISY Tour VISY LUNCH – Talbingo Tour Snowy Hydro T3 Dinner – Tumbarumba (Overnight Tumut)
Friday	6 December	8.30am – 12.30pm 12.30pm – 1.30pm	CRJO Board Meeting CRJO Lunch

<b>Meeting:</b>	CRJO Board MEETING #5 /18
<b>Date:</b>	Friday 24 May 2019
<b>Title:</b>	<b>Agenda Item 8.0 CRJO Strategic Plan – Vision and Purpose</b>
<b>Reporting Officer:</b>	David Rowe

**RECOMMENDATIONS:**

1. That the Board determine a Vision for the CRJO
2. That the purpose of the CRJO be confirmed as:  
*“Working together to deliver better outcomes for our communities and the region”*

**REPORT**

The CRJO Strategic Plan including the Statement of Strategic Regional Priorities was adopted by the Board at its meeting 15 February 2019 held in Wagga. The document includes a vision and purpose statements that need to be finalised.

**1. Vision**

A workshop facilitated by the Hilltops Council General Manger was held on the Thursday evening prior to the Board meeting. After much discussion at both the workshop and the Board meeting, the following DRAFT vision statement was endorsed in-principle for further consideration at the next meeting

***“We are.....Vibrant , Connected , Creative .....simply irresistible”***

*Below are some variations that the Board may want to consider*

*“Our dynamic region ..... innovative .... Connected..... Simply irresistible!*

*Our dynamic region .... innovative .... connected.....Simply Compelling !*

*Our region .... dynamic, innovative, connected.....Simply Compelling!*

*Our region ..... dynamic, innovative, connected.....Compelling!*

**2. Purpose**

The purpose has been adopted by the Board via the Strategic Plan however it is important to confirm that we are all on the same page

*“Working together to deliver better outcomes for our communities and the region”*

<b>Meeting:</b>	CRJO BOARD MEETING #5 /18
<b>Date:</b>	Friday 24 May 2019
<b>Title:</b>	<b>Agenda Item 9.0 NSW Machinery of Government</b>
<b>Reporting Officer:</b>	Gabrielle Cusack

## RECOMMENDATION

*For the CRJO Board to note the NSW Machinery of Government changes.*

## REPORT

The NSW Government election was held on Saturday 23 March 2019. The Coalition was re-elected for a third term.

### 1.0 Post-Election Government Structure

There are eight (8) Government Departments in the new Administration, now known as Clusters.

1. Premier & Cabinet
2. Treasury
3. Health
4. Transport
5. Planning & Industry
6. Stronger Communities
7. Customer Service
8. Education

The current cluster arrangements of Finance, Services & Innovation; Industry; Planning & Environment; Family & Communities; and Justice Clusters will cease by 1 July 2019. The functions will transition over the coming months to Customer Service, Planning & Industry, and Stronger Communities Clusters.

In the previous term of Government, the role of Parliamentary Secretary was created (The Hon. Bronnie Taylor MLC was the Parliamentary Secretary for Southern NSW); this role/function does not exist in this term of Government.

### 2.0 Premier's Priorities

In the previous term of Government, the Premier announced 12 priorities for NSW. These Priorities reflected the commitment of the NSW Government to 'whole-of-government' approach to tackling important issues for the people of New South Wales, from helping vulnerable children and raising the performance of school students, to improving housing affordability and building local infrastructure. These included:

1	Creating Jobs	7	Making Housing more Affordable
2	Delivering Infrastructure	8	Improving Service levels in Hospitals
3	Driving Public Sector Diversity	9	Reducing Youth Homelessness
4	Improving Education Results	10	Protecting Our Kids
5	Keeping our Environment Clean	11	Reducing Domestic Violence Reoffending
6	Tackling Childhood Obesity	12	Improving Government Services

In April 2019, the Premier together with the Deputy Premier announced five key themes for this next term of Government. It is anticipated the Premier will announce further Premier's priorities aligned to the themes below:

	<b>PLATFORM</b>	<b>STATEMENT – NSW GOVERNMENT</b>
1	A strong economy, quality jobs and job security for workers of today and tomorrow.	We will build the strongest economy in the region, providing the jobs and investment opportunities that will take NSW to the next level.
2	Highest quality education no matter where you live or what your circumstances may be.	We will prepare the most dynamic, qualified and skilled workforce in the world.
3	Well-connected communities with quality local environments.	We will deliver the infrastructure that connects communities and improves opportunity and quality of life.
4	Making Government work better for you by putting the customer at the centre of everything we do.	We will provide world-class services for every citizen, no matter where they live or what their circumstances may be.
5	Breaking the cycle of intergenerational disadvantage by fixing problems that have been in the too-hard basket for too long.	We will focus on social reform in areas that have been longstanding challenges.

### 3.0 MINISTERS + CLUSTERS + PORTFOLIOS

<b>CLUSTER</b>	<b>PREMIER/MINISTER</b>	<b>PORTFOLIO</b>	<b>SECRETARY</b>	
<b>Premier &amp; Cabinet</b>	Gladys Berejiklian	Premier	Tim Reardon	<b>Strategic Coordination</b> Greater Sydney Commission Infrastructure NSW Public Service Commission
	Don Harwin	Aboriginal Affairs Arts & Heritage Special Minister of State		
<b>Treasury</b>	Dominic Perrettot	Treasurer	Mike Pratt	Finance
	Damian Tudehope	Finance & Small Business		
	Kevin Anderson	Better Regulation & Innovation		
	Stuart Ayres	Jobs, Investment, Tourism & Western Sydney		
<b>Health</b>	Brad Hazzard	Health & Medical Research	Elizabeth Koff	Largely unchanged
<b>Transport</b>	Andrew Constance	Transport & Roads	Rodd Staples	Transport for NSW Includes RMS
	Paul Toole	Regional Transport & Roads		
<b>Planning Industry &amp; Environment</b>	John Barilaro	Deputy Premier, Regional NSW Industry	Jim Betts	<b>New Cluster</b> Planning Local Government

		Trade		Environment & Heritage Natural Resources
	Rob Stokes	Planning & Public Spaces		
	Melinda Pavey	Water, Property & Housing		
	Matt Kean	Energy & Environment		
	Adam Marshall	Agriculture & Western NSW		
	Shelley Hancock	Local Government		
<b>Stronger Communities</b>	Gareth Ward	Families, Communities & Disability Services	Michael Coutts-Trotter	Families, communities, and justice functions combined
	Anthony Roberts	Counter Terrorism & Corrections		
	David Elliott	Police & Emergency Services		
	Bronnie Taylor	Mental Health, Regional Youth & Women		
	Mark Speakman	Prevention of Domestic Violence & Attorney General		
	John Sidoti	Sport, Multiculturalism, Seniors & Veterans		
<b>Customer Service</b>	Victor Dominello	Customer Service	Glenn King <i>NSW Customer Service Commissioner</i>	digital transformation and customer service
<b>Education</b>	Sarah Mitchell	Education & Early Childhood Learning	Mark Scott	early childhood primary/secondary
	Dr Geoffrey Lee	Skills & Tertiary Education		All tertiary education (covering vocational, university, skills and life-long learning)

#### 4.0 Clusters & Functions

CLUSTER	FUNCTION		Minister
Premier & Cabinet	This cluster retains strategic coordination functions including the Greater Sydney Commission, Infrastructure NSW and the Public Service Commission and each of the integrity agencies.	<p>The Department of Premier and Cabinet (DPC) welcomes Aboriginal Affairs, the arts and heritage functions and employee relations and brings these functions into the centre of government.</p> <p>UrbanGrowth NSW and the Barangaroo Delivery Authority will both cease to be executive agencies, with their functions transferring to Infrastructure NSW.</p> <p>The Natural Resources Commission and the DPC's Regional NSW group will move the Planning and Industry cluster.</p> <p>The Behavioural Insights Unit and the Office of the Customer Service Commissioner will both transfer to the new Customer Service cluster.</p>	<p><u>Lead Minister</u> The Hon Gladys Berejiklian MP</p> <p><u>Ministers</u> The Hon. Don Harwin MP</p>
Planning Industry Environment	<p>The cluster will drive greater levels of integration and efficiency across key areas, such as:</p> <ul style="list-style-type: none"> <li>• long-term planning</li> <li>• precincts</li> <li>• infrastructure priorities</li> <li>• open space</li> <li>• the environment</li> <li>• natural resources - land, water, mining</li> <li>• energy</li> <li>• growing our industries.</li> </ul> <p>There will be a redoubling of emphasis on regional NSW.</p> <p><i>Executive Agencies</i> Local Land Services Natural Resources Commission</p>	<p>To more effectively deliver services and advice to the government, both the Office of Environment and Heritage and the Office of Local Government will cease to be independent entities. These functions will transition back into the broader department.</p> <p>The Natural Resources Commission and DPC's Regional NSW group will move from the Department of Premier and Cabinet to the Planning and Industry cluster.</p>	<p><u>Lead Ministers</u> The Hon John Barilaro MP The Hon. Rob Stokes MP</p> <p><u>Ministers</u> The Hon. Melinda Pavey MP The Hon. Matt Kean MP The Hon. Adam Marshall MP The Hon. Shelley Hancock MP</p>
Transport	<p>The cluster will continue to evolve through further streamlining and integration across all modes of transport.</p> <p>The work of the cluster will provide for greater focus on all modes of regional transport, and greater alignment of urban transport.</p> <p>Customers and the community will experience the full integration of every area of transport under a single and unified transport banner.</p>	<p>Transport for NSW as the lead agency will bring in the functions of Roads and Maritime Services (RMS).</p> <p>RMS will cease as a separate agency.</p>	<p><u>Lead Minister</u> The Hon Andrew Constance MP</p> <p><u>Ministers</u> The Hon. Paul Toole MP</p>
Education	The cluster will drive early childhood, primary, secondary and all tertiary	The government's vocational and skills functions, including TAFE, will	<p><u>LEAD Minister</u> The Hon. Sarah Mitchell MLC</p> <p><u>Minister</u></p>

	<p>education - vocational, university, skills and lifelong learning.</p> <p>The cluster, working with other agencies, will be accountable for not just education, but also job outcomes for the next generation.</p>	<p>transfer from the former Industry cluster to the Education cluster.</p> <p>This ensures a single point of accountability for educating our people, from young children to the elderly.</p>	<p>The Hon. Geoff Lee MP</p>
<b>Health</b>	<p>This cluster will focus on its priorities of providing quality healthcare and continuing with its massive hospital expansion and renewal capital works program.</p>	<p>Largely unchanged.</p>	<p><b><u>LEAD Minister</u></b> The Hon. Brad Hazzard MP</p> <p><b><u>Minister</u></b> The Hon. Bronnie Taylor MLC</p>
<b>Treasury</b>	<p>The cluster will take the lead on the economy, jobs and investment.</p> <p><i>Executive Agencies</i> Destination NSW Western City and Aerotropolis Authority</p>	<p>The Treasury cluster will take on the finance functions from the former Finance, Services and Innovation cluster and the economic development functions from the former Industry cluster. Jobs for NSW will cease to be an independent agency. Its functions will be merged into the Treasury cluster.</p>	<p><b><u>LEAD Minister</u></b> The Hon. Dominic Perrottet MP</p> <p><b><u>Ministers</u></b> The Hon. Damian Tudehope MLC The Hon. Stuart Ayres MP</p>
<b>Customer Service</b>	<p>The new cluster will have the authority to plan, prioritise, fund and drive digital transformation and customer service across every cluster in the NSW Government. It will be one of the most important functions of the government, as economies around the world continue to transition towards automation, artificial intelligence, robotics and the next generation of jobs.</p> <p>The new cluster will improve customer satisfaction for millions of people and deliver efficiencies in how services are delivered through digital platforms.</p> <p><i>Executive Agencies</i> Service NSW</p>	<p>The Behavioural Insights Unit and the Office of the Customer Service Commissioner will transfer from the Department of Premier and Cabinet to the new Customer Service cluster.</p> <p>The Data Analytics Centre, Liquor &amp; Gaming NSW and NSW Registry of Births, Deaths and Marriages will transfer to the Customer Service cluster.</p>	<p><b><u>LEAD Minister</u></b> The Hon. Victor Dominello MP</p> <p><b><u>Minister</u></b> The Hon. Kevin Anderson MP</p>

<b>Stronger Communities</b>	<p>The Stronger Communities cluster brings together the former Family and Communities and Justice clusters.</p> <p>Known as Dept of Family and Community Services and Justice.</p> <p><i>Executive Agencies</i></p> <ul style="list-style-type: none"> <li>Crown Solicitor's Office</li> <li>Fire and Rescue NSW</li> <li>NSW Rural Fire Service</li> <li>NSW State Emergency Service</li> <li>Multicultural NSW</li> <li>Office of Sport</li> <li>Institute of Sport</li> </ul>		<p><b><u>LEAD Minister</u></b> The Hon. Mark Speakman MP</p> <p><b><u>Ministers</u></b> The Hon. David Elliot MP The Hon. Anthony Roberts MP The Hon. Gareth Ward MLC The Hon. John Sidoti MP</p>
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## 5.0 NSW ELECTION OUTCOME (for information)

The NSW election was held on Saturday 23 March 2019 and is a fix four-year term. The Coalition was re-elected for its third term (first elected in 26 March 2011).

The **Legislative Assembly** has 93 seats (needed 47 to govern outright).

The Legislative Assembly results 23 March 2019 were:

	SEATS	PARTY	No.
Liberal/National	48		
ALP	36		
Other	9	Fisher, Shooter & Farmers	3
		Greens	3
		Independent	3

The **Legislative Council** (Upper House) has 42 Members.

