



AGENDA

Extraordinary FWJO Board Meeting Wednesday, 1 July 2020

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

Date: Wednesday, 1 July 2020

Time: 11:00am

**Location: Broken Hill City Council Councillor Meeting Room,
Ground Floor, Administration Building, 240
Blende Street**

**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 CONFIRMATION OF PREVIOUS MINUTES**

File Number: NA

Raised by: Terry Litchfield, Infocouncil Support

Attachments: 1. Unconfirmed Minutes of FWJO Board meeting - 19 June 2020

RECOMMENDATION

That the Minutes of the FWJO Board meeting held on 19 June 2020 be confirmed as circulated.



MINUTES

**FWJO Board Meeting
Friday, 19 June 2020**

FWJO BOARD MEETING MINUTES

19 JUNE 2020

**MINUTES OF FAR WEST JOINT ORGANISATION
FWJO BOARD MEETING
HELD BY VIDEO CONFERENCE
ON FRIDAY, 19 JUNE 2020 AT 11:00AM (AEST)**

1 OPENING

The meeting opened at 11:00am

2 ACKNOWLEDGEMENT OF COUNTRY**3 PRESENT**

Cr Melisa Hederics	Wentworth Shire Council (Chair)
Cr Darriea Turley	Broken Hill City Council
Mr Mike Colreavy	Balranald Shire Council
Mr Mark Forbes	CEO FWJO
Mr Bob Stewart	Central Darling Shire Council

IN ATTENDANCE

Mr James Roncon	Broken Hill City Council
Mr Greg Hill	Central Darling Shire Council
Mr Ken Ross	Wentworth Shire Council
Ms Anne Andrews	Broken Hill City Council
Mr Kris Kershaw	FWJO
Mr Ashley Albury	Department of Premier and Cabinet
Mr Pete Evans	OLG

4 APOLOGIES AND LEAVE OF ABSENCE

Apologies were received from Cr Tim Elstone(Wentworth Shire); Cr Christine Adams (Broken Hill City Council); Greg Hill (Central Darling Shire Council)

5 DECLARATIONS OF PECUNIARY INTERESTS AND CONFLICTS OF INTEREST

Nil

6 CONFIRMATION OF MINUTES**6.1 MINUTES OF THE BOARD MEETING HELD ON 19 MARCH 2020****RESOLUTION 022/20**

That the Minutes of the Board Meeting held on 19 March 2020 be confirmed as circulated

Moved: Cr Darriea Turley

Seconded: Mr Mike Colreavy

CARRIED

FWJO BOARD MEETING MINUTES**19 JUNE 2020**

7 FINANCIAL REPORTS**7.1 FINANCIAL REPORT****EXECUTIVE SUMMARY**

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

CEO reported that the financial performance is under budget and still on target.

RECOMMENDATION

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

RESOLUTION 023/20

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

Moved: Cr Darriea Turley

Seconded: Mr Bob Stewart

CARRIED

FWJO BOARD MEETING MINUTES

19 JUNE 2020

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

CEO presented the Far West Joint Organisation with a proposed operational and capital budget for the period 1 July 2020 to 30 June 2021. Key points noted in discussion:

- The budget includes \$150k Destination Marketing Plan funding
- The cash situation over the next financial year will see approximately \$2.5m drawn down, of which \$2.3m relates to existing projects
- Capital movement relates to vehicle change over
- The budget includes adjustments relating to the confidential agenda item, including an allocation for FBT for the vehicle
- The consultancy budget item includes allowance for the appointment of an advocacy consultant

Bob Stewart requested a movement on this item be deferred pending completion of discussions on the confidential item.

RESOLUTION

The Board agreed to defer movement of this item to the end of the meeting when discussion on the confidential item will be complete

Moved: Mr Bob Stewart

Seconded: Mr Mike Colreavy

The Board resumed discussion on this item at 11:50am

Cr Turley requested the CEO to ensure that business papers for meetings are received a week prior to the meeting to ensure Board members have sufficient time to peruse the papers.

Further, Cr Turley requested a position paper be provided in relation to external consultants/contractors.

