



**CANBERRA REGION
JOINT ORGANISATION**

Regional leadership connecting our communities

BOARD MEETING

Thursday, 16 May 2024
10.30am – 12pm
Preston Stanley Room,
NSW Parliament House, 6 Macquarie Street Sydney

AGENDA AND BUSINESS PAPER



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Meeting Schedule

Time	Item(s)	Presenter	For	Brief
10.30am	1 - 9	Chair, Mayor Russell Fitzpatrick	Introduction	
10.35am	10.1	Associate Member Briefings		
	10.2	State Government Briefings		
For Decision				
10.50am	13.1	Jen Lang, Chief Financial Officer	Endorsement	2024-2025 Budget & Statement of Revenue Policy
11.05am	13.2	Hayley Chapman, Director Corporate Services	Endorsement	Financial Policy Review: - Expenses and Facilities Policy - Procurement Policy
11.10am	13.3	Sharon Houlihan, Executive Officer	Endorsement	Internal Audit Charter
11.15am	13.4	Sharon Houlihan, Executive Officer	Endorsement	Audit Risk and Improvement Committee Terms of Reference
11.20am	13.5	Sharon Houlihan, Executive Officer	Endorsement	Circular Economy Roadmap
11.30am	13.6	Hayley Chapman, Director Corporate Services	Endorsement	August Board Meeting Date Change
11.35am	13.7	Sharon Houlihan, Executive Officer	Endorsement	Executive Officer Performance Plan
For Noting				
11.45am	14.1	Hayley Chapman, Director Corporate Services	Noting	2024 Minister Meeting Schedule & Questions
11.50am	14.2	Sharon Houlihan, Executive Officer	Noting	Executive Officer Status Report
12pm	14.3	Sharon Houlihan, Executive Officer	Noting	Audit of 2023-2024 Financial Statements
12.05pm	14.4	Jen Lang, Jennifer Lang Australia	Noting	Finance Report
12.15pm	14.5 14.6 14.7	Hayley Chapman, Director Corporate Services	Noting	Governance & Compliance Status Report
12.20pm	14.8	Sharon Houlihan, Executive Officer	Noting	Regional Program Status Report
12.25pm	15.1	Sharon Houlihan, Executive Officer & Mayor, Russell Fitzpatrick	Noting	Closed session report
12.30pm	Close & Lunch			



MEMBERS AND ATTENDEES	
Bega Valley Shire Council	Mayor Russell Fitzpatrick (Chair) Mr Anthony McMahon
Eurobodalla Shire Council	Mayor Mathew Hatcher Mr Warwick Winn
Goulburn Mulwaree Council	Mayor Peter Walker Mr Aaron Johansson
Hilltops Council	Mayor Margaret Roles Mr Anthony O'Reilly
Queanbeyan-Palerang Regional Council	Mayor Kenrick Winchester (Deputy Chair) Ms Rebecca Ryan
Snowy Monaro Regional Council	Mayor Chris Hanna Mr David Hogan
Snowy Valleys Council	Mayor Ian Chaffey Mr Steven Pinnuck
Upper Lachlan Shire Council	Mayor Pam Kensit Ms Alex Waldron
Wingecarribee Shire Council	Mr. Viv May (PSM) Ms Lisa Miscamble
Yass Valley Council	Mayor Allan McGrath Mr Chris Berry
Wagga Wagga City Council	Mayor Dallas Tout Mr Peter Thompson
ACT Government	Dr David Clapham
Canberra Airport	Mr Noel McCann Mr Michael Thomson
Canberra Region Joint Organisation	Ms Sharon Houlihan Ms Hayley Chapman
GUESTS	
NSW Government	Anthony Body, Regional NSW Kalina Koloff, NSW Office Cross Border Commissioner Heidi Stratford, NSW Reconstruction Authority Louise Taylor, Office of Local Government



1. Opening Meeting

The Chairperson, Mayor Russell Fitzpatrick will open the meeting.

2. Welcome & Acknowledgement of Country

The Chairperson, Mayor Russell Fitzpatrick will welcome members and guests and make an acknowledgment of country.

3. Apologies

The Chairperson, Mayor Russell Fitzpatrick will call for any apologies. Canberra Region Joint Organisation (CRJO) will resolve to accept any apology and may grant leave of absence.

The following apologies have been received:

- Mayor, Cr Chris Hanna, Snowy Monaro Regional Council
- Chief Executive Officer, Mr David Hogan, Snowy Monaro Regional Council
- General Manager, Ms Rebecca Ryan, Queanbeyan Palerang Regional Council
- Ms Heidi Stratford, NSW Reconstruction Authority
- Mr Noel McCann, Canberra Airport
- Mr Michael Thomson, Canberra Airport

4. Disclosure of Interest

With reference to Chapter 14 of the *Local Government Act 1993*, and CRJO's code of conduct, councillors are required to declare any conflicts of interest in the matters under consideration by CRJO at this meeting.

5. Notice of Rescission

Pursuant to Clause 372 of the *Local Government Act 1993* a voting representative may lodge a notice to rescind a motion for the CRJO's consideration.

6. Notice of Motions

Pursuant to Clause 10.2 of the Code of Meeting Practice a voting representative may lodge a notice of motion for the CRJOs consideration.

7. Urgent Business

The chairperson will call for any additional business pursuant to Clause 9.3 of the Code of Meeting Practice. Any additional business to be discussed requires a board resolution or a ruling by the chairperson that the matter is of great urgency.

The CRJO board may resolve to accept any late item, information or urgent business to be discussed and/or determined at this meeting.

8. Chairs Minute

Pursuant to Clause 9.6 of the Code of Meeting Practice the Chairperson, without notice, may put to the meeting a minute on any matter or topic that is within the jurisdiction of the CRJO.



9. Confirmation of Minutes

Author: Sharon Houlihan, Executive Officer

Attachments: 1. Minutes of CRJO Board Meeting 1 March 2024

RECOMMENDATION

That the Canberra Region Joint Organisation Board receives and notes the minutes from the previous board meeting held 1 March 2024.

10. Briefings to CRJO Board

10.1 Members

The following associate members will provide verbal updates to the board:

- Dr David Clapham, Executive Branch Manager, Economic and Regional Policy, ACT Government.

(Noting apology received from Mr Noel McCann, Canberra Airport)

10.2 State Government Agencies

The following NSW State Government Agencies will provide verbal updates to GMAG:

- Mr Anthony Body, Regional Director, Illawarra and South East NSW, Department of Regional NSW
- Ms Kalina Koloff, NSW Cross Border Commissioner, NSW Office of the Cross Border
- Ms Louise Taylor, Council Engagement Officer, NSW Office of Local Government

(Noting apology received from Ms Heidi Stratford, NSW Reconstruction Authority)



11. Presentations

Nil

12. Reports to Board: For Discussion

Nil

13. Reports to Board: For Decision

13.1 2024-25 Budget

Author: Sharon Houlihan, Executive Officer

Attachments: 1. CRJO 2024/25 Budget

RECOMMENDATION

That the Canberra Region Joint Organisation board adopts the Canberra Region Joint Organisation 2024/25 Budget.

