



CANBERRA REGION
JOINT ORGANISATION

CRJO BOARD MEETING

Business Papers – Attachments

Thursday, 27 February 2020

Our Region...

Dynamic

Innovative

Connected

...Compelling!



DECLARATION OF CONFLICT OF INTEREST AT A MEETING

This form is for use in relation to the Disclosure of Interests in a meeting under Division 3 of the Local Government Act 1993.

1. Person making declaration

Name

Position Title:

Signature

Date

2. At which meeting is this declaration being made?

Date

Meeting

3. What is the item number and name?

--

4. Nature of the interest

Be specific and include information such as the names of any person or organisation you have any relationship with, the nature of your relationship with any person or organisation, the reason(s) why you consider the situation may (or may be perceived to) give rise to a conflict between your personal interest and your public duty as a CRJO Board member.

--

5. Type of Conflict of Interest (complete either section A or B or C)

A	Pecuniary Conflict of Interest (refer section 442 of the <i>Local Government Act 1993</i>) <input type="checkbox"/> I will leave the room immediately while the matter is being discussed and voted on
B	Significant Non-Pecuniary Conflict of Interest <input type="checkbox"/> I will leave the room immediately while the matter is being discussed and voted on <input type="checkbox"/> I will Participate in decision to delegate Council's decision making role to Council staff through General Manager or other appointed person
C	Not Significant Non-Pecuniary Conflict of Interest <input type="checkbox"/> Continue to be involved in the matter as the interest will not affect my ability to act in an impartial manner <input type="checkbox"/> Other, please specify _____

What is meant by “Conflict of Interests”

A conflict of interests exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty.

You must avoid or appropriately manage conflict on interests. The onus is on you to identify a conflict of interest and take the appropriate action to manage the conflict in favour of your public duty.

Any conflict of interest must be managed to uphold the probity of council decision making. When considering whether or not you have a conflict of interests, it is always important to think about how others would view your situation.

Private interests can be of two types: **Pecuniary and Non-Pecuniary**.

What is a “Pecuniary Interest”

A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person (Section 442).

A person will also be taken to have a pecuniary interest in a matter if that person’s spouse or de facto partner or a relative of the person or a partner or employer of the person, or a company or other body of which the person, or a nominee, partner or employer of the person is a member, has a pecuniary interest in the matter (Section 443).

Who is considered as a “Relative”

The Local Government Act defines a relative as your or your spouse’s parents, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of those persons.

What is a “Non-Pecuniary Interest”

Non-pecuniary interests are private and personal interests the council official has that do not amount to a pecuniary interest as defined in the Act. These commonly arise out of family, or personal relationships, or involvement in sporting, social or other cultural groups and associations and may include an interest of a financial nature.

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.

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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

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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

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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

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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.

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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.

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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

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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.

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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.



CANBERRA REGION
JOINT ORGANISATION

Charter

Adopted by CRJO 14 September 2018

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1. Introduction

1.1 Preamble

The operation of and governance principles for the Canberra Region Joint Organisation is guided by this Charter, which has been adopted by resolution of the board.

1.2 Name and legal status

- a. The name of the joint organisation is the **Canberra Region Joint Organisation (CRJO)**.
- b. The Canberra Region Joint Organisation is a body corporate proclaimed under the *Local Government Act 1993* (the Act) with the legal capacity and powers of an individual.

See the proclamation forming this joint organisation at <https://legislation.nsw.gov.au/regulations/2018-192.pdf> for further information about the membership and functions of the Canberra Region Joint Organisation and other key matters.

- c. While the principal functions of the joint organisation are provided for in the Act and through this Charter, powers are also conferred on the joint organisation as a statutory corporation under section 50 of the *Interpretation Act 1987*. Other functions may be conferred on a joint organisation by legislation and may be delegated to a joint organisation by one or more member councils.

1.3 Interpretation

This Charter is to be interpreted in accordance with the *Local Government Act 1993* and *Local Government (General) Regulation 2005* and the *Interpretation Act 1987*.

1.4 Definitions

In this Charter, the following terms are used as below. 'Act' means the *Local Government Act 1993*.

Regulation	The <i>Local Government (General) Regulation 2005</i> .
Affiliate	Means a person(s) or an entity other than a government organisation that has been determined by the Board to be a non-voting member and includes corporate and not-for-profit organisations.
Board	Means the joint organisation board, consisting of the mayors of each member council, any additional voting representatives of these member councils appointed under section 400T of the Act and any other non-voting representatives who may attend, but are not entitled to vote at, a meeting.
Charter	Means this document, outlining the operational and governance principles for the Joint Organisation and any other agreed matters, consistent with the Act and other laws.
Chair	Means the person, who is a mayor, elected to the office of chairperson by the voting representatives on the Board from among the voting representatives who are mayors.
Councillor	Means a person elected or appointed to civic office and includes a mayor.

Executive Officer	Means the person employed by the Joint Organisation to conduct the day-to-day management of the Joint Organisation in accordance with strategic regional priorities and other plans, programs, strategies and policies of the Joint Organisation and to implement without delay the lawful decisions of the joint organisation. The Executive Officer has the role and functions of the Executive Officer as defined under the Act.
General Manager	Means the person employed by a council to conduct the day-to-day management of the council in accordance with strategic plans, programs, strategies and policies of the council and to implement without delay the lawful decisions of the council.
Joint organisation (JO)	Means an organisation established under Part 7 Chapter 12 of the <i>Local Government Act 1993</i> .
Member council	Means those councils proclaimed under the Act to be part of the Canberra Region Joint Organisation.
Associate member council	Means those councils that are not proclaimed under the Act to be part of the Canberra Region Joint Organisation.
Mayor	Means a person elected or appointed to civic office, who is the leader of the council.
Non-voting member	Means those councils and other organisations or individuals that are members of the Joint Organisation but do not have the right to vote.
Non-voting representative	Means the chosen representative of a non-voting member of the Board (sometimes called an 'associate member'). This includes: <ul style="list-style-type: none"> • an employee of the public service nominated by the Secretary, Department of Planning, Industry and Environment. • any other individual or representative of a council or other organisation invited by the Board to represent a non-voting member of the Board • any other person or a member of a class of persons prescribed by the Regulation.
Voting representative	Means a representative of a member council on the Board.
Majority	means 50% plus one (1) of voting members

1.5 Adopting the Charter

- The Draft Charter was formally considered by the Canberra Region Joint Organisation at its inaugural Board meeting held on Friday, 29 June 2018. The Board resolved to refer the document to member Councils for comment. The Charter was adopted at the Board meeting held on 14 September 2018.
- This Charter is available via the following website administered by the Joint Organisation <http://www.crjo.nsw.gov.au>.

1.6 Amending the Charter

This Charter will be reviewed every two years at the time of the election of the Chair or at any other time by resolution of the board.

A Charter Adoption and Version History is provided on page 15. .

2 Establishment

2.1 Vision & Mission

Vision - the Canberra Region Joint Organisation is the regional body advocating for strong regional partnerships that delivers improved outcomes to our regional communities.

