



AGENDA

FWJO Board Meeting Friday, 19 June 2020

Notice is hereby given that an Ordinary Meeting of the Far West Joint Organisation (FWJO) will be held on:

Date: Friday, 19 June 2020

Time: 11:00AM (AEST)

Location: Video Conference

**Mark Forbes
Chief Executive Officer**

Please be advised that in accordance with the adopted Code of Meeting Practice (cl. 5.18) meetings of the Far West Joint Organisation are webcast to the FWJO Website.

By speaking at the meeting, you agree to being recorded and to the recording being placed on council's website.

You are required to be respectful to other people at all times and to use appropriate language.

The Far West Joint Organisation accepts no liability for defamatory or offensive remarks that may be made during these proceedings.

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- 1 OPENING OF MEETING**
- 2 ACKNOWLEDGEMENT OF COUNTRY**
- 3 PRESENT**
- 4 APOLOGIES AND LEAVE OF ABSENCE**
- 5 DECLARATIONS OF PECUNIARY INTEREST AND CONFLICTS OF INTEREST**

6 CONFIRMATION OF MINUTES**6.1 MINUTES OF THE BOARD MEETING HELD ON 20 MARCH 2020**

File Number: NA

Raised by: Terry Litchfield, Infocouncil Support

Attachments:

1. Minutes of FWJO Board Meeting held on 20 March 2020
2. Minutes of Closed Meeting held on 20 March 2020 (under separate cover)

RECOMMENDATION

1. That the Minutes of the Board Meeting held on 20 March 2020 be confirmed as circulated.
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MINUTES

**FWJO Board Meeting
Thursday, 19 March 2020**

FWJO BOARD MEETING MINUTES

19 MARCH 2020

**MINUTES OF FAR WEST JOINT ORGANISATION
FWJO BOARD MEETING
HELD AT THE COUNCILLORS ROOMS, BROKEN HILL CITY COUNCIL, 240 BLENDE STREET, BROKEN
HILL
ON THURSDAY, 19 MARCH 2020 AT 10:00AM (AEST)**

1 OPENING

The meeting opened at 10:05am

2 ACKNOWLEDGEMENT OF COUNTRY**3 PRESENT**

Cr Darriea Turley	Broken Hill City Council
Cr Tim Elstone	Wentworth Shire Council (By Phone)
Mr Mike Colreavy	Balranald Shire Council (By Video)
Cr Christine Adams	Broken Hill City Council
Mr Mark Forbes	CEO FWJO

IN ATTENDANCE

Mr Michael Kitzelmann	Balranald Shire Council (By Video)
Mr James Roncon	Broken Hill City Council
Mr Greg Hill	Central Darling Shire Council
Ms Anne Andrews	Broken Hill City Council

4 APOLOGIES AND LEAVE OF ABSENCE

Apologies were received from Cr Melisa Hederics (Wentworth Shire Council), Mr Bob Stewart (Central Darling Shire Council), Mr Ken Ross (Wentworth Shire Council); Mr Ashley Albury (Department of Premier and Cabinet); Mr Peter Evans (Office of Local Government)

RESOLUTION

That the Board notes the apologies received from Cr Melisa Hederics (Wentworth Shire Council), Mr Ken Ross (Wentworth Shire Council); Mr Ashley Albury (Department of Premier and Cabinet); Mr Peter Evans (Office of Local Government)

Moved: Cr Tim Elstone

Seconded: Mr Mike Colreavy

CARRIED

5 DECLARATIONS OF PECUNIARY INTERESTS AND CONFLICTS OF INTEREST

Nil

6 CONFIRMATION OF MINUTES**RECOMMENDATION**

That the Minutes of the Far West Joint Organisation Board Meeting held 24 January 2020 be

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confirmed as circulated.

RESOLUTION 011/20

That the Minutes of the Far West Joint Organisation Board Meeting held 24 January 2020 be confirmed as circulated.

Moved: Cr Darriea Turley AM

Seconded: Mr Mike Colreavy

CARRIED

7 FINANCIAL REPORTS**EXECUTIVE SUMMARY**

The Board will receive a Financial Report at each meeting. This report covers the period 1 July 2019 to 12 March 2020.