REPORT

Over the last several years, Canberra Region Joint Organisation (CRJO) has experienced immense growth with the successful attraction of a number of key disaster, risk and recovery grants from the Bushfire Local Economic Recovery Fund (BLERF), Bushfire Community Recovery and Resilience Fund, Circular Economy Innovation Fund and the continuation of its core projects funded by the Environmental Protection Authority including Regional Waste Coordination Support, Contaminated Lands and Household Chemical Cleanup.

The CRJO also celebrated many achievements during this time, including the establishment of a shared Audit, Risk & Improvement Committee (ARIC), shared Internal Audit function and offered centralised training from the Australian Institute of Company Directors and TAFE NSW for member councils' employees.

However, along with the expansion of projects came growth in resources and, in turn, fixed overhead expenses. Following a review of final project deliverables and with many projects to be completed by 30 June 2024, the executive officer raised a high risk at the 1 March 2024 board meeting that CRJO would become financially unsustainable with the January forecast identified a pending year end operating deficit of \$756k.

The executive officer presented several immediate actions to the board to reduce the 2023/24 year end deficit to a 'target' of \$538k, along with a general approach to move to a sustainable operating model from end 2024/25 financial year onwards.

The 2024/25 budget reflects a period of consolidation for the CRJO and an opportunity to 'get back to its roots' and refocus on its core strategic priorities for the benefit of its members. It also ensures that in doing so, the organisation will once again becoming financially sustainable.



Table 1.1 below provides an overview of the consolidated financials since 2021/22.

Consolidated	2021/22 Actuals \$000	2022/23 Actuals \$000	2023/24 Budget \$000	2023/24 Target Forecast (as presented on 1 March) \$000	2024/25 Budget \$000
Interest & Investment Revenue	3	6	1	4	0
Operating Grants	2,415	3,025	4,148	284	2,473
Other Revenue	846	764	988	762	750
Total Income	3,264	3,795	5,137	1,050	3,223
Borrowing Costs	1	1	1	7	3
Depreciation & Amortisation	117	101	75	141	63
Employee Benefits & On-Costs	1,247	1,737	2,351	862	1,479
Materials & Contracts	746	1,134	1,374	292	1,088
Other Expenses	758	623	1,381	286	647
Total Operating Expenses	2,869	3,596	5,182	1,588	3,280
Operating Result Net Surplus/(Deficit)	395	199	(45)	(538)	(57)
No of FTEs	18.0	20.0	18.0	11.0	8.8

Table 1.1

For the 2024/25 financial year, CRJO has budgeted an operating deficit of **\$57k**.

Table 1.2 below outlines actions that have been assumed in the budget which reduce the deficit from the 'target' forecasted **\$538k** deficit in 2023/24 to the budgeted **\$57k** deficit in 2024/25 in a stepped approach back to surplus.

Actions	Impact on 2024/25 Budget \$000
Restructure of operational FTEs, reducing total operational FTEs from 4 to 2 and a revision of the Director – Corporate Services role	369
Relocation to new office premises from 1 September (assume 8 workstations at Queanbeyan-Palerang Regional Council offices @ \$100 per workstation per week)	73
Sale of 2x motor vehicles and unneeded office equipment following office relocation	19
Cash payment by the Canberra Airport for Affiliate Membership (to be negotiated)	20
Impact on 2024/25 Budget	481

Table 1.2

There are one-off income and expenses in 2024/25 relating to the restructure of operational FTEs, revision of the Director – Corporate Services role, office relocation costs and ending grants which will not apply in future years. Together with some minor further savings, it is anticipated that the budget will break even from 2025/26 onwards.



SUMMARY OF 2024/25 BUDGET

Table 1.3 below provides a breakdown of the 2024/25 budget by Project (plus Operations and ARIC & Internal Audit). Full financials are provided as attachments.

2024/25 Budget	CRJO Operations \$000	ARIC & Internal Audit \$000	Regional Waste Projects	Bushfire Local Economic Recovery Fund	Net Zero	Disaster Ready Fund	Consolidated \$000
Interest & Investment Revenue	0	0	0	0	0	0	0
Operating Grants	31	398	1,141	533	161	209	2,473
Other Revenue	750	0	0	0	0	0	750
Total Income	781	398	1,141	533	161	209	3,223
Borrowing Costs	3	0	0	0	0	0	3
Depreciation & Amortisation	63	0	0	0	0	0	63
Employee Benefits & On-Costs	492	252	432	48	139	115	1,479
Materials & Contracts	109	83	375	426	14	82	1,088
Other Expenses	171	63	334	59	8	12	647
Total Operating Expenses	838	398	1,141	533	161	209	3,280
Net Surplus/(Deficit) 2024/25	(57)	0	0	0	0	0	(57)
No of FTE's	1.80	1.15	3.00	0.25	1.00	1.60	8.8



RISKS TO BUDGET

The 2024/25 budget assumes that several grant applications that are currently under review are successful. Table 1.4 provides the current status of all projects included in the budget and what the management fee allocation is for CRJO Operations within each project.

Projects	Total Grant Funding \$000	CRJO Allocation (Management Fee Income) \$000	Project Status
Regional Waste Coordination Support Fund	303	26	Approved
CRC Education	138	14	Application Submitted
Household Chemical Clean-up	200	20	Application Submitted
Bin Trim	250	25	Approved
Food Waste Challenge	100	6	Application Submitted
Food Rescue	150	6	Application Submitted
Bushfire Local Economic Recovery Fund	533	0	Approved
Net Zero	161	9	Application Submitted
Disaster Ready Fund	179	21	Application Submitted
CRJO income at risk		76	

Table 1.4

There is \$76k of income at risk in the CRJO Operations budget. Loss of this income, if grant applications are unsuccessful, will have a direct impact on the operating result at year end.

In addition, general assumptions have been made as to the allocation of overhead costs to each project. There is a risk that some of these allocations will not be funded due to the restrictions outlined in each funding deed. Unfunded allocations will then need to be covered by the CRJO Operations budget.



13.1.1 Statement of Revenue Policy

Author: Sharon Houlihan, Executive Officer

Attachments: 1. CRJO Statement of Revenue Policy

RECOMMENDATION

That the Canberra Region Joint Organisation Board endorses the Canberra Regional Joint Organisation Revenue Policy for 2024/25.

REPORT

The Canberra Region Joint Organisation is governed by the *Local Government Act 1993* and under clause 397 (i) joint organisations must have a statement of their revenue policy for each year.