Members serve **eight**-year terms, which are staggered, with half the Council being elected every **four** years. The 2019 NSW election 21 of the seats were being contested

The Legislative Council results were:

	SEATS	PARTY	No.
Liberal/National	17		
ALP	14		
Greens	4		
Other	7	Christian Democrats	1
		One Nation	2
		Fishers, Shooters & Farmers	2
		Animal Justice	2



NEW SOUTH WALES CABINET  
LIST OF MINISTERS

The Honourable Gladys Berejiklian MP  
Premier

The Honourable (John) Giovanni Domenic Barilaro MP  
Deputy Premier, Minister for Regional New South Wales, Industry and Trade

The Honourable Dominic Francis Perrottet MP  
Treasurer

The Honourable Paul Lawrence Toole MP  
Minister for Regional Transport and Roads

The Honourable Donald Thomas Harwin MLC  
Special Minister of State, Minister for the Public Service and Employee Relations, Aboriginal Affairs, and the Arts, and Vice-President of the Executive Council, Leader of Government Business in the Legislative Council

The Honourable Andrew James Constance MP  
Minister for Transport and Roads, Leader of the House

The Honourable Bradley Ronald Hazzard MP  
Minister for Health and Medical Research

The Honourable Robert Gordon Stokes MP  
Minister for Planning and Public Spaces

The Honourable Mark Raymond Speakman SC MP  
Attorney General, and Minister for the Prevention of Domestic Violence

The Honourable Victor Michael Dominello MP  
Minister for Customer Service

The Honourable Sarah Mitchell MLC  
Minister for Education and Early Childhood Learning

The Honourable David Andrew Elliott MP  
Minister for Police and Emergency Services

The Honourable Melinda Jane Pavey MP  
Minister for Water, Property and Housing

The Honourable Stuart Laurence Ayres MP  
Minister for Jobs, Investment, Tourism and Western Sydney

The Honourable Matthew John Kean MP  
Minister for Energy and Environment

The Honourable Adam John Marshall MP  
Minister for Agriculture and Western New South Wales

The Honourable Anthony John Roberts MP  
Minister for Counter Terrorism and Corrections

The Honourable Shelley Elizabeth Hancock MP  
Minister for Local Government

The Honourable Kevin John Anderson MP  
Minister for Better Regulation and Innovation

The Honourable Dr Geoffrey Lee MP  
Minister for Skills and Tertiary Education

The Honourable Anthony John Sidoti MP  
Minister for Sport, Multiculturalism, Seniors and Veterans

The Honourable Bronwyn Taylor MLC  
Minister for Mental Health, Regional Youth and Women

The Honourable Gareth James Ward MP  
Minister for Families, Communities and Disability Services

The Honourable Damien Francis Tudehope MLC  
Minister for Finance and Small Business

PARLIAMENTARY OFFICE HOLDERS

The Honourable John Ajaka MLC  
President of the Legislative Council

The Honourable Jonathan Richard O'Dea MP  
Speaker of the Legislative Assembly

The Honourable Trevor John Khan MLC  
Deputy President and Chair of Committees of the Legislative Council

The Honourable Leslie Gladys Williams MP  
Deputy Speaker of the Legislative Assembly

Mr Mark Joseph Coure MP  
Assistant Speaker of the Legislative Assembly

The Honourable Donald Thomas Harwin MLC  
Leader of the Government in the Legislative Council

The Honourable Andrew James Constance MP  
Leader of the House

The Honourable Sarah Mitchell MLC  
Deputy Leader of the Government in the Legislative Council

Mr Adam Sibery Crouch MP  
Government Whip

The Honourable Natasha Maclaren-Jones MLC  
Government Whip in the Legislative Council

Ms (Steph) Stephanie Anne Cooke MP  
The Nationals Whip

The Honourable (Wes) Wesley Joseph Fang MLC  
Deputy Government Whip in the Legislative Council

## 2019 Parliamentary sitting calendar

January 2019						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2019						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2019						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2019						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2019						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2019						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2019						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2019						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2019						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2019						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2019						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2019						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- Both LA & LC sitting
- LA only sitting
- Budget
- Budget estimates
- Public holiday
- Reserve sitting days



**Gladys Berejiklian**

Premier of NSW

**John Barilaro**

Deputy Premier

## **MEDIA RELEASE**

Monday, 15 April 2019

### **THIRD TERM TO DELIVER FOR ALL ACROSS NSW**

Premier Gladys Berejiklian and Deputy Premier John Barilaro have outlined the newly elected Government's priorities ahead of the first Cabinet meeting today.

"I'm looking forward to delivering great opportunities and quality of life for all citizens across NSW no matter where they live or what their circumstances are," Ms Berejiklian said.

"A strong economy is fundamental. We need to ensure that NSW continues to be an attractive location to invest, which will in turn enhance capacity to develop new industries and drive jobs growth.

"Jobs are fundamental. We will prioritise higher education and skills to ensure we have a workforce that is able to adapt to the needs of Australia and the world.

"We will also focus on tackling social issues to reduce disadvantage."

Mr Barilaro said improving the quality of life for people across NSW, particularly in the regions, will be a major focus for the Government.

"We know many of our regional and rural communities are doing it tough. Providing water security and better connecting our communities will be key priorities," Mr Barilaro said.

"We have an opportunity to unlock enormous economic potential with better connections between the regions and Sydney and, crucially, from region to region."

The key policy priorities of the NSW Liberals & Nationals Government are:

- A strong economy, quality jobs and job security for workers of today and tomorrow;
- Highest quality education no matter where you live or what your circumstances may be;
- Well-connected communities with quality local environments;
- Making Government work better for you by putting the customer at the centre of everything we do; and,
- Breaking the cycle of intergenerational disadvantage by fixing problems that have been in the too-hard basket for too long.

**A strong economy, quality jobs and job security for workers of today and tomorrow:** *We will build the strongest economy in the region, providing the jobs and investment opportunities that will take NSW to the next level.*

By diversifying our economy, we can deliver greater economic growth, and more and better jobs. Continued jobs growth and business investment is the key to the wages growth required to help individuals and families to get ahead. We have the capacity to be a global leader in areas such as fin-tech, med-tech, research and development, robotics and information technology. And we will continue to reduce taxes so businesses can grow and prosper.

**Highest quality education no matter where you live or what your circumstances may be:** *We will prepare the most dynamic, qualified and skilled workforce in the world.*

Higher education and skills standards will ensure a flexible workforce, able to adapt to the ever-changing external environment and access lifelong learning opportunities. This will help take NSW to the next level and ensure capacity to develop new industries. We will focus on the quality of life-long learning, whether it's pre-school, school, vocational education or mature-aged re-training. And we will focus on areas where educational outcomes need improvement.

**Well-connected communities with quality local environments:** *We will deliver the infrastructure that connects communities and improves opportunity and quality of life.*

Our ambitious infrastructure pipeline must make all our cities and towns more liveable, whether country or city. Not just transport infrastructure, but social infrastructure like schools, hospitals, sporting and cultural institutions, parks and public space. We will deliver cleaner, greener urban environments and more secure water supplies for the bush. These infrastructure investments will be integrated completely with our regional growth strategy and will connect communities like never before.

**Making Government work better for you by putting the customer at the centre of everything we do:** *We will provide world-class services for every citizen, no matter where they live or what their circumstances may be.*

The newly established Customer Service Cluster will use technology and data to better integrate government services and massively improve the quality and level of services available. In the same way we have revolutionised customer service through Service NSW – where citizens can now conduct more than 850 transactions in one place – we will now focus on how people interact with our schools, hospitals and social services so that each of these services are re-designed to work better for each citizen, and improve their lives at an individual level. And we will continue to reduce red tape, simplify processes and deliver measures to help people manage their cost of living.

**Break the cycle of intergenerational disadvantage by fixing problems that have been in the too-hard basket for too long:** *We will focus on social reform in areas that have been longstanding challenges.*

With strong fundamentals now in place, we can focus on the most difficult problems that our community faces, including those which have driven intergenerational disadvantage. Already, we have begun work to reduce the rate of suicide, provide permanency for all children in out of home care, ensure social housing tenants have a pathway to independence, tackle indigenous disadvantage, and reduce rates of recidivism and the prison population. We are not here to avoid the toughest problems or simply to mark time – we are here to make a real and lasting difference.

**MEDIA: Ashley Gardiner | Premier | 0429 063 494**  
**Georgina Kentwell | Deputy Premier | 0427 206 308**

<b>Meeting:</b>	CRJO BOARD MEETING #5 /18
<b>Date:</b>	Friday 24 May 2019
<b>Title:</b>	<b>Agenda Item 10.0 Advocacy Report</b>
<b>Reporting Officer:</b>	Gabrielle Cusack

## RECOMMENDATION:

*That the Advocacy Report be noted.*

## REPORT

### 1. Advocacy Activities

The CRJO continues to play a pivotal role in advocacy across both the political and bureaucratic sphere; working with Councils and key stakeholders to support initiatives through representation at meetings, letters of support, organising meetings, preparing meeting briefs and follow up where appropriate.

### 2. Post-Election Workshop

GMAC held a workshop on Thursday 9 May 2019, to develop a strategy for engaging with the NSW Government post-election of 23 March 2019.

The outcome of the workshop was:

1. That a short-term advocacy plan be prepared outlining
  - a. CRJO short term strategic actions
  - b. Mapped to relevant Ministerial and Department portfolios
  - c. Briefs and talking points for ministers at Board meeting
  - d. Evidence of achievements and collaboration in CRJO and between members, including regional Project Management Office (PMO), Workforce Strategy (WFS), Canberra Region Economic Development Strategy (CREDS) etc
  - e. Opportunities to influence and leverage: eg Snowy legacy, Inland rail, fast rail, PIPE
3. That a schedule be compiled to include:
  - a. Details on regional projects over \$5M in value related to
    - i. Grants that have been applied for
    - ii. Grants that have been awarded
    - iii. Election commitments for both State and Local Government Projects
    - iv. Treasury 'front loading funding' of grant funded projects to councils
  - b. Details on barriers and blockages to application/progressing of grants and related projects
4. That the CRJO endeavour to meet the following parliamentarians on the Sept/Oct visit to Parliament House
  - o Regional Ministers (Hancock, Constance, Barilaro)
  - o Energy & Environment (Keane), Water (Pavey), Roads (Toole), Regional Youth (Taylor)
  - o Noting that Portfolios and issues for advocacy be aligned with the CRJO Strategic Priorities
  - o Extend an invitation to Local Members (Tuckerman, Clancy, McGirr, Cooke, Smith & Roberts)

### 3. Meetings & Events

The following provides the Board with a list of meetings and events where the CRJO has either facilitated the discussion or attended representing the CRJO.

Date - 2019	Meeting/Event	Representation
23 February	Trial NRL Game - Bega	Met with CRJO Deputy Chair and Member for Bega.
6 March	ACT Government	Meeting with Visit CBR regarding tourism follow up to CBR Airport Masterplan Forum
	ACT Government	Discussion regarding CBR Region Deal
	Canberra Airport	Discussion regarding draft agenda for Export Forum
7 March	NSW Regional JO Network Chair of Chairs Meeting Sydney	Attending with Chair of the CRJO, Cr Rowena Abbey
4 April	CBR Airport + PAK Fresh Regional Export Opportunities Forum	Together with Canberra Airport invited key stakeholders to a forum. Purpose was to identify opportunities ahead of PAK Fresh officially commencing business
	Meeting with Commonwealth Government – Dept of Regional Development	Discussion regarding collaboration between RDA network and Local Government. Commonwealth to arrange meeting between Chairs of CRJO & RDA's
11 April	CRJO Regional Infrastructure Working Group Meeting	Invitation to attend and participate in discussion regarding Transport for NSW regional program regarding air freight and fast rail
16 April	Wingecarribee Shire Council	Meeting to discuss infrastructure projects and provide meeting brief
17 April	Centre for Entrepreneurial Agri-Technology Centre (CEAT)	Met with Dr Mary Kelly (new CEO of CEAT). Discussion regarding engagement with JO regarding regional engagement co-designing a roadmap that will outline how we can deliver high impact, high return agri-tech outcomes through the Centre for Entrepreneurial Agri-Technology (CEAT) and the proposed new Innovation Institute
1 May	Wagga to the World Export Forum	Hosted by Wagga Wagga City Council. Presenters included Ports NSW, CBR Airport, Port of Melbourne and NSW Government on trade and export opportunities for the Riverina
3 May	Committee Meeting-South East & Tablelands Regional Plan	Review Implementation Plan and identify priorities for next stage. Sub-committee meeting of CRJO Planning Directors to go through agenda items for meetings
4 May	NRL Premiership Game - Wagga	Attended as a guest of Wagga Wagga City Council. Met with Gary Barnes and James McTavish – discussed Machinery of Government changes and new areas of responsibility for Gary in his capacity as Co-ordinator General



8 May	Riverina & Murray Joint Organisation Meeting	Presented at the RAMJO Board meeting to provide an outline of the CRJO Governance, key priorities (Water, WasteWater, roads, bridge and freight and transport. Provided an outline of the Statement of Strategic Priorities. There was a discussion regarding a Regional PMO given some Councils capacity to deliver on the pipeline of infrastructure projects across the Riverina and Murray LGA's
13 May	NSW Air Freight Teleconference	NSW Government have engaged KPMG to undertake a pre-feasibility study on possible regional freight export airports
15 May	SE Regional Leaders Executive Meeting	CRJO represented on this NSW Government forum, which brings agencies together to discuss shared actions that align with the Premier's Priorities and Themes

<b>Meeting:</b>	CRJO Board MEETING #5 /18
<b>Date:</b>	Friday 24 May 2019
<b>Title:</b>	<b>Agenda Item 11 .0 Emergency Services Levy</b>
<b>Reporting Officer:</b>	David Rowe

## RECOMMENDATIONS:

1. *That the CRJO advocate to the Government that:*
  - a. *An objection to any increase to the Emergency Services Levy (ESL) above rate peg and no consultation was conducted with the sector in advance of the increase (noting that all Council budgets and integrated plans are on exhibition or finalised)*
  - b. *That the value of any increase of the ESL in future years be added to the rate peg*
  - c. *The ESL be considered as a separate rate collected by Local Government on behalf of NSW Government*
  - d. *The increase be deferred to 2021*
2. *That each Council consider the draft mayoral minute prepared by LGNSW*

## REPORT

### 1. Introduction

The NSW Parliament has passed legislation in relation to workers that make it easier for firefighters diagnosed with one of 12 specific work-related cancers to access workers compensation entitlements.

These changes bring NSW into line with most other Australian jurisdictions, including the Commonwealth, which have introduced similar provisions for firefighters over the past eight years.

It's expected that significantly more firefighters diagnosed with cancer will now be eligible for workers compensation benefits, including loss of income payments, medical treatment expenses and death benefits for those with terminal conditions.

The new provisions for firefighters are expected to result in a \$160 million increase in the cost of funding fire and emergency services. The State Government is proposing to raise these funds by increasing the Emergency Services Levy (ESL) from 1 July 2019. It is understood that the 2019/20 increase proposes to raise and additional \$19M.

Apart from the financial impact on Councils, the other key issue is that there has been absolutely no consultation with local government regarding the proposed increases. It is interesting to note that when the State Government canned the collection of the ESL by councils in May 2017, the Premier provided a press release indicating that:

*"The NSW local government will work with local government, fire and emergency services, the funding of our fire and emergency services fairer – but we want to get this right"*

GMAC discussed the matter at its meeting on the 10 May 2019 and suggested the action as per recommendation number 1.

## 2. Impact on CRJO Councils

The financial impact for the councils in the CRJO is listed in table 1 below:

**Table 1 – ESL Proposed increases for 2019/20**

<b>Council</b>	<b>Increase \$ '000</b>	<b>% increase</b>
Bega Valley Shire	\$143	23%
Eurobodalla Shire	\$174	22%
Goulburn Mulwaree	\$94	21%
Hilltops	\$145	20%
Queanbeyan-Palerang	\$193	19%
Snowy Monaro	\$207	24%
Snowy Valleys	\$102	24%
Upper Lachlan Shire	\$109	24%
Wagga Wagga	\$156	17%
Wingecarribee Shire	\$159	22%
Yass Valley	\$114	24%

As can be seen from the table below the average increase across the CRJO is 22%.

It is understood that the average increase to ESL across the is 15% however for some metropolitan councils the increase is as low as 3.5%.

## 3. LGNSW Action

The CRJO became aware of the potential on the 7 May 2019 and immediately contacted LGNSW to find out what they knew about the proposed increase to the ESL. They were totally unaware of the proposed increases and immediately took up the issue on behalf of Councils.

