

1. Opening Meeting & Acknowledgement of Country

CRJO Chair Mayor Rowena Abbey opened the meeting at 8:36am and made the following acknowledgement;

“I wish to acknowledge the Aboriginal elders past and present as well as emerging leaders, and acknowledge the traditional custodians of the land upon which we meet today. “

2. Presentations

2.1. NSW DEPARTMENT OF PLANNING, INDUSTRY AND ENVIRONMENT

The NSW Department of Planning, Industry and Environment were not in attendance at the meeting, and no presentation was received.

3. Apologies

RESOLVED

That the apologies of Ms Leanne Barnes OAM, Cr Liz Innes, Dr Catherine Dale, Cr John Stafford, Mr Anthony Basford, Cr Greg Conkey OAM, Mr Peter Thompson and Ms Heidi Stratford be accepted and that a leave of absence be granted.

Moved Cr B. Ingram / Cr B. Kirk

Carried

4. Disclosure of Interest

Nil

5. Resolve into the Committee of the Whole

Not applicable.

6. Urgent/Additional Business

RESOLVED

1. *The CRJO Board resolved to accept the following items as urgent or additional business and deal with these matters at the end of the Business Paper.*
 - *CRJO Councils Assisting Fire Affected Councils in Northern NSW*
 - *Discussion on ACT Waste Roundtable*
 - *Cost of Election*
 - *Meeting with TransGrid*
2. *That the CRJO Code of Meeting practice be reviewed and updated and presented at the February 2020 Board meeting.*

Moved Cr B. Kirk / Cr B. Ingram

Carried

7. Confirmation of Minutes

RESOLVED

That the CRJO Board Meeting Minutes from the ordinary meeting held 17 October 2019 and the extraordinary meeting held 20 November 2019 be confirmed.

Moved Cr K. McBain / Cr T. Overall

Carried

8. Chair's Minute

Nil

9. Notice of Motion(s)

Nil

10. Notice of Rescission(s)

Nil

11. Reports to Joint Organisation

Cr Peter Beer joined the meeting at 8:56am.

11.1. Independent Auditor's Report

RESOLVED

That the CRJO Board

1. *Note the Report on the Conduct of the Audit for the year ended 30 June 2019 and the Independent Auditor's Report as of 30 June 2019, provided by the Delegate of the Auditor-General for New South Wales.*
2. *That the CRJO Board write to the Auditor General and Minister of Local Government regarding the high cost of the 2018-19 financial year audit.*

Moved Cr D. Gair / Cr K. McBain

Carried

11.2. CRJO Chair's Report

RESOLVED

That the CRJO Board

1. *Note the CRJO Chair's Report as received.*
2. *Endorse the election of a Chair and Deputy Chair of the NSW Joint Organisations Chair's Forum is endorsed.*
3. *Agree that the definition of Financial Sustainability, for the purpose of the taskforce, be determined as a "Joint Organisation will be financially sustainable over the long term when it is able to achieve sufficient funding and deliver on the Strategic Regional Priorities agreed with its members and stakeholders."*
4. *Prepare a position paper and request a meeting with the Minister for Local Government, Executive Officer of Office of Local Government and the Secretary of the Department of Planning, Industry and Environment to discuss financial sustainability, the purpose of the Joint Organisation and ongoing funding.*

Moved Cr T. Overall / Cr P. Beer

Carried

Mr Peter Bascomb joined the meeting at 9:12am.

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11.3. CRJO Finance Report to 31 October 2019

RESOLVED

That the CRJO Board

1. *Note the financial position of the CRJO as at 31 October 2019.*
2. *Note CRJO's intention to fully review the 2019/20 budget position and undertake forward financial forecasting to improve transparency and achieve a high standard of accuracy of the financial data.*
3. *Note a full financial report for the 2020-21 financial year will be prepared for the Friday, 28 February 2020 CRJO Board Meeting.*

Moved Cr K. McBain / Cr J. Hayes

Carried

11.4. CRJO Membership Fees: 2020-2021 and 2021-2022 FY

RESOLVED

That the CRJO Board

1. *Note the report regarding the proposed membership fee structure for the next two financial years – being 2020-2021 and 2021-2022.*
2. *Resolve to adopt the proposed membership fee structure for the 2020-2021 financial year, which consists of:*
 - *A Flat Fee = \$10,000 and*
 - *A Population fee of \$0.77 per head*
3. *Resolve to adopt the membership fee structure for the 2021-2022 financial year be in line with the rate peg increase of 2.5%.*
4. *The resolution to adopt the membership fees for both financial years will be reflected in the CRJO Revenue Policy 2020-2021.*

Moved Cr B. Kirk / Cr T. Overall

Carried

11.5. CRJO Business Plan 2019-20

RESOLVED

That the CRJO Board

1. *Adopt the CRJO Business Plan 2019/2020.*
2. *Note the Business Plan will be revised for the 2020/21 financial year and will be tabled for adoption at CRJO Board Meeting 28 February 2020.*

Moved Cr T. Overall / Cr B. Kirk

Carried

11.6. CRJO Communication & Engagement Strategy

RESOLVED

That the CRJO Board adopt the CRJO Communication and Engagement Strategy.