The Statement of Revenue Policy includes:

- an estimate of income and expenditure
- the types of fees proposed to be charged
- any proposed fees for non-business activities
- statement of any proposed borrowings

2024/25 is year two of this two-year policy adopted by the board in June 2023, applying a 3.5% indexation to all membership fees. The 2025/26 annual member contribution to be a **minimum** indexation of 3% in line with the Local Government (State) Award.

Compared to the previous policy, the revenue policy includes monetary payment by Canberra Airport as an affiliate member, if monetary contribution replaces in-kind contribution, at board discretion. Minor wording changes have also been made to the revenue policy to align with legislative requirements.



13.2 Financial Policy Review

Author: Hayley Chapman, Director Corporate Services

- Attachments:**
1. Expenses and Facilities Policy
 2. Expenses and Facilities Policy Endorsed October 2021
 3. Procurement Policy

RECOMMENDATION

That the Canberra Region Joint Organisation board:

1. notes the report from the Director Corporate Services on the financial policies review.
2. adopts the following as Canberra Region Joint Organisation's policies:
 - a. Expenses and Facilities Policy
 - b. Procurement Policy

REPORT

This report presents two of Canberra Region Joint Organisation's (CRJO) financial policies that have been reviewed in terms of regulatory requirements, relevance and content. These policies are the Expenses and Facilities Policy and Procurement Policy.

Expenses and Facilities Policy

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to the Canberra Region Joint Organisation voting board members including the chairperson to help them to cover any needs associated with the exercise of their joint organisation functions that are not otherwise covered under their member councils' expenses and facilities policies.

The reviewed policy (refer attachment) has the following changes:

- Reformatted to align with NSW Office of Local Government template
- Updated general principles that board members are to seek reimbursement through their council in the first instance, if reimbursement cannot be sought through individual council policy, then a request may be lodged for consideration with CRJO
- Member councils to cover costs for accommodation, meals and transport for attendance at CRJO meetings
- CRJO will not cover or reimburse any alcoholic beverage expenses incurred by board members, general managers or staff.
- Member councils to cover costs for CRJO board meetings when hosting including refreshments

Procurement Policy

The aim of this policy is to ensure transparent, accountable and compliant processes for the procurement of goods, services and expertise, required to support the implementation of CRJO plans and objectives.

The reviewed policy (refer attachment) has the following changes:

- Add principles of social sustainability to procurement decision-making
- Add principles of environmental sustainability to procurement decision-making



13.3 Internal Audit Charter

Author: Sharon Houlihan, Executive Officer

Attachments: 1. Canberra Region Joint Organisation Internal Audit Charter

RECOMMENDATION

That the Canberra Region Joint Organisation Board adopts the Canberra Region Joint Organisation Internal Audit Charter.

REPORT

The purpose of this report is for the board to adopt a charter for the internal audit function of the Canberra Region Joint Organisation (CRJO), in accordance with legislated requirement for a complying internal audit function by 1 July 2024.

Effective 1 July 2024, all NSW councils and joint organisations are required to have an internal audit function complying with the *Local Government (General) Regulation 2021* as amended by the *Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023 (the regulation)*.

CRJO has had an internal audit function since October 2022, when the Manager Internal Audit commenced employment with CRJO. The internal audit function, headed by the Manager Internal Audit, is a shared arrangement across CRJO and four CRJO member councils being Goulburn Mulwaree, Upper Lachlan, Yass Valley and Snowy Monaro.

A charter for the shared internal audit function was adopted by the CRJO Board on 24 February 2023. Internal audit functions are required to be overseen by an audit, risk and improvement committee (ARIC). ARICS are also legislatively required to be established by all NSW councils and joint organisations and compliant with the regulation effective 1 July 2024.

CRJO has an ARIC which has been meeting since March 2023. The ARIC is a shared arrangement between CRJO and three CRJO member councils being Goulburn Mulwaree, Upper Lachlan and Yass Valley.

As the shared internal audit function and shared ARIC have become established, it has become the preference of the councils and CRJO for the shared arrangements to be supported by separate, formal resolutions of each council and the CRJO board adopting an internal audit charter and an ARIC terms of reference and individual adoption is also a legislative requirement.

As such, the Canberra Region Joint Organisation Internal Audit Charter (attached) has been developed and is presented for board adoption. The charter has been drafted based on a model internal audit charter developed by the Office of Local Government's Guidelines for Risk Management and Internal Audit for Local Government in NSW. The charter has been reviewed and approved by the ARIC chairperson.

A separate report has been prepared for the board's adoption of the CRJO ARIC terms of reference.



13.4 Audit Risk and Improvement Committee Terms of Reference

Author: Sharon Houlihan, Executive Officer

Attachments: 1. Canberra Region Joint Organisation Audit, Risk and Improvement Committee Terms of Reference

RECOMMENDATION

That the Canberra Region Joint Organisation board adopts the Canberra Region Joint Organisation Audit, Risk and Improvement Committee Terms of Reference.

REPORT

The purpose of this report is for the board to adopt terms of reference for the Canberra Region Joint Organisation (CRJO) Audit, Risk and Improvement Committee (ARIC), in accordance with legislated requirement for a complying ARIC by 1 July 2024.

Effective 1 July 2024, all NSW councils and joint organisations are required to have ARIC complying with the Local Government (General) Regulation 2021 as amended by the Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023 (the regulation).

CRJO has established an ARIC which has been meeting quarterly since March 2023 following recruitment of independent committee members. The ARIC is a shared arrangement across CRJO and three CRJO member councils being Goulburn Mulwaree, Upper Lachlan and Yass Valley.

As the shared ARIC has become established, a preference of the participating councils and CRJO has emerged for the shared arrangement to be supported by separate, formal resolutions by each council and the CRJO board adopting an ARIC terms of reference. Council/board adoption of ARIC terms of reference is also a legislative requirement.

As such, the Canberra Region Joint Organisation Audit, Risk and Improvement Committee Terms of Reference (attached) has been developed and is presented for board adoption. The terms of reference have been drafted based on model terms of reference developed by the Office of Local Government's Guidelines for Risk Management and Internal Audit for Local Government in NSW. The terms of reference have been reviewed and approved by the ARIC chairperson.

The terms of reference includes the independent committee members who were recruited to the ARIC and have been meeting as an ARIC. In effect, the board's adoption of the ARIC terms of reference fulfils the requirement for the board to appoint the ARIC committee members. Any proposed change to the ARIC membership due to rotation, completion of appointment terms or any other reason will therefore result in an amendment being needed to the terms of reference which will require a new board resolution to adopt the amended terms of reference and amended membership.