The matter was listed in the LGNSW weekly on the 10 May 2019 which listed in the Presidents Message and included the following information:

*“The State Government has increased council contributions by \$19 million in 2019-20, of which \$14 million is to support volunteer and career firefighters diagnosed with cancer. Future increases are also foreshadowed.*

*We are calling upon the NSW Government to:*

- *fund the increased cost of the ESL for the first year, and*
- *work with local governments to design a better, fairer funding mechanism in future.*

Here's what you can do:

- Ask your council to consider our draft mayoral minute; **(SEE BELOW)**
- Share your concerns about the implementation of this scheme via media and social media (see our media release),

For more details and to share your councils' actions with us, please contact Mark Hely at LGNSW"

\*\*\*\*\*

**EMERGENCY SERVICES LEVY INCREASE**

**[DRAFT MINUTE BY THE MAYOR]**

To Council,

Each year, the NSW Government collects payments from councils and insurers to fund emergency services agencies in NSW, with councils required to pay 11.7 per cent of the budget required by NSW.

Emergency Services. These charges are embedded in council rates and insurance premiums.

From 1 July 2019 the NSW Government plans to collect an additional \$160 million (in 2019/20) from NSW councils, communities and those paying insurance premiums to provide better workers' compensation coverage for volunteer and career firefighters who are diagnosed with one of 12 specific work-related cancers.

Councils were sent bills with a letter from Revenue NSW in May 2019, saying NSW council contributions will increase by \$19 million in 2019/20. The letter also foreshadowed increases in the following year, but not the amount. [COUNCIL NAME] received an invoice from Revenue NSW for \$..... for its emergency services levy contribution. This is \$..... more than last year's levy (a .....%) increase. This will mean council will need to find additional funds and/or cut planned initiatives or services.

Council supports career and volunteer firefighters in NSW – as it does all emergency services workers and volunteers. Indeed, many NSW council staff and councillors are volunteers. We also support the Bill passed in November 2018 to address what was a workers' compensation shortfall.

However, the sector was at no point advised that it would be required to cover the cost via significant increases to the emergency services levy, or what this cost would be.

[ADJUST AS APPLICABLE OR ADD DETAIL] Proportional to council revenue, the extra \$..... [COUNCIL NAME] is being asked to pay is a large amount and the impact of this unplanned cost will certainly be felt by the community.

Local Government NSW is calling upon the NSW Government to fund the first 12 months of this extra cost and work with local governments to ensure the implementation of the funding mechanism is fairer into the future.

**RECOMMENDATION**

**It is resolved that Council:**

A. Notes:

- a. That last December, the NSW Government enacted laws to provide better workers compensation coverage for firefighters who are diagnosed with one of twelve specific work-related cancers
- b. That in many areas of NSW, fire services are made up of elected and staff members of local government, and that local governments strongly support this expanded workers compensation scheme
- c. That as a result of these changes, the State Government has decided to implement the new scheme by charging local governments an increased Emergency Services Levy, without consultation

- d. *That the expected increase in costs to local governments will be \$19m in the first year alone, and that there is little or no time to enshrine this charge in Council's 2019/2020 budgets*
- e. *That Local Government NSW has long advocated for the Emergency Services Levy to be significantly modified to ensure it is transparent, equitable and accountable.*

*B. That this Council supports Local Government NSW's calls for:*

- a. *The NSW Government to cover the initial additional \$19m increase to local governments for the first year and*
- b. *The NSW Government to work with NSW local governments to redesign the funding mechanism for the scheme to ensure fairness into the future.*

*C. Requests that the General Manager liaise with Local Government NSW to provide information on:*

- a. *The impact on council budgets and*
- b. *Council advocacy actions undertaken.*

*D. Requests that the Lord Mayor/Mayor*

- a. *Write to the NSW Premier and NSW Interim Opposition Leader, NSW Minister for Customer Services, NSW Minister for Emergency Services, Minister for Local Government and Shadow Minister for Local Government, and local state member/s*

*to:*

- I. *Call upon the NSW Government to fund the 12 months of this extra cost rather than requiring councils to find the funds at short notice when budgets have already been allocated*
- II. *Explain how this sudden increase will impact council services / the local community.*
- III. *Highlight that councils were not warned of the increased cost until May 2019, despite the new laws being passed in November 2018*
- IV. *Explain that the poor planning and implementation of the increase is inconsistent with the Government's commitment to work in partnership with the sector*
- V. *Ask the Government to work with local governments to redesign the*
- VI. *Implementation of the scheme to ensure it is fairer for councils and communities into the future.*

- b. *Copy the above letter to Local Government NSW.*

\*\*\*\*\*

<b>Meeting:</b>	GMAC BAORD MEETING #5 /18
<b>Date:</b>	Friday 24 May 2019
<b>Title:</b>	<b>Agenda Item 12.0 Local Government Superannuation</b>
<b>Reporting Officer:</b>	Warwick Bennett

**RECOMMENDATION:**

*That Canberra Region Joint Organisation write a letter of support to the Country Mayors meeting to be held on the 31<sup>st</sup> May 2019 on the Goulburn Mulwaree Councils recommendations in regard to the additional contributions which will state as follows: -*

*That Country Mayors take the following actions in regard to the Local Government Super – Additional Contribution*

- a. Write to Local Government Super expressing Country Mayors concern that they have disregard two unanimous resolutions – one from Local Government NSW 2018 conference and the other of Country Mayors to cease additional contributions once total assets exceeded total liabilities in the defined benefit plan and that their continued demand for additional contributions is unreasonable and unacceptable*
- b. Country Mayors allocate \$20,000 from the unallocated accumulated funds to seek an independent review of the defined benefit plan of Local Government Super to determine if the fund should be self-funded. Such a report to review methodology, assumptions and sensitivity analysis used by Local Government Super to justify the additional contributions continuing. The report also to seek information on investment strategies used by Local Government Super and are those strategies appropriate for a contemporary superannuation fund when compared with industry benchmarks*
- c. Country Mayors write to the Minister of Finance (State Government) and IPART seeking their interference, assistance or any advice in this matter they may be able to provide*
- d. Country Mayors seek a one off \$300 increase in annual subscription from members in 2019/20 to fund the unbudgeted use of the accumulated reserve funds.*
- e. Country Mayors send a copy of this resolution to Local Government NSW and seek that organisation as 50% shareholder to appoint Directors who will implement the policy of LGNSW as determined by unanimous resolution of members at the 2018 conference.*

**REPORT**

As all Councils are aware Local Government Super has been charging individual Councils for additional contributions to fund the Defined Benefit Plan. These additional contributions have been a demand on NSW Councils since 2008/09. These additional contributions are additional to the amount Councils as employers are required to pay for 'superable salary' contributions ranging between 9.5% and 19.6% for this scheme. The total of the additional contributions amounts to \$40,000,000 across the sector every year.

All Councils would have received an email from Local Government Super dated 28<sup>th</sup> February 2019 from Brett Dolling – Chief Experience Officer, stating that this additional contribution 'will continue until at least 30 June 2021'. Realistically there is no end in sight for these additional contributions to be a charge to your Council. For your information the President of Local Government NSW Ms Linda Scott stated in a public forum on the 8<sup>th</sup> March 2019 that as a 50% shareholder, LGNSW was unaware that this decision to continue this additional contribution was made without reference or consultation with LGNSW. This is despite a unanimous resolution at the 2018 LGNSW Conference that such an action was inappropriate. Country Mayors unanimously passed a similar resolution in November 2018.

Some facts:

- As at 30 June 2018 assets in the defined benefit plan exceeded liabilities
- Local Government Super overhead costs exceed \$30 Million per annum. This is a direct quote from Mr David Smith CEO of Local Government Super.
- The total amount paid by Councils for these additional contributions will exceed \$500,000,000 by the end of this demand period.
- Local Government Super is 50% owned by LGNSW and 50% owned by the Unions. Directors are appointed by these shareholders. No independent directors are on the Board despite recommendations from the Australian Prudential Regulation Authority.
- The additional contributions paid by most Councils exceed 1% of your general rate income.
- The superable salary amounts paid by Council between 9.5% and 19.6% are not being questioned.
- Returns from Local Government Super are lower than most other government schemes.

It is clear that Local Government Super is not managing its business in a way that is meeting Local Government or shareholder expectations. Councils agreed to fund this shortfall created by the global financial crisis for a period of 5 years – but not 13 years (totaling more than \$500,000,000). The demands of additional contributions must stop, and Local Government Super be required to manage their own businesses without this cash grab. The Finance Institution Royal Commission stated that such organisations 'should not take cash for no service'. Do these additional contributions fall into that statement?

Goulburn Mulwaree Council wrote to all Councils in NSW seeking feedback on proposed actions that maybe appropriate if the Councils were of the opinion that these additional contributions should cease and Local Government Super be required to manage their business like all other businesses without these

“additional contributions”. This Council has received many letters and e mails of support from around NSW. No Council has determined or indicated in response to those letters that the additional contributions are reasonable or acceptable

Goulburn Mulwaree Council has been asked to prepare a further report to Country Mayors on the 31st May 2019. This Council is also seeking the support of the Canberra Region Joint Organisation on the proposed direction being recommended.

Goulburn Mulwaree Council will be asking Country Mayors to take the lead on this matter as they have the credibility to represent the majority of Councils in NSW. It is considered inappropriate to ask Local Government NSW to take the lead as they are 50% shareholder and are directly involved in the appointments of Directors.

This report recommends that Country Mayors take the lead in this matter and seek an independent inquiry into the management and administration of the defined benefit plan seeking options that will allow Local Government Super to cease charging Councils with the \$40,000,000 additional contributions annually.



<b>Meeting:</b>	GMAC MEETING #5 /18
<b>Date:</b>	Friday 10 May 2019
<b>Title:</b>	<b>Agenda Item 13.0 Code of Meeting Practice</b>
<b>Reporting Officer:</b>	David Rowe
<b>Attachments</b>	13.1 Draft Code of Meeting Practice

**RECOMMENDATION:**

1. *That draft code of meeting practice be submitted to the Board for adopted and implementation in its draft format.*
2. *That draft code of meeting practice be placed on public exhibition for 42 days then be brought back to the Board for final adoption with any public submissions.*

**REPORT**

**1. INTRODUCTION**

The Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) was prescribed on 14 December 2018.

The Model Meeting Code comprises of mandatory and non-mandatory provisions. Councils and Joint Organisations must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

Until a new code of meeting practice is adopted, the existing code of meeting practice will remain up until the 14 June 2019. If a new code is not adopted by this date, then any provisions of the existing code that is inconsistent with the mandatory provisions of the model code will cease to apply.

Section 361 of the Local Government Act requires that the code be placed on public exhibition for not less than 28 days and the public must be given 42 days to lodge submissions.

*Before adopting a code of meeting practice, a council must prepare a draft code.*

*(2) The council must give public notice of the draft code after it is prepared.*

*(3) The period of public exhibition must not be less than 28 days.*

*(4) The public notice must also specify a period of not less than 42 days after the date on which the draft code is placed on public exhibition during which submissions may be made to the council.*

*(5) The council must publicly exhibit the draft code in accordance with its notice.*

It is suggested that the draft code be submitted to the Board for adopted and implemented in its draft format, placed on public exhibition for 42 days then be brought back to the Board for final adoption.

**2. COMMENTS ON DRAFT CODE**

Salient changes to the model code template have been extracted below for consideration.

- a. The numbering has been retained as per the Model Code. Where a clause has not been used then it has been noted as “omitted”.
- b. The aim of preparing the draft was to include only the mandatory clauses unless there was seen a need to include an optional clause. Notes have been omitted as these can easily be inspected in the model code.
- c. Clause 3.10 - 14 days’ notice inserted for notice of business
- d. 3.32- 3.36 Pre- meeting briefing included. The thoughts are that this can be quite an informal session on the Thursday afternoon. It still says ‘may’ so it is discretionary. Clause 3.37 has been deleted requiring any declarations of interest at the premeeting briefing on the basis that this is a very informal discussion
- e. Section 4 – Public Forums have been excluded
- f. Clause 5.1 – all voting members will have to a vote of affirmation
- g. Clause 5.3 – amended to include attendance by video conferencing
- h. Clause 5.9 amended from ‘majority’ to 75%
- i. Clause 5.14 amended for non-quorum situation
- j. Clause 5.19-5.22 omitted as JO not required to webcast meetings
- k. Section 7 Mode of Address - need to review
- l. Clause 8.1 Order of Business – need to review
- m. Clause 11.11 inserted requirement to record the names of all voting representatives when a decision is not unanimous; this removes and need for divisions etc
- n. Clause 11.12 -11.16 omitted; related to Planning Decisions
- o. Section 13 Dealing with Items by Exception – this is optional but its been left it to give the chair the option of holding the meeting this way if there is a large agenda
- p. Clause 14.9 the CRJO encourages the public to make representations through their own council – check this
- q. Clause 14.11 – 5 working days’ notice in relation to questioning closing of a meeting to the public – maybe this should be reduced to 3 days or 3 working days given the agenda usually only goes up 5 working days ahead
- r. Clause 14.13/14.16 - no more than 5 speakers – is this too many?
- s. Section 18 – inserted that the meeting more than 4 hrs without a resolution of the Board and it can only be extend by one hour



**Code of Meeting Practice  
for the  
Canberra Region  
Joint Organisation**

**2019**

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## 1 INTRODUCTION

This Model Code of Meeting Practice for Local Councils and Joint Organisations in NSW (the Model Meeting Code) is made under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2005* (the Regulation).

This code applies to all meetings of Joint Organisations and committees of Joint Organisations of which all the members are Voting representatives (committees of the Joint Organisation). Joint Organisation committees whose members include persons other than Voting representatives may adopt their own rules for meetings unless the Joint Organisation determines otherwise.

Joint Organisations must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A Joint Organisations's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a Joint Organisation must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

## 2 MEETING PRINCIPLES

2.1 Joint Organisations and committee meetings should be:

*Transparent:* Decisions are made in a way that is open and accountable.

*Informed:* Decisions are made based on relevant, quality information.

*Inclusive:* Decisions respect the diverse needs and interests of the local community.

*Principled:* Decisions are informed by the principles prescribed under Chapter 3 of the Act.

*Trusted:* The community has confidence that voting representatives and staff act ethically and make decisions in the interests of the whole community.

*Respectful:* Voting representatives, staff and meeting attendees treat each other with respect.

*Effective:* Meetings are well organised, effectively run and skilfully chaired.

*Orderly:* Voting representatives, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

### 3 BEFORE THE MEETING

#### Timing of ordinary Joint Organisation meetings

3.1 Omitted – clause 3.2 applies

3.2 The Joint Organisation shall, by resolution, set the frequency, time, date and place of its ordinary meetings.

**Note: Under section 400T of the Act, boards of joint organisations are required to meet at least four (4) times each year, each in a different quarter of the year.**

#### Extraordinary meetings

3.3 If the Chairperson receives a request in writing, signed by at least two (2) member Voting representatives, the Chairperson must call an extraordinary meeting of the Joint Organisation to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The Chairperson can be one of the two voting representatives requesting the meeting.

#### Notice to the public of Joint Organisation meetings

3.4 The Joint Organisation must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the Joint Organisation.

3.5 For the purposes of clause 3.4, notice of a meeting of the Joint Organisation and of a committee of the Joint Organisation is to be published before the meeting takes place. The notice must be published on the Joint Organisation's website, and in such other manner that the Joint Organisation is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

3.6 For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

#### Notice to voting representatives of ordinary Joint Organisation meetings

3.7 The Executive Officer must send to each voting representative, at least three (3) days before each meeting of the Joint Organisation, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

3.8 The notice and the agenda for, and the business papers relating to, the meeting may be given to voting representatives in electronic form, but only if all voting representatives have facilities to access the notice, agenda and business papers in that form.

