



**CANBERRA REGION
JOINT ORGANISATION**

Regional leadership connecting our communities

BOARD MEETING MINUTES

Friday, 2 August 2024
9am – 1pm
Snowy Valleys Council,
76 Capper St, Tumut NSW 2720



MEMBERS refer item 3 for apologies

Bega Valley Shire Council	Cr Russell Fitzpatrick, Mayor (Chair) Anthony McMahon, Chief Executive Officer
Eurobodalla Shire Council	Cr Mathew Hatcher, Mayor Warwick Winn, General Manager
Goulburn Mulwaree Council	Cr Peter Walker, Mayor Aaron Johansson, Chief Executive Officer
Hilltops Council	Cr Margaret Roles, Mayor Anthony O'Reilly, General Manager
Queanbeyan-Palerang Regional Council	Cr Kenrick Winchester, Mayor (Deputy Chair) Rebecca Ryan, General Manager
Snowy Monaro Regional Council	Cr Chris Hanna, Mayor David Hogan, Chief Executive Officer
Snowy Valleys Council	Cr Ian Chaffey, Mayor Steven Pinnuck, General Manager
Upper Lachlan Shire Council	Cr Pam Kensit, Mayor Alex Waldron, Chief Executive Officer
Wingecarribee Shire Council	Mr Viv May, Administrator (PSM) Lisa Miscamble, General Manager
Yass Valley Council	Cr Allan McGrath, Mayor Chris Berry, Chief Executive Officer
Wagga Wagga City Council (associate member)	Cr Dallas Tout, Mayor Peter Thompson, General Manager
ACT Government (associate member)	Dr David Clapham, Executive Branch Manager, Economic and Regional Policy
Canberra Airport (affiliate member)	Noel McCann, Director of Planning and Government Relations

GOVERNMENT AGENCIES AND CANBERRA REGION JOINT ORGANISATION refer item 3 for apologies

NSW Premier's Department (non-voting member)	Giles Butler, Director Regional Coordination – South, Delivery and Engagement Group, NSW Premier's Department
NSW Office of Cross Border Commissioner	Kalina Koloff, NSW Cross Border Commissioner
NSW Reconstruction Authority	Heidi Stratford, Director Illawarra and South East
Office of Local Government	Louise Taylor, Council Engagement Manager
Canberra Region Joint Organisation	Sharon Houlihan, Executive Officer Hayley Chapman, Director Corporate Services Jennifer Lang, Jennifer Lang Australia, Chief Financial Officer

**GUESTS**

Regional Development Australia Southern NSW and ACT	Rowena Abbey, Chair
	Olivia West, Chief Executive Officer

ITEM 10 - PRESENTATIONS TO CRJO BOARD ATTENDEES

ACT Government	Bruce Fitzgerald, Acting Deputy Director General, ACT City Services, ACT No Waste
	Dr Margaret Kitchin, Executive Branch Manager, ACT City Services, ACT No Waste
CRJO Audit Risk and Improvement Committee	Stephen Coates, Chair

1. Opening Meeting

The chairperson, Mayor Russell Fitzpatrick opened the meeting at 9am.

2. Welcome & Acknowledgement of Country

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

3. Apologies

The chairperson called for any apologies. CRJO resolved to accept any apology and grant leaves of absence. The following apologies were received:

- Cr Mathew Hatcher, Mayor, Eurobodalla Shire Council
- Warwick Winn, General Manager, Eurobodalla Shire Council
- Cr Peter Walker, Mayor, Goulburn Mulwaree Council
- Aaron Johansson, Chief Executive Officer, Goulburn Mulwaree Council
- Brendan Hollands, Director Corporate and Community Services, Goulburn Mulwaree Council, deputising for Aaron Johansson, Chief Executive Officer, Goulburn Mulwaree Council
- Lisa Miscamble, General Manager, Wingecarribee Shire Council
- Chris Berry, Chief Executive Officer, Yass Valley Council
- Kalina Koloff, NSW Cross-Border Commissioner, NSW Office of the Cross-Border Commissioner
- Heidi Stratford, Director Illawarra and South East, NSW Reconstruction Authority
- Noel McCann, Director, Planning & Government Relations, Canberra Airport
- Jennifer Lang, Chief Financial Officer, Canberra Region Joint Organisation, Jennifer Lang Australia

The following additional attendees were welcomed:

- Julie Costa, Director Planning and Environment, Yass Valley Council, deputising for Chris Berry, Chief Executive Officer, Yass Valley Council



4. Disclosure of Interest

With reference to Chapter 14 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.

Mr Viv May declared a pecuniary/significant conflict of interest in Item 12.2 “12.2 Membership Sitting Fee and Chairperson Allowance” as he is the Local Government Remuneration Tribunal. Mr Viv May advised he will leave the meeting while discussion on this item takes place.