13.5 Circular Economy Business Cases and Roadmap

Author: Robbert Mells, Regional Waste and Recovery Coordinator

- Attachments:**
1. Canberra Region Waste and Circular Economy Roadmap
 2. Business Case (Plastics Waste)
 3. Business Case (Construction & Demolition Waste)
 4. Business Case (Organics/FOGO)

RECOMMENDATION

That the Canberra Region Joint Organisation board:

1. endorses the Circular Economy Roadmap, noting that cross-government work will continue to develop the roadmap into a strategy for future tripartite adoption by CRJO Board, the ACT Government and the NSW Government
2. notes the draft business cases for plastics, construction and demolition and food organics green organics (FOGO) waste streams and their status

REPORT

Purpose

The purpose of this report is to endorse the Circular Economy Roadmap, which will allow for acquittal of the NSW Government-funded grant project and note that , noting that cross-government work will continue to develop the roadmap into a strategy for future tripartite adoption by CRJO Board, the ACT Government and the NSW Government.

The report also presents for noting the latest versions of three business cases that are being delivered as part of the funded project.

Background

The Circular Economy Roadmap sets out the region's circular economy priorities for the future. It is a high-level strategic document that identifies the region's shared barriers, gaps and opportunities and sets a course for improved strategic planning and delivery of regionally significant infrastructure and improved shared programs for governance, data and reporting, procurement and education.

The roadmap forms a bridge linking the intentions of the ACT-NSW and CRJO-NSW Memoranda of Understanding (MOUs) and the more detailed economic modelling and business case findings for joint procurement and infrastructure delivery in the region.

It will work in conjunction with existing strategies and policies and, if accepted by NSW, ACT and regional local governments via CRJO, will be adopted as a formal tripartite government strategy. This first version of the roadmap has a trajectory of ten years with a five-year review point. Annual implementation plans will be detailed in the first few years and allow for development in stages as greater circular economy and sustainability opportunities arise.

As part of the circular economy project, CRJO has engaged a contractor to deliver three business cases to progress identified regional waste management improvements. The business cases continue to be reviewed, there are some identified issues that need to be resolved through improved engagement with councils and alignment with their waste management planning to make them fit for purpose. This will continue after the project grant is acquitted.



13.6 2024 Future Board Meetings

Author: Hayley Chapman, Director Corporate Services

Attachments: Nil

RECOMMENDATION

That the Canberra Region Joint Organisation board adopts the new board meeting dates for the third meeting to 2 August 2024, hosted by Snowy Valleys Council.

REPORT

At the Canberra Region Joint Organisation Board meeting on 8 December 2023, the board adopted the following board meeting dates for the 2024 calendar year.

Adopted	
Date	Host Council
1 Mar 2024	Eurobodalla Shire Council
16 May 2024	NSW Parliament House
23 Aug 2024	Snowy Monaro Regional Council
25 Oct 2024	Canberra Region Joint Organisation
6 Dec 2024	Hilltops Council

Local Government elections caretaker period is the four weeks preceding the date of the 2024 NSW Local Government elections, which is from Friday, 16 August to Friday, 13 September 2024 (inclusive).

Therefore, it is proposed to change the third meeting of the Canberra Region Joint Organisation Board to 2 August 2024.

Further Snowy Monaro Regional Council has requested to not host the August meeting due to this being peak tourism season and to reduce pressure on local accommodation. As such, Snowy Valleys Council has agreed to host the August meeting and Snowy Monaro Regional Council will host a meeting in 2025.

Proposed	
Date	Host Council
1 Mar 2024	Eurobodalla Shire Council
16 May 2024	NSW Parliament House
2 Aug 2024	Snowy Valleys Council
25 Oct 2024	Canberra Region Joint Organisation
6 Dec 2024	Hilltops Council



13.7 Executive Officer Performance Plan

Author: Sharon Houlihan, Executive Officer

Attachments: 1. CRJO Executive Officer Performance Plan to 30 June 2024

RECOMMENDATION

That the Canberra Region Joint Organisation board:

1. endorses the executive officer's initial performance plan to 30 June 2024, as referred by the General Managers Advisory Group
2. establishes an executive officer performance review panel, made up of the chairs and deputy chairs of the board and the General Managers Advisory Group, for the purpose of reviewing performance against the executive officer performance plan to 30 June 2024 and the setting and reviewing of subsequent executive officer performance plans.

REPORT

The purpose of this report is for the board to endorse the executive officer's initial performance plan to 30 June 2024 and to establish an ongoing executive officer performance review panel, made up of the chairs and deputy chairs of the board and the General Managers Advisory Group (GMAG), for performance review against the initial plan and for setting and reviewing subsequent annual performance plans.

The incumbent executive officer commenced in the role on 15 January 2024 on a contract that requires a performance agreement to be in place with an annual performance review process. No details of a probationary period or review process are included in the contract.

An initial performance agreement to 30 June 2024 was agreed between the board chair and the executive officer on 11 April 2024, subject to board endorsement.

The Canberra Region Joint Organisation charter states that executive officer performance management is delegated to the GMAG.

GMAG received the initial executive officer performance plan to 30 June 2024 at its meeting of 19 April 2024 and proposed the following process:

- GMAG notes the initial performance plan to 30 June 2024 and refers to the board for endorsement
- Board endorses the initial performance plan to 30 June 2024
- Board establishes an executive officer performance review panel made up of the chairs and deputy chairs of the board and GMAG
- Panel reviews the executive officer's performance against the initial performance plan to 30 June 2024 in July 2024 and against subsequent annual performance plans annually thereafter
- Panel and executive officer agree a new performance plan for 1 July 2024 to 30 June 2025 and annually thereafter



14. Reports to Board: For Noting

14.1 2024 Minister Meeting Questions & Schedule

Author: Hayley Chapman, Director Corporate Services

- Attachments:**
1. Draft Minister Meeting Schedule
 2. CRJO Overview for NSW Ministers
 3. Letter to the Hon. Chris Minns MP
 4. Letter to the Hon. Daniel Mookhey MLC
 5. Letter to the Hon. Ron Hoenig MP
 6. Letter to the Hon. Paul Scully MP
 7. Letter to the Hon. Rose Jackson MP
 8. Letter to the Hon. Stephen Kamper MP
 9. Letter to the Hon. Jenny Aitchison MLC
 10. Letter to the Hon. Ryan Park MP
 11. Letter to the Hon. Penny Sharpe MP
 12. Letter to the Hon. Tara Moriarty MLC
 13. Letter to the Hon. Steve Whan MP
 14. Letter to Dr Joe McGirr MP
 15. Letter to Dr Michael Holland MP
 16. Letter to Mrs Wendy Tuckerman MP
 17. Letter to Ms Steph Cooke MP
 18. Additional Questions to the Hon. Steve Whan MP
 19. Additional Questions to the Hon. Paul Scully MP

RECOMMENDATION

That the Canberra Region Joint Organisation Board receives and notes the 2024 Minister Meeting Questions & Schedule report.