#### Notice to Voting representatives of extraordinary meetings

3.9 Notice of less than three (3) days may be given to voting representatives of an extraordinary meeting of the Joint Organisation in cases of emergency.

**Giving notice of business to be considered at Joint Organisation meetings**

- 3.10 A voting representative may give notice of any business they wish to be considered by the Joint Organisation at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted 14 days before the meeting is to be held.
- 3.11 A voting representative may, in writing to the Executive Officer, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

**Questions with notice**

- 3.14 A voting representative may, by way of a notice submitted under clause 3.10, ask a question for response by the Executive Officer about the performance or operations of the Joint Organisation.
- 3.15 A voting representative is not permitted to ask a question with notice under clause 3.14 that comprises a complaint against the Executive Officer or a member of staff of the Joint Organisation, or a question that implies wrongdoing by the Executive Officer or a member of staff of the Joint Organisation.
- 3.16 The Executive Officer or their nominee may respond to a question with notice submitted under clause 3.14 by way of a report included in the business papers for the relevant meeting of the Joint Organisation or orally at the meeting.

**Agenda and business papers for ordinary meetings**

- 3.17 The Executive Officer must cause the agenda for a meeting of the Joint Organisation or a committee of the Joint Organisation to be prepared as soon as practicable before the meeting.
- 3.18 The Executive Officer must ensure that the agenda for an ordinary meeting of the Joint Organisation states:
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the Joint Organisation, and
  - (b) any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
  - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
  - (d) any business of which due notice has been given under clause 3.10.
- 3.19 Nothing in clause 3.18 limits the powers of the Chairperson to put a Chairperson's minute to a meeting under clause 9.6.
- 3.20 The Executive Officer must not include in the agenda for a meeting of the Joint Organisation any business of which due notice has been given if, in the opinion of the Executive Officer the business is, or the implementation of the business would be, unlawful. The Executive Officer must report, without giving details of the item of business, any such exclusion to the next meeting of the Joint Organisation.

## CRJO - Code of Meeting Practice

- 3.21 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the Executive Officer, is likely to take place when the meeting is closed to the public, the Executive Officer must ensure that the agenda of the meeting:
- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
  - (b) states the grounds under section 10A(2) of the Act relevant to the item of business.
- 3.22 The Executive Officer must ensure that the details of any item of business which, in the opinion of the Executive Officer, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to voting representatives for the meeting concerned. Such details must not be included in the business papers made available to the public, and must not be disclosed by a voting representative or by any other person to another person who is not authorised to have that information.

### Availability of the agenda and business papers to the public

- 3.23 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the Joint Organisation and committees of Joint Organisation, are to be published on the Joint Organisation's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the Joint Organisation, at the relevant meeting and at such other venues determined by the Joint Organisation.
- 3.24 Clause 3.23 does not apply to the business papers for items of business that the Executive Officer has identified under clause 3.21 as being likely to be considered when the meeting is closed to the public.
- 3.25 For the purposes of clause 3.23, copies of agendas and business papers must be published on the Joint Organisation's website and made available to the public at a time that is as close as possible to the time they are available to voting representatives.
- 3.26 A copy of an agenda, or of an associated business paper made available under clause 3.23, may in addition be given or made available in electronic form.

### Agenda and business papers for extraordinary meetings

- 3.27 The Executive Officer must ensure that the agenda for an extraordinary meeting of the Joint Organisation deals only with the matters stated in the notice of the meeting.
- 3.28 Despite clause 3.27, business may be considered at an extraordinary meeting of the Joint Organisation, even though due notice of the business has not been given, if:
- (a) a motion is passed to have the business considered at the meeting, and
  - (b) the business to be considered is ruled by the Chairperson to be of great urgency on the grounds that it requires a decision by the Joint Organisation before the next scheduled ordinary meeting of the Joint Organisation.



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- 3.29 A motion moved under clause 3.28(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.
- 3.30 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.28(a) can speak to the motion before it is put.
- 3.31 A motion of dissent cannot be moved against a ruling of the Chairperson under clause 3.28(b) on whether a matter is of great urgency.

### Pre-meeting briefing sessions

- 3.32 Prior to each ordinary meeting of the Joint Organisation, the Executive Officer may arrange a pre-meeting briefing session to brief voting representatives on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the Joint Organisation and meetings of committees of the Joint Organisation.
- 3.33 Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.34 The Executive Officer or a member of staff nominated by the Executive Officer is to preside at pre-meeting briefing sessions.
- 3.36 Voting representatives must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal Joint Organisation or committee meeting at which the item of business is to be considered.
- 3.37 Omitted (optional)

## 4 PUBLIC FORUMS

Section 4 Omitted ( optional )

## 5 COMING TOGETHER

### Attendance by voting representatives at meetings

- 5.1 All voting representatives must make reasonable efforts to attend meetings of the Joint Organisation and of committees of the Joint Organisation of which they are members.
- Note:** A voting representative may not attend a meeting as a voting representative (other than the first meeting of the Joint Organisation after the voting representative elected or a meeting at which the voting representative takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.
- 5.2 Omitted – covered by clause 5.3
- 5.3 The board of the joint organisation may, transact any of its business at a meeting at which voting representatives (or some voting representatives) participate by video conferencing, but only if any voting representative who speaks on a matter before the meeting can be seen and heard by the other voting representatives. For the purposes of a meeting held in accordance with this clause, the chairperson and each other voting representative on the board have the same voting rights as they have at an ordinary meeting of the board.

- 5.4 Where a voting representative is unable to attend one or more ordinary meetings of the Joint Organisation, the voting representative should request that the Joint Organisation grant them a leave of absence from those meetings. This clause does not prevent a voting representative from making an apology if they are unable to attend a meeting. However the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.
- 5.5 A voting representative request for leave of absence from Joint Organisation meetings should, if practicable, identify (by date) the meetings from which the voting representative intends to be absent and the grounds upon which the leave of absence is being sought.
- 5.6 The Joint Organisation must act reasonably when considering whether to grant a voting representative's request for a leave of absence.
- 5.7 A voting representative's civic office will become vacant if the voting representative is absent from three (3) consecutive ordinary meetings of the Joint Organisation without prior leave of the Joint Organisation, or leave granted by the Joint Organisation at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the Joint Organisation has been suspended under the Act, or as a consequence of a compliance order under section 438HA.
- 5.8 A voting representative who intends to attend a meeting of the Joint Organisation despite having been granted a leave of absence should, if practicable, give the Executive Officer at least two (2) days' notice of their intention to attend.

### The quorum for a meeting

- 5.9 The quorum for a meeting of the Joint Organisation is 75% of the voting representatives of the Joint Organisation who hold office at that time and are not suspended from office.
- Note :** If the calculation of 75% of eligible voting members does not result in a whole number, the result is to be round up. As an example, 75% of 10 eligible voting members is 7.5, so the quorum for a meeting would be 8 eligible voting members.
- 5.10 Clause 5.9 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the Joint Organisation.
- 5.11 A meeting of the Joint Organisation must be adjourned if a quorum is not present:
- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
  - (b) within half an hour after the time designated for the holding of the meeting, or
  - (c) at any time during the meeting.
- 5.12 In either case, the meeting must be adjourned to a time, date and place fixed:
- (a) by the chairperson, or
  - (b) in the chairperson's absence, by the majority of the voting representatives present, or
  - (c) failing that, by the Executive Officer.

- 5.13 The Executive Officer must record in the Joint Organisation'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 Joint Organisation, together with the names of the voting representatives present.

**What happens when a quorum is not present**

- 5.14 A non- quorum meeting of the Board may be held if greater than 50% of voting members are in attendance. The meeting must be adjourned if at any time less than 50% of voting members are present within half an hour after the time designated for the holding of the meeting.

Non quorum decisions

- (a) must have 75% of voting members registered 'in favour' within 7 days of the circulating the minutes
- (b) Failure to comply with (a) will void the decision
- (c) Minutes shall be appended to record any votes recorded post meeting but within 7 days of circulation
- (d) The decision shall be ratified at the next Board meeting via the minutes

- 5.15 The minutes shall record the circumstances relating to the absence of a quorum (including reasons for the absence of a quorum) at or arising during a meeting of the Board together with the names of the Members present

**Entitlement of the public to attend Joint Organisation meetings**

- 5.16 Everyone is entitled to attend a meeting of the Joint Organisation and committees of the Joint Organisation. The Joint Organisation must ensure that all meetings of the Joint Organisation and committees of the Joint Organisation are open to the public.

- 5.17 Clause 5.16 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

- 5.18 A person (whether a voting representative or another person) is not entitled to be present at a meeting of the Joint Organisation or a committee of the Joint Organisation if expelled from the meeting:

- (a) by a resolution of the meeting, or
- (b) by the person presiding at the meeting if the Joint Organisation has, by resolution, authorised the person presiding to exercise the power of expulsion.

**Webcasting of meetings**

- 5.19 – 5.22 Omitted (Joint organisations are not required to webcast meetings)

**Attendance of the Executive Officer and other staff at meetings**

- 5.23 The Executive Officer is entitled to attend, but not to vote at, a meeting of the Joint Organisation or a meeting of a committee of the Joint Organisation of which all of the members are voting representatives.

- 5.24 The Executive Officer is entitled to attend a meeting of any other committee of the Joint Organisation and may, if a member of the committee, exercise a vote.

- 5.25 The Executive Officer may be excluded from a meeting of the Joint Organisation or a committee while the Joint Organisation or committee deals with a matter relating to the standard of performance of the Executive Officer or the terms of employment of the Executive Officer.
- 5.26 The attendance of other Joint Organisation staff at a meeting, (other than as members of the public) shall be with the approval of the Executive Officer.

## **6 THE CHAIRPERSON**

### **The chairperson at meetings**

- 6.1 The Chairperson, or at the request of or in the absence of the Chairperson, the Deputy Chairperson (if any) presides at meetings of the Joint Organisation.
- 6.2 If the Chairperson and the Deputy Chairperson (if any) are absent, a Voting representative elected to chair the meeting by the voting representatives present presides at a meeting of the Joint Organisation.

### **Election of a chairperson in the absence of the Chairperson and Deputy Chairperson**

- 6.3 If no Chairperson is present at a meeting of the Joint Organisation at the time designated for the holding of the meeting, the first business of the meeting must be the election of a person to preside at the meeting.
- 6.4 The election of a person to preside at the meeting must be conducted:
- (a) by the Executive Officer or, in their absence, an employee of the Joint Organisation designated by the Executive Officer to conduct the election, or
  - (b) by the person who called the meeting or a person acting on their behalf if neither the Executive Officer nor a designated employee is present at the meeting, or if there is no Executive Officer or designated employee.
- 6.5 If, at an election of a person to preside over the meeting, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the person to preside over the meeting is to be the candidate whose name is chosen by lot.
- 6.6 For the purposes of clause 6.5, the person conducting the election must:
- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
  - (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the person who presides over the meeting.
- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

### Chairperson to have precedence

- 6.9 When the Chairperson or person presiding over the meeting rises or speaks during a meeting of the Joint Organisation:
- (a) any representative then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
  - (b) every representative present must be silent to enable the chairperson to be heard without interruption.

## 7 MODES OF ADDRESS

- 7.1 The chairperson is to be addressed as 'Mr Chair' or 'Madam Chair'.
- 7.2 Omitted – covered by 7.1
- 7.3 A Voting representative is to be addressed as 'Mayor [surname]'.
- 7.4 A Non-voting representative is to be addressed by their official designation or as Mr/Ms [surname].

## 8 ORDER OF BUSINESS FOR ORDINARY JOINT ORGANISATION MEETINGS

- 8.1 The general order of business for an ordinary meeting of the Joint Organisation shall be:

Welcome / Introductions  
Welcome/ Acknowledgement of Country  
Presentations  
1 Opening meeting  
2 Resolving to Committee of the whole  
3 Apologies  
4. Disclosures of interests  
5. Urgent Business  
6. Confirmation of minutes  
7. Chair's minute(s)  
8. Notice of Motions of Rescission  
9. Reports to Joint Organisation  
11 Notices of motions  
12 Confidential matters  
13 Resolving into the Board  
14 Adoption of decisions of committee of the whole  
15 Close

- 8.2 The order of business as fixed under clause at 8.1 may be altered for a particular meeting of the Joint Organisation if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

- 8.3 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.2 may speak to the motion before it is put.

## 9 CONSIDERATION OF BUSINESS AT JOINT ORGANISATION MEETINGS

### Business that can be dealt with at a Joint Organisation meeting

- 9.1 The Joint Organisation must not consider business at a meeting of the Joint Organisation:
- (a) unless a voting representative has given notice of the business, as required by clause 3.10, and
  - (b) unless notice of the business has been sent to the voting representatives in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- (a) is already before, or directly relates to, a matter that is already before the Joint Organisation, or
  - (b) is the election of a chairperson to preside at the meeting, or
  - (c) subject to clause 9.9, is a matter or topic put to the meeting by way of a Chair's minute, or
  - (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the Joint Organisation.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the Joint Organisation even though due notice of the business has not been given to the voting representatives if:
- (a) a motion is passed to have the business considered at the meeting, and
  - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the Joint Organisation before the next scheduled ordinary meeting of the Joint Organisation.
- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

### Chair's minute

- 9.6 Subject to clause 9.9, if the Chairperson is chairing the meeting of the Joint Organisation, the Chairperson may, by minute signed by the Chairperson, put to the meeting without notice any matter or topic that is within the jurisdiction of the Joint Organisation, or of which the Joint Organisation has official knowledge.
- 9.7 A Chair's minute, when put to a meeting, takes precedence over all business on the Joint Organisation's agenda for the meeting. The Chairperson (but only if the person chairing the meeting is the Chairperson) may move the adoption of a Chair's minute without the motion being seconded.
- 9.8 A recommendation made in a Chair's minute put by the Chairperson is, so far as it is adopted by the Joint Organisation, a resolution of the Joint Organisation.
- 9.9 A Chair's minute must not be used to put without notice matters that are routine and not urgent, or matters for which proper notice should be given because of their complexity. For

the purpose of this clause, a matter will be urgent where it requires a decision by the Joint Organisation before the next scheduled ordinary meeting of the Joint Organisation.

9.10 Omitted (optional)

### **Staff reports**

9.11 A recommendation made in a staff report is, so far as it is adopted by the Joint Organisation, a resolution of the Joint Organisation.

### **Reports of committees of Joint Organisation**

9.12 The recommendations of a committee of the Joint Organisation are, so far as they are adopted by the Joint Organisation, resolutions of the Joint Organisation.

9.13 If in a report of a committee of the Joint Organisation distinct recommendations are made, the Joint Organisation may make separate decisions on each recommendation.

### **Questions**

9.14 A question must not be asked at a meeting of the Joint Organisation unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.14.

9.15 A representative on the Board may, through the chairperson, put a question to another representative on the Board about a matter on the agenda.

9.16 A voting representative may, through the Executive Officer, put a question to a Joint Organisation employee about a matter on the agenda. Joint Organisation employees are only obliged to answer a question put to them through the Executive Officer at the direction of the Executive Officer.

9.17 A voting representative or Joint Organisation employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents. Where a voting representative or Joint Organisation employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the Joint Organisation.

9.18 Voting representative must put questions directly, succinctly, respectfully and without argument.

9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a voting representative or Joint Organisation employee.

## 10 RULES OF DEBATE

### Motions to be seconded

10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

### Notices of motion

10.2 A voting representative who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.

10.3 If a voting representative who has submitted a notice of motion under clause 3.10 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to voting representatives, the voting representative may request the withdrawal of the motion when it is before the Joint Organisation.