2.2 Principles

The CRJO commits to applying the following operating and governance principles in all its activities:

a. Operating Principles

- I. **Cohesive:** speaking with one voice on regional issues and valuing equal representation.
- II. **Collaborative:** by working transparently and in the spirit of trust across member councils, communities, governments, and with a wide range of partners.
- III. **Aligned:** with consistency between member councils and NSW Government on regional strategies and policies.
- IV. **Efficient:** by avoiding duplication and using resources within and available to member Councils wherever possible.
- V. **Evidenced based:** when introducing or transitioning programs and shared services.
- VI. **Educative:** Challenging and improving as a sector and sharing information and opportunities between participating councils and the ACT.
- VII. **Flexible:** Opportunities to operate at the sub-regional as well as regional level. Principles to opt in/opt out when deemed appropriate.
- VIII. **Effective:** Delivering real outcomes for the region through collaboration and shared delivery

b. Governance Principles

- i. **Understanding** the role of the JO in assisting Councils and the State Government to deliver outcomes
- ii. **Ethics and Integrity** are embedded in operations and decision making
- iii. **Accountability** – there are clear lines of responsibility and delegations
- iv. **Finance Sustainability** – the organisation can meet all its ongoing financial commitments
- v. **Communication** – is open, responsive and transparent for all parties
- vi. **A Governance Framework** comprises:
 - **Policies** - Policies adopted by the Board and those policies that are outward looking or affect the Board
 - **Protocols** - Staff policies adopted via General Managers Advisory Group (GMAG) decision.
 - **Procedures** - Operational procedures to be implemented by the EO in consultation with GMAG.

2.3 Principal Functions

The principal functions of the Canberra Region Joint Organisation will be to:

- a. establish strategic regional priorities for the Joint Organisation area and develop strategies and plans for delivering these priorities.
- b. provide regional leadership for the Joint Organisation area and to be an advocate for strategic regional priorities.
- c. identify and take up opportunities for intergovernmental cooperation on matters relating to the Joint Organisation area.

2.4 Other Functions

- a. The other services, functions or types of functions The Canberra Region Joint Organisation will undertake are:
 - i. Joint procurement where agreed between parties
 - ii. Collaboration to achieve outcomes for the region or individual members
 - iii. Provide the key regional linkage to the south East and Tablelands Regional Strategy, Destination Southern NSW and Regional Economic Development Strategies.
 - iv. Employment of appropriately qualified personnel to deliver grants, JO-funded programs and projects.
- b. The board may, from time to time, determine whether and how to undertake any other functions.

3 Membership

3.1 Voting Members

- a. The following are 'member councils' of the Canberra Region Joint Organisation:
 - Bega Valley Shire Council
 - Eurobodalla Shire Council
 - Goulburn Mulwaree Council
 - Hilltops Councils
 - Queanbeyan-Palerang Regional Council
 - Snowy Monaro Regional Council
 - Snowy Valleys Council
 - Upper Lachlan Shire Council
 - Wingecarribee Shire Council
 - Yass Valley Council
- b. The voting member for each Council will be the Mayor or designated alternate who is an elected member of that Council.

3.2 Non-voting members

- a. The following are non-voting members of the CRJO:
 - i. The NSW Government, as represented by a nominee of the Secretary of the Department of Planning, Industry and Environment, currently the Regional Director South East NSW.
 - ii. Representatives of Associate member organisations:
 - ACT Government
 - East Gippsland Shire Council
 - Wagga Wagga City Council
 - iii. General Managers of member Councils
 - iv. Affiliates

3.3 Changes in membership

- a. A proclamation is required for a Joint Organisation to change voting members.
- b. Any voting member proposing to withdraw from the Joint Organisation must give 12 months written notice to the Board.
- c. This Charter may be amended to change non-voting members of the Board. In deciding whether to propose or support a change in membership, the CRJO will:
 - at the request of a member, consider a draft resolution seeking membership change, and
 - following a resolution in support, amend this Charter as set out section 1.6 to change membership as set out at section 3.2.

3.4 Financial contributions

a. Annual Member Contributions

Each member council is to contribute an annual monetary payment or equivalent contribution based on the following methodology:

- i. A flat Fee of \$10,000
- ii. A population fee of 77 cents per head
- iii. Both the above fee components being increased annually in accordance with the rate peg unless otherwise determined by the Board

NB: the population being based on the most recent Estimated Resident Population (ERP) of the Local Government Area of the member Council by the Australian Bureau of Statistics.

b. Associate Member Contributions

Contributions to be as follows unless otherwise determined by the Board:

- i. 75% of the calculated member contribution fee for councils located in NSW
- ii. 25% of the calculated member contribution fee for councils outside NSW (East Gippsland)
- iii. The ACT Government's contribution be determined via the development and review of a Memorandum of Understanding (MOU) between CRJO and the ACT Government.

Member councils will be consulted about proposed contributions by:

- iv. The Board resolving a draft schedule of fees for the upcoming financial year.
- v. Seeking feedback from member Councils on the draft schedule of fees.
- vi. The Board determining the final schedule of fees by resolution following consideration of feedback from member Councils.

c. **Affiliates**

Membership fees of affiliates will be determined by the Board on a case by case basis.

d. **Other Contributions**

Contributions for other projects /activities shall be at the discretion of the individual member. Members may choose to be a voluntary participant in the project/activity unless the Board has determined that it is a *critical matter* for the CRJO (refer CI 3.5).

3.5 Decision resolution

- a. In the event that the resolution of a *critical matter* to be determined by the Board is lost, the mechanism for the Board to move *critical decisions* forward is as follows:

Step 1– internal resolution using one or more of the following:

- Take into account board member views and rework the proposal.
- Establish a specific sub-committee to review and rework the proposal.
- Set aside time for the Board to discuss the proposal prior to the next Board meeting.
- Obtain and present to the Board advice from an expert or an independent report.

Step 2 – independent mediation (may include using any of the processes outlined in Step 1):

- Board resolves to work with an independent mediator to support Board to resolve the decision.
- Where a mediator cannot be agreed, the Board request the Office of Local Government (OLG) to appoint a mediator.

Step 3 – appoint an independent arbitrator

- Board resolves to appoint an independent arbitrator to support Board to resolve the decision.
- Where the arbitrator cannot be agreed, the board request the OLG to appoint an arbitrator.

- b. Critical matters to be determined by the board include:

- i. adoption of a Statement of Strategic Regional Priorities
- ii. adoption of the Annual Performance Statement and Financial Statements
- iii. a project/ activity deemed by the Board to be a *critical matter* by resolution as it will require a financial contribution from all member councils OR it is deemed to be a significant matter impacting on the organisation or across the region.