REPORT

In conjunction with the Canberra Region Joint Organisation board chair and General Manager Advisory Group, invitation letters, including proposed topics and questions for discussion, were prepared and sent to the above listed ministers and local members on 25 March 2024. A positive response has been received with confirmed attendance from the following portfolios:

- NSW Premier
- Local Government
- Regional NSW
- Planning
- Regional Transport and Roads
- Local Members from all CRJO electorates

Attached to this report is the draft schedule for the meetings with ministers and members of parliament to be held on 16 May 2024, in the Preston Stanley Room, NSW Parliament House, 6 Macquarie Street Sydney. Please arrive at 8.30am to ensure security clearance for a 9am sharp start.



14.2 Executive Officer Status Report

Author: Sharon Houlihan, Executive Officer

Attachments: Nil

RECOMMENDATION

That the Canberra Region Joint Organisation Board notes the Executive Officer Status Report.

REPORT

The purpose of this report is to update the board as to activities, achievements and challenges of the executive officer since the last board meeting, for noting.

Meetings and Stakeholders:

NSW Joint Organisations Chairs Forum held 21 March (CRJO is secretariat for this forum) was attended by The Hon Ron Hoenig, Minister for Local Government, Wendy Tuckerman, Shadow Minister for Local Government and Brett Whitworth, Deputy Secretary Local Government, Office for Local Government (OLG). Action for JOs Chairs Forum Chair Russell Fitzpatrick to write to the minister and OLG regarding waste contracts tendering legislation changes.

Executive officer attended the **Country Mayors Forum** on 22 March at request of CRJO Chair Russell Fitzpatrick. Theme of the March forum was law and order.

Joint Organisations' Executive Officers Forum monthly meetings covered audit, risk and improvement committee compliance obligations, cost of audit of general-purpose financial statements, waste contracts tendering regulatory change, advocacy submissions and upcoming inquiries and legislative changes, financial sustainability of joint organisations, OLG updates from Brett Whitworth and Local Government NSW (LGNSW) updates from **Cr Darriea Turley, President LGNSW** and **David Reynolds, CEO LGNSW**.

Executive officer attended Department of **Regional NSW's Regional Leadership Executive** meeting held on 28 February and **Illawarra South East Regional Development Forum** on 9 April.

Regular monthly meetings attended with **Canberra Airport, ACT Government, Office for Local Government** and **Regional NSW**.

Chair Russell Fitzpatrick and executive officer meeting with **ACT Chief Minister The Hon Andrew Barr** on 22 April.

Invitations sent to **NSW Premier, Treasurer, Leader of the Opposition, relevant portfolio ministers** and Canberra region and Wagga Wagga **local members of parliament** to attend CRJO May board meeting at NSW Parliament House were well received with acceptances received from the Premier, five ministers and all local members.

Other meetings with stakeholders including:

- The Hon **Kristy McBain MP, Minister for Local Government**, Australian Government
- **Janelle Saffrin MP, Parliamentary Secretary for Disaster Recovery**, NSW Government
- **Wendy Tuckerman MP, Shadow Minister for Local Government** and Member for Goulburn



- **Brendan Smyth**, ACT Commissioner for International Trade
- Regional Australia Group
- Canberra Region Tourism Industry Council
- Regional Development Australia Committee Southern NSW and ACT
- Destination Southern NSW and Sydney Surrounds South
- Colliers regarding regional project development and procurement
- Local Government Procurement
- Monaro Rail Trail Group
- Destination Southern NSW

Audit, Risk and Improvement Committee, Internal Audit and Risk Management:

Executive officer attended **CRJO's Audit, Risk and Improvement Committee (ARIC) meeting** and ARIC meetings for those member councils which are part of shared arrangements with CRJO for internal audit function and audit, risk and improvement committees.

Working closely with shared **ARIC chair and committee members** to develop a four-year strategic plan and quarterly and annual reporting to councils and CRJO board, supported by a meetings calendar, to ensure ARIC compliance with new Local Government (General) Amendment (Audit, Risk, and Improvement Committees) Regulation 2023 due to come into effect 1 July 2024.

Procurement and accounts payable internal audits completed or underway for all councils involved in the internal audit CRJO shared service arrangement and CRJO.

Tracker being developed for actions from internal audits, external audits and reviews for inclusion in expanded reporting to ARICs.

Internal audit and ARIC shared services budget and services scope review nearing completion with draft shared arrangements agreement to go to member councils for signing imminently.

Advocacy:

Advocacy submissions collated and made by CRJO to the Independent Pricing and Regulatory Tribunal, **IPART council financial model review** terms of reference (since cancelled), the **Productivity Commission's alternative funding models for local water utilities discussion paper** and **NSW Parliament Inquiry into the ability of local government to fund infrastructure and services**. Thank you to council members who provided copies of individual council submissions to enable CRJO to amplify your submissions and ensure those member councils unable to make individual submissions are also represented in consultations.

CRJO plans to make submissions to the **Parliament of Australia's inquiry into Australia's local government sustainability** (due 31 May) and the **NSW parliamentary inquiry into Rural Fire Service assets and operations** (due 10 May) as well as write to the Minister for Local Government and the Deputy Secretary, Local Government regarding **council waste contracts tendering legislation changes**.

Compliance:

Audit of CRJO's 2022-23 general-purpose financial statements now complete and submitted to the OLG, issued to the CRJO ARIC (out of session) and scheduled for presentation to the board at May meeting then published on website. Initial engagement meeting for audit of 2023-24 general purpose financial statements undertaken on 12 April.



Projects:

Executive officer direct involvement in the following projects – refer program status report in GMAG agenda for further information:

- Acquittals for 2022-23 funded projects: SIM Table for the South East; Identification of Vulnerable Contaminated Lands; Regional Resilience Blueprint and Contaminated Lands Program
- Workshops for development of the regional circular economy roadmap
- Variation and design of the regional resilience blueprint implementation phase
- Net zero acceleration project council webinar and action planning road trip and announcement of a **further year's funding Joint Organisation's Net Zero Acceleration (JONZA)** program
- Attendance at working group meetings for the community strategic plans project and project steering group for the Disaster Risk Reduction Fund project to embed resilience into councils' integrated planning and reporting. **Council member contributions towards development of individual councils' community strategic plans have been advised and agreed**, following inclusion of these additional member contributions in the 'target' forecast presented to the board at its 1 March meeting.
- Variation for Women in Planning (Trade Pathways Innovation Fund) – for delivery of third skillset (two further units of competency) to 21 women in the cohort

Grant applications:

Disaster Ready Fund Round 2 grant application submitted.

Environment Protection Authorities Food Rescue Grants program and **Business Food Waste Partnerships** program grant applications submitted.

Finances:

On track to exceed the 'target' **2023-24 forecast** presented to the board on 1 March with some project-related costs risks remaining associated with acquittal of the Environment Protection Authority-funded contaminated lands project.