- Vehicle to be replaced as part of a Council vehicle replacement program. CEO to collaborate with GMs.
- Contract to be offered to Finance Officer for a period of six months with further review in August 2020

RECOMMENDATION

(a) That the FWJO Board receive and note the year to date Financial Report; and

(b) That the proposal for Finance Officer services be approved

RESOLUTION 012/20

(a) That the FWJO Board receive and note the year to date Financial Report;

(b) That the existing Finance Officer be offered a six month contract to be reviewed in August 2020;

(c) That the CEO negotiate with FWJO General Managers to roll over CEO's vehicle as part of a council vehicle replacement program

Moved: Mr Mike Colreavy

Seconded: Cr Tim Elstone

CARRIED

FWJO BOARD MEETING MINUTES19 MARCH 2020

8 BOARD REPORTS**8.1 CHIEF EXECUTIVE OFFICER'S REPORT****EXECUTIVE SUMMARY**

The Chief Executive Officer's report details information pertaining to meetings attended and general information which are of public interest, and which have not been reported elsewhere in this agenda. Items of note in this report are:

1. Outstanding Action Items Update
2. Tourism Projects – Request for Extension of Time Update
3. Canberra Meeting Update
4. Joint Chairs' Meeting Outcomes
5. FWJO Coronavirus Impacts

RECOMMENDATION

That the Board notes the information contained within the report from the Chief Executive Officer

RESOLUTION 013/20

That the Board notes the information contained within the report from the Chief Executive Officer

Moved: Cr Tim Elstone

Seconded: Mr Mike Colreavy

CARRIED

8.2 CAPACITY BUILDING FUND**EXECUTIVE SUMMARY**

On 18 March 2020 the FWJO and FNWJO met to consider a collaborative tourism initiative that has been proposed by Destination NSW, OLG and DPC (DPIE).

RECOMMENDATION

That the FWJO and FNWJO Boards determine how to proceed with the collaborative partnership project as presented.

RESOLUTION 014/20

That the FWJO and FNWJO Boards determine how to proceed with the collaborative partnership project as presented

Moved: Mr Mike Colreavy

Seconded: Cr Tim Elstone

CARRIED

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FWJO BOARD MEETING MINUTES

19 MARCH 2020

8.3 WATER SECURITY**EXECUTIVE SUMMARY**

The challenge of Water Security in Far West NSW is complex, seems to change by the day and has many moving parts and interdependencies which cross borders, challenges and fields such as agriculture and investment, community/social and political dynamics.

RECOMMENDATION

That the FWJO Board consider and discuss how best the FWJO can support the ongoing security of water in the Lower Darling River and ensure the benefits flow through for critical human need and farming requirements and advise accordingly.

RESOLUTION 015/20

That the FWJO Board consider and discuss how best the FWJO can support the ongoing security of water in the Lower Darling River and ensure the benefits flow through for critical human need and farming requirements and advise accordingly.

Moved: Cr Tim Elstone

Seconded: Mr Mike Colreavy

CARRIED**8.4 COMMUNICATIONS AND ENGAGEMENT PLAN****EXECUTIVE SUMMARY**

A Communications and Engagement Plan has been drafted and is provided for review.

RECOMMENDATION

That the Board recommend that the Communications and Engagement Plan be adopted.

RESOLUTION 016/20

That the Board recommend that the Communications and Engagement Plan be adopted.

Moved: Mr Mike Colreavy

Seconded: Cr Tim Elstone

CARRIED

FWJO BOARD MEETING MINUTES19 MARCH 2020

8.5 FWJO REGIONAL WASTE STRATEGY**EXECUTIVE SUMMARY**

Across Australia, councils are striving to deliver safe, affordable waste services whilst dealing with the challenge of growing populations, increasing waste generation per household, and evolving recycling and EPA expectations.

RECOMMENDATION

That the Board support the request for proposal and quote from NSW Public Works to deliver phases 1 and 2 as outlined in the report

RESOLUTION 017/20

That the Board support the request for proposal and quote from NSW Public Works to deliver phases 1 and 2 as outlined in the report

Moved: Cr Tim Elstone

Seconded: Mr Mike Colreavy

CARRIED

8.6 SUSTAINABILITY OF JOINT ORGANISATIONS DRAFT MOTION**EXECUTIVE SUMMARY**

At its meeting on 24 January 2020, the Board agreed that a motion be drafted for continued funding for the FWJO by the State Government to ensure the sustainability of the Joint Organisations.

RECOMMENDATION

That the Board approve the draft motion and authorise its submission to the ALGA and LGA Conferences

RESOLUTION 018/20

(a) That the Board defer the endorsement of the draft Motion; and

(b) That the Board review the draft Motion for future endorsement by Flying Minute.

Moved: Mr Mike Colreavy

Seconded: Cr Tim Elstone

CARRIED

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8.7 REGIONAL (FAR WEST) RISING**EXECUTIVE SUMMARY**

The Chief Executive Officer attended a meeting with representatives from Regional Rising on 11 March 2020. The organisation would like an opportunity to make presentation to the Board.