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.

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 CRJOs consideration.

No notices of motion under the code of meeting practice were lodged.

7. Urgent Business

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

Item 9.3 of the Code of Meeting Practice

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.*

Proposed urgent business item 7.1 is considered urgent business under Item 9.3b of the Code of Meeting Practice as it requires a decision to award a tender and enable contract/s to be entered into and works to commence prior to next scheduled meeting of the board.

RESOLUTION 08/24 – 01a

Moved: Cr Chris Hanna

Seconded: Cr Kenrick Winchester

That the Canberra Region Joint Organisation Board approves the urgent business item 7.1: Tender Award – Household Chemical Cleanout Events 2024 to be considered at the meeting.



CARRIED

7.1 Tender Award Household Chemical Cleanout Events 2024

This report is considered urgent business under Item 9.3b of the Code of Meeting Practice as it requires a decision to award a tender and enable contract/s to be entered into and works to commence prior to next scheduled meeting of the board.

RESOLUTION 08/24 – 01b

Moved: Cr Chris Hanna

Seconded: Cr Kenrick Winchester

That the Canberra Region Joint Organisation Board:

- 1. Approves the Household Chemicals Cleanout 2024 Best Value Report 2024.**
- 2. Awards the tender to ETS.**
- 3. Authorises CRJO officers to enter into a contract with ETS to deliver the Household Chemical Cleanout Events in 2024 project with two extension of one year options.**
- 4. Authorises CRJO officers to negotiate and agree minor amendments to contract conditions with the successful tenderer.**

CARRIED

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.

No chair's minutes were put.

9. Confirmation of Minutes

RESOLUTION 08/24 - 02

Moved: Cr Chris Hanna

Seconded: Cr Pam Kensit

That the Canberra Region Joint Organisation Board adopts the minutes and actions arising from the previous board meeting held 16 May 2024.



CARRIED

10. Presentations to CRJO Board

Bruce Fitzgerald and Dr Margaret Kitchin entered at 9.15am via Zoom.

10.1 Materials Recovery Facility (MRF) Briefing (online)

Bruce Fitzgerald, Acting Deputy Director General, ACT City Services and Dr Margaret Kitchin, Executive Branch Manager, ACT NoWaste provided a presentation on the progression of the Materials Recovery Facility (MRF) located within the Hume Resource Recovery Estate, ACT.

Mr Fitzgerald and Dr Kitchin left the meeting at 9.30am. Stephen Coates entered at 10am via Zoom.

10.2 Audit Risk and Improvement Committee End of Year and Term Briefing

Stephen Coates, Chair Audit Risk and Improvement Committee (ARIC) provided an end of year and end of term report to the CRJO on the ARIC's activities during 2023-24 and the council term ending September 2024.

Stephen Coates left the meeting at 10.26am. Shadow Minister for Water and for Crown Lands, Ms Steph Cooke MP entered the meeting in person at 10.26am.

The meeting paused at 10.26am for morning tea break. The meeting resumed at 10.47am.

10.3 Shadow Minister for Water and for Crown Lands

Shadow Minister for Water and for Crown Lands, Ms Steph Cooke MP addressed the CRJO board and discussed matters of interest to local government, following the board's visit to NSW Parliament House in May when Ms Cooke was unable to address the board due to competing matters.

Shadow Minister for Water and for Crown Lands, Ms Steph Cooke MP and Giles Butler, Director Regional Coordination – South, Delivery and Engagement Group, NSW Premier's Department left the meeting at 11.30am.

RESOLUTION 08/24 - 03

Moved: Cr Chris Hanna

Seconded: Cr Pam Kensit

That the Canberra Region Joint Organisation Board receives and notes the presentations to CRJO Board.

CARRIED



11. Briefings to CRJO Board

11.1 Associate Members

The following associate member provided a verbal update to the Board:

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

RESOLUTION 08/24 - 04

Moved: Cr Kenrick Winchester

Seconded: Cr Pam Kensit

That the Canberra Region Joint Organisation Board receives and notes the update from associate members.

CARRIED

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

11.2 Government Agencies

The following government agencies provided verbal updates to the Board:

- Giles Butler, Director Regional Coordination – South, Delivery and Engagement Group NSW Premier's Department (*prior to his leaving the meeting at 11:30am*)
- Louise Taylor, Council Engagement Officer, NSW Office of Local Government

RESOLUTION 08/24 – 05

Moved: Cr Chris Hanna

Seconded: Cr Kenrick Winchester

That the Canberra Region Joint Organisation Board receives and notes the update from government agencies.