Cost reductions actions

 underway regarding:

- Office accommodation: approaches made to Canberra Airport and Queanbeyan Pelerang Regional Council (pending Canberra Airport response)
- Staffing: Queanbeyan Pelerang Regional Council human resources management advice provided regarding mechanisms and award compliance requirements for staffing changes
- Professional CFO and ICT services: review underway
- Selling of motor vehicles and associated reduction in fringe benefits tax and depreciation expenses

2024-25 budget developed for board adoption, targeting break even operating result from 2025/26 onwards. **Procurement Policy, Expenses and Facilities Policy** and **Statement of Revenue Policy and Budget** scheduled for board adoption in May.



Staffing:

- Leadership and team building **annual work plan development sessions with Antony Maxwell, Australian Leadership Academy** held 27 March and 30 April
- **Staff annual work plans / performance agreements** being prepared for the first time
- **Executive officer performance plan** developed for board endorsement
- **CRJO salary system** needs updating and will go to the General Managers Advisory Group's next meeting
- **2024/25 budget** for board adoption incorporates restructure to contract operations staff within sustainable levels

2024/25 annual action plan development underway as required under the **Statement of Strategic Priorities**. Annual action plan will come to the General Managers Advisory Group for review and endorsement at its 28 June meeting.



14.3 Audit of 2022-23 Financial Statements

Author: Sharon Houlihan, Executive Officer

- Attachments:**
1. 2022-23 CRJO Audited Financial Statements, Independent Auditor's Report and Report on the Conduct of Audit
 2. 2022-23 Management Representation Letter

RECOMMENDATION

That the Canberra Region Joint Organisation board:

1. receives the audited Canberra Region Joint Organisation 2022-23 General Purpose Financial Statements and associated Independent Auditor's Report and Report on Conduct of the Audit issued by the NSW Audit Office for formal close of the audit process via submission to the Office of Local Government and publishing on Canberra Region Joint Organisation website, and
2. notes the signed Management Representation Letter as provided to the NSW Audit Office.

REPORT

The purpose of this item is to present the Canberra Region Joint Organisation's audited 2022-23 General Purpose Financial Statements and associated Independent Auditor's Report and Report on Conduct of the Audit issued by the NSW Audit Office.

Presentation of the audited financial statements and auditor's reports completes the 2022-23 end of financial year requirements, subject to any submissions which may be received, and allows the formal close out of the audit process via submission of the audited financial statements and auditor's reports to the Office of Local Government and publishing on Canberra Region Joint Organisation website, in accordance with end of year requirements for joint organisations under Part 3, Division 2 of the *Local Government Act 1993*.

The annual performance statement has been published on the website, as required under Part 4 of the *Local Government Act 1993*.

A copy of the 2022-23 Management Representation Letter as provided to the NSW Audit Office is also provided for the board's noting.

Commencing next board meeting, monitoring reports regarding implementation of corrective actions from external audits will come to the board for noting along with those from internal audits and reviews as part of quarterly reporting from the audit, risk and improvement committee.

The final cost to Canberra Region Joint Organisation of the external audit was \$28,600 exclusive of GST.



14.4 Finance Report

Author: Jen Lang, Jennifer Lang Australia

Attachments: 1. CRJO Financial Statement July 2023 – March 2024

RECOMMENDATION

That the Canberra Region Joint Organisation board receives the CRJO Finance Report and notes the financial position of the organisation at 31 March 2024.

REPORT

For the year to date ending 31 March 2024, the Canberra Region Joint Organisation (CRJO) achieved a total consolidated operating result operating surplus of **\$767k**.

The year to date result for CRJO Operations is an operating deficit of **\$303k**.

The 'target' forecast for CRJO Operations presented to the CRJO Board on 1 March 2024 was an operating deficit of **\$538k** and the organisation is forecasting, as at 31 March 2024, is an operating deficit of **\$399k**.

Table 1.1 below provides a breakdown of the operating surplus across each program.

Program	YTD Operating Result \$000	YTD Budget \$000	YTD Variance to Budget \$000	Full Year Budget \$000	Status
CRJO Operations	(303)	150	(453)	(118)	Ongoing
CRJO Internal Audit	(26)	(95)	69	3	Ongoing
CRJO Training School	2	0	2	0	Ongoing
Trade Pathways Innovation	187	0	187	0	Ongoing
Recovery & Resilience					
Drought Resilience	(5)	0	(5)	0	Ongoing
BCRRF - Vulnerable Contaminated Lands	0	0	0	0	Awaiting Acquittal
BCRRF - Simtable	0	0	0	0	Awaiting Acquittal
BCRRF - Blueprint	0	0	0	0	Awaiting Acquittal
BLERF - Economic Recovery	(108)	0	(108)	0	Ongoing
DRRF – Disaster Recovery	78	(288)	366	0	Ongoing
Waste Programs					
Regional Support Fund*	491	126	365	70	Ongoing
Contaminated Lands	133	0	133	0	Awaiting Acquittal
Circular Economy	128	0	128	0	Ongoing
ECC – Net Zero	27	0	27	0	Ongoing
Bin Trim Networks	100	0	100	0	Ongoing
Illegal Dumping Prevention	63	0	63	0	Ongoing
Total Operating Result (Consolidated)	767	(107)	874	(45)	

Table 1.1

*Includes the following Programs: Regional Waste Education, Household Chemical Clean-Up and CRC Education.



The surplus of \$767 for the year to date is due to:

- Grant funding of **\$645k** carried forward from the 2022/23 financial year, this simply represents the timing of expenditure for each Program. Any unspent grant funding at 30 June 2024 will be carried forward into 2025;
- CRJO received further milestone payments for Net Zero, Regional Coordination Support Fund (the first year of a new five-year agreement) and Household Chemical Cleanup Programs. Unspent funds for these milestones total **\$424k**.
- Offset by a deficit in CRJO Operations of **\$302k** due to the loss of Program Management Fees (notably from the Circular Economy program), higher tenancy costs (following the office relocation) and absorbing the Director Regional Programs wage and oncosts (including a vehicle) from October 2023 to March 2024 (the Disaster Risk Reduction Fund (DRRF) funding body deemed the Director time ineligible for this period).

Notable variances to budget for the year to date:

Overall, the CRJO is favourable to budget by **\$874k** at 31 March 2024. This is primarily due to:

Favourable Variances:

- Due to the delivery timing of our core programs including Bushfire Local Economic Recovery Fund (BLERF), Circular Economy, Disaster Recovery and Resilience Fund (DRRF) and Contaminated Lands, there is **\$627k** of surplus compared to budget.
 - The Contaminated Lands Program is currently awaiting acquittal;
 - BLERF potentially extended to 30 June 2025; and
 - Circular Economy and DRRF are expected to be wrapped up by 30 June 2024.
- CRJO received several new grants that were not originally included in the budget. Unspent funding totals **\$565k** at 31 March for the Trade Pathways Innovation, Bin Trim Networks and Illegal Dumping Programs. CRJO also received a further **\$150k** for the extension of the Household Chemical Cleanup Program for the 2023 calendar year.