3.6 Dispute resolution

In the event of a dispute between Board members that arises from or relates to the Canberra Region Joint Organisation, the following steps will be taken to resolve that dispute:

- i. relevant members will advise the joint organisation prior to taking legal action.
- ii. relevant members will give notice to board members specifying the nature of the dispute.
- iii. on receipt of notice, member councils must endeavour in good faith to resolve the dispute promptly using informal dispute resolution techniques such as mediation, expert evaluation or determination or similar techniques, as agreed by those members.
- iv. members that are parties to the dispute will pay the mediator's costs

4 The Board

4.1 Governing Board and role

- a. The Board of the Canberra Region Joint Organisation consists of:
 - the Mayors of each member council
 - any alternate elected member appointed as an alternate in the absence of Mayor
 - a representative of the NSW Government, nominated by the Secretary of the Department of Planning Industry and Environment, who is Regional Director South East NSW
 - Representatives (non-voting) of associate members
 - General Managers of member Councils (non-voting)
 - Executive Officer (non-voting)
- b. The role of the board is to direct and control the affairs of the Joint Organisation.

4.2 Chair and role

- a. The Chair is responsible for the conduct of meetings and shall be elected every two years by the voting representatives of the Board from one of the mayoral representatives. In the absence of the Chair, the Deputy Chair or a person elected at the meeting is to preside at the meeting. The Chair does not have a casting vote.
- b. The Chair is the Joint Organisation's spokesperson on strategic matters and will represent the Joint Organisation at regional forums where possible. On specific issues, the Chair may elect to delegate the spokesperson to be the Deputy Chair or the Mayor of a member Council.
- c. An annual remuneration shall be paid to the Chair with the fixed amount to be determined by the Board for each financial year.

4.3 Alternates

Member councils that choose to appoint an alternate representative must notify the Joint Organisation of that person's name and position.

4.4 Advisory Groups and working groups

- a. The Canberra Region Joint Organisation establishes the General Managers Advisory Group, otherwise known as GMAG, as a formal group to provide recommendations to the Board at each Ordinary Meeting of the Board.
- b. GMAG is delegated by the Board to create working groups and networks as required to assist the delivery of the functions of CRJO.
- c. Working Groups shall report through GMAG to the Board, however in special circumstances may be approved by GMAG to report directly to the Board.
- d. Working Groups may include (but not limited to) key strategic and operational areas such as: Economic Development, Tourism, Infrastructure, Planning (land use), Strategic Planning, Waste and Resource Recovery, Human Resources, Procurement and Information Technology.
- e. Committees and advisory groups may also be established from time to time by Board resolution.
- f. GMAG is also delegated by the Board to oversee the performance of the EO.

5 Meetings

5.1 Meeting frequency

- a. The Board will meet a minimum four times each year preferable in each quarter. The location and timing to be determined on an annual basis with a minimum notice of three months.
- b. Meetings will be conducted in accordance with the [Code of Meeting Practice](#) adopted by the Board from time to time.
- c. Where necessary, the Chair may call Extraordinary meetings.

5.2 Participation and quorum

a. Quorum

The quorum for a meeting is a majority of 50% plus 1 of the voting members who hold office for the time being and are not suspended from office.

For the purpose of determining a quorum, those voting members who are attending meeting via electronic video (such as Skype) are to be considered as present.

If the calculation of 50% plus 1 of eligible voting members does not result in a whole number, the result is to be rounded up.

Note: As an example, 50% of 10 eligible voting members is 5, plus one additional voting member so the quorum for a meeting would be 6 eligible voting members.

b. Non-Quorum Meeting

A non- quorum meeting of the Board may be held if less than 50% of voting members are in attendance.

Business may be transacted at such a meeting subject to the requirements of section 5.3.

5.3 Voting and decision making

a. Board Decisions

All Board decisions shall require 50% plus 1 majority from the voting members. Put simply, this means that any three members voting against a motion will see the motion defeated.

To cover the instance where absences could result in not achieving a quorum, provision has been made for both quorum and non-quorum decision making with the proviso that at least 50% of members are in attendance.

b. Out of Session Decisions

Decisions that are required in between meetings may be determined by 50% plus one (1) majority written response to an email from the Chair.

Any out of session decision will be voided unless ratified by the Board at its next meeting.

c. Quorum Decisions

Decisions shall be reached in accordance with the [CRJO Code of Meeting Practice](#) which includes:

- Each voting Member is entitled to one vote.
- Non-voting members are not entitled to vote.
- The Chair DOES NOT have a second or casting vote.
- For a vote to be carried it must be supported by at least 50% plus one (1) of the Board members eligible to vote.

Note: This means 50% plus 1 of voting members, not simply of the voting members present at the meeting.

d. Non-Quorum Decisions

Decisions of non-quorum meetings must have registered 50% plus one (1) voting members 'in favour' within 7 days of the circulating the minutes.

Failure to comply with the above will void any non-quorum decision

A motion is taken to be defeated in the event there is a failure of 50% plus one (1) of votes in favour. The Chair, or person presiding at a meeting of the Board, does not have a casting vote.

5.4 Annual Report

The Canberra Region Joint Organisation will present the annual report, audited financial statements at its fourth quarter ordinary meeting.

6 Other Matters

6.1 Consultation and publication

- a. The Canberra Region Joint Organisation will consult with all members in preparing the following documents required under the Act and will publish the adopted versions on the Joint Organisation website www.crjo.nsw.gov.au
 - [Statement of Strategic Regional Priorities](#)
 - [Annual Revenue Statement](#)
 - [Audited Financial Reports.](#)
- b. The Canberra Region Joint Organisation will also publish an annual performance statement on its website.

6.2 Records

- a. The Joint Organisation will keep records and provide access to relevant information in accordance with the following legislation:
 - *State Records Act 1998*
 - *Government Information (Public Access) Act 2009*
- a. The public officer of the Canberra Region Joint Organisation is the **Executive Officer** who may be contacted by email via reception@crjo.nsw.gov.au and via the website crjo.nsw.gov.au

6.3 Insurance

The Canberra Region Joint Organisation will ensure that appropriate insurance is taken out to indemnify all Board members and staff members, to provide workers compensation cover and public liability cover.

6.4 Indemnity

Representatives of members of the Board and staff of The Canberra Region Joint Organisation are protected from liability for functions and duties carried out or omitted honestly, in good faith and with due care and diligence.

6.5 Policies

- a. The Canberra Region Joint Organisation has adopted the following policies:
 - Expenses and Facilities policy
 - Code of Meeting Practice,
 - Model Code of Conduct Policy
 - CRJO Credit Card Policy
 - CRJO Statement of Business Ethics
 - CRJO Communications and Engagement Strategy
 - CRJO Records Management Policy
 - CRJO Regional Procurement Policy
 - CRJO Information and Communication Technology Policy
- b. Further policies will be adopted by the Board from time to time and will be published on The Canberra Region Joint Organisation's website at www.crjo.nsw.gov.au.

6.6 Code of Conduct Reviewers Panel

- a. **Code of Conduct**
The Code of Conduct shall apply to all voting and non-voting members of the Board and all members of any advisory groups, committees and working groups or network groups of the CRJO.
- b. **Code of Conduct Reviewer's Panel**
Code of Conduct Reviewers will be selected from list of approved *investigation service suppliers* listed under the NSW Government Prequalification Scheme for Performance and Management Services, administered by NSW Procurement.