Moved Cr K. McBain / Cr B. Ingram

Carried

11.7. CRJO Policies

RESOLVED

That the CRJO Board resolve to adopt the following policies:

- *Credit Card Policy*
- *Records Management Policy*
- *Information and Communication Technology Policy*
- *Statement of Business Ethics*
- *Procurement Policy – with the addition of point 6.5 “access to the ACT Government contracts.”*

Moved Cr P. Beer / Cr B. Kirk

Carried

11.8. Designated Persons Return

RESOLVED

That the CRJO Board

1. *Note the report from the Chair of GMAG on Designated Persons Return be received.*
2. *State that all Board members of member Councils, General Managers of member Councils and the CRJO Executive Officer be declared Designated Persons pursuant to the Local Government Act and the Model Code of Conduct.*
3. *Request to receive completed Designated Persons Declarations from the respective Councils to form the CRJO register.*

Moved Cr B. Ingram / Cr D. Gair

Carried

11.9. General Managers Advisory Group Meeting Summary – 15 November 2019

RESOLVED

That the CRJO Board note the summary from the General Managers Advisory Group meeting of 15 November 2019 by the Chair of GMAG be received.

Moved Cr B. Kirk / Cr D. Gair

Carried

Gabrielle Cusack and Nikolina Marinovic left the meeting at 9:55 AM.

11.10. CRJO Organisational Review

RESOLVED

That the CRJO Board

1. *Note the Organisational Review prepared by Mr Paul Spyve as received.*
2. *Endorse the following recommendations:*

Recommendation 1:

That the Position Descriptions for the Executive Officer and the Director Government Relations and Strategy be revised to place a greater emphasis on fostering the strategic relationship with the ACT Government and how they can leverage the Memorandum of Understanding to ensure it provides for a strong and viable working relationship between the participating parties.

Recommendation 2:

That the CRJO Board set a minimum working capital level for the organisation and the achievement of an ongoing balanced budget as recommended by the CFO review.

Recommendation 3:

That in recognition all Joint Organisations are compulsory organisations set up under the Local Government Act the CRJO continue to lobby the NSW Government in partnership with its fellow Joint Organisations for ongoing financial assistance to assist with their long term financial sustainability.

Recommendation 4:

That the CRJO needs to look at ensuring a far more reliable source for its operational funding other than placing a charge against grants. Possible options it could consider are:

- (1) Combining the EO and Director positions to create staff savings in its salaries budget to bring staff costs more closely into line with the funding available from Membership fees
- (2) Look at expanding Affiliate Membership which could potentially bring in an additional \$60k p.a. in membership fees.

Recommendation 5:

That the General Managers Group give priority to updating and finalising the existing Draft Business Plan 2019-2020 so that it can be submitted to the Board for adoption

Recommendation 6:

That the Acting CEO continue to work with the consultant (Jennifer Lang) to complete the refinement of the CRJO's financial system and that the outcome of this work be reflected in the structure of the organisation's Business Plan.

Recommendation 7:

That the Working Group give urgency to completing the CRJO Communication and Engagement Plan which has been identified by the NSW Government as a critical pathway action to be implemented.

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Recommendation 8:

That consideration be given to combining the positions of Executive Officer and Director to provide for:

- The day to day management of the organisation
- The high level advocacy, and
- coordination of strategic priorities/projects

Recommendation 9:

That consideration be given to making the Executive Support Officer permanent full time to provide for administrative support within the JO (including all low level financial functions, payments, reconciliations, meeting organisation and support).

Recommendation 10:

That consideration be given to setting up a system via either contracts or Service Level Agreements with a member council or member councils to provide for high level financial management services.

Recommendation 11:

That the CRJO identify who constitute 'designated persons' within its organisation structure and require them to complete a designated person's return as required by S449 of the Local Government Act and that these returns be kept in a publicly available register.