10.4 In the absence of a voting representative who has placed a notice of motion on the agenda for a meeting of the Joint Organisation:

- (a) any other voting representative may, with the leave of the chairperson, move the motion at the meeting, or
- (b) the chairperson may defer consideration of the motion until the next meeting of the Joint Organisation.

### Chairperson's duties with respect to motions

10.5 It is the duty of the Chairperson at a meeting of the Joint Organisation to receive and put to the meeting any lawful motion that is brought before the meeting.

10.6 The Chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.

10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the Chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.

10.8 Any motion, amendment or other matter that the Chairperson has ruled out of order is taken to have been lost.

10.9 Omitted (optional)



### Amendments to motions

- 10.10 An amendment to a motion must be moved and seconded before it can be debated.
- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the Joint Organisation and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the Chairperson.
- 10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before Joint Organisation at any one time.
- 10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the voting representative who moved the original motion.

### Foreshadowed motions

- 10.17 A voting representative may propose a foreshadowed motion in relation to the matter the subject of the original motion before the Joint Organisation, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 10.18 Where an amendment has been moved and seconded, a voting representative may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the Joint Organisation at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

### Limitations on the number and duration of speeches

- 10.20 A voting representative who, during a debate at a meeting of the Joint Organisation, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion,

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and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.

- 10.21 A voting representative, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.22 A voting representative must not, without the consent of the Joint Organisation, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.23 Despite clause 10.22, the chairperson may permit a Voting representative who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the voting representative to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.24 Despite clause 10.22, the Joint Organisation may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 10.25 Despite clauses 10.20 and 10.21, a voting representative may move that a motion or an amendment be now put:
- (a) if the mover of the motion or amendment has spoken in favour of it and no voting representative expresses an intention to speak against it, or
  - (b) if at least two (2) voting representatives have spoken in favour of the motion or amendment and at least two (2) voting representatives have spoken against it.
- 10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.
- 10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.
- 10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.29 All voting representatives must be heard without interruption and all other Joint voting representatives must, unless otherwise permitted under this code, remain silent while another voting representative is speaking.
- 10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

### **Participation by non-voting representatives in Joint Organisation Board meetings**

- 10.31 Non-voting representatives of joint organisation boards may speak on but must not move, second or vote on any motion or an amendment to a motion.

## 11 VOTING

### Voting entitlements of Voting representatives

11.1 Each voting representative is entitled to one (1) vote.

11.2 and 11.3 omitted – a casting vote can never apply with a 75 % majority

11.4 A motion at a meeting of the board of a joint organisation is carried if it is supported by 75% of the Board members eligible to vote.

**Note:** this means 75% of voting members, not simply 75% of voting members present

### Voting at Joint Organisation meetings

11.5 A voting representative who is present at a meeting of the Joint Organisation but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

11.6 to 11.9 Omitted – covered by 11.11

11.10 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the Joint Organisation may resolve that the voting in any election by Joint Voting representatives for mayor or deputy mayor is to be by secret ballot.

11.11 All voting at Joint Organisation meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of Joint Voting representatives who voted for and against each motion or amendment where the voting is not unanimous.

11.12 to 11.15 Omitted (recording of votes covered by 11.11)

## 12 COMMITTEE OF THE WHOLE

12.1 The Joint Organisation may resolve itself into a committee to consider any matter before the Joint Organisation.

12.2 All the provisions of this code relating to meetings of the Joint Organisation, so far as they are applicable, extend to and govern the proceedings of the Joint Organisation when in committee of the whole, except the provisions limiting the number and duration of speeches.

12.3 The Executive Officer or, in the absence of the Executive Officer, an employee of the Joint Organisation designated by the Executive Officer, is responsible for reporting to the Joint Organisation the proceedings of the committee of the whole. It is not necessary to report the proceedings in full but any recommendations of the committee must be reported.

12.4 The Joint Organisation must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the Joint Organisation's minutes. However, the Joint Organisation is not taken to have adopted the report until a motion for adoption has been made and passed.

## 13 DEALING WITH ITEMS BY EXCEPTION

13.1 The Joint Organisation or a committee of Joint Organisation may, at any time, resolve to

adopt multiple items of business on the agenda together by way of a single resolution.

- 13.2 Before the Joint Organisation or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask Joint Voting representatives to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 The Joint Organisation or committee must not resolve to adopt any item of business under clause 13.1 that a voting representative has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the Joint Organisation or committee must resolve to alter the order of business in accordance with clause 8.1.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Voting representatives must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the Joint Organisation's code of conduct.

## **14 CLOSURE OF JOINT ORGANISATION MEETINGS TO THE PUBLIC**

### **Grounds on which meetings can be closed to the public**

- 14.1 The Joint Organisation or a committee of the Joint Organisation may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- (a) personnel matters concerning particular individuals (other than voting representatives),
  - (b) the personal hardship of any resident or ratepayer,
  - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Joint Organisation is conducting (or proposes to conduct) business,
  - (d) commercial information of a confidential nature that would, if disclosed:
    - (i) prejudice the commercial position of the person who supplied it, or
    - (ii) confer a commercial advantage on a competitor of the Joint Organisation, or
    - (iii) reveal a trade secret,
  - (e) information that would, if disclosed, prejudice the maintenance of law,
  - (f) matters affecting the security of the Joint Organisation, voting representatives, Joint Organisation staff or Joint Organisation property,
  - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
  - (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
  - (i) alleged contraventions of the Joint Organisation's code of conduct.

- 14.2 The Joint Organisation or a committee of the Joint Organisation may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

**Matters to be considered when closing meetings to the public**

- 14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:
- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
  - (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the Joint Organisation or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.
- 14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:
- (a) are substantial issues relating to a matter in which the Joint Organisation or committee is involved, and
  - (b) are clearly identified in the advice, and
  - (c) are fully discussed in that advice.
- 14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.
- 14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:
- (a) a person may misinterpret or misunderstand the discussion, or
  - (b) the discussion of the matter may:
    - (i) cause embarrassment to the Joint Organisation or committee concerned, or to voting representatives or to employees of the Joint Organisation, or
    - (ii) cause a loss of confidence in the Joint Organisation or committee.
- 14.7 In deciding whether part of a meeting is to be closed to the public, the Joint Organisation or committee concerned must consider any relevant guidelines issued by the Chief Executive of the Office of Local Government.

**Notice of likelihood of closure not required in urgent cases**

- 14.8 Part of a meeting of the Joint Organisation, or of a committee of the Joint Organisation, may be closed to the public while the Joint Organisation or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:
- (a) it becomes apparent during the discussion of a particular matter that the matter is a

- matter referred to in clause 14.1, and
- (b) the Joint Organisation or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
    - (i) should not be deferred (because of the urgency of the matter), and
    - (ii) should take place in a part of the meeting that is closed to the public.

### Representations by members of the public

- 14.9 The Joint Organisation, or a committee of the Joint Organisation, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.  
The Canberra Region Joint Organisation encourages community members to first raise their topic of interest with their local council
- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the Joint Organisation in the approved form. Applications must be received by **5pm seven (7) days** before the meeting at which the matter is to be considered.
- 14.12 The Executive Officer (or their delegate) may refuse an application made under clause 14.11. The Executive Officer or their delegate must give reasons in writing for a decision to refuse an application.
- 14.13 No more than five (**5**) speakers are to be permitted to make representations under clause 14.9.
- 14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the Executive Officer or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the Joint Organisation. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the Executive Officer or their delegate is to determine who will make representations to the Joint Organisation.
- 14.15 The Executive Officer (or their delegate) is to determine the order of speakers.
- 14.16 Where the Joint Organisation or a committee of the Joint Organisation proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than **five (5)** speakers to make representations in such order as determined by the chairperson.
- 14.17 Each speaker will be allowed **three (3)** minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

### **Expulsion of non-Joint Voting representatives from meetings closed to the public**

- 14.18 If a meeting or part of a meeting of the Joint Organisation or a committee of the Joint Organisation is closed to the public in accordance with section 10A of the Act and this code, any person who is not a voting representative and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the Joint Organisation or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

### **Information to be disclosed in resolutions closing meetings to the public**

- 14.20 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:
- (a) the relevant provision of section 10A(2) of the Act,
  - (b) the matter that is to be discussed during the closed part of the meeting,
  - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

### **Resolutions passed at closed meetings to be made public**

- 14.21 If the Joint Organisation passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the Chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.22 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the Chairperson under clause 14.21 during a part of the meeting that is webcast.

## **15 KEEPING ORDER AT MEETINGS**

### **Points of order**

- 15.1 A voting representative may draw the attention of the Chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.

- 15.3 A point of order must be taken immediately it is raised. The Chairperson must suspend the business before the meeting and permit the Voting representative raising the point of order to state the provision of this code they believe has been breached. The Chairperson must then rule on the point of order – either by upholding it or by overruling it.

### **Questions of order**

- 15.4 The Chairperson, without the intervention of any other voting representative, may call any voting representative to order whenever, in the opinion of the Chairperson, it is necessary to do so.
- 15.5 A voting representative who claims that another voting representative has committed an act of disorder, or is out of order, may call the attention of the Chairperson to the matter.
- 15.6 The Chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the Joint Organisation.
- 15.7 The Chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

### **Motions of dissent**

- 15.8 A voting representative can, without notice, move to dissent from a ruling of the Chairperson on a point of order or a question of order. If that happens, the Chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.9 If a motion of dissent is passed, the Chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the Chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.10 Despite any other provision of this code, only the mover of a motion of dissent and the Chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

### **Acts of disorder**

- 15.11 A voting representative commits an act of disorder if the Voting representative, at a meeting of the Joint Organisation or a committee of the Joint Organisation:
- (a) contravenes the Act or any regulation in force under the Act or this code, or
  - (b) assaults or threatens to assault another voting representative or person present at the meeting, or
  - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the Joint Organisation or the committee, or addresses or attempts to address the Joint Organisation or the committee on such a motion, amendment or matter, or
  - (d) insults or makes personal reflections on or imputes improper motives to any other Joint Organisation official, or alleges a breach of the Joint Organisation's code of conduct, or
  - (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the Joint Organisation or the committee into disrepute.



- 15.12 The Chairperson may require a voting representative:
- (a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a) or (b), or
  - (b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
  - (c) to retract and apologise without reservation for an act of disorder referred to in clauses 15.11(d) and (e).

### How disorder at a meeting may be dealt with

- 15.13 If disorder occurs at a meeting of the Joint Organisation, the Chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The Joint Organisation, on reassembling, must, on a question put from the Chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of Joint voting representatives.

### Expulsion from meetings

- 15.14 All chairs of meetings of the Joint Organisation and committees of the Joint Organisation are authorised under this code to expel any person other than a voting representative, from a Joint Organisation or committee meeting, for the purposes of section 10(2)(b) of the Act. Voting representatives may only be expelled by resolution of the Joint Organisation or the committee of the Joint Organisation.
- 15.15 Clause 15.14 does not limit the ability of the Joint Organisation or a committee of the Joint Organisation to resolve to expel a person, including a voting representative, from a Joint Organisation or committee meeting, under section 10(2)(a) of the Act.
- 15.16 A voting representative may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the Joint Organisation for having failed to comply with a requirement under clause 15.12. The expulsion of a voting representative from the meeting for that reason does not prevent any other action from being taken against the voting representative for the act of disorder concerned.
- 15.17 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the Joint Organisation for engaging in or having engaged in disorderly conduct at the meeting.
- 15.19 Where a voting representative or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.20 If a voting representative or a member of the public fails to leave the place where a meeting of the Joint Organisation is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the Joint Organisation or person presiding, may, by using only such force as is necessary, remove the voting representative or member of the public from that place and, if necessary, restrain the voting representative or member of the public from re-entering that place for the remainder of the meeting.

## Use of mobile phones and the unauthorised recording of meetings

- 15.21 Voting representatives, Joint Organisation staff and members of the public must ensure that mobile phones are turned to silent during meetings of the Joint Organisation and committees of the Joint Organisation.
- 15.22 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the Joint Organisation or a committee of the Joint Organisation without the prior authorisation of the Joint Organisation or the committee.
- 15.23 Any person who contravenes or attempts to contravene clause 15.22, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.24 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the Joint Organisation or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

## 16 CONFLICTS OF INTEREST

- 16.1 All voting representatives and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the Joint Organisation and committees of the Joint Organisation in accordance with the Joint Organisation's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

## 17 DECISIONS OF THE JOINT ORGANISATION

### Joint Organisation decisions

- 17.1 A decision supported by a 75% majority of the votes at a meeting of the Joint Organisation at which a quorum is present is a decision of the Joint Organisation. Non-quorum decisions can be made by the Board subject to the provisions of clause 5.14 which includes ratification at the next board meeting.
- 17.2 Decisions made by the Joint Organisation must be accurately recorded in the minutes of the meeting at which the decision is made.

### Rescinding or altering Joint Organisation decisions

- 17.3 A resolution passed by the Joint Organisation may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.10.
- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

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- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.10.
- 17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) voting representatives if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.
- 17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.
- 17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.
- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.
- 17.10 Omitted – Development Applications will not be dealt with by the joint organisation
- 17.11 A motion to alter or rescind a resolution of the Joint Organisation may be moved on the report of a committee of the Joint Organisation and any such report must be recorded in the minutes of the meeting of the Joint Organisation.
- 17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the Joint Organisation may be moved at the same meeting at which the resolution was adopted, where:
- (a) a notice of motion signed by three Joint Voting representatives is submitted to the chairperson, and
  - (b) a motion to have the motion considered at the meeting is passed, and
  - (c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the Joint Organisation before the next scheduled ordinary meeting of the Joint Organisation.
- 17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.
- 17.14 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).

### Recommitting resolutions to correct an error

- 17.15 Despite the provisions of this Part, a voting representative may, with the leave of the Chairperson, move to recommit a resolution adopted at the same meeting:
- (a) to correct any error, ambiguity or imprecision in the Joint Organisation’s resolution, or
  - (b) to confirm the voting on the resolution.
- 17.16 In seeking the leave of the Chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the voting representative is to propose alternative wording for the resolution.

- 17.17 The Chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.
- 17.18 A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.
- 17.19 A motion of dissent cannot be moved against a ruling by the Chairperson under clause 17.15.
- 17.20 A motion moved under clause 17.15 with the leave of the Chairperson cannot be voted on unless or until it has been seconded.

