



**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

---

# MINUTES



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



## 1. Opening Meeting

The chair, Mayor Russell Fitzpatrick, opened the meeting a 9:20am.

## 2. Welcome & Acknowledgement of Country

The chair welcomed members and guests and made an acknowledgment of country.

## 3. Apologies

The chair called for any apologies. The board resolved to accept apologies and grant leaves of absence for the following apologies received:

- Cr Chris Hanna, Mayor, Snowy Monaro Regional Council
- David Hogan, Chief Executive Officer, Snowy Monaro Regional Council
- Rebecca Ryan, General Manager, Queanbeyan Palerang Regional Council
- Heidi Stratford, NSW Reconstruction Authority
- Noel McCann, Canberra Airport
- Michael Thomson, Canberra Airport
- Cr Pam Kensit, Mayor, Upper Lachlan Shire Council
- Cr Peter Walker, Mayor, Goulburn Mulwaree Council
- Aaron Johansson, General Manager, Goulburn Mulwaree Council
- Hayley Chapman, Canberra Region Joint Organisation.

## 4. Disclosure of Interest

With reference to Chapter 14 Local Government Act 1993, and Canberra Region Joint Organisation's Code of Conduct, councillors are required to declare any conflicts of interest in the matters under consideration by CRJO at this meeting.

No conflicts of interest in the matters under consideration were declared.

## 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 board's consideration.

No notices to rescind a motion were lodged.

## 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 board's consideration.

No notices of motion regarding code of meeting practice were lodged.

## 7. Urgent Business

Any additional business to be discussed requires a board resolution or a ruling by the chair that the matter is of great urgency. The board may resolve to accept any late item, information or urgent business to be discussed and/or determined at this meeting.



The chair called for any additional business pursuant to Clause 9.3 of the Code of Meeting Practice.

No additional business, late items, information or urgent business were raised.

## 8. Chair's Minutes

Pursuant to Clause 9.6 of the Code of Meeting Practice the chair, without notice, may put to the meeting a minute on any matter or topic that is within the jurisdiction of the Canberra Region Joint Organisation.

No chair's minutes were put.

## 9. Confirmation of Minutes

### RESOLUTION 05/24 - 01

**Moved:** Mr Viv May

**Seconded:** Cr Kenrick Winchester

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

**CARRIED**

## 10. Briefings to CRJO Board

### 10.1 Associate and Affiliate Members

The following associate members provided verbal updates to the board:

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

### RESOLUTION 05/24 - 02

**Moved:** Cr Kenrick Winchester

**Seconded:** Cr Allan McGrath

**That the Canberra Region Joint Organisation Board receives and notes updates from associate and affiliate members.**

**CARRIED**

*(Noting apology received from Noel McCann, Director of Planning and Government Relations, Canberra Airport)*



## 10.2 State Government Agencies

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

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

### **RESOLUTION 05/24 - 03**

**Moved:** Cr Mathew Hatcher

**Seconded:** Cr Kenrick Winchester

**That the Canberra Region Joint Organisation Board receives and notes updates from state government agencies.**

**CARRIED**

*(Noting apology received from 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

### **RESOLUTION 05/24 – 04**

**Moved:** Cr Russell Fitzpatrick

**Seconded:** Cr Allan McGrath

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

**CARRIED**



### 13.1.1 Statement of Revenue Policy

**RESOLUTION 05/24 – 05**

**Moved:** Cr Kenrick Winchester

**Seconded:** Cr Mathew Hatcher

**That the Canberra Region Joint Organisation board adopts the Canberra Region Joint Organisation 2024/25 Statement of Revenue Policy.**

**CARRIED**

### 13.2 Financial Policy Review

**RESOLUTION 05/24 - 06**

**Moved:** Mr Viv May

**Seconded:** Cr Kenrick Winchester

**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.**

**CARRIED**

### 13.3 Internal Audit Charter

**RESOLUTION 05/24 - 07**

**Moved:** Cr Allan McGrath

**Seconded:** Cr Kenrick Winchester

**That the Canberra Region Joint Organisation board adopts the Canberra Region Joint Organisation Internal Audit Charter.**

**CARRIED**



### 13.4 Audit Risk and Improvement Committee Terms of Reference

**RESOLUTION 05/24 - 08**

**Moved:** Cr Ian Chaffey

**Seconded:** Mr Viv May

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

**CARRIED**

### 13.5 Circular Economy Business Cases and Roadmap

**RESOLUTION 05/24 - 09**

**Moved:** Cr Mathew Hatcher

**Seconded:** Cr Kenrick Winchester

**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.**

**CARRIED**

### 13.6 2024 Future Board Meetings

**RESOLUTION 05/24 - 10**

**Moved:** Cr Ian Chaffey

**Seconded:** Mr Viv May

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

**CARRIED**



## 13.7 Executive Officer Performance Plan

### RECOMMENDATION

**Moved:** Mr Viv May

**Seconded:** Cr Kenrick Winchester

**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.

### RESOLUTION 05/24 - 11

**Moved:** Mr Viv May

**Seconded:** Cr Kenrick Winchester

**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 of the board and the General Managers Advisory Group and one other board or general manager nominee of the executive officer, 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.