RECOMMENDATION

That the Board direct the Chief Executive Office to make arrangements with representatives from Regional Rising to meet with Board members at a future time to make presentation concerning their product and services and proposals for collaboration.

RESOLUTION 019/20

That the Board direct the Chief Executive Office to make arrangements with representatives from Regional Rising to meet with Board members at a future time to make presentation concerning their product and services and proposals for collaboration.

Moved: Mr Mike Colreavy

Seconded: Cr Tim Elstone

CARRIED

8.8 FAR WEST NSW EXCELLENCE IN BUSINESS AWARDS**EXECUTIVE SUMMARY**

A sponsorship invitation has been received for the 2020 Far West NSW Excellence in Business Awards. The Far West NSW Excellence in Business Awards is open to all eligible businesses and organisations in the Far West region including Broken Hill, Central Darling Shire and the Unincorporated Areas of the Far West NSW region.

RECOMMENDATION

That the Board agree to provide sponsorship of the Far West NSW Excellence in Business Awards, at the identified level

RESOLUTION 020/20

That the Board agree to that the FWJO provide sponsorship of the Far West NSW Excellence in Business Awards at Zinc Level sponsorship.

Moved: Mr Mike Colreavy

Seconded: Cr Tim Elstone

CARRIED

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9 COMMITTEE REPORTS

Nil

10 QUESTIONS WITHOUT NOTICE

Nil

11 CONFIDENTIAL MATTERS**RECOMMENDATION**

That Board considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993:

11.1 Regional Transport Strategy RFQ

This matter is considered to be confidential under Section 10A(2) - c, d(i), d(ii) and d(iii) of the Local Government Act, and the Board is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business, commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it, information that would, if disclosed, confer a commercial advantage on a competitor of the council and information that would, if disclosed, reveal a trade secret.

MOVED INTO CLOSED SESSION

That the Board adjourns into a closed session and that access to the correspondence and reports relating to the items considered during the course of the closed session be with-held unless declassified by separate resolution.

Moved: Cr Tim Elstone

Seconded: Mr Mike Colreavy

The Board adjourned into closed session at 11:00am

The Board resumed into open session at 11:05am

12 OTHER BUSINESS

Nil

13 NEXT MEETING

The next meeting is scheduled for 18 June 2020 in Canberra, unless cancelled due to COVID-19 restrictions, in which case the next Board meeting will be held on 28 August 2020 at Balranald Shire Council.

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14 MEETING CLOSE

The Meeting closed at 11:10am.

The minutes of this meeting were confirmed at FWJO Board held on .

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CHAIRPERSON

7 FINANCIAL REPORTS

7.1 FINANCIAL REPORT

File Number: NA
 Raised by: Terry Litchfield, Infocouncil Support
 Attachments: Nil

EXECUTIVE SUMMARY

This report covers the period 1 July 2019 to 12 June 2020.

RECOMMENDATION

That the Board receive and note the year to date Financial Report for the period 1 July 2019 to 12 June 2020.

REPORT DETAIL

The monthly financial report of the Far West Joint Organisation provides a “snapshot” of the Far West Joint Organisation financial performance, as at 12 June 2020. Cashflow for the Far West Joint Organisation has resulted in a net draw down of cash reserves of **(\$965,044)** for the period 1 July 2019 to 12 June 2020.

Statement of Cash Flows for the period 1 July 2019 to 12 June 2020

Account	1 Jul 2019-12 Jun 2020
Operating Activities	
Receipts from customers	180,834.51
Payments to suppliers and employees	(607,747.43)
Cash receipts from other operating activities	(520,873.73)
Net Cash Flows from Operating Activities	(947,786.65)
Investing Activities	
Payment for property, plant and equipment	(2,077.27)
Other cash items from investing activities	614.25
Net Cash Flows from Investing Activities	(1,463.02)
Financing Activities	
Other cash items from financing activities	(15,794.07)
Net Cash Flows from Financing Activities	(15,794.07)
Net Cash Flows	(965,043.74)
Cash and Cash Equivalents	
Cash and cash equivalents at beginning of period	6,366,701.42
Cash and cash equivalents at end of period	5,401,657.68
Net change in cash for period	(965,043.74)

The net cash position as at 12 June 2020 is as follows (bank account balances):

Establishment funding (main account)	\$ 221,639.90
Credit Card	\$ 16,761.39
GST Holding Account	\$ 111.84
Term Deposit	\$ 507,517.16
Tourism Infrastructure Project Planning funding	\$4,205,107.75
NSW Public Works Business Case funding	\$ 225,259.82

Western Roads Plan funding

\$ 225,259.82

Total Balance as at 12 June 2020**\$5,401,657.68**

For the period 1 July 2019 to 12 June 2020, the net actual result is (\$273,561). It should be noted that the Joint Organisation has received all grant funding prior to 30 June 2019 and will be required to draw down the grant funding throughout the 2019/20 financial year and beyond.