## **18 TIME LIMITS ON JOINT ORGANISATION MEETINGS**

- 18.1 Meetings of the Joint Organisation and committees of the Joint Organisation are to conclude no later than 4 hours from commencement.
- 18.2 If the business of the meeting is unfinished at after 4 hours, the Joint Organisation or the committee may, by resolution, extend the time of the meeting by no more than one hour.
- 18.3 If the business of the meeting is unfinished after 4 hours and the Joint Organisation does not resolve to extend the meeting, the Chairperson must either:
- (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the Joint Organisation, or
  - (b) adjourn the meeting to a time, date and place fixed by the Chairperson.
- 18.4 Clause 18.3 does not limit the ability of the Joint Organisation or a committee of the Joint Organisation to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the Executive Officer must:
- (a) individually notify each voting representative of the time, date and place at which the meeting will reconvene, and
  - (b) publish the time, date and place at which the meeting will reconvene on the Joint Organisation’s website and in such other manner that the Executive Officer is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

## **19 AFTER THE MEETING**

### **Minutes of meetings**

- 19.1 The Joint Organisation is to keep full and accurate minutes of the proceedings of meetings of the Joint Organisation.
- 19.2 At a minimum, the Executive Officer must ensure that the following matters are recorded in the Joint Organisation’s minutes:
- (a) details of each motion moved at a Joint Organisation meeting and of any amendments

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- moved to it,
- (b) the names of the mover and seconder of the motion or amendment,
  - (c) whether the motion or amendment was passed or lost, and
  - (d) such other matters specifically required under this code.
- 19.3 The minutes of a Joint Organisation meeting must be confirmed at a subsequent meeting of the Joint Organisation.
- 19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.
- 19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 19.7 The confirmed minutes of a Joint Organisation meeting must be published on the Joint Organisation's website. This clause does not prevent the Joint Organisation from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

### **Access to correspondence and reports laid on the table at, or submitted to, a meeting**

- 19.8 The Joint Organisation and committees of the Joint Organisation must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.
- 19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.
- 19.10 Clause 19.8 does not apply if the Joint Organisation or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.
- 19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

### **Implementation of decisions of the Joint Organisation**

- 19.12 The Executive Officer is to implement, without undue delay, lawful decisions of the Joint Organisation.

## **20 JOINT ORGANISATION COMMITTEES**

### **Application of this Part**

- 20.1 This Part only applies to committees of the Joint Organisation whose members are all voting representatives.

### **Joint Organisation committees whose members are all voting representatives**

- 20.2 The Joint Organisation may, by resolution, establish such committees as it considers necessary.
- 20.3 A committee of the Joint Organisation is to consist of the Chairperson and such other voting representatives as are elected by the voting representatives or appointed by the Joint Organisation.
- 20.4 The quorum for a meeting of a committee of the Joint Organisation is to be:
- (a) such number of members as the Joint Organisation decides, or
  - (b) if the Joint Organisation has not decided a number – a majority of the members of the committee.

### **Functions of committees**

- 20.5 The Joint Organisation must specify the functions of each of its committees when the committee is established, but may from time to time amend those functions.

### **Notice of committee meetings**

- 20.6 The Executive Officer must send to each voting representative, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:
- (a) the time, date and place of the meeting, and
  - (b) the business proposed to be considered at the meeting.
- 20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

### **Attendance at committee meetings**

- 20.8 A committee member (other than the Chairperson) ceases to be a member of a committee if the committee member:
- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
  - (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.
- 20.9 Clause 20.8 does not apply if all of the members of the Joint Organisation are members of the committee.

### **Non-members entitled to attend committee meetings**

- 20.10 A voting representative who is not a member of a committee of the Joint Organisation is entitled to attend, and to speak at a meeting of the committee. However, the voting representative is not entitled:
- (a) to give notice of business for inclusion in the agenda for the meeting, or

- (b) to move or second a motion at the meeting, or
- (c) to vote at the meeting.

**Chairperson and Deputy Chairperson of Joint Organisation committees**

- 20.11 The person presiding over each committee of the Joint Organisation must be:
- (a) the Chairperson, or
  - (b) if the Chairperson does not wish to be the person presiding over a committee, a member of the committee elected by the Joint Organisation, or
  - (c) if the Joint Organisation does not elect such a member, a member of the committee elected by the committee.
- 20.12 The Joint Organisation may elect a member of a committee of the Joint Organisation as deputy chair presiding over the committee. If the Joint Organisation does not elect a deputy of such a committee, the committee may elect a deputy chair.
- 20.13 If neither the Chairperson nor the deputy Chairperson of a committee of the Joint Organisation is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting Chairperson of the committee.
- 20.14 The Chairperson is to preside at a meeting of a committee of the Joint Organisation. If the Chairperson is unable or unwilling to preside, the deputy Chairperson (if any) is to preside at the meeting, but if neither the Chairperson nor the deputy Chairperson is able or willing to preside, the acting Chairperson is to preside at the meeting.

**Procedure in committee meetings**

- 20.15 Subject to any specific requirements of this code, each committee of the Joint Organisation may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the Joint Organisation unless the Joint Organisation or the committee determines otherwise in accordance with this clause.
- 20.16 Omitted – casting vote will not apply to committees
- 20.17 A motion at a committee of a Joint Organisation is taken to be lost in the event that 75% of voting members is not achieved.
- 20.18 Voting at a Joint Organisation committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

**Closure of committee meetings to the public**

- 20.19 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the Joint Organisation to the public in the same way they apply to the closure of meetings of the Joint Organisation to the public.
- 20.20 If a committee of the Joint Organisation passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the Chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the Joint Organisation. The resolution or recommendation must also be recorded

in the publicly available minutes of the meeting.

- 20.21 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the Chairperson under clause 20.20 during a part of the meeting that is webcast.

Disorder in committee meetings

- 20.22 The provisions of the Act and this code relating to the maintenance of order in Joint Organisation meetings apply to meetings of committees of the Joint Organisation in the same way as they apply to meetings of the Joint Organisation.

**Minutes of Joint Organisation committee meetings**

- 20.23 Each committee of the Joint Organisation is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:

- (a) details of each motion moved at a meeting and of any amendments moved to it,
- (b) the names of the mover and seconder of the motion or amendment,
- (c) whether the motion or amendment was passed or lost, and
- (d) such other matters specifically required under this code.

- 20.24 Omitted – covered by clause 11.11

- 20.25 The minutes of meetings of each committee of the Joint Organisation must be confirmed at a subsequent meeting of the committee.

- 20.26 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

- 20.27 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.

- 20.28 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

- 20.29 The confirmed minutes of a meeting of a committee of the Joint Organisation must be published on the Joint Organisation's website. This clause does not prevent the Joint Organisation from also publishing unconfirmed minutes of meetings of committees of the Joint Organisation on its website prior to their confirmation.

**21 IRREGULARITIES**

- 21.1 Proceedings at a meeting of a Joint Organisation or a Joint Organisation committee are not invalidated because of:

- (a) a vacancy in a civic office, or
- (b) a failure to give notice of the meeting to any voting representative or committee member, or
- (c) any defect in the election or appointment of a voting representative or committee member, or



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- (d) a failure of a voting representative or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a Joint Organisation or committee meeting in accordance with the Joint Organisation's code of conduct, or
- (e) a failure to comply with this code.

22 DEFINITIONS

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
Chairperson	in relation to a meeting of the Joint Organisation – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code
this code	means the Joint Organisation’s adopted code of meeting practice
committee of the Joint Organisation	means a committee established by the Joint Organisation in accordance with clause 20.2 of this code (being a committee consisting only of Joint Voting representatives) or the Joint Organisation when it has resolved itself into committee of the whole under clause 12.1
Joint Organisation official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
Day	means calendar day
Division	means a request by two voting representatives under clause 11.7 of this code requiring the recording of the names of the voting representatives who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a voting representative under clause 10.18 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a voting representative under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a Joint Organisation under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of voting representatives or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2005</i>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June

<b>Meeting:</b>	GMAC BOARD MEETING #5 /18
<b>Date:</b>	Friday 24 May 2019
<b>Title:</b>	<b>Agenda Item 14.0 CRJO Panel of Conduct Reviewers</b>
<b>Reporting Officer:</b>	David Rowe

**RECOMMENDATION:**

1. *That the CRJO establish a “CRJO Panel of Conduct Reviewers” to operate from 1 June 2019 to 30 June 2022*
2. *That the following 20 consultants/entities be appointed to the “CRJO Panel of Conduct Reviewers”*
  - Echidna Associates*
  - Meehan and Meehan*
  - Applied Integrity Solutions*
  - Train Reaction*
  - Sinc Solutions*
  - Centium*
  - O'Connor Marsden*
  - Aust Workplace Training*
  - Weir Consulting*
  - Mediate Today*
  - Nemesis Consultancy Group*
  - Redenbach lee Lawyers*
  - Mills Oakley*
  - HWL Ebsworth Lawyers*
  - CPM Reviewers*
  - Pikes & Verekers lawyers*
  - BAL lawyers*
  - Proximity Advisory Services*
  - Winton Consulting*
  - McCullough Robertson*
3. *That it be noted by member councils that to utilise the CRJO Panel, council will need to resolve to establish its own panel of conduct reviewers as the “CRJO Panel of Conduct Reviewers”*

## REPORT

The Administrative Framework (Part 3 of the Procedures) requires that councils and joint organisations establish a Panel of Conduct Reviewers. Councils may enter into an arrangement with one or more Councils to share a panel of conduct reviewers including through a joint organisation. If councils wish to use the CRJO panel then they will need to determine this by way of their own resolution.

The 2018 Model Code of Conduct for Local Councils in NSW was adopted by the Board on the 15 February 2019.

The Canberra Region Joint Organisation (CRJO) invited an Expressions of Interest (EOI) from eligible persons for appointment to a regional Panel of Conduct Reviewers, in accordance with the Administrative Framework of Procedures for Administration of the Model Code of Conduct for Local Councils in New South Wales 2018.

The EOI was advertised from the 5 April 2019 through eProcure (electronic tender site) and in the Local Government Tender Section of the Sydney Morning Herald on Tuesday 9 April 2019, Tuesday 16 April 2019, and Tuesday 30 April 2019.

The advertisement was also placed on the CRJO website and the websites of all member Councils. All ten (10) Member Councils participated in the process by advertising the EOI on their websites. Bega Valley Shire Council, Eurobodalla Shire Council, Goulburn Mulwaree Council, Hilltops Council, Queanbeyan-Palerang Regional Council, Upper Lachlan Shire Council, Snowy Monaro Regional Council, Snowy Valleys Council, Wingecarribee Shire Council, Yass Valley Council.

The Office of Local Government confirmed that placing of the EOI on the Council websites met the requirement of clause 3.4 of the Administrative Framework to advertise 'locally'.

There were 27 submissions received and an evaluation panel was established comprising General Manager of Snowy Valleys Council, the General Manager of Bega Valley Shire Council and the General Manager of Snowy Monaro Regional Council.

The evaluation team provided a confidential report to GMAC recommending that the 20 consultants/entities as listed in recommendation be included on the CRJO Panel of Conduct Reviewers. GMAC endorsed this recommendation of the panel.

It should be noted that the evaluation report was provided as a confidential report to GMAC as it contained commercial-in-confidence information that was provided within the EOI submissions. Seven of the tenderers were not recommended to be included on the CRJO Panel of Conduct Reviewers as they had limited capacity and experience and were deemed to represent an unacceptable risk in the quality of service that would be expected to be delivered.

<b>.Meeting:</b>	CRJO BOARD MEETING #5 /18
<b>Date:</b>	Friday 24 May 2019
<b>Title:</b>	<b>Agenda Item 15.0 Local Government State Award Renegotiation</b>
<b>Reporting Officer:</b>	David Rowe

**RECOMMENDATION:**

*That representations be made to LGNSW to create a working party to review the process for future Award negotiations where:*

1. *General Managers are the predominate representatives negotiating Award changes on behalf of Councils*
2. *There is transparency in decision making by the Board around the Award agreement*

**REPORT**

**3. INTRODUCTION**

NSW councils are covered by the terms and conditions of the Local Government (State) Award 2017 and the Local Government (State) Electricians Award.

The Local Government (State) Award 2017 was made by the Industrial Relations Commission of NSW on 30 June 2017 and took effect on the first full pay period to commence on or after 1 July 2017.

The Award is generally negotiated for a 3-year tenure and consultation / negotiation process often take 12 months to 2 years. A working party was established by LGNSW in early 2019 to commence the process for the next Award. The CRJO has a strong view there should be a healthy representation of General Managers on the Working Party as General Managers are ultimately responsible for the employment of all the staff at their councils.

The role of Award Working Party representatives:

- Suggesting ideas on how the next NSW state award might be varied to better serve the employer interests of NSW Local Government;
- Providing feedback on possible award variations;
- Providing information to other councils in your region and seeking their views.

**Sharon Hutch** from Yass Valley Council and **Peter Bascomb** from Snowy Monaro Regional Council have accepted as CRJO nominations to the working party. This brings the working party to 20 with 4 General Managers and 16 HR representatives.

It is anticipated that LGNSW and Local Government unions will exchange their respective logs of claims in approximately mid-2019.

#### **4. PROCESS FOR AWARD NEGOTIATION**

The process for award renegotiation should be reviewed and streamlined to ensure that the negotiations represent the best interests of the employer. This should include composition of the working party which needs to be amended to include a predominance of Council general managers. It is understood that last time that the Award negotiations were adopted by the Board there were key changes implemented by the Board from what was recommended by the working party.

This raises questions as to whether to Board itself understood the implications of the changes and whether the changes they implemented were in the best interest of the employer. If the Board is not supportive of the recommendations of the working party, then it appears that there needs to be further consultation with the working party prior to any decision being taken. There also needs to be a transparent decision-making process in relation to the final agreed outcome. Perhaps there is a role for LGPRO in the process.

The Award negotiation is between the United Services Union (USU) representing the employees and LGNSW representing all Councils as the employers. It is possible that some Board members may have a conflict of interest in relation to their history with union involvement. It is not clear how such conflicts are managed within the Board. This issue should also be covered in 'the review'.

<b>Meeting:</b>	GMAC BOARD MEETING #5 /18
<b>Date:</b>	Friday 24 May 2019
<b>Title:</b>	<b>Agenda Item 16.0 Crown Lands</b>
<b>Reporting Officer:</b>	David Rowe

## RECOMMENDATION:

*That the NSW Government be requested to provide additional financial support and guidance to Councils for the preparation of plans of management and dealing with native title (NT), and associated financial compensation for NT claims.*

## REPORT

### 1. Plans of Management

The requirement to prepare of Plans of Management (PoM) for all crown reserves was enacted by the Crown Land Management Regulation 2018 which activated the Management of Crown Land component (PART 3) of the Crown Lands Management Act 2016 as of 1 July 2018.

Council must ensure that there is a compliant Plan of Management for all Crown reserves they manage as community land by 30 June 2021. A compliant PoM must be in place before the three-year deadline to ensure that the Crown land is lawfully used and occupied.

It is understood that Councils have been granted varying amounts (from \$30,000 up to \$100,000) to prepare PoMs, however councils have indicated that the funds provided are grossly inadequate to prepare the PoMs and they do not have the in-house resources to complete the task.

### 3. Native Title

The Crown Lands Management Act provides for the role of Councils and other land managers to be able to deal with Crown Land without reference to the Minister of relevant State government Department. However, to ensure that native title has been appropriately managed, under section 8.6 of the Act Council must employ or engage a qualified Native Title manager to oversee and provide written advice that dealings which may affect Native Title are valid under Native Title legislation.

Ensuring compliance with Native Title legislation also means that registered Native Title claimants and Native Title holders are afforded their procedural rights under Native Title legislation.

An initial round of training was delivered by the Crown Solicitors Office in Nov 2017 and further training in May 2018. For the purposes of the CLM Act those trained staff are now taken to be qualified 'Native Title Managers' however discussions with relevant staff who attend the training indicated that this was not adequate to provide the expertise to satisfactorily deal with native title issues.