6.7 Organisational Structure

- a. The Board approves the following positions of:
 - i. **Executive Officer** - fulfilling the role of the executive officer as defined by the Act and Regulations, reporting to the Board with the performance being overseen by GMAG.
 - ii. **Director** - primary roles to develop and maintain strategic network of partnerships, coordinate the development of regional strategies, develop advocacy strategies to NSW and Federal Governments.
- b. Other staff of the CRJO will be appointed by the Executive Officer in consultation with GMAG to meet operational and strategic requirements.

6.8 Returns Disclosing Interests

- a. A register of all Returns will be kept by the Executive Officer of all Council representatives who are Councillors or designated persons and the location of the disclosures they have completed at their Council.
- b. Returns shall not be required to be lodged by non-voting members.
- c. Designated persons that are employed by the CRJO shall complete a disclosure within three months of their appointment and the Executive Officer will table the return at the next meeting of the Board.

6.9 Seal

Recognising that the Executive Officer has the authority to authenticate documents under Section 683 *Local Government Act 1993*, the CRJO chooses not to create a seal for document certification.

7.0 Charter Adoption and Version History

CRJO Charter	
Directorate	Operations
Responsible Officer	Executive Officer
Version	1.1 – 30 January 2020
<p>Amendment version 1.1:</p> <ul style="list-style-type: none"> • Include Snowy Valleys Council as a voting member and correct all references to Snowy Valley Council to reflect full membership. • Correct all references regarding the establishment of a quorum at CRJO Board meetings to reflect changes in the amended CRJO Code of Meeting Practice (January 2020). • Correct financial contributions section to reflect the 2020 – 2022 membership fees as adopted by the Board • Correct all abbreviations and references to the General Managers Advisory Committee to 'General Managers Advisory Group' or 'GMAG'. • Update contact information for the public officer to reception@crjo.nsw.gov.au • List all new policies adopted as of December 2019. • Correct abbreviations in the document. • Correct formatting, text and document consistency. • Include version history table at the end of the document that lists all changes actioned. 	
Adopted	14 September 2019
Review Period	By the Board every 2 years
Next revision	Post-Local Government Elections 2020



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

24 MAY 2019

CRJO - Code of Meeting Practice

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CRJO - Code of Meeting Practice

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 Organisation'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.

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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.

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- 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.

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- 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~~50% of the voting representatives ~~plus one (1) additional voting representative~~ of the Joint Organisation who hold office at that time and are not suspended from office.

Note : to achieve a quorum calculate 50% of voting representatives then add one additional representative. For example: If 50% of 10 voting members is 5 voting representatives, then a sixth voting representative must be present to establish a quorum~~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

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- (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 50% plus one (1) of voting members registered 'in favour' within 7 days of the circulating the minutes~~
~~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.

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- 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.

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- 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:

1. [Welcome / Introductions Opening Meeting](#)
2. [Welcome & Acknowledgement of Country](#)
3. [Apologies](#)
4. [Disclosures of interests](#)
- 4.5. [Notice of Motions](#)
- 2.6. [Notice of Rescissions](#) [Notice of Motions of Rescission](#)
- 3.7. [Urgent Business](#)
8. [Presentations](#)
- 4.9. [Confirmation of minutes](#)
10. [Chair's minute\(s\)](#)
11. [Reports to Joint Organisation](#)
- 5.12. [Confidential matters](#)
- 6.13. [Close](#)
14. [13 Resolving into the Board](#)
15. [14 Adoption of decisions of committee of the whole](#)

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- 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.

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- 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.

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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~~50% plus one (1) additional voting representative of the Board members eligible to vote.

Note: this means ~~75~~50% of voting members, not simply ~~75~~50% 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

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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.

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- 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

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- 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.
- 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

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- 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

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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:

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- (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

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- 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~~50% plus one (1) 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.
- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless

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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.

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- 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 moved to it,

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- (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

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- 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

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- (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~~50% plus one (1) 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.

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- 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
 - (d) a failure of a voting representative or a committee member to declare a conflict of

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- 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.

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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

Schedule 7A – Election of chairpersons of joint organisations

PART 1 PRELIMINARY

1. When election is to be held

An election for chairperson of a joint organisation is to be held:

- a) at the first meeting of the board after the joint organisation is established, and
- b) at the first meeting of the board after the term of the chairperson expires, and
- c) if the office of chairperson becomes vacant for any other reason.

2. Returning officer

The returning officer is to be:

- a) the executive officer of the joint organisation, or
- b) if there is no executive officer, the Departmental Chief Executive or a person appointed by the Departmental Chief Executive.

3. Notification of vacancy

1. The returning officer must give notice of the occurrence of a vacancy in the office of chairperson of the joint organisation to the Chief Executive (unless the returning officer is the Departmental Chief Executive) and to the general managers of the member councils of the joint organisation.
2. The returning officer is to do that within seven days of the occurrence of the vacancy.
3. The notice is to set out the manner in which a person may be nominated as a candidate for election as chairperson.

4. Nomination

1. A voting representative who is the mayor of a member council may be nominated without notice for election as chairperson of the joint organisation.
2. 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.
3. The returning officer is to announce the names of the nominees at the board meeting at which the election is to be held.

5. Election

1. If only one eligible voting representative of the joint organisation is nominated, that representative is elected.
2. 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.
3. The election is to be held at the board meeting at which the joint organisation resolves on the method of voting.
4. In this clause:
 - ballot has its normal meaning of secret ballot
 - open voting means voting by a show of hands or similar means.

PART 2 ORDINARY BALLOT OR OPEN VOTING

6. Application of Part

This Part applies if the election proceeds by ordinary ballot or by open voting.

7. Marking of ballot-papers

1. If the election proceeds by ordinary ballot, the returning officer is to decide the manner in which votes are to be marked on the ballot-papers.
2. The formality of a ballot-paper under this Part must be determined in accordance with clause 345 (1) (b) and (c) and (5) of this Regulation as if it were a ballot-paper referred to in that clause.
3. An informal ballot-paper must be rejected at the count.

8. Count—two candidates

1. If there are only two candidates, the candidate with the higher number of votes is elected.
2. If there are only two candidates and they are tied, the one elected is to be chosen by lot.

9. Count—three or more candidates

1. If there are three or more candidates, the one with the lowest number of votes is to be excluded.
2. If three or more candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.
3. If, after that, three or more candidates still remain, the procedure set out in subclause (2) is to be repeated until only two candidates remain.
4. A further vote is to be taken of the two remaining candidates.
5. Clause 8 of this Schedule then applies to the determination of the election as if the two remaining candidates had been the only candidates.
6. If at any stage during a count under subclause (1) or (2), two or more candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.

PART 3 PREFERENTIAL BALLOT

10. Application of Part

This Part applies if the election proceeds by preferential ballot.