Budget Variance				
Far West Joint Organisation				
1 Jul 2019 to 12 Jun 2020				
	Budget	Actual	Variance	As a %
			Budget Remaining	Actual over Budget Received/ Spent
Income				
Establishment Funds	90,000	85,574	4,426	95.08%
Interest Income	35,000	29,207	5,793	83.45%
Management - NSW Public Works Business Case	12,500	11,885	615	95.08%
Management - Regional Growth & Investment	62,500	0	62,500	0.00%
Management - Tourism Infrastructure Project Planning	166,667	158,470	8,197	95.08%
Management - Western Roads Plan Funding	8,333	7,923	410	95.08%
Total Income	375,000	293,059	81,941	78.15%
Less Operating Expenses				
Advertising	3,000	0	3,000	0.00%
Bank Fees	600	44	556	7.33%
Catering and Events	3,000	596	2,404	19.88%
Cleaning	1,100	0	1,100	0.00%
Conference Attendance	6,000	3,153	2,847	52.55%
Consulting & Accounting	39,120	13,470	25,650	34.43%
Depreciation	7,800	8,937	(1,137)	114.58%
Equipment Purchases (Minor)	2,000	510	1,490	25.50%
General Expenses	1,500	0	1,500	0.00%
Information Technology	3,000	4,117	(1,117)	137.24%
Insurance	8,196	2,914	5,282	35.56%
Licences	9,000	6,825	2,175	75.84%
Motor Vehicle Expenses	4,500	5,609	(1,109)	124.64%
Office Expenses	0	127	(127)	0.00%
Office Lease	11,050	11,935	(885)	108.01%
Printing & Stationery	2,850	1,600	1,250	56.13%
Project - Tourism Infra Balranald	500,000	0	500,000	0.00%
Project - Tourism Infra Broken Hill	500,000	225,000	275,000	45.00%
Project - Tourism Infra Central Darling	500,000	60,000	440,000	12.00%
Project - Tourism Infra Wentworth	500,000	0	500,000	0.00%
Repairs and Maintenance	2,500	0	2,500	0.00%
Stakeholder Engagement	3,000	144	2,856	4.80%
Subscriptions	2,700	5,380	(2,680)	199.25%
Superannuation	18,822	16,157	2,665	85.84%
Telephone & Internet	3,000	4,594	(1,594)	153.15%
Training	0	59	(59)	0.00%
Travel Expenditure	22,000	20,385	1,615	92.66%
Wages and Salaries	184,044	161,861	22,183	87.95%
Website Expenses	17,500	13,200	4,300	75.43%
Total Operating Expenses	2,356,282	566,620	1,789,662	24.05%
Net Operating Result	(1,981,282)	(273,561)	(1,707,721)	13.81%
If Project Tourism – Infrastructure is excluded from the budget:				
Project - Tourism Infra Balranald	500,000	0	500,000	0.00%
Project - Tourism Infra Broken Hill	500,000	225,000	275,000	45.00%
Project - Tourism Infra Central Darling	500,000	60,000	440,000	12.00%
Project - Tourism Infra Wentworth	500,000	0	500,000	0.00%
Sub-Total Project Cost	2,000,000	285,000	1,715,000	14.25%
Net Operating Result for FWJO Excluding Projects	18,718	11,439	7,279	61.11%

7.2 OPERATIONAL AND CAPITAL BUDGET FOR THE PERIOD 1 JULY 2020 TO 30 JUNE 2021

File Number: NA
Raised by: Terry Litchfield, Infocouncil Support
Attachments: Nil

EXECUTIVE SUMMARY

Provide the Far West Joint Organisation with a proposed operational and capital budget for the period 1 July 2020 to 30 June 2021

RECOMMENDATION

That the Board consider the 2020/21 operational and capital budget allocation.

REPORT DETAIL

The 2020/21 budget has been prepared based on analysis of the 2019/20 actual data, as well as all known revenue and expenditure information for the 2020/21 financial year. No other new grant funding applications have been secured in the 2020/21 financial year since receiving the Capacity Building Funding of \$150,000 in June 2020. However, a number of new project opportunities are presenting, and these will be fully explored in terms of increasing project and management fee revenue into the FWJO.