<b>Meeting:</b>	CRJO BOARD MEETING #5 /18
<b>Date:</b>	Friday 24May 2019
<b>Title:</b>	<b>Agenda Item 17.0 Wingecarribee Shire Council Waste Levy</b>
<b>Reporting Officer:</b>	David Rowe
<b>Attachments</b>	17.1 Letter to Minister for Environment 17.2 Response from EPA

**RECOMMENDATION:**

*that representations be made to the relevant Ministers to have the levy applied to Wingecarribee Shire Council be amended to be commensurate with regional neighbours.*

**REPORT**

The CRJO lodged a submission to the Minister for the Environment (The Hon. Gabrielle Upton MP) requesting that the waste levy as applied to Wingecarribee Shire Council be amended to the regional levy rather than the metropolitan levy.

The response from EPA indicates that the naming convention for the levy ‘metropolitan’ or ‘regional’ does not relate to whether the local government is metropolitan or regional but WHEN the levy was implemented. This seems to go some way to explaining the inequity that Wingecarribee Shire Council is experiencing.

That matter needs to be pursued to ensure that Wingecarribee Shire Council is levied the appropriate charge for waste disposal. The metropolitan classification is considered to be totally inequitable for a regional council such as Wingecarribee Shire Council.

The current waste levy paid by Wingecarribee Shire Council is \$141.20 per tonne whereas its neighbouring regional council to the north, Wollondilly Shire Council pays \$81.30 per tonne.





8 January 2019

The Hon. Gabrielle Upton MP  
Minister for the Environment, Minister for Local Government, and Minister for Heritage  
GPO Box 5341  
SYDNEY NSW 2001

Dear Minister Upton

**RE: Wingecarribee Shire Council – Waste Levy**

I am writing to bring to your attention the pressing issue of the inequity of Waste Levy imposed on Wingecarribee Shire Council, a member Council of the Canberra Region Joint Organisation (CRJO) and request that the classification for this matter be reviewed as a matter of urgency.

Wingecarribee Shire Council is categorised under the Waste Levy classification system as being in the “*Metropolitan Waste Levy Area*”. As a member of the CRJO, Wingecarribee Shire Council is a regional council, the Board strongly believes that for the purpose of the NSW Waste Levy, Wingecarribee Shire Council should be reclassified to the “*Regional Levy Area*”. It should be noted that Wollindilly Shire Council which is closer to Sydney and is part of the Western Sydney Group of Councils pays the levy under the *Regional Levy* classification. The Metropolitan Levy is \$141.20 per tonne compared to the Regional Levy of \$81.30.

Thank you for your attention to this matter as I am sure you can appreciate the inequity of the current situation and the cost impost being borne by Wingecarribee Shire Council.

It would be appreciated if you could initiate a review that will remove this anomaly and have the waste levy for Wingecarribee Shire Council converted to a Regional Area classification.

Yours sincerely

**Cr Rowena Abbey**  
**Chair | Canberra Region Joint Organisation**

CC:  
The Hon. John Barilaro MP – NSW Deputy Premier  
The Hon. Bronnie Taylor MLC  
Mr Mark Gifford – A/Chair & CEO EPA  
Mr Tim Hurst – Office of Local Government



DOC19/172415

Cr Rowena Abbey  
Chair  
Canberra Region Joint Organisation  
PO Box 348  
BUNGENDORE NSW 2621

Dear Councillor Abbey

I refer to your letter dated 8 January 2019 to the Minister for the Environment regarding the waste levy classification for Wingecarribee Shire Council, which was forwarded by your organisation to me on 28 February 2019.

The purpose of the waste levy is to reduce the amount of waste being landfilled and promote recycling and resource recovery. Landfill facilities are required to pay a levy on waste landfilled and this cost is passed on to customers. This incentivises recycling and limits the need for new landfills.

The different levy rates in NSW reflect the evolution of the levy over many decades. The suburbs first subject to the waste levy when it was initially introduced, and subsequently expanded, are contained in the metropolitan levy area. The regional levy area is comprised of suburbs that were later incorporated in the levy system. The naming convention for the levy areas does not relate to whether a local government area is regional or metropolitan, but rather when it was incorporated into the levy area.

The Environment Protection Authority (EPA) understands the need to provide the community, local government and business with more certainty around the long-term strategic direction of waste policy. We are currently developing a 20 Year Waste Strategy that will cover a broad range of policy settings likely to impact on waste. As the caretaker period has now commenced in New South Wales, any questions on specific policy changes in the future, including on issues related to regulated area boundaries, will be a matter for the incoming Government.

We look forward to engaging with you further as we progress the development of the 20 Year Waste Strategy, and in the meantime if your organisation has any further questions about this issue, please contact Sarah Sutton, Unit Head Waste Information, EPA on 9995 5729 or [sarah.sutton@epa.nsw.gov.au](mailto:sarah.sutton@epa.nsw.gov.au).

Yours sincerely

A handwritten signature in black ink that reads 'Mark Gifford' followed by the date '11/3/19'.

**MARK GIFFORD PSM**  
**Acting Chair and CEO**  
**Environment Protection Authority**

<b>Meeting:</b>	CRJO BOARD MEETING #5 /18
<b>Date:</b>	Friday 24 May 2019
<b>Title:</b>	<b>Agenda Item 18.0 LG Remuneration Tribunal (LGRT) Joint Organisations</b>
<b>Reporting Officer:</b>	David Rowe
<b>Attachments</b>	Item 18 .1 CRJO Submission to LGRT Item 18.2 Response to CRJO from LGRT

**RECOMMENDATION:**

***That the CRJO write to the Minister of Local Government requesting that the Local Government Act be amended to allow the Local Government Remuneration Tribunal to set fees for Board members of joint organisations***

**REPORT**

In 2018 the Board set fees for the Chair (\$10,000 pa) and the sitting member for attendance at board meetings (\$250 per meeting).

Setting of fees is not prohibited under the Local Government Act, however there is no guidance legislative guidance whatsoever as to the level of fee setting for the Chair and Board members.

The Board resolved that a submission be lodged to the Local Government Remuneration Tribunal to set fees for joint organisations similarly to the guidance that is provided for all local councils and for county councils.

A submission was lodged (refer attachment 23.1) and the LGRT responded (refer attachment 23.2) indicating that the LGRT does not have the jurisdiction to consider fees for joint organisations.

The response from the LGRT (Dr Lang) is unfortunately correct as the clauses that enact the power of the LGRT under the Local Government Act are excluded from applying to joint organisations.

It is suggested that the Local Government Act be amended by incorporating an additional clause in the Local Government Regulation that reinstates the relevant clauses of the Act so that they apply to joint organisations.

To this effect it is suggested that the following clause (or similar) be Regulation:

***“397R Local Government Remuneration Tribunal***

*For the purposes of section 400ZH (3) (e) of the Act, section 235 to 247 of the Act are not excluded provisions of the Act in relation to all joint organisations”.*

This amendment would give the power to the LGRT to set fees for Joint Organisations.



27 February 2019

Dr Robert Lang  
Local Government Tribunal  
Level 14  
Bligh House  
4-6 Bligh Street  
SYDNEY NSW 200

Email: [catherine.power@psc.nsw.gov.au](mailto:catherine.power@psc.nsw.gov.au)

Dear Dr Lang,

**Submission to the Local Government Remuneration Tribunal – Joint Organisations**

I am writing on behalf of the Board of the Canberra Region Joint Organisation (CRJO) in relation to the inclusion of Joint Organisations in the setting of fees for Chairs and members.

Joint organisations are entitled to implement fees for their Board members however without any parameters established there was much debate by the Board as to appropriateness of fees, the level of fees and how they should be dealt with by members

Our submission is requesting that Joint Organisations be included in the Tribunal's Determination so as to provide some guidance on this issue.

If you require any further information on this issue, please contact myself or the CRJO Executive Officer, David Rowe, on 0427932390

Yours sincerely

**Cr Rowena Abbey**  
Chair | Canberra Region Joint Organisation  
Ph 0427 830 910



## Submission to the NSW Local Government Remuneration Tribunal

### Recommendation

1. *That Table 4 of the 2019 Determination be titled  
“Fees for General Purpose and County Councils and Joint Organisations*
2. *That the “Joint Organisations” line be added to the Table 4 as follows:*

Category		Member (Annual Fee)		Chair (Annual Fee)	
		Minimum	Maximum	Minimum	Maximum
Joint Organisations	Other	Nil	1500	Nil	10000

3. *That the tribunal recommend that Section 400ZH of the Local Government Act be amended such that it also applicable to Joint Organisations*

#### 1. Introduction

The Board of the Canberra Region joint Organisation (CRJO) has determined that fees should be paid to both the Chair and other voting members. This reflects the expectations of the additional workload for Board members to provide appropriate representation at the regional level.

The Local Government Act is silent on the payment of fees to Board members of Joint Organisations, which therefore does not prohibit the payment of such fees.

Some Joint Organisations (JOs) support the payment of fees to Board members and others do not. The absence of any ‘fee setting’ guidance for JOs is seen as both an oversight and an anomaly considering the detail fee setting for Councils and County Councils.

The Board at its meeting on the 15 February 2019 resolved that :

*“That CRJO lodge a submission to the Local Government Remuneration Tribunal requesting that fees for Joint Organisation Board members be included in the 2019 Determination and the Local Government Act be amended as required”*

This submission suggests some simple fee setting parameters by formally establishing fees in the Tribunal’s 2019 Determination

#### 2. CRJO Policy

The CRJO addressed the issue by adopting the following clauses within their policy on ‘Payment of Expenses and Allowances to Board Members:

- 5.8.1 The Chair is entitled to an Annual Allowance for representative duties on behalf of the CRJO which shall be \$10,000 per annum for the 2018/2019 financial year.
- 5.8.2 Mayors (excluding the Chair) or their alternate delegates are entitled to a Sitting Fee for each attendance at a meeting of the Board which shall be \$250 per meeting during the 2018/19 financial year.

### 3. Formal Establishment of Fees under the Local Government Act

Guidance and applicability of fees for Board members of Joint Organisations would be clarified if the Local Government Act explicitly made provision for the payment of fees to Board members. This could be simply implemented by including fees for Joint Organisation Board Members (voting) in the Local Government Remuneration Tribunal Annual Report and Determination, similar as done for County Councils.

Table 4 from the last year's Annual Report and Determination (17 April 2018) is copied below.

**Table 4: Fees for General Purpose and County Councils**

Category		Councillor/Member Annual Fee		Mayor/Chairperson Additional Fee*	
		Minimum	Maximum	Minimum	Maximum
General Purpose Councils – Metropolitan	Principal CBD	26,970	39,540	164,980	217,080
	Major CBD	17,980	33,310	38,200	107,620
	Metropolitan Large	17,980	29,670	38,200	86,440
	Metropolitan Medium	13,480	25,160	28,640	66,860
	Metropolitan Small	8,970	19,790	19,100	43,150
General Purpose Councils – Non-metropolitan	Regional City	17,980	31,260	38,200	97,370
	Regional Strategic Area	17,980	29,670	38,200	86,440
	Regional Rural	8,970	19,790	19,100	43,170
	Rural	8,970	11,860	9,540	25,880
County Councils	Water	1,780	9,890	3,820	16,250
	Other	1,780	5,910	3,820	10,790

Given that the CRJO has set fees of \$10,000 for the chair and \$250 per meeting for other voting Board members it is suggested that the following numbers could be added to Table 4.

Category		Member (Annual Fee)		Chair (Annual Fee)	
		Minimum	Maximum	Minimum	Maximum
Joint Organisations	Other	Nil	1500	Nil	10000

The suggested maximum of \$1500 would allow for attendance at 6 meetings per year at \$250 each. The minimum allowance of 'nil' provides the option for JOs not to have any fee for Board members.

Inclusion of Joint Organisations in the Local Government Remuneration Tribunal Annual Report and Determination would also require an amendment to the Local Government Act such that this section of the Local Government Act (Chapter 9, Division 4) is not excluded from the legislation covering Joint Organisations ( which is currently the case under Section 400ZH)

<b>Meeting:</b>	GMAC BOARD MEETING #5 /18
<b>Date:</b>	Friday 24 May 2019
<b>Title:</b>	<b>Agenda Item 19.0 Council Membership: SEATS &amp; LGNSW</b>
<b>Reporting Officer:</b>	Leanne Barnes

#### **RECOMMENDATION:**

1. *That the CRJO Board request the CEO to discuss the option for one representative membership at SEATS to cover the CRJO members, associate members and affiliate members.*
2. *That a suitable membership fee to cover this be negotiated.*
3. *That the CRJO be represented at SEATS meetings by a staff member and a representative of the Infrastructure Working Group and that they be requested to present all priority transport related issues from the CRJO.*
4. *That membership of LGNSW be considered by the CRJO Board and that a meeting between the two organisations be held to look at options for consideration by both.*

#### **BACKGROUND**

At its meeting on 20 February 2019 Bega Valley Shire Council (BVSC) resolved to forward two items to the Canberra Region Joint Organisation (CRJO) for consideration. Both relate to membership of peak, representative bodies and request that the CRJO member Councils discuss the benefits of affiliate membership of South East Australian Transport Strategy (SEATS) and Local Government New South Wales.

BVSC wrote to the CRJO on 18 March 2019 requesting that a report be included on the agenda for GMAC and a subsequent Board meeting on behalf of Bega Valley Shire Council relating to the items.

BVSCs resolved:

1. *That Council withdraw this membership item South East Australian Transport Strategy (SEATS).*
2. *That Council refer the South East Australian Transport Strategy (SEATS) membership to the Canberra Region Joint Organisation (CRJO) for discussion among member Councils as to the benefits of having the CRJO as an affiliate member.*
3. *That Council retain membership of Local Government New South Wales Association (LGNSW – previously NSW Shires Association).*
4. *That Council refer the Local Government New South Wales Association (LGNSW – previously NSW Shires Association) membership to the Canberra Region Joint Organisation (CRJO) for discussion among member Councils as to the benefits of having the CRJO as an affiliate member.*

In relation to SEATS BVSC's position is that the strategic work that has and is being undertaken by the CRJO more than adequately covers the key transport infrastructure and associated issues which should be presented in a holistic and structured way.

Councillor and staff representation at SEATS meetings is costly in terms of time and financial contribution for travel and accommodation often required to attend meetings. BVSC notes the importance of the group but believes that this can be adequately covered by Councils working cooperatively to present key issues.

This would not preclude individual Councils maintaining their membership but achieves positive outcome for those less able to do so.

In relation to LGNSW this item has previously been considered by the former CBRJO when affiliate membership was considered. Currently at least two member Councils do not belong to LGNSW. LGNSW is the peak representative body for local government in NSW and it is critical that it be driven to act in the best interests of the sector and to represent all fairly and to advocate on behalf of the sector. Since the initial interaction with LGNSW the Board and senior staff have changed, and it would be timely for the JO to request to meet with LGNSW to look at models that will reflect the sector as it moves into a new way of operating.



<b>Meeting:</b>	CRJO BOARD MEETING #5 /18
<b>Date:</b>	Friday 24 May 2019
<b>Title:</b>	<b>Agenda Item 20.0 Affiliate Membership</b>
<b>Reporting Officer:</b>	David Rowe

**RECOMMENDATION:**

1. *That the terms of an Affiliate membership be:*
  - a. *Be offered as a non-voting membership to a person(s) or entity including corporate and not-for-profit organisations subject to a resolution of the Board.*
  - b. *Be considered by the Board on a case by case basis where there is a benefit that is aligned to CRJO Strategic Priorities.*
  - c. *Be reviewed annually by the Board and the Affiliate as to whether continued membership remains applicable.*
  - d. *Attract a membership fee as determined by the annual membership fees or include in-kind support equivalent to a similar value.*
2. *That the initial membership fee for Affiliates be set at \$20,000.*

**REPORT**

At the commencement of the CRJO on 29 June 2018, to assist the CRJO become formally established, the Canberra Airport offered to provide in-kind an office space at 1/ 24 Richmond Avenue, Fairbairn. The monetary value of the in-kind support equated to \$23,150.