11. Ballot-papers and voting

1. The ballot-papers are to contain the names of all the candidates. The voting representatives on the board are to mark their votes by placing the numbers '1', '2' and so on against the various names so as to indicate the order of their preference for all the candidates.
2. The formality of a ballot-paper under this Part is to be determined in accordance with clause 345 (1) (b) and (c) and (5) of this Regulation as if it were a ballot-paper referred to in that clause.
3. An informal ballot-paper must be rejected at the count.

12. Count

1. If a candidate has an absolute majority of first preference votes, that candidate is elected.
2. If not, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot-papers.
3. A candidate who then has an absolute majority of votes is elected, but, if no candidate then has an absolute majority of votes, the process of excluding the candidate who has the lowest number of votes and counting each of his or her unexhausted ballot papers to the candidates remaining in the election next in order of the voter's preference is repeated until one candidate has received an absolute majority of votes. That candidate is elected.
4. In this clause, absolute majority, in relation to votes, means a number that is more than one-half of the number of unexhausted formal ballot-papers.

13. Tied candidates

1. If, on any count of votes, there are two candidates in, or remaining in, the election and the numbers of votes cast for the two candidates are equal—the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected.
2. If, on any count of votes, there are three or more candidates in, or remaining in, the election and the numbers of votes cast for two or more candidates are equal and those candidates are the ones with the lowest number of votes on the count of the votes—the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.

PART 4 GENERAL

14. Choosing by lot

To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the returning officer, the slips are folded by the returning officer so as to prevent the names being seen, the slips are mixed and one is drawn at random by the returning officer and the candidate whose name is on the drawn slip is chosen.

15. Result

The result of the election (including the name of the candidate elected as chairperson of the joint organisation) is:

- a) to be declared to the representatives on the board at the board meeting at which the election is held by the returning officer, and
- b) to be delivered or sent to the Departmental Chief Executive.

16. By-elections

1. Subject to subclause (2), a by-election to fill a vacancy in the office of chairperson of a joint organisation is to be held at the next meeting of the board of the joint organisation occurring after the vacancy occurs.
2. No such by-election is to be held if the vacancy occurs after an ordinary election of councillors under Chapter 10 of the Act and before an election of chairperson of the joint organisation in accordance with clause 1 (a) of this Schedule.

Balance Sheet

Canberra Region Joint Organisation As at 31 December 2019

31 DEC 2019

Assets

Bank

Business Account	761,623.97
Provision Account	19,444.51
Term Deposit 2	500,000.00
Total Bank	1,281,068.48

Current Assets

Accounts Receivable	31,403.33
Total Current Assets	31,403.33

Fixed Assets

Motor Vehicles	121,341.61
Less Accumulated Depreciation on Motor Vehicles	(21,371.66)
Total Fixed Assets	99,969.95

Total Assets

1,412,441.76

Liabilities

Current Liabilities

Accounts Payable	93,324.33
Wages Payable - Payroll	340.96
Superannuation Payable	9,677.80
PAYG Withholdings Payable	25,826.00
ELE Liability	28,460.45
GST	(7,642.29)
Suspense	1,364.00
Credit Card Facility	5,309.26
Total Current Liabilities	156,660.51

Total Liabilities

156,660.51

Net Assets

1,255,781.25

Equity

Current Year Earnings	123,808.29
Retained Earnings	1,131,972.96
Total Equity	1,255,781.25

CRJO PROGRAM CASH BALANCES TO 31 DECEMBER 2019

ATTACHMENT B

Program	Opening Cash Balance	Income	Expenditure	Capital Purchases	Net Cash Position	Closing Cash Balance	Restricted	Unrestricted
CRJO Operations	\$374,667	\$514,126	\$521,551	\$46,000	-\$53,425	\$321,243		\$321,243
Regional Coordination Support Fund	\$309,929	\$297,201	\$96,169	\$0	\$201,032	\$510,961	\$510,961	
Household Chemical Collection	\$311,662	\$0	\$145,655	\$0	-\$145,655	\$166,007	\$166,007	
Biodiversity	\$11,763	\$75,450	\$18,008	\$0	\$57,442	\$69,205	\$69,205	
Contaminated Land	\$280,000	\$1,724	\$73,382	\$0	-\$71,658	\$208,342		\$208,342
CASH POSITION 31 DECEMBER 2019	\$1,288,022	\$888,501	\$854,765	\$46,000	-\$12,264	\$1,275,758	\$746,174	\$529,585

Regional Coordination Support Fund:

Regional Coordination Support Coordinator	\$189,260	\$247,201	\$96,170	\$0	\$151,031	\$340,291	
Container Deposit Scheme	\$45,000	\$0	\$3,788	\$0	-\$3,788	\$41,212	
Litter Grant	\$44,832	\$0	\$520	\$0	-\$520	\$44,312	
Illegal Dumping	\$20,000	\$0	\$0	\$0	\$0	\$20,000	
Love Food Hate Waste	\$10,837	\$0	\$0	\$0	\$0	\$10,837	
CRC Education	\$0	\$50,000	\$0	\$0	\$50,000	\$50,000	
	\$309,929	\$297,201	\$100,478	\$0	\$196,723	\$506,652	

CRJO Programs:

CRJO Operations	\$353,130	\$514,126	\$493,072	\$46,000	-\$24,946	\$328,184	
Tablelands Tourism	\$21,537	\$0	\$4,950	\$0	-\$4,950	\$16,587	
JO Capacity Building Funding	\$0	\$0	\$1,340	\$0	-\$1,340	-\$1,340	
GST Payable	\$0	\$0	\$22,189	\$0	-\$22,189	-\$22,189	
	\$374,667	\$514,126	\$521,551	\$46,000	-\$53,425	\$321,242	