CARRIED

(Noting apologies received from Kalina Koloff, NSW Cross-Border Commissioner, NSW Office of the Cross-Border Commissioner and Heidi Stratford, Director Illawarra and South East, NSW Reconstruction Authority)



11.3 Regional Development Australia Committee

The chair and CEO of the Regional Development Australia Committee provided a verbal update to the Board:

RESOLUTION 08/24 - 06

Moved: Cr Chris Hanna

Seconded: Cr Kenrick Winchester

That the Canberra Region Joint Organisation Board receives and notes the update from Regional Development Australia Southern NSW and ACT.

CARRIED

12. Reports to Board: For Decision

12.1 Governance Policy Review

RESOLUTION 08/24 - 07

Moved: Cr Allan McGrath

Seconded: Cr Chris Hanna

That the Canberra Region Joint Organisation board:

- 1. Notes the report from the Director Corporate Services on the governance policies review.**
- 2. Adopts the following as Canberra Region Joint Organisation's policies:**
 - a. Charter**
 - b. Code of Meeting Practice**

CARRIED



12.2 Membership Sitting Fee and Chairperson Allowance

Mr Viv May, Administrator Wingecarribee Shire Council, having declared a pecuniary/significant interest in Item 12.2 Membership Sitting Fee and Chairperson Allowance, left the meeting at 11.33am.

RESOLUTION 08/24 - 08

Moved: Cr Allan McGrath

Seconded: Cr Kenrick Winchester

That the Canberra Region Joint Organisation board:

1. Notes the report and recommendation from the Executive Officer on board member sitting fees review.
2. Endorses the recommended option 2: remove board member sitting fees and retain chairperson allowance.
3. Adopts the amended Expenses and Facilities Policy incorporating option 2: remove board member sitting fees and retain chairperson allowance.

CARRIED

Mr May returned to the meeting at 11.35am.

13. Reports to Board: For Noting

13.1 Correspondence Following 2024 Board Meeting at NSW Parliament House

RESOLUTION 08/24 - 09

Moved: Cr Kenrick Winchester

Seconded: Cr Chris Hanna

That the Canberra Region Joint Organisation Board notes incoming and outgoing correspondence to/from the NSW premier, ministers and members of parliament following the board meeting held 16 May 2024 at NSW Parliament House.

CARRIED



13.2 2023/24 Financial Statement and Financial Status

RESOLUTION 08/24 - 10

Moved: Cr Ian Chaffey

Seconded: Mr Viv May

That the Canberra Region Joint Organisation Board:

- 1. Notes the financial statements for 2023/24**
- 2. Notes the operating results as at the end of 30 June 2024; and**
- 3. Notes the operating result compared to adopted 2023/24 budget and adopted 1 March 2024 'Target' operating result for CRJO Operations.**
- 4. To acknowledge Queanbeyan-Palerang Regional Council's accommodation offer agreed to, for Canberra Region Joint Organisation staff.**

CARRIED

13.3 Regional Programs

RESOLUTION 08/24 - 11

Moved: Cr Chris Hanna

Seconded: Cr Allan McGrath

That the Canberra Region Joint Organisation Board notes the Canberra Region Joint Organisation Program Board Report.

CARRIED

13.4 Governance and Compliance

RESOLUTION 08/24 - 12

Moved: Cr Chris Hanna

Seconded: Cr Allan McGrath

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

CARRIED



13.5 Audit Risk and Improvement Committee Quarterly Report and Minutes

RESOLUTION 08/24 - 13

Moved: Cr Kenrick Winchester

Seconded: Cr Margaret Roles

That the Canberra Region Joint Organisation board notes the Canberra Region Joint Organisation Audit, Risk and Improvement Committee quarterly report and minutes from its meeting of 27 June 2024.

CARRIED

13.6 Executive Officer Report

RESOLUTION 08/24 - 14

Moved: Cr Chris Hanna

Seconded: Cr Kenrick Winchester

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

CARRIED

14. Reports to Board: For Discussion

14.1 End of Term Presentation

RESOLUTION 08/24 - 15

Moved: Cr Chris Hanna

Seconded: Cr Kenrick Winchester

That the Canberra Region Joint Organisation Board receives the end of term presentation and notes the highlighted range of projects and programs delivered by the joint organisation during the board term from December 2021 to September 2024.

CARRIED



14.2 Induction Planning for New Board

RESOLUTION 08/24 - 16

Moved: Cr Kenrick Winchester

Seconded: Cr Chris Hanna

That the Canberra Region Joint Organisation Board notes the proposed approach for inducting the incoming board in October 2024 and provides suggestions for inclusions in the regional perspectives component of the induction.

CARRIED

15. Closed Session

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

No items for closed session were put to the Board.

16. Close

The chairperson, Mayor Russell Fitzpatrick closed the meeting at 12.40pm.