Unfavourable Variances:

- CRJO Operations **\$453k** unfavourable to budget, primarily due to:
 - CRJO budgeted to receive Management Fees of **\$250k** from the Circular Economy Program in August 2023. Given the delivery structure of the program, CRJO cannot justify receiving the full management fee which was intended to offset the costs of accommodating FTE's working within the Program plus several CRJO direct operational costs. This Management Fee has been forecasted to now be \$125k.
 - CRJO paid Fringe Benefits Tax of **\$53k** for the private use of Executive vehicles and car parking relating to the 2022 and 2023 FBT years.
 - An **\$70k** unfavourable variance for Rent, IT, Make Good and Amortisation expenses due to the change in office space that was not included in the budget.
 - As noted above, the CRJO absorbed the Director Regional Programs wages and on-costs (including a vehicle) **\$80k** for a period of 6 months as the DRRF funding body deemed this expenditure ineligible (a risk raised in a previous report).



Cash Balances

As at 31 March 2024, CRJO holds a cash balance of **\$871k**. Table 1.2 below provides a summary of the distribution of cash across the core Programs.

Programs	Opening Balance 1 Jul 2023 \$000	Cash Receipts \$000	Cash Outgoings \$000	Closing Balance 31 Mar 2024 \$000	Risk To Cashflow
CRJO Operations	1,104	734	1,042	796	High
CRJO Internal Audit	0	114	221	(107)	Low
CRJO Training School	0	45	43	2	Low
Trade Pathways Innovation	0	400	211	189	Low
Recovery & Resilience					
Drought Resilience	(80)	0	25	(105)	Medium
BCRRF - Vulnerable Contaminated Lands	(39)	0	(1)	(38)	Low
BCRRF - Simtable	(28)	0	(6)	(22)	Medium
BCRRF - Blueprint	(96)	0	(6)	(90)	Low
BLERF - Economic Recovery Fund	(226)	0	621	(847)	Low
DRRF – Disaster Recovery	175	197	294	78	Low
Waste Programs					
EPA – Regional Support Fund*	196	431	133	494	Low
EPA – Contaminated Lands	152	0	28	124	Medium
Circular Economy	801	0	595	206	Low
ECC – Net Zero	56	47	75	28	Low
EPA – BBin Trim Networks	0	100	0	100	Low
EPA – Illegal Dumping Prevention	0	81	18	63	Low
Total Cash on Hand	2,015	2,149	3,293	871	

Table 1.2

*Includes the following Programs: Regional Waste Education, Household Chemical Clean-Up, CRC Education.

Risks to cashflow:

- **CRJO Operations:** CRJO currently has \$796k of cash, however this balance is at risk based on the current forecast deficit (please see Operations Performance Against ‘Target’ Forecast); and
- **Drought Resilience:** Following guidance received from the funding body, additional work is required to complete the deliverables for the Drought Resilience plan. As the budget for this program has been exhausted, it will be costed to CRJO Operations and forecasted to be approximately \$30k.
- **BCRRF Simtable:** The funding body is still in the final stages of the acquittal. There is still a medium risk that the final payment may not be paid in full based on the deliverables of the Project.
- **Contaminated Lands:** CRJO are working through the acquittal process with the EPA. There is a medium risk that the funding body may not accept a portion of salaries and on-costs from Operations allocated to the Project for administrative support, in which case the Operations budget will need to cover these expenses.



CRJO Operations Performance Against ‘Target’ Forecast (as presented to the Board on 1 March 2024)

During its meeting on the 1 March 2024, the CEO updated the Board on the financial sustainability of the Organisation. Throughout the months prior, significant risks were becoming evident in relation to the security of CRJO’s Management Fee income, on which it relied heavily to fund growing corporate overheads, and the Operations budget having to support now unfunded resources (i.e. Director Regional Programs).

Without change, the initial forecast in January indicated a year end operating deficit of \$756k. However, the following actions were proposed to reduce this deficit to a new ‘Target’ Forecast of \$538k:

- Councils contribute towards the cost of the Regional Community Strategic Plan (CSP);
- Sell select motor vehicles, to reduce associated expenses, depreciation, and Fringe Benefits Tax (FBT); and
- Move unfunded Corporate Services resources to funded positions following the resignation of the Manager Regional Learning and Development.

Table 1.3 below provides an overview of the March Forecast (at 30 June) compared to the ‘Target’ Forecast of \$538k for CRJO Operations.

CRJO Operations	March 24 Full-Year Forecast \$000	Target Forecast (as presented on 1 March) \$000	Variance \$000
Interest & Investment Revenue	4	4	0
Operating Grants	266	283	(17)
Other Revenue	898	762	136
Total Income	1,168	1,049	119
Borrowing Costs	6	6	0
Depreciation & Amortisation	136	141	5
Employee Benefits & On-Costs	841	862	21
Materials & Contracts	272	292	20
Other Expenses	312	286	(26)
Total Operating Expenses	1,567	1,587	20
Net Surplus/(Deficit)	(399)	(538)	139

Table 1.3

CRJO is currently on track to exceed the Target Forecast by **\$139k**. In addition to the actions undertaken above (which resulted in a deficit reduction from \$756k to \$538k), CRJO has found further savings by:

- Working with funding bodies to confirm Management Fee allocations which will offset operational overheads (specifically \$125k from Circular Economy and \$8k from CRC Education);
- Reducing the number of car parking spaces under the current Canberra Airport lease; and
- Allocating CEO time directly to Projects (in line with funding deed regulations).

CRJO will continue reviewing and identifying cost saving opportunities.



14.5 Governance and Compliance

Author: Hayley Chapman, Director Corporate Services

Attachments: 1. Governance and Compliance Calendar 20240506

RECOMMENDATION

That the Canberra Region Joint Organisation Board receives and notes the Governance and Compliance status report.

REPORT

Please see attached the Canberra Region Joint Organisation (CRJO) Compliance & Governance Calendar. The calendar aims to communicate to the board the compliance and governance priorities as set by the NSW Office of Local Government including required actions, responsible parties, and timelines for governance compliance enhancements.

Ongoing Governance Report for 2023-24 Report

In 2023-24 to date, the following request or reports are known relating to CRJO:

Relevant Act or similar	Received	Number of reports/ requests	Nature	Status	Reporting Requirements
Government Information (Public Access) Act 2009	Quarter 3	1	Not to be disclosed	Complete	Annual report to Local Government Minister and Information Commissioner
Public Interest Disclosures Act 2022	Quarter 2	1	Not to be disclosed	Complete	Annual report to NSW Ombudsman
Independent Commission Against Corruption Act 1988	Quarter 2	2	Purchases for non-business purposes Engagements beyond tendering limit without tender	Complete Complete	NSW Audit Office required to report any ICAC referrals they become aware of during annual audit of financial statements to Office of Local Government
Model Code of Conduct	N/A	Nil	N/A		Annual report to CRJO Board and Office of Local Government

No known new matters were reported since 1 March 2024.