Profit and Loss

Canberra Region Joint Organisation For the 6 months ended 31 December 2019

	JUL-DEC 2019	19/20 BUDGET	BUDGET REMAINING	% REMAINING
Income from Continuing Operations				
Revenue				
Other Revenues				
Member Contributions	369,100.38	369,000.00	(100.38)	-0.03%
Management Fees	-	150,000.00	150,000.00	100.00%
Procurement Rebate	104,623.78	80,000.00	(24,623.78)	-30.78%
Other Revenue	-	372,295.00	372,295.00	100.00%
Motor Vehicle Private Use Contributions	12,983.92	7,200.00	(5,783.92)	-80.33%
Interest and Investment Revenue				
Interest Income	-	5,000.00	5,000.00	100.00%
Operating Grants				
Operating Grants	384,500.00	671,719.00	287,219.00	42.76%
Operating Contributions	-	45,000.00	45,000.00	100.00%
Total Income from Continuing Operations	871,208.08	1,700,214.00	829,005.92	48.76%
Gross Profit	871,208.08	1,700,214.00	829,005.92	48.76%
Expenses from Continuing Operations				
Employee Benefits and On-Costs				
Wages and Salaries	440,661.59	730,500.00	289,838.41	39.68%
Superannuation	23,864.15	51,900.00	28,035.85	54.02%
Provision of Annual Leave	16,453.52	-	(16,453.52)	-
Provision for Long Service Leave	(37,543.82)	-	37,543.82	-
Training & Development	1,039.08	12,569.00	11,529.92	91.73%
Travel - National	22,794.44	23,500.00	705.56	3.00%
Borrowing Costs				
Interest Expense	2,114.29	-	(2,114.29)	-
Materials and Contracts				
Audit Fees	11,000.00	16,500.00	5,500.00	33.33%
Consulting & Accounting	94,773.41	481,050.00	386,276.59	80.30%
Legal expenses	-	3,000.00	3,000.00	100.00%
Depreciation				
Depreciation	9,085.19	24,100.00	15,014.81	62.30%
Other Expenses				
Advertising	918.56	4,000.00	3,081.44	77.04%
Administration Contingency	-	139,000.00	139,000.00	100.00%
Bank Fees	300.52	150.00	(150.52)	-100.35%
Cleaning	1,256.11	1,000.00	(256.11)	-25.61%
CRJO Meeting Expenses	40,290.41	-	(40,290.41)	-
General Expenses	72,858.13	103,000.00	30,141.87	29.26%
Insurance	3,728.84	16,000.00	12,271.16	76.69%

	JUL-DEC 2019	19/20 BUDGET	BUDGET REMAINING	% REMAINING
Light, Power, Heating	588.51	2,000.00	1,411.49	70.57%
Motor Vehicle Expenses	17,655.61	38,000.00	20,344.39	53.54%
Office Expenses	5,189.56	19,040.00	13,850.44	72.74%
Printing & Stationery	5,704.72	1,500.00	(4,204.72)	-280.31%
Rent	3,636.36	-	(3,636.36)	-
Subscriptions	6,582.00	2,000.00	(4,582.00)	-229.10%
Telephone & Internet	4,448.61	6,500.00	2,051.39	31.56%
Total Expenses from Continuing Operations	747,399.79	1,675,309.00	927,909.21	55.39%
Operating Result	123,808.29	24,905.00	(98,903.29)	-397.12%

Profit and Loss

Canberra Region Joint Organisation For the 6 months ended 31 December 2019

Project is CRJO Operations.

	JUL-DEC 2019	19/20 BUDGET	BUDGET REMAINING	% REMAINING
Income from Continuing Operations				
Revenue				
Other Revenues				
Member Contributions	369,100.38	369,000.00	(100.38)	-0.03%
Management Fees	-	150,000.00	150,000.00	100.00%
Procurement Rebate	104,623.78	80,000.00	(24,623.78)	-30.78%
Other Revenue	-	139,000.00	139,000.00	100.00%
Motor Vehicle Private Use Contributions	8,041.58	7,200.00	(841.58)	-11.69%
Interest and Investment Revenue				
Interest Income	-	5,000.00	5,000.00	100.00%
Operating Grants				
Operating Contributions	-	45,000.00	45,000.00	100.00%
Total Income from Continuing Operations	481,765.74	795,200.00	313,434.26	39.42%
Gross Profit	481,765.74	795,200.00	313,434.26	39.42%
Expenses from Continuing Operations				
Employee Benefits and On-Costs				
Wages and Salaries	315,487.12	415,000.00	99,512.88	23.98%
Superannuation	12,316.53	25,000.00	12,683.47	50.73%
Provision of Annual Leave	7,721.76	-	(7,721.76)	-
Provision for Long Service Leave	(37,543.82)	-	37,543.82	-
Training & Development	533.63	2,000.00	1,466.37	73.32%
Travel - National	19,233.64	10,000.00	(9,233.64)	-92.34%
Borrowing Costs				
Interest Expense	2,114.29	-	(2,114.29)	-
Materials and Contracts				
Audit Fees	5,500.00	15,000.00	9,500.00	63.33%
Consulting & Accounting	51,404.39	175,000.00	123,595.61	70.63%
Legal expenses	-	3,000.00	3,000.00	100.00%
Depreciation				
Depreciation	4,329.48	6,400.00	2,070.52	32.35%
Other Expenses				
Advertising	48.56	4,000.00	3,951.44	98.79%
Bank Fees	244.45	150.00	(94.45)	-62.97%
Cleaning	906.66	1,000.00	93.34	9.33%
CRJO Meeting Expenses	39,438.88	-	(39,438.88)	-
General Expenses	1,052.01	85,000.00	83,947.99	98.76%

	JUL-DEC 2019	19/20 BUDGET	BUDGET REMAINING	% REMAINING
Insurance	933.65	16,000.00	15,066.35	94.16%
Light, Power, Heating	443.29	2,000.00	1,556.71	77.84%
Motor Vehicle Expenses	9,162.82	12,500.00	3,337.18	26.70%
Office Expenses	2,199.88	15,000.00	12,800.12	85.33%
Printing & Stationery	1,063.80	1,500.00	436.20	29.08%
Rent	1,681.82	-	(1,681.82)	-
Subscriptions	6,582.00	2,000.00	(4,582.00)	-229.10%
Telephone & Internet	2,574.70	5,000.00	2,425.30	48.51%
Total Expenses from Continuing Operations	447,429.54	795,550.00	348,120.46	43.76%
Operating Result	34,336.20	(350.00)	(34,686.20)	9,910.34%

Profit and Loss

Canberra Region Joint Organisation For the 6 months ended 31 December 2019

Project is EPA - Contaminated Land.

	JUL-DEC 2019	19/20 BUDGET	BUDGET REMAINING	% REMAINING
Trading Income				
Operating Grants	-	280,000.00	280,000.00	100.00%
Other Revenue	-	83,295.00	83,295.00	100.00%
Total Trading Income	-	363,295.00	363,295.00	100.00%
Gross Profit	-	363,295.00	363,295.00	100.00%
Other Income				
Motor Vehicle Private Use Contributions	1,724.02	-	(1,724.02)	-
Total Other Income	1,724.02	-	(1,724.02)	-
Operating Expenses				
Administration Contingency	-	42,000.00	42,000.00	100.00%
Advertising	285.00	-	(285.00)	-
Bank Fees	38.07	-	(38.07)	-
CRJO Meeting Expenses	78.73	-	(78.73)	-
Depreciation	2,478.51	12,800.00	10,321.49	80.64%
General Expenses	855.37	8,000.00	7,144.63	89.31%
Insurance	1,438.70	-	(1,438.70)	-
Motor Vehicle Expenses	4,475.94	15,000.00	10,524.06	70.16%
Office Expenses	2,354.42	4,040.00	1,685.58	41.72%
Printing & Stationery	544.81	-	(544.81)	-
Provision of Annual Leave	5,145.26	-	(5,145.26)	-
Rent	1,454.54	-	(1,454.54)	-
Superannuation	6,354.46	18,000.00	11,645.54	64.70%
Telephone & Internet	854.27	-	(854.27)	-
Training & Development	-	6,000.00	6,000.00	100.00%
Travel - National	2,043.83	10,000.00	7,956.17	79.56%
Wages and Salaries	66,888.50	222,200.00	155,311.50	69.90%
Total Operating Expenses	95,290.41	338,040.00	242,749.59	71.81%
Net Profit	(93,566.39)	25,255.00	118,821.39	470.49%

Profit and Loss

Canberra Region Joint Organisation For the 6 months ended 31 December 2019

Project is EPA - Regional Coordination Support Fund.