In the event that no further new projects and funds are secured, current and known revenue has been projected in the budget, and unspent grants will be utilised to ensure continued operation of the FWJO.

Operational revenue is based on a percentage allocation of each project over the life of the project. As an example, the Western Roads Planning project has a 3-year period (2019/20 to 2021/22 years) for a total grant of \$250,000. 10% of the \$250,000 grant will be charged by the FWJO for the administration component of the funding, spread over the 3-year period.

Operational expenditure has been estimated on the 2019/20 actual and then adjusted for known changes in 2020/21 financial year. The budget also makes an allowance for depreciation expense.

The budget factors in payment amounts to the four councils under the Tourism Infrastructure Project, as well as the NSW Public Works Business Case and Western Roads Planning projects. The funding for these three projects was received in the 2018/19 financial year and has been held in separate bank accounts.

The budget allocation also accounts for a further grant for the Capacity Building Destination Management Plan project. This grant funding was received in June 2020 and is to be spent in the 2020/21 financial year.

There are planned capital income and expenditure factors in the replacement of the current vehicle used by the FWJO CEO. The Holden Trailblazer is expected to be traded-in early in the 2020/21 financial year and be replaced through a negotiated arrangement with BHCC.

From a cashflow perspective, the starting balance of all accounts is estimated to be \$5,350,000. The net cashflow movement during the 2020/21 financial year is expected to be **(\$2,536,211)**, leaving an estimated closing cash balance of \$2,813,789 as at 30 June 2021. This estimate is based on there being no further draw down on the project funding to the four councils in the 2019/20 financial year.

The budget estimate for 2020/21 is presented on the next page. Operating budget result for 2020/21 is **(\$22,711)** and for capital result it is **(\$30,000)**, giving a net budget deficit of **(\$52,711)**. (refer next page for budget details).

2020-21 Budget	
Budget Summary	
Far West Joint Organisation	
July 2020 to June 2021	
Account	2020/21 Budget
Income	
Establishment Funds	60,000
Interest Income	12,000
Management - Capacity Building Destination Mgn Plan	15,000
Management - NSW Public Works Business Case	12,500
Management - Tourism Infrastructure Project Planning	166,667
Management - Western Roads Plan Funding	8,333
Total Income	274,500
Less Operating Expenses	
Bank Fees	600
Catering and Events	3,000
Conference Attendance	6,000
Consulting & Accounting	30,000
Depreciation	9,000
Equipment Purchases (Minor)	1,500
Fringe Benefits Tax	10,100
Information Technology	6,000
Insurance	6,400
Licences	15,000
Motor Vehicle Expenses	6,000
Office Expenses	560
Office Lease	10,200
Printing & Stationery	2,850
Project - Tourism Infra Balranald	500,000
Project - Tourism Infra Broken Hill	287,500
Project - Tourism Infra Central Darling	470,000
Project - Tourism Infra Wentworth	500,000
Project - Capacity Building Destination Mgnt Plan	135,000
Project - Western Road Project	112,500
Project - NSW Public Works Business Case	225,000
Repairs and Maintenance	3,000
Stakeholder Engagement	3,000
Subscriptions	6,000
Superannuation	13,881
Telephone & Internet	3,000
Training	3,000
Travel Expenditure	9,000
Wages and Salaries	146,120
Website Expenses	3,000
Total Operating Expenses	2,527,211
Net Operating Result	(2,252,711)
If Projects are excluded from the budget:	
Project - Tourism Infra Balranald	500,000
Project - Tourism Infra Broken Hill	287,500
Project - Tourism Infra Central Darling	470,000
Project - Tourism Infra Wentworth	500,000
Project - Capacity Building Destination Mgnt Plan	135,000
Project - Western Road Project	112,500
Project - NSW Public Works Business Case	225,000
Sub-Total Project Cost	2,230,000
Net Operating Result for FWJO Excluding Projects	(22,711)
CAPITAL BUDGET	
Capital Income	
Sale of Motor Vehicle	30,000
Total Income	30,000
Capital Expenditure	
Purchase of Motor Vehicle	60,000
Total Capital Expenditure	60,000
Net Capital Result	(30,000)

8 BOARD REPORTS

Nil

9 COMMITTEE REPORTS

Nil

10 QUESTIONS WITHOUT NOTICE

11 CONFIDENTIAL MATTERS**RECOMMENDATION**

That Board considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993:

11.1 CEO Contract Matters

This matter is considered to be confidential under Section 10A(2) - a of the Local Government Act, and the Board is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors).

12 OTHER BUSINESS

13 NEXT MEETING

14 MEETING CLOSE