Recommendation 12:

That the CRJO develop the following policies to ensure it meets good governance requirements:

- Credit Card Policy
 - Records Management Policy
 - IT Policy
 - Petty Cash Policy
 - Internal Reporting Policy
 - Statement of Business Ethics
 - Procurement Policy
3. *Acknowledge the progress made to date with five recommendations completed, noting that in relation to Recommendation 4 that the Board supports the current membership structure and fees.*
 4. *Note that a further report on the structure, position descriptions, and recruitment process for the roles be presented to the February 2020 Board meeting.*

Moved Cr B. Ingram / Cr B. Kirk

Carried

The meeting adjourned at 10:10am and resumed at 10:17am when Gabrielle Cusack and Nikolina Marinovic returned to the meeting.

11.11. Joint Organisation Capacity Building Fund

RESOLVED

That the CRJO Board

1. *Note and receive the report on CRJO project applications under the Joint Organisation Capacity Building Fund.*
2. *Note the collaboration with Joint Organisations across South East NSW on Best Practice in Aggregated Procurement.*
3. *Note the co-contribution of \$20K toward the Best Practice in Aggregated Procurement.*
4. *Note the funding proposal of \$130K for the CRJO Regional Workforce Strategy and Regional Shared Services across the Canberra Region.*

Moved Cr T. Overall / Cr P. Beer

Carried

11.12. CRJO Operational Report

RESOLVED

That the CRJO Board receive the CRJO Operational Report and update.

Moved Cr B. Ingram / Cr D. Gair

Carried

11.13. CRJO Working Groups – Update

RESOLVED

That the CRJO Board

1. *Note the CRJO Working Groups – Update report as received.*
2. *Note the proposal by the Community Wellbeing and IP&R Working Group to develop three projects; (1) development of a Regional Community Strategic Plan, (2) a joint Regional Wellbeing Survey and (3) a joint community satisfaction aspect be incorporated into the Regional Wellbeing Survey and that each Council make a decision if they participate.*

Moved Cr J. Hayes / Cr B. Kirk

Carried

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11.14. Office of Local Government Audit & Risk

RESOLVED

That the CRJO Board

1. *Note the new Internal Audit Risk Management Guidelines advice from the Office of Local Government.*
2. *The CRJO Chair write to OLG in response to the guidelines stating that the CRJO:*
 - a. *Supports a strategic approach to internal audit and risk management;*
 - b. *Suggests a more outcome focus than prescriptive approach;*
 - c. *Is not supportive of leveraging Section 377 of the Local Government Act where Councils delegate internal audit and risk management functions to the JO; and*
 - d. *Notes the diversion of resource required for a Joint Organisation to fulfill these guidelines will be counterproductive and is at risk of contributing to the JO network failure, as additional resourcing will be required without funding.*
3. *Defer establishment of an Audit Committee at this time.*

Moved Cr D. Gair / Cr T. Overall

Carried

11.15. CRJO Meeting Dates 2020

RESOLVED

That the CRJO Board

1. *Note the proposed GMAG and CRJO Board meeting dates for 2020.*
2. *Confirm that the Board meeting for 27 and 28 February 2020 be held in Canberra.*
3. *Be provided with each Council's meeting dates to assist in the confirmation of the 2020 CRJO Board Meeting calendar.*

Moved Cr B. Ingram / Cr K. McBain

Carried

11.16. CRJO Councils Assisting Fire Affected Councils in Northern NSW

NOTED

That it be noted that a discussion was held and each individual Council are to choose their own action.

Moved Cr J. Hayes / Cr P. Beer

Carried

11.17 Discussion on ACT Waste Roundtable

RESOLVED

That the CRJO Board write to the NSW and ACT Environment, Waste & Recycling Ministers to jointly prepare a Regional Waste Prospectus utilising the CRJO framework to capture public and private infrastructure and proposed investments, to then inform a Regional Waste Strategy to attract government and private sector funding.

Moved Cr T. Overall / Cr K. McBain

Carried

11.18 Cost of Election

RESOLVED

That the CRJO Board write to the Minister for Local Government expressing concern over the significant price increases and offering expert advice of the CRJO to introduce the options of electronic or postal voting.

Moved Cr J. Hayes / Cr K. McBain

Against Cr D. Gair

Carried

11.19 Meeting with TransGrid

NOTED

That the information be noted.

11.20 Boundaries Commission

RESOLVED

That the CRJO Board write to the NSW Premier, Deputy Premier, Minister for Local Government and copy all Local Members stating that CRJO's concern with the disruption to Local Government in the Canberra region over the past three years and strongly advocates against any demergers.

Moved Cr B. Kirk / Cr T. Overall

Carried

12. Confidential Matters

Nil

13. Resolve into the Board

Not applicable

14. Adoption of Decision of Committee of the Whole

Not applicable

15. Close

The meeting was closed by the Chair at 11:52am.