	JUL-DEC 2019	19/20 BUDGET	BUDGET REMAINING	% REMAINING
Income from Continuing Operations				
Revenue				
Other Revenues				
Other Revenue	-	150,000.00	150,000.00	100.00%
Motor Vehicle Private Use Contributions	2,758.56	-	(2,758.56)	-
Operating Grants				
Operating Grants	244,443.00	304,162.00	59,719.00	19.63%
Total Income from Continuing Operations	247,201.56	454,162.00	206,960.44	45.57%
Gross Profit	247,201.56	454,162.00	206,960.44	45.57%
Expenses from Continuing Operations				
Employee Benefits and On-Costs				
Wages and Salaries	46,581.07	93,300.00	46,718.93	50.07%
Superannuation	4,425.22	8,900.00	4,474.78	50.28%
Provision of Annual Leave	3,586.50	-	(3,586.50)	-
Training & Development	505.45	4,000.00	3,494.55	87.36%
Travel - National	1,448.11	3,000.00	1,551.89	51.73%
Materials and Contracts				
Audit Fees	2,750.00	1,500.00	(1,250.00)	-83.33%
Consulting & Accounting	39,195.27	237,562.00	198,366.73	83.50%
Depreciation				
Depreciation	2,277.20	4,900.00	2,622.80	53.53%
Other Expenses				
Advertising	285.00	-	(285.00)	-
Administration Contingency	-	82,000.00	82,000.00	100.00%
Bank Fees	18.00	-	(18.00)	-
Cleaning	349.45	-	(349.45)	-
CRJO Meeting Expenses	636.44	-	(636.44)	-
General Expenses	1,252.18	10,000.00	8,747.82	87.48%
Insurance	1,066.00	-	(1,066.00)	-
Light, Power, Heating	145.22	-	(145.22)	-
Motor Vehicle Expenses	3,330.28	7,500.00	4,169.72	55.60%
Office Expenses	575.98	-	(575.98)	-
Printing & Stationery	23.38	-	(23.38)	-
Rent	500.00	-	(500.00)	-
Telephone & Internet	752.40	1,500.00	747.60	49.84%
Total Expenses from Continuing Operations	109,703.15	454,162.00	344,458.85	75.84%

Profit and Loss

	JUL-DEC 2019	19/20 BUDGET	BUDGET REMAINING	% REMAINING
Operating Result	137,498.41	-	(137,498.41)	-

Profit and Loss

Canberra Region Joint Organisation For the 6 months ended 31 December 2019

Project is EPA - Household Chemical Cleanup.

JUL-DEC 2019

Gross Profit	-
Expenses from Continuing Operations	
Other Expenses	
General Expenses	69,698.57
Total Expenses from Continuing Operations	69,698.57
Operating Result	(69,698.57)

Profit and Loss

Canberra Region Joint Organisation For the 6 months ended 31 December 2019

Project is EPA - Litter Project.

JUL-DEC 2019

Gross Profit	-
Expenses from Continuing Operations	
Employee Benefits and On-Costs	
Travel - National	68.86
Other Expenses	
Advertising	300.00
CRJO Meeting Expenses	136.36
Printing & Stationery	300.00
Total Expenses from Continuing Operations	805.22
Operating Result	(805.22)

Profit and Loss

Canberra Region Joint Organisation For the 6 months ended 31 December 2019

Project is EPA - Container Deposit Scheme.

JUL-DEC 2019

Gross Profit	-
Expenses from Continuing Operations	
Other Expenses	
Office Expenses	16.12
Printing & Stationery	3,772.73
Total Expenses from Continuing Operations	3,788.85
Operating Result	(3,788.85)

Profit and Loss

Canberra Region Joint Organisation For the 6 months ended 31 December 2019

Project is OEH - Biodiversity.

	JUL-DEC 2019	19/20 BUDGET	BUDGET REMAINING	% REMAINING
Income from Continuing Operations				
Revenue				
Other Revenues				
Motor Vehicle Private Use Contributions	459.76	-	(459.76)	-
Operating Grants				
Operating Grants	90,057.00	87,557.00	(2,500.00)	-2.86%
Total Income from Continuing Operations	90,516.76	87,557.00	(2,959.76)	-3.38%
Gross Profit	90,516.76	87,557.00	(2,959.76)	-3.38%
Expenses from Continuing Operations				
Employee Benefits and On-Costs				
Wages and Salaries	11,704.90	-	(11,704.90)	-
Superannuation	767.94	-	(767.94)	-
Training & Development	-	569.00	569.00	100.00%
Travel - National	-	500.00	500.00	100.00%
Materials and Contracts				
Audit Fees	2,750.00	-	(2,750.00)	-
Consulting & Accounting	1,483.75	68,488.00	67,004.25	97.83%
Other Expenses				
Administration Contingency	-	15,000.00	15,000.00	100.00%
Insurance	290.49	-	(290.49)	-
Motor Vehicle Expenses	686.57	3,000.00	2,313.43	77.11%
Office Expenses	43.16	-	(43.16)	-
Telephone & Internet	267.24	-	(267.24)	-
Total Expenses from Continuing Operations	17,994.05	87,557.00	69,562.95	79.45%
Operating Result	72,522.71	-	(72,522.71)	-

CL 1.01.3 Payment of Expenses, Provisions of Facilities and Allowances to Board Members



1. Purpose

The objective of the policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred by Board Members and staff. The policy also ensures that the facilities provided to assist Board Members to carry out their duties are reasonable.

2. Scope

This details the type and level of expenses that the organisation will cover in relation to the business of Board members and staff delegates to Board meetings.

3. Definitions

Board Members – for the purpose of this policy shall include elected representatives and staff delegated to attend Board meetings by member Councils and associate members.

Member Organisation – includes voting and non-voting organisations on the Board.

4. Legislation and Related Documents

- Local Government Act 1993
- Local Government (General) Amendment (Regional Joint Organisations) Regulation 2018
- Joint Organisation Implementation Guide – OLG - May 2018
- Guidelines for the Payment of Expenses and the Provision of Facilities for Mayors
- and Councillors in NSW (DLG Oct 2009)
- Circular to Councils 11/27 Findings from the Review of Councillor Expenses and Facilities Policies
- Canberra Region Joint Organisation Charter

5. Policy Statement

5.1 Travelling expenses

With all travel arrangements, due consideration is to be given to the physical capacity of the Board Member and any variation to these arrangements be with the approval of the Board Chair and the Chief Executive Officer. All travel by Board Members will be undertaken by utilising the most practicable and economical mode of transport.