**CARRIED**

## 14. Reports to Board: For Noting

### 14.1 2024 Minister Meeting Questions & Schedule

#### RESOLUTION 05/24 - 12

**Moved:** Mr Viv May

**Seconded:** Cr Kenrick Winchester

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

**CARRIED**





## 14.2 Executive Officer Status Report

### RESOLUTION 05/24 - 13

**Moved:** Cr Mathew Hatcher

**Seconded:** Mr Viv May

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

**CARRIED**

## 14.3 Audit of 2022-23 Financial Statements

### RESOLUTION 05/24 - 14

**Moved:** Cr Allan McGrath

**Seconded:** Cr Margaret Roles

**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.**
- 2. notes the signed Management Representation Letter as provided to the NSW Audit Office.**

**CARRIED**

## 14.4 Finance Report

### RESOLUTION 05/24 - 15

**Moved:** Cr Margaret Roles

**Seconded:** Cr Mathew Hatcher

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

**CARRIED**



#### 14.5 Governance and Compliance

**RESOLUTION 05/24 - 16**

**Moved:** Cr Mathew Hatcher

**Seconded:** Cr Margaret Roles

**That the Canberra Region Joint Organisation Board receives and notes the governance and compliance status report.**

**CARRIED**

#### 14.6 Disclosure by Councillors and Designated Persons Return 2022-23

**RESOLUTION 05/24 - 17**

**Moved:** Cr Margaret Roles

**Seconded:** Cr Mathew Hatcher

**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.**

**CARRIED**

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

**RESOLUTION 05/24 - 18**

**Moved:** Cr Allan McGrath

**Seconded:** Cr Mathew Hatcher

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

**CARRIED**

#### 14.8 CRJO Program Status Report

**RESOLUTION 05/24 - 19**

**Moved:** Cr Margaret Roles

**Seconded:** Cr Mathew Hatcher

**That the Canberra Region Joint Organisation Board receives and notes the Canberra Region Joint Organisation Program Status Report.**

**CARRIED**



## 14.9 Audit Risk and Improvement Meeting Minutes

### RESOLUTION 05/24 - 20

**Moved:** Cr Allan McGrath

**Seconded:** Cr Margaret Roles

**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.**

**CARRIED**

## 14.10 NSW Joint Organisation Chairs Forum Minutes

### RESOLUTION 05/24 - 21

**Moved:** Cr Russell Fitzpatrick

**Seconded:** Mr Viv May

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

**CARRIED**

## 15. Closed Session

### 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.

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

### RESOLUTION 05/24 - 22

**Moved:** Cr Allan McGrath

**Seconded:** Cr Mathew Hatcher

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

**CARRIED**



*Ms Louise Taylor, Council Engagement Manager, Kalina Koloff Cross Border Commissioner and Ms Jennifer Lang, Jennifer Lang Australia left the meeting at 12.22pm.*

**RESOLUTION 03/24 - 23**

**Moved: Cr Mathew Hatcher**

**Seconded: Cr Russell Fitzpatrick**

**That the Canberra Region Joint Organisation Board moves into open session.**

**CARRIED**

**RESOLUTION 03/24 - 24**

**Moved: Cr Mathew Hatcher**

**Seconded: Cr Russell Fitzpatrick**

**That the Canberra Region Joint Organisation board notes the verbal report by the executive officer regarding outcome of investigation of confidential governance matters previously reported to the board and notes that a report has also been provided in open session of the board meeting providing de-identified information as to the status of current governance matters including code of conduct complaints, public interest disclosures, government information (public access) requests, ICAC referrals and the like.**

**CARRIED**

*Ms Louise Taylor, Council Engagement Manager. Kalina Koloff Cross Border Commissioner and Ms Jennifer Lang, Jennifer Lang Australia returned to the meeting at 12.27pm.*

## **16. Close**

The chair closed the meeting at 12:28pm.