14.6 Disclosure by Councillors and Designated Persons Return 2022-23

Author: Hayley Chapman, Director Corporate Services

Attachments: Nil

RECOMMENDATION

That the Canberra Region Joint Organisation Board notes the report on the lodgement of annual disclosures by designated positions for the period ending 30 June 2023.

REPORT

The *Local Government Act 1993* requires joint organisation board members, executive officers and people nominated by the Canberra Region Joint Organisation (CRJO) as “designated persons” to complete annual disclosures of interest returns. This requirement is also outlined in CRJO’s code of conduct *Part 4.21 – Pecuniary Interest: Disclosure of interests in written returns*.

Board members and Executive Officer

Board members and the executive officer are required to lodge Disclosures by Councillors and Designated Persons forms annually. These requirements are outlined in CRJO’s code of conduct and *Local Government Act 1993*. Each section of the return must be answered. Officers from the Office of Local Government may make inspections from time to time.

Annual Return – Disclosure of Interest		
Title	Reason	Comments
Mayor Bega Valley Shire Council	Board Member	Lodged
Mayor Eurobodalla Shire Council	Board Member	Lodged
Mayor Goulburn Mulwaree Council	Board Member	Lodged
Mayor Hilltops Council	Board Member	Lodged
Mayor Queanbeyan-Palerang Regional Council	Board Member	Lodged
Mayor Snowy Monaro Regional Council	Board Member	Lodged
Mayor Snowy Valleys Council	Board Member	Lodged
Mayor Upper Lachlan Shire Council	Board Member	Lodged
Mayor Wingecarribee Shire Council	Board Member	Lodged
Mayor Yass Valley Council	Board Member	Lodged
Canberra Region Joint Organisation	Executive Officer	Lodged

Independent Audit, Risk & Improvement Committee (ARIC)

In accordance with the *Local Government (General) Regulation 2021*, members of CRJO’s shared audit, risk and improvement committee have been identified as ‘designated persons’ in the ARIC terms of reference and, as such, are required to lodge Disclosures by Councillors and Designated Persons forms annually. Current members of the ARIC are in the process of submitting forms to the executive officer.

Designated Staff Members

The CRJO does not identify any other members of staff as designated persons.

Public Access of Information

Mayors are required to lodge individual returns to their council, same as a joint organisation. For a copy of mayors disclosure of interest returns, please refer to individual council websites. The CRJO has sought advice for the public display of the executive officer and ARIC members returns.



14.7 Reporting Statistics on Code of Conduct Complaints about Councillors and the Executive Officer

Author: Hayley Chapman, Director Corporate Services

Attachments: Nil

RECOMMENDATION

That the Canberra Region Joint Organisation Board receives and notes the reporting statistics on code of conduct complaints about Councillors and the executive officer report.

REPORT

The NSW Office of Local Government requires joint organisations to report to the board statistics on code of conduct complaints about councillors and the executive officer. The reporting is required to the board within 3 months of the end of September of each year and is as follows:

Requirement	Response
a) the total number of code of conduct complaints made about councillors and the general manager under the code of conduct in the year to September (the reporting period)	Nil
b) the number of code of conduct complaints referred to a conduct reviewer during the reporting period	Nil
c) the number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage during the reporting period and the outcome of those complaints	Nil
d) the number of code of conduct complaints investigated by a conduct reviewer during the reporting period	Nil
e) without identifying particular matters, the outcome of investigations completed under these procedures during the reporting period	N/A
f) the number of matters reviewed by the Office during the reporting period and, without identifying particular matters, the outcome of the reviews, and	Nil
g) the total cost of dealing with code of conduct complaints made about councillors and the general manager during the reporting period, including staff costs.	N/A



14.8 CRJO Program Status Report

Author: Sharon Houlihan, Executive Officer

Attachments: 1. Regional Programs Status Report May 2024

RECOMMENDATION

That the Canberra Region Joint Organisation Board receive and note the Canberra Region Joint Organisation Program Status Report.

REPORT

Please find attached the report on Canberra Region Joint Organisation’s regional programs for the period March – May 2024, including projects in development.



14.9 Audit Risk and Improvement Meeting Minutes

Author: Sharon Houlihan, Executive Officer

Attachments:

1. Unendorsed Minutes CRJO ARIC Meeting 12 March 2024
2. Minutes CRJO ARIC Meeting 12 December 2023
3. Minutes CRJO ARIC Meeting 19 September 2023

RECOMMENDATION

That the Canberra Region Joint Organisation board notes the Audit, Risk and Improvement Committee quarterly meeting minutes from meetings held 12 March 2024, 12 December 2023 and 19 September 2024.

REPORT

Effective 1 July 2024, all NSW councils and joint organisations are required to have an audit, risk and improvement committee (ARIC) complying with the Local Government (General) Regulation 2021 as amended by the Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023 (the regulation).

CRJO has established an ARIC which has been meeting quarterly since March 2023 following recruitment of independent committee members. The committee members selected Stephen Coates as the committee chair.

The ARIC is a shared arrangement across CRJO and three CRJO member councils being Goulburn Mulwaree, Upper Lachlan and Yass Valley. The councils and the joint organisation initially held shared ARIC meetings but in recent quarters at the request of participating councils, the committee members have held a separate meeting for each council and the joint organisation.

The latest meetings of the ARIC were held on 12 March 2024 at the office of the Canberra Region Joint Organisation. Unendorsed minutes of the March meeting are attached for noting by the board. The minutes will be endorsed by the ARIC chair at the committee's next meeting in June.

Endorsed minutes of the previous two meetings on 12 December 2023 and 19 September 2023 are also attached for noting by the board, which had not previously been provided to the board.

From next board meeting onward, quarterly reports from the ARIC will incorporate committee input.



14.10 NSW Joint Organisation Chairs Forum Minutes

Author: Hayley Chapman, Director Corporate Services

Attachments: 1. Minutes NSW JO Chairs Forum 21 March 2024

RECOMMENDATION

That the Canberra Region Joint Organisation board notes the minutes of the NSW Joint Organisations Chairs Forum held in NSW Parliament House on 21 March 2024.

REPORT

Please see attached to this report a copy of the minutes from the most recent NSW Joint Organisation Chairs Forum held in NSW Parliament House on 21 March 2024.



15. Closed Session

CRJO must resolve to move into closed session to deal with any items under s10 Local Government Act 1993.

RECOMMENDATION

That Canberra Region Joint Organisation board considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993.

15.1 Code of Conduct Governance Report

This matter is considered to be confidential under Section 10A(2)(i) alleged contraventions of any code of conduct requirements applicable under section 440 of the Local Government Act 1993. All persons who are not members of the Canberra Region Joint Organisation board (or their representative) be asked to leave the meeting.

16. Close

The Chairperson, Mayor Russell Fitzpatrick will close the meeting.