5.1.1 Board Meetings

Member councils are responsible for all expenses incurred by their representatives at Ordinary Board meetings.

5.1.2 Other Authorised Meetings and Activities

Within the CRJO Area

Member Councils are responsible for all expenses incurred by their representatives attending authorised activities or functions within the CRJO area including the ACT and Associate Member Council areas.

Outside the CRJO Area

Board Members will be entitled to travel to official engagements at Board's expense by the most practical method, i.e. aircraft, Board vehicle or private vehicle. Board Members, when travelling by air, will travel Economy Class or as determined by the Chief Executive Officer in consultation with the Chair.

A Board Member who travels in his/her own vehicle will be reimbursed at the appropriate per kilometre rate or airfare whichever is the lower.

Interstate

Interstate travel must be approved by resolution of the Board following receipt of a written report. The Board will not assist with overseas travel expenses unless there are direct and tangible benefits to furthering CRJO's objectives.

5.2 Attendance at Conferences, Seminars and Functions

Board Members may attend conferences, seminars or functions where these are considered by the Board to be the business of the joint organisation. Professional development expenses are the responsibility of the member organisation and will not be covered.

5.2.1 Expenses incurred at conferences, seminars and functions

The following costs will be paid for by Board in advance or by way of reimbursement for attendance at conferences, seminars and courses by Board Members:

Registration

Including official luncheons, dinners and tours relevant to the Conference.

Travel

Travel expenses will be funded as per Section 5.1 above.

Accommodation

Accommodation for other Board business will be as follows:

- (i) At a standard of up to four-star rating;
- (ii) Booked and paid for by the Board in advance or, where this is not possible, a claim for reimbursement made not later than three months after the expenses were incurred and submitted on the standard claim form, with receipts attached.

5.2.2 Meals and other expenses

Reasonable costs (including sustenance, telephone charges, taxi fares and incidental expenses) including the night before and after the conference where necessary to be met by the Board and submitted on the standard claim form, with receipts attached. Costs of meals not included in the costs of the registration for the conference, seminar or course will be reimbursed in accordance with the most recent Australian Tax Office determination in relation to “reasonable travel and overtime meal expense amounts”

5.3 Costs of Board Members’ spouses, partners and accompanying persons

The Board will not meet the costs of Board Members’ spouses, partners and accompanying persons. Such persons may share travel or accommodation arrangements with the Board member however any additional cost will not be borne by the joint organisation.

5.4 Provision of Facilities

It is anticipated that Board members will have the basic facilities provided by their own organisation. The joint organisation will, if required, supplement those facilities to ensure that all Board members have equal access to relevant information.

Members will have use of any Board meeting rooms or office of the joint organisation subject to availability.

Identification badge and business cards will be provided as required.

5.5 Legal expenses

The joint organisation may consider reimbursement of a Board Member's legal costs under certain circumstances with prior approval of the Board.

5.6 Insurance

Section 382 of the Act requires a Board to make arrangements for its adequate insurance against public liability and professional liability and Board Members are to receive the benefit of insurance cover for:

- 5.6.1 Public liability (for matters arising from Board Members' performance of their Board duties and/or exercise of their Board functions).
- 5.6.2 Professional indemnity (for matters arising from Board Members' performance of their civic duties and/or exercise of their Board functions).
- 5.6.3 Personal injury while on Board business. (This cover does not cover workers' compensation payments or arrangements.)

5.7 General

- 5.7.1 Light meals and/or refreshments are to be provided to Board Members in conjunction with Board/Committee Meetings and other functions/meetings, where considered appropriate by the Executive Officer.
- 5.7.2 Child care costs will be reimbursed when provided by a registered provider if a Board

Member is required to arrange such care while on Board business.

- 5.7.3 Reasonable Out of Pocket expenses incurred whilst conducting Board business will be reimbursed, subject to prior approval of the Chair or Executive Officer

5.8 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. This annuity is paid on a quarterly basis; with payments to commence after the date of the election of the CRJO Chair for the 2018/2019 financial year (paid quarterly).
- 5.8.2 Mayors (excluding the Chair) or their alternate delegates are entitled to a Sitting Fee for each attendance at an Ordinary or Extraordinary meeting of the Board which shall be \$250 per meeting during the 2018/19 financial year paid quarterly.
- 5.8.3 Members shall advise the Chief Executive Officer, in writing, as soon as practicable after becoming a Board member or being elected Chair, whether or not they wish to claim the above entitlements.
- 5.8.4 The amount of above entitlements shall be indexed in accordance with the annual percentage determined by the Local Government Remuneration Tribunal each year.

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6.0 Policy Adoption and Version History

Policy title CRJO Payment of Expenses, Provision of Facilities and Allowances to Board Members

Policy No.: 1.01.3

Directorate Administration Operations

Responsible Officer Executive Officer

Version 2.1 – 30 January 2020

Amendment version 2.1

- Clause 5.8.1. Removed reference to financial year and clarified payment commencement and frequency to remove ambiguity.
- Clause 5.8.2. Removed reference to financial year and clarified payment for ordinary and extraordinary meetings and payment regularity to remove ambiguity.

Amendment version 2.2:

- i) Clause 5.8 amended to remove ambiguity
- ii) dot points converted to number under clauses 5.6, 5.7 and 5.8

Adopted 15 February 2019

Review Period By the Board every 2 years

Next revision February 2021

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CANBERRA REGION
JOINT ORGANISATION

crjo.nsw.gov.au • PO Box 66 QUEANBEYAN NSW 2620

12 February 2020

Mr Phil Stockwell
Chief Executive
Local Government Superannuation
PO Box N835
GROSVENOR PLACE NSW 1220

Dear Phil

RE: Defined Benefits Scheme - Additional contributions

I am writing on behalf of the Board of the Canberra Region Joint Organisation (CRJO) to implore consideration be given to a minimum two-year moratorium on these "Additional Contributions" and seek relief to allow Councils across the Canberra Region to focus on getting people back into the normality of life without having the extra burden of increased rates.

The Councils I represent have been devastated by recent natural disasters; with our communities experiencing a severe drought or recovery from the recent bushfires and now with the floods. It is extremely tough across our regions with many families struggling to put food on the table which is a priority before paying rates. Many thousands of people are homeless from bush fires. A senior State Government Minister Hon Andrew Constance today described our predicament as a "Humanitarian Crisis".

The CRJO member councils received notification that Local Government Superannuation is again charging all Councils in NSW another year of the additional contribution for the defined benefit plan. This is over and above the salary amounts which average about 19.6% for this scheme.

I write to appeal to you and your Directors to place a minimum two-year moratorium on these "Additional Contribution" to allow Councils across the Canberra Region to focus on this Humanitarian Crisis. The recovery phase of these disasters will be tough, and communities will require considerable help.

I would like to arrange to meet with you to discuss this important issue that has serious consequences for our Councils and communities. Please advise the CRJO office on 0418-940-137 of your availability.

Yours sincerely

Cr Rowena Abbey
Chair – Canberra Region Joint Organisation