It was agreed that business papers should be made available a week before the meetings and that the Consultancy budget item be included as a separate report at the Extraordinary Board meeting to be held on 3 July 2020.

RECOMMENDATION

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

RESOLUTION 024/20

That the budget be adopted with a report to be presented on 3 July 2020 relating to the appointment of external consultants/contractors.

Moved: Cr Darriea Turley AM

Seconded: Mr Mike Colreavy

CARRIED

FWJO BOARD MEETING MINUTES19 JUNE 2020

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).

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: Mr Bob Stewart

Seconded: Mr Mike Colreavy

The Board adjourned into closed session at 11:31am

The Board resumed into open session at 11:52am

12 OTHER BUSINESS

Bob Stewart requested a face to face meeting with Board members as soon as possible, at a location and date to be determined. He suggested that the agenda should include development of an operational plan for the budget year with performance targets. He noted the CEO needs a performance management framework.

The 3rd July 2020 at 11:00am at the Midway Centre, Buronga was tentatively confirmed.

FWJO BOARD MEETING MINUTES19 JUNE 2020

RESOLUTION 025/20

That the Board hold a face to face meeting at a mutually convenient date and time, as soon as possible. The Agenda should include discussion on the development of an operational plan for the budget year with performance targets and a performance management framework for the CEO.

Moved: Mr Bob Stewart

Seconded: Mr Mike Colreavy

CARRIED

13 NEXT MEETING

The next meeting will be an extraordinary meeting tentatively confirmed to held at the Midway Centre, Buronga on 3 July 2020 at 11:00am (AEST)

14 MEETING CLOSE

The Meeting closed at 12.03pm.

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

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CHAIRPERSON

7 BOARD REPORTS

7.1 NOTICE OF ELECTION

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

EXECUTIVE SUMMARY

On 26 July 2018, Councillor Melisa Hederics and Councillor Leigh Byron were elected to the position of Chairperson and Deputy Chairperson respectively. The Deputy Chairperson position was vacated on 27 January and the position has not been filled.

In accordance with the OLG Joint Organisation Implementation Guide May 2018, the election of chairpersons of joint organisation should be held at the first meeting of the board after the term of the chairperson expires, namely 28 August 2020

Nomination

A voting representative who is the mayor of a member council may be nominated without notice for election as chairperson of the joint organisation.

The nomination is to be made in writing by two or more mayors of member councils of the joint organisation (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.

The returning officer is to announce the names of the nominees at the board meeting at which the election is to be held.

Election

If only one eligible voting representative of the joint organisation is nominated, that representative is elected.

If more than one eligible voting representative is nominated, the board is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.

The election is to be held at the board meeting at which the joint organisation resolves on the method of voting.

The Chief Executive Officer, as returning officer, now invites nominations for the position of chairperson for the Far West Joint Organisation for a two-year period.

7.2 FINANCIAL MANAGEMENT POLICY AND PROCEDURES

File Number: NA

Attachments: Nil

I, Bob Stewart, give notice that at the next Ordinary Meeting of The Board be held on 1 July 2020, I intend to move the following motion:

MOTION

That the FWJO Board request the CEO to bring a report to the next Board Meeting detailing the current controls for authorisation of Credit Cards and other expenditure including procurement.

The report is to also consider what other financial risks may exist and measures that need to be put in place to manage financial risk to the organisation it may be exposed to in its operations.

The report should include recommendations on appropriate controls, policy and procedures.

RATIONALE

The Board as part of its due diligence and risk management needs to ensure that it has in place best practice policy and procedures for sound financial management.

The NSW Office of Local Government has issued advice to Councils on the requirements for managing credit cards and this has been subject to annual audit on Local Government following several failures.

As a board we need to be putting in place a robust and transparent financial system for the management of public funds.

I commend this Notice of Motion to The Board.

8 QUESTIONS WITHOUT NOTICE

9 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:

9.1 CEO Contract Reconciliation

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).

9.2 CEO Performance Review Panel

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).

9.3 External Consultants and Contractors

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).

10 OTHER BUSINESS

11 NEXT MEETING

12 MEETING CLOSE