The CRJO at its meeting on the 14 September 2018 resolved:

1. *That the charter be amended to include a category of ‘affiliate’.*
2. *That the Board note and support the headquarters of CRJO being established at 1/ 24 Richmond Avenue, Fairbairn on premises controlled by Canberra Airport.*
3. *That the Canberra Airport be thanked for their in-kind sponsorship for the accommodation.*
4. *That the Canberra Airport be invited as an affiliate member for 2018/2019 at a membership fee of \$23,150 which is in recognition of the value of their sponsorship.*

The charter now includes the following definition:

*‘Affiliate’ is now defined in our charter and means a person(s) or entity including corporate and not-for-profit organisations that has been determined by the Board to be a non-voting member. Membership fees for affiliates will be determined by the Board on a case by case basis.*

Although the membership fee of the Canberra Airport is considered to be \$23,150, this is just the value of in-kind support that they offered.

The issue has been raised that the CRJO could benefit from other organisations such as The Country Universities Centre and Snowy Hydro 2.0 becoming affiliate members of the CRJO. GMAC discussed affiliate membership at its meeting.

Parameters for consideration of affiliates are listed in the recommendation for resolution by the CRJO Board.

<b>Meeting:</b>	CRJO BOARD MEETING #5 /18
<b>Date:</b>	Friday 24 May 2019
<b>Title:</b>	<b>Agenda Item 21.0 CRJO Windup</b>
<b>Reporting Officer:</b>	David Rowe

**RECOMMENDATION:**

1. *That all assets and liabilities from the CBRJO are recognised to have been transferred to and accepted by the CRJO with the transfer of the agreed funding of \$1,060,000 at the 30 June 2018 from Queanbeyan-Palerang Regional Council.*
2. *It is acknowledged that this transfer of funds relieves Queanbeyan-Palerang Regional Council (QPRC) of any contingent liability associated with the operation of the CBRJO through the QPRC.*

**REPORT**

The CRJO has not at this stage taken any formal steps to windup the operations of CBRJO (SEROC) and GMAC sought that:

*The CRJO obtain advice from the Office of Local Government regarding the windup of SEROC and CBRJO and the transfer of appropriate assets and liabilities to CRJO, having regard to contingent liabilities that may remain with Eurobodalla Shire Council and Queanbeyan Shire Council.*

If CBRJO/ SEROC had been operating as a S355 committee at the 29 June 2018, then the Councils that were operating as part of that committee could resolve to disband the committee. However, SEROC /CBRJO did not formally constitute as a S355 committee under Palerang or QPRC and therefore operated as an 'unincorporated association'.

Given these circumstances OLG indicated that the CRJO would need to seek our own legal advice.

GMAC again considered this matter at its meeting on the 10 May, 2019 and suggested the two recommendations above.

<b>Meeting:</b>	GMAC BOARD MEETING #5 /18
<b>Date:</b>	Friday 24 May 2019
<b>Title:</b>	<b>Agenda Item 22.0 South East Sports Academy</b>
<b>Reporting Officer:</b>	David Rowe

#### **RECOMMENDATION:**

1. *That the two representatives on this steering committee to be the Director of Assets and Operations from Bega Valley Shire Council (Anthony McMahon) and General Manager of Snowy Monaro Regional Council (Peter Bascomb).*
2. *That two CRJO representatives to the steering committee investigate how the implementation of the Regional Sport & Active Recreation Plan will be managed and what will be the financial and other commitments required by each Council.*
3. *That CRJO advocate that SESA continue to be operated by the Office of Sport, based at Jindabyne, noting the Government investments in Jindabyne and the regional sport (hub and spoke) campuses.*

#### **1. Introduction**

The Office of Sport provided a presentation to GMAC on the 9 May 2019, providing an update on the development of regional sports plans and the South East Sports Academy. The recommendations to the Board above, are the proposed recommendations provided by GMAC.

#### **2. South East and Tablelands Sport and Active Recreation Plan**

The South East and Tablelands Sport and Active Recreation Plan prepared by the Office of Sport is one of nine prepared across regional NSW. To support the implementation of the plan the Office of Sport has an opened an office in Jindabyne and appointed Mr Lachlan Clark as the Regional Director, Southern Cluster and Mr Steve Manning as the Regional Manager, South East and Tablelands for the Office of Sport to assist. The plan will be overseen by a Steering Committee responsible for driving and delivering the Plan. Each Committee will include a representative of the relevant the Academy and a representative of the Local Councils. The Council representative is generally a member of the Joint Organisation (where appropriate). GMAC considered that it would be appropriate to have two representatives on the committee.

#### **3. South East Sports Academy (SESA)**

The February 2019 report on SESA to CRJO outlined the five sport programs; AFL, basketball, golf, netball, and surfing, as well as the Individual Athlete Program and an Individual Coach Scholarship, and the upcoming schedules for each program. Discussions are continuing regarding establishing a Snow Sports program for SESA.

It is understood that SESA has now essentially reached capacity with the funding provided by the Office of Sport. The Office of Sport funding provided allows for programs to be provided to athletes in the region at reasonable and subsidised costs. The typical model of a Regional Academy of Sport is an independent organisation that receives a grant from Office of Sport (\$238,000 per annum) and also attracts other revenue through sponsorships, athlete contributions, contributions from sports and contributions from

local councils. While the breakdown is different for each Academy, overall the Office of Sport grant makes up 45% of the total revenue for Regional Academies.

The two Regional Academies that are administered by the Office of Sport (SESA and the Far West Academy of Sport) are constrained in attracting other sources of revenue. The grant from Office of Sport makes up 73% of the total revenue of SESA which also includes athlete contributions (17%) and payments from sports (10%). Currently some of the operational expenses for these two academies are also absorbed by Office of Sport.

Office of Sport is keen to engage with CRJO and individual Councils about in-kind or other support that could be provided to assist SESA. This could include:

- An annual financial contribution from Councils
- Communications support– to publicise the availability of SESA programs and promulgate good news stories about local athletes and coaches.
- Support to access facilities – e.g. indoor basketball / netball courts.
- Identification of key regional stakeholders and sponsorship opportunities

Recognising that councils are key regional stakeholders, the Office of Sport representatives indicated that the Office would like to work closely with CRJO on development of options for future governance for SESA. The Office suggested that a Working Party be established as part of the process for activating the South East and Tablelands Sport and Active Recreation Plan to develop options for the future of SESA. This Working Party would include representatives from Office of Sport, CRJO and/or local Council representatives, NSW Institute of Sport and the ACT Academy of Sport.

GMAC held the view that the Steering Committee for the “South East and Tablelands Sport and Active Recreation Plan” should establish their terms of reference before a separate working party is considered.

<b>Meeting:</b>	CRJO BOARD MEETING #5 /18
<b>Date:</b>	Friday 24 May 2019
<b>Title:</b>	<b>Agenda Item 23.0 CRJO Working Groups</b>
<b>Reporting Officer:</b>	David Rowe/ Gabrielle Cusack

**RECOMMENDATION:**

*That the information be received and noted.*

**REPORT**

**1. Introduction**

Working and Network Groups comprise the professional and technical staff of member councils. Recognising the importance of these groups for the CRJO being able to deliver responsive, relevant and innovative projects that benefit its member councils and the region. GMAC at its meeting on 10 May 2019 formulated the following structure to encourage development of and formalization of these groups.

**2. Definitions**

**a. Working Group**

A Working Group is formal grouping of member representatives managed by the CRJO. The groups will only focus on CRJO Strategic Projects or other projects agreed/assigned to them by GMAC. Six working groups have been identified by GMAC. The working groups that have currently been identified by GMAC are detailed in Table 1.

**b. Network Group**

A network group is a less formal group created by member organisations when there is an expressed interest between several members. The group would have a sponsoring Council and can meet; however, it determines. It shall continue to operate as a network group at the discretion of the group. The group would become a Working group if it begins to undertake strategic projects assigned to them by GMAC.

### 3. Terms of Reference

The terms of reference for the operation of the working groups and network groups are detailed in Table 2 and Table 3 respectively:

**Table 1 – Identified Working Groups @ 10 May 2019**

<b>Working Group</b>	<b>Designated Projects</b>	<b>2019 Actions</b>
<b>1. Infrastructure</b>	<b>Recreational and Cultural Precinct Prospectus</b> Develop prospectus	Commence consultation with IWG in July 2019. Draft to GMAC Feb 2020
	<b>Strategic CRJO Infrastructure</b> Refine & Update documents (Water and wastewater prospectus; Road and Bridges Register)	Option report on updating methodology to GMAC by 30 August
	<b>Critical local infrastructure</b> Identify across the region infrastructure that is critical in the case of emergency such as fire or flood	Office of Emergency Management to present to IWG; critical infrastructure listing to be created by Oct 2019
<b>2. Planning</b>	<b>Crown Lands</b> Provide Direct support to assist with Crown Lands	Investigate and identify what is required by Councils to assist with Crown Lands and Native title issues
	<b>Biodiversity</b> Prepare a paper on issue of concern	Hold a forum to understand what the key biodiversity issues are affecting Councils and prepare a paper on these including biodiversity offsets across cross-borders in the region
<b>3. Economic Development</b>	<b>Canberra Regional Economic Development Strategy</b>	Finalise CREDS and recommend to GMAC next steps July 2019
	<b>Regional Agrifood &amp; Export Precinct</b>	Identify directions for CRJO – to GMAC Nov 2019
<b>4. Regional Waste &amp; Resource Recovery</b>	<b>Regional Waste Action Plan 2018-2036</b>	Deliver on six (6) activities as per Action Plan
<b>5. Finance</b>	Determine an implementation program for the new accounting standards, including asset revaluation changes.	Initial meeting to be held in mid-June 2019
<b>6. Procurement</b>	Examine options for regional procurement projects identified in the strategic plan (including revaluations).	

**Table 2 - Working Group Terms of Reference**

<b>WORKING GROUP – TERMS OF REFERENCE</b>		
<b>Section</b>	<b>Item</b>	<b>Terms</b>
1	Timeframe	A Working Group shall exist by resolution of GMAC and meet quarterly at least one month prior to a GMAC meeting or as determined by the Working Group
2	CRJO Functions delegated	NIL
3	Role	<ul style="list-style-type: none"> <li>a) Implement agreed actions associated with CRJO strategic priorities OR other projects agreed with OR assigned by GMAC</li> <li>b) Report Minutes and recommend actions on (a) above to GMAC</li> <li>c) Form Subcommittees as required to assist a) above</li> <li>d) Revert to a Network Group on technical matters not related to agreed projects and provide a mechanism for information sharing and collaboration between member organisations</li> <li>(i) Decide on ACTIONS (What / Who / When) the Group wants to implement by agreement with other organisations in attendance at the meeting</li> <li>(ii) Report ACTIONS to CRJO and refer matters for consideration of the CRJO via a report and recommendation to GMAC</li> </ul>
4	Membership	<ul style="list-style-type: none"> <li>e) Representatives from each of the organisation which is a member of the Board</li> <li>f) At the discretion of working group organisations may have more than one member in attendance</li> <li>g) Guest members may be invited by the group on a permanent or as required basis</li> </ul>
5	Voting	<ul style="list-style-type: none"> <li>a) Each member and associate member organisation present at the meeting is entitled to one vote NB: guest members or CRJO affiliate members are not entitled to vote</li> <li>b) Attendance at a meeting can be via videoconferencing where facilities are available</li> <li>c) Decisions to be via consensus OR where consensus is not possible by a 75% majority of voting members in attendance at the meeting</li> <li>d) Where urgent decisions are required out of session decisions may be undertaken via email through the Chair in consultation with the Chief Executive Officer with such decisions being:                             <ul style="list-style-type: none"> <li>(i) in accordance with a 75% majority of voting member organisations giving a specified timeframe to reply, not normally less than 7 days</li> <li>e) the decision being ratified at the next meeting</li> </ul> </li> </ul>
6	Chair	<ul style="list-style-type: none"> <li>a) The Chair will generally be a Council Director (or equivalent) and is to be elected every two years or following a casual vacancy</li> <li>b) The Chair shall rotate every two years unless otherwise determined by the Group</li> <li>c) Eligible candidates are representatives of Councils that are voting members of the Board.</li> <li>d) A deputy chair, at the Groups discretion, may elected similarly to the Chair</li> </ul>
7	Quorum	6 member Councils
8	CRJO Support	<ul style="list-style-type: none"> <li>a) Schedule meetings and location in consultation with the Chair</li> <li>b) Provide secretarial support for preparation/distribution of the agenda and minutes of the working group</li> <li>c) Provide light refreshments at the venue</li> </ul>

**Table 3 – Network Group Terms of Reference**

## NETWORK GROUP – TERMS OF REFERENCE

Section	Item	Terms
1	Timeframe	<ul style="list-style-type: none"> <li>a) A network group can be created by member organisations when there is an expressed interest between any number of members</li> <li>b) The group can meet however it determines and shall continue to operate as a network group at the discretion of the group</li> </ul>
2	CRJO Functions delegated	Nil
3	Role	<ul style="list-style-type: none"> <li>a) Provide a mechanism for information sharing and collaboration between member organisations on specialist or technical areas</li> <li>b) Decide on ACTIONS (What / Who / When) the Group wants to implement by agreement with other organisations in attendance at the meeting</li> <li>c) Report ACTIONS to CRJO and refer matters for consideration of the CRJO via a report and recommendation to GMAC</li> </ul>
4	Membership	<ul style="list-style-type: none"> <li>h) Representatives from each of the organisation which is a member of the Board</li> <li>i) At the discretion of group organisations may have more than one member in attendance</li> </ul>
5	Voting	<ul style="list-style-type: none"> <li>f) Each member and associate member present at the meeting are entitled to one vote</li> <li>g) Attendance at a meeting can be via videoconferencing where facilities are available</li> <li>h) Decisions on ACTIONS can only apply to those organisations represented at the meeting. These decisions are to be via consensus for all organisations impacted by the decision. Council not impacted by the decision may abstain from the vote (abstaining in these circumstances will not be considered a negative vote)</li> </ul>
6	Sponsoring Organisation	<ul style="list-style-type: none"> <li>e) The Network Group must have a sponsoring organisation which can be any member or associate member organisation of the CRJO</li> <li>f) The Sponsors role is to support the chair by way of distributing agenda, recording actions, following up on the status of action and support the preparation of any reports to GMAC</li> </ul>
7	Chair	<ul style="list-style-type: none"> <li>g) The chair is to be elected every two years (or following a casual vacancy) by the Network Group</li> <li>h) The position of Chair is not confirmed until their own organisation agrees to be the Sponsoring Organisation</li> <li>i) The Chair shall rotate every two years unless otherwise determined by the Group</li> <li>j) Chair may postpone a scheduled meeting if they deem there will be insufficient attendees</li> </ul>
8	Quorum	There is no quorum for a network group meeting.
9	CRJO Support	Coordinate the time/place for the meeting in consultation with the Chair