



**CANBERRA REGION
JOINT ORGANISATION**

Regional leadership connecting our communities

BOARD MEETING

Friday, 8 December 2023
9am – 1pm
Queanbeyan-Palerang Regional Council
257 Crawford Street, Queanbeyan

AGENDA AND BUSINESS PAPER



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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 Stephen 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
Canberra Region Joint Organisation	Mr Warwick Bennett Ms Hayley Chapman Ms Kirstie Mayne
GUESTS	
NSW Government	Anna Wyllie, Regional NSW Kalina Koloff, NSW Office Cross Border 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. CRJO will resolve to accept any apology and may grant leave of absence.

The following apologies have been received:

- Mayor Dallas Tout, Wagga Wagga City Council
- Ms Heidi Stratford, NSW Reconstruction Authority

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.

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. Presentations

8.1 The Hon. Kristy McBain, MP (9am)

Author: Warwick L Bennett, Chief Executive

Attachments: Nil

RECOMMENDATION

That the verbal update from The Hon. Kristy McBain MP, Minister for Regional Development, Local Government and Territories be received.

8.2 The Hon. Tara Moriarty, MLC (9.30am)

Author: Warwick L Bennett, Chief Executive

Attachments: Nil

RECOMMENDATION

That the verbal update from The Hon. Tara Moriarty, MLC, Minister for Regional New South Wales be received.

8.3 The Hon. Steve Whan, MP (10am)

Author: Warwick L Bennett, Chief Executive

Attachments: Nil

RECOMMENDATION

That the presentation from The Hon. Steve Whan, MP, Member for Monaro be received.

8.4 Andrew Barr, ACT Chief Minister (10.30)

Author: Warwick L Bennett, Chief Executive

Attachments: Nil

RECOMMENDATION

That the presentation from Andrew Barr, ACT Chief Minister be received.



8.5 Mr Noel McCann & Mr Michael Thompson, Canberra Airport (11am)

Author: Warwick L Bennett, Chief Executive

Attachments: Nil

RECOMMENDATION

That the verbal update from Mr Noel McCann and Mr Michael Thompson, Head of Aviation, Canberra Airport be received.

8.6 CRJO New CEO Introduction – Ms Sharon Houlihan

Ms Sharon Houlihan, CRJO's new Chief Executive Officer will join the meeting online at 11.45am to introduce herself. Sharon will commence with the CRJO on the 15 January 2024.

9. Confirmation of Minutes

9.1 Confirmation of Previous Minutes

Author: Warwick L Bennett, Chief Executive

Attachments: 1. Minutes of CRJO Board Meeting 22 September 2023

RECOMMENDATION

That the Minutes of the CRJO Board Meeting 22 September 2023 be received.

10. 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.



11. Reports

11.1 CRJO Audit Risk and Improvement Committee Representative

Author: Warwick L Bennett, Chief Executive

Attachments: Nil

RECOMMENDATION

That:

1. The report from the CRJO Chief Executive be received.
2. The Board nominate a representative as a non-voting member of the CRJO ARIC.

REPORT

Canberra Region Joint Organisation (CRJO) is required to have an Audit Risk and Improvement Committee (ARIC) and has endorsed this forum at an earlier meeting. CRJO share an Internal Auditor with Snowy Monaro, Goulburn Mulwaree. Upper Lachlan Shire and Yass Valley Councils. As part of this process, we also have the same ARIC as three of the four Councils with Snowy Monaro retaining their own ARIC.

The OLG guidelines state that Councils and JO's require a Council representative on the ARIC as a non-voting member. The Council representative should not be the Mayor in the case of Joint Organisations cannot be the Chair. This report recommends appointing a member of the Board – noting the decision to appoint is not mandatory.

The shared ARIC is required to meet four times per year, in a separate quarter.



11.2 Circular Economy

Author: Warwick L Bennett, Chief Executive

Attachments: 1. CRJO Waste Roadmap

RECOMMENDATION

That the report from the CRJO Chief Executive on the Circular Economy be received.

REPORT

As Board is aware the CRJO received a grant of \$1,252,762.50 for a circular economy assignment. As part of this assignment, we are to deliver;

- Stakeholder engagement and Material Flow analysis – completed and circulated
- Extensive regional stakeholder engagement – completed.
- Technology scan- undertake global technology scan to research best practice trends and opportunities – completed and circulated.
- Educating the community framework - to be assessed once completed business cases
- Commence the development of three (3) detailed business cases for new circular economy business opportunities that create initiatives and opportunities for both the public and private sectors.
- Canberra Region Waste and Circular Economy Roadmap – this is a variation to the grant which has been approved.
- Understanding of available infrastructure – underway.
- Business Case implementation strategy – to be undertaken once business cases are completed.

1. Business Cases

The three business cases that are being undertaken are:

- `Hard-to-Recycle Plastics Project
- Construction and Demolition Waste Material
- Food Organic and Garden Organic Waste Material

All three were highlighted in the Waste Material Flow analysis as significant opportunities.

The first of the Business Cases (being Hard-to-Recycle Plastics Project) has been presented to GMAG and they have offered constructive feedback that is currently being reviewed.

The other two business cases are underway and will be completed by Christmas.

2. Canberra Region Waste and Circular Economy Roadmap

As part of a recently approved variation to this grant we are undertaking Canberra Region Waste and Circular Economy Roadmap. The purpose of this roadmap is to

The roadmap will set out principles and strategies for cooperatively and collaboratively managing and reducing waste, recovering materials, and delivering synergistic circular economy initiatives throughout the Canberra Region. The roadmap will seek to work in conjunction with existing strategies



and policies of NSW, ACT and CRJO, and if accepted by all Governments, will become a formal Government document similar to the Canberra Region Economic Development Strategy. The scope of works will comprise of two components:

- Stage 1 – Development – engagement, mapping, discovery and alignment – to fully explore the waste management and circular economy issues and opportunities to be addressed or recognised by the roadmap.
- Stage 2 – The roadmap – synthesis and drafting of the Roadmap to then be considered by NSW, CRJO and ACT Governments for endorsement as a tripartite document.

Please find attached the full Statement of Requirements that is guiding this assignment.

3. Business Case Implementation Strategy

The final part of this assignment will be to bring all the parts of the project together to develop an overall implementation strategy including an investment strategy. It is planned that all these parts will be presented to GMAG and the Board in February



11.3 Strategic Action Plan

Author: Warwick L Bennett, Chief Executive

Attachments: Nil

RECOMMENDATION

That:

1. The report from the CRJO Chief Executive on the Strategic Action Plan be received.
2. The verbal update from GMAG Chair, Anthony McMahon be received.

REPORT

Over the past few months GMAG have been developing a Strategic Action Plan that will drive the deliverables required from the CRJO. GMAG have been using Karina Dooley from Projectura to assist in the development of this action plan. Projectura are the consultants that have been used for the Regional Community Strategic Plan so have a good knowledge of this region and the member Councils.

It is planned that the draft strategic action plan will be presented to the Board in February 2024. GMAG are meeting on Thursday 7th December prior to the Board meeting with Projectura to further enhance the work and planning done to date.



11.4 IPART Rate Cap Review

Author: Warwick L Bennett, Chief Executive

Attachments: Nil

RECOMMENDATION

That:

1. That the report from the CEO on Rate Cap Review by IPART be received.
2. CRJO writes to IPART and thank them for their recent review of the Rate Cap methodology. Further the thank you letter acknowledge that IPART had listened to the submission by the CRJO and the concerns of this region raised at the sector meeting held in Queanbeyan.
3. CRJO write to the Minister of Local Government and the Minister of Finance supporting the review and seeking they endorse those recommendations.

REPORT

By now members of the Board will have an understanding of the review undertaken by IPART on the rate cap methodology.

Some of the findings in that review included:

- Forward-looking rather than retrospective indicators, to help keep pace with costs
- A base rate calculation that recognised the different financial challenges faced by different kinds of councils, from large metropolitan to small rural councils
- Three further components which have a specific budgetary impact on councils, including employee costs, asset costs and other operating costs
- Emergency Services Levy adjustment components factored into the rate peg calculations.

As the Board is aware CRJO lodged a very comprehensive submission to IPART on this review and many of the issues raised by the CRJO have been addressed in the review. IPART held a sector meeting in Queanbeyan and again the issues raised in the CRJO submission were again emphasised at that meeting.

Clearly IPART have listened and should be thanked accordingly. This report also recommends that the CRJO write to Minister of Local Government and the Minister of Finance requesting them to endorse the recommendations.



11.5 Regional Submissions

Author: Warwick L Bennett, Chief Executive

Attachments: 1. CRJO Water Submission 261023

RECOMMENDATION

That the report from the CRJO Chief Executive on Submissions to Government be received.

REPORT

As the Board is aware a number of reports and business cases are being prepared for the CRJO on the

Water Privatisation Submission

For the Boards information please find attached a submission that the CRJO made to a Joint Select Committee of State Parliament into protecting local water utilities from privatisation. The submission was approved by GMAG. CRJO have been invited to present directly to the Joint Committee. That hearing is the 8th December 2023 – (day of Board meeting) – so I have arranged for two of our Water Utility Managers to appear on behalf of the CRJO.

Roads Submission

The Board will recall that earlier this year we presented to a Federal Government Select Committee a detailed submission on our Road infrastructure.

That submission focused very strongly on improved maintenance monies being available to local government. The CRJO submission was lauded loudly in many forums as a very practical submission and was subsequently plagiarised by many. The good news is that the Government has endorsed the key recommendations of the CRJO. Please find below extracts from the Federal Government press release:

Minister King has, this morning, announced the federal government's response to the local government recommendations to the Infrastructure Investment Program review.

The Government has promised funding the following funding increases, to be phased in over the next three federal budgets, ostensibly in order to offset potential inflationary impacts:

Roads to Recovery

1. Gradually rise from \$500m to \$1 billion per year

Blackspot Program

1. Increase from \$110 million to \$150 million per year

A new Safer Local Roads and Infrastructure Program

1. Incorporates the existing Heavy Vehicle Safety and Productivity and Bridges Renewal Programs, with funding gradually increasing from \$150 million to \$200 million per year.



11.6 Financial Statement

Author: Jennifer Lang, Jennifer Lang Australia

Attachments: 1. CRJO Financial Statement July 2023 – October 2023

RECOMMENDATION

That the CRJO Board receive the CRJO Finance Report and note the financial position of the Organisation at 31 October 2023.

REPORT

For the year to date ending 31 October 2023, the Canberra Region Joint Organisation (CRJO) achieved an operating surplus of \$1,680k.

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

Program	YTD Operating Result \$000	YTD Budget \$000	YTD Variance \$000	Full Year Budget \$000	Status
CRJO Operations	236	609	(373)	(118)	Ongoing
CRJO Internal Audit	(83)	(125)	42	3	Ongoing
CRJO Procurement	78	0	78	0	Ongoing
CRJO Training School	4	0	4	0	Ongoing
Trade Pathways Innovation	139	0	139	0	Ongoing
Recovery & Resilience					
Drought Resilience	(5)	0	(5)	0	Ongoing
BCRRF - Vulnerable Contaminated Lands	0	0	0	0	Finalised – Awaiting Funds
BCRRF - Simtable	0	0	0	0	Finalised – Awaiting Funds
BCRRF - Blueprint	0	0	0	0	Finalised – Awaiting Funds
BLERF - Economic Recovery	80	225	(145)	0	Ongoing
DRRF – Disaster Recovery	4	44	(40)	0	Ongoing
Waste Programs					
Regional Support Fund*	546	219	327	70	Ongoing
Contaminated Lands	148	0	148	0	Complete
Circular Economy	345	0	345	0	Ongoing
ECC – Net Zero	20	61	(41)	0	Ongoing
Bin Trim Networks	100	0	100	0	Ongoing
Illegal Dumping Prevention	68	0	68	0	Ongoing
Total Operating Result	1,680	1,033	647	(45)	

Table 1.1

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

The surplus of \$1,680 for the year to date is due to:

- Grant funding of \$1,178k carried forward from the 2022/23 financial year;
- Member contributions and program management fees received to fund business as usual operational activities throughout the remainder of the year \$236k; and



- CRJO received \$149k in additional funding to facilitate The Household Chemical Cleanup and \$267k for year one of a five-year extension of the Regional Waste Coordination Support Fund.

Notable variances to budget (YTD):

Overall, the CRJO is favourable to budget by \$647k at 31 October 2023, primarily due to:

- Timing of expenditure for the Circular Economy Program compared to budget \$345k;
- CRJO received an unbudgeted Grant (\$139k unspent YTD) from the Department of Education Trade Pathways Innovation Fund and Bin Trim and Illegal Dumping Prevention funding of \$168k; and
- CRJO Programs (such as Operations, Internal Audit, Procurement and Training School) is (\$249k) unfavourable to budget for the year to date. CRJO was budgeted to receive management fees from the Circular Economy Program to cover the indirect costs of accommodating program resources (such as contributions towards, rent, utilities, finance, audit, IT etc) and administration support in October. The has now been forecasted for early next year. The unfavourable result is also due to one-off expenditure to move to the new office location in July and payment of Fringe Benefits Tax for 2023 in October.



Cash Balances

As at 31 October 2023, CRJO holds a cash balance of \$1,451k. Table 1.2 below provides a summary of the distribution of cash across all Programs.

Programs	Opening Balance 1 Jul 2023 \$000	Cash Receipts \$000	Cash Outgoings \$000	Closing Balance 31 Oct 2023 \$000	Risk To Cashflow
CRJO Operations	962	660	441	1,182	Low
CRJO Internal Audit	0	0	81	(81)	Low
CRJO Procurement	142	0	59	83	Low
CRJO Training School	0	32	10	22	Low
Trade Pathways Innovation	0	250	111	139	Low
Recovery & Resilience					
Drought Resilience	(80)	0	25	(105)	Low
BCRRF - Vulnerable Contaminated Lands	(39)	0	(1)	(38)	Low
BCRRF - Simtable	(28)	0	(7)	(21)	Low
BCRRF - Blueprint	(96)	0	(6)	(90)	Low
BLERF - Economic Recovery Fund	(226)	0	432	(658)	Medium
DRRF – Disaster Recovery	175	0	172	3	Medium
Waste Programs					
Regional Support Fund*	196	150	59	287	Low
Contaminated Lands	152	0	(5)	157	Low
Circular Economy	801	0	417	384	Low
ECC – Net Zero	56	0	37	19	Low
Bin Trim Networks	0	100	0	100	Low
Illegal Dumping Prevention	0	81	13	68	Low
Total Cash on Hand	2,015	1,273	1,837	1,451	

Table 1.2

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

Risks to cashflow:

- CRJO are currently working with the funding bodies to reconfirm the deliverables of the Bushfire Local Economic Recovery and Disaster Recovery Programs. In doing so, there is a risk that work already undertaken may be deemed out of scope and not covered by the Funding Deed for either Program. Currently we are estimating this risk to be approximately \$100k-\$150k. As a contingency, CRJO will forecast to absorb these costs, however further discussions are being undertaken with the CRJO Program Team and Funding bodies to best resolve this issue.

Notable upcoming income/expenditure:

- CRJO is expected to receive the following income over the next two months:
 - Final payments totalling \$150k for the completion of the BCRRF Programs;
 - Contributions towards the ARIC and Internal Audit totalling \$195k in December; and
 - A final payment of \$46k for the Net Zero Program.



11.7 2022-23 Audit

Author: Warwick L Bennett, Chief Executive Officer

Attachments: 1. 2022/23 Financial Statements

RECOMMENDATION

That the CRJO Board note the 2022/23 Financial Statements and authorise the Chair, Deputy Chair and Chief Executive and Chief Financial Officer to sign the statements once the Audit has been completed.

REPORT

The CRJO audit for financial year 2022/23 commenced in August 2023. During this time, the CRJO has been working closely with the Audit Office and EY to ensure a smooth audit process, incorporating the lessons learned from the prior year, once again despite commitments that the audit had finished further questions and information are still being sought. We are confident that there will be no changes to the Finance Statements however if there is anything material, we will speak to the Chair and call an extraordinary meeting.

The Financial Statements for 2022/23 have been finalised, with CRJO finishing the year with a surplus of \$199,000 and a closing cash balance of \$2,015,000.

Overall, the outcome of this year's audit was disappointing. The Annual Financial Statements for Council's, including CRJO, are required to be lodged with NSW Office of Local Government by 30 November each year. Due to the strict Legislative timeframes, if the Annual Financial Statements are not lodged by this date, the organisation must be reported to Parliament as non-compliance with the Local Government Act 1993.

Similarly, the audited Annual Financial Statement forms part of the Annual Reports for Council's, including CRJO. The Annual Report needs to be lodged to NSW Office of Local Government by 30 November each year. Currently, there is no provision in the Local Government Act 1993 for this timeframe to be extended.

The Audit has not been reviewed by the Audit Office. The 2022/23 Financial Statements (attached) and Letter of Representation (to be provided) require sign off by the Chair, a second Board Member and the CEO and must be submitted to the NSW Audit Office as soon as possible.

Once finalised, the Audited Statements will be included in the 2022/2023 Annual Performance Statement which will be uploaded to the CRJO website and submitted to the Office of Local Government.



11.8 Regional Programs Update

Author: Kirstie Mayne, Acting Director Operations

Attachments: Nil

RECOMMENDATION

That the report from the Acting Director Operations on grant funded projects be received.

REPORT

Blueprint

CRJO has filmed five Resilience Video Stories as a part of the Blueprint project.

The Resilience Video Stories capture the diversity of experiences and challenges faced in a natural disaster. This should reinforce the need to approach resilience from a multidimensional approach as outlined in the Resilience Blueprint.

CRJO is working on a final project variation for the Blueprint project. This will include the Blueprint digital platform and ideation workshops to be held across the LGAs.

Drought

CRJO is working to incorporate the CSIRO feedback into the Hilltops and Upper Lachlan Regional Drought Resilience Plan (RDRP). The plan will also be reformatted into an easy-to-read format that clearly shows the link between the community consultation and prioritisation of actions.

CRJO has been working with both Councils and Department of Regional NSW to finalise the future governance structure of the RDRP and anticipates that completion of the project by February 2024.

Net Zero

After extensive engagement with the Net Zero Heroes, through the monthly working group, the completion of the baseline survey to establish Net Zero Maturity as well as the regular conversations, the Net Zero recommendation reports are now being drafted for each Council.

These *Net Zero Pathway Plans* will be presented at meetings in February with the General Managers and key staff. Dr Simon Wright from Charles Sturt university will be attending these meetings to outline the business case for Net Zero climate mitigation action, especially in light of the NSW Climate Change (Net Zero Future) 2023 Act.

A number of CRJO member Councils have shown an interest in pursuing a Power Purchasing Agreement for their next electricity contract (allowing them to reduce their emissions from their electricity consumption) and another cohort have started exploring the establishment of Revolving Energy Fund to secure an internal funding source for ongoing energy efficiency upgrades. Further, six of the CRJO members will be receiving Energy Audit support from the State Government's Sustainable Councils team in order to develop the business case ahead of the Federal Government's *Community Energy Upgrade Fund*.



Disaster Risk & Recovery Fund (DRRF)

CRJO continues its coordination role across the DRRF JO network. This includes coordinating the monthly Working Group meetings and engaging stakeholders from across the state to present to the Groups. There have been presentations from Warren Sharp Strategic Services Pty Ltd, Disaster Relief Australia, Office of Energy and Climate Change, Transport for NSW, Spatial Services NSW, and the Office of Local Government. These presentations continue to inform and align the resilience work being undertaken across the State.

CRJO is currently working with NSW RA on a project variation to ensure alignment with the State Disaster Mitigation Plan and Disaster Adaptation Plan currently being developed and the embedment of resilience into Council's IP&R Framework.

CRJO has been working on the Regional Needs/Gap Analysis that is being undertaken across the DRRF JO network. This work will inform the remainder of the DRRF project and any future funding application that CRJO may lodge for Disaster Adaptation and Resilience Funding.

Waste

CRJO attended the combined METRO and RENEW waste coordinators meeting in Sydney on 2 November 2023. Presentations were given by the EPA on program updates, joint procurement and waste infrastructure upgrades.

CRJO Chaired the Resource Recovery and Waste Working Group meeting 23 November 2023, where CRJO provided an update on the current waste projects being undertaken, as well as those about to commence.

Illegal Dumping

This pilot project is focused on cross border illegal dumping from the ACT into NSW. There was a roadside operation planned in collaboration with the NSW Police Force and Transport for NSW for 29 November 2023. This operation was targeting construction and demolition waste (C&D) moving out of the ACT along the Barton Highway. However, this operation has been postponed due to rain events and will be rescheduled for early next year.

Bin Trim

The CRJO Bin Trim Networks Program will work with businesses in the Canberra Region to improve waste and resource recovery of their operations. This project also has 3 priorities, FOGO, plastics and textiles in the Healthcare, charity and aged care sector. CRJO is currently finalising the network of targeted facilities and determining the assessment schedule due to commence early 2024.

House Hold Chemical Cleanout

As part of the 2023 program, CRJO and participating councils (8) have held 17 site collections of household chemicals. All collection events will be completed by 1 December 2023.

CRJO is currently developing a program and seeking funding advice from the EPA for the 2024 House Hold Chemical Cleanout Program.



11.9 Regional Learning & Development Update

Author: Jason Huntly, Acting Manager Regional Learning & Development

Attachments: Nil

RECOMMENDATION

That the report from Acting Regional Learning & Development Manager be received.

REPORT

Please see below update on the Regional Learning & Development Activities.

1. Australian Institute of Company Directors Training

Connect Business School recently hosted the "Governance Essentials for Local Government" course on October 19-20, expertly facilitated by the Australian Institute of Company Directors. It was a fantastic event with 11 Councillors and Mayors from our member councils in attendance. Feedback from all participants was very positive.

This program is designed for Councillors, Mayors, and executive management within Local Government organizations. It provides valuable insights into their unique roles and responsibilities in engaging and interactive sessions. After completing the four sessions, participants will be able to:

- Identify the duties and responsibilities of a Councillor.
- Understand leadership within a Council context.
- Learn about financial statements and reports.
- Recognize the connection between corporate strategy and financial performance.
- Comprehend the Councillor's role in strategy and risk governance.

There are no test or exams at the end of this course – but participants will get a certificate to state they have successfully completed the course

The course cost is \$2,500 plus GST per person and includes:

- Course material and delivery.
- One night's accommodation.
- All food including three course dinner.

Our second course will be held on the 13 and 14 March 2024 at the Vibe Hotel in Canberra. We already have 14 participants.

2. Women in Planning – Trade Skills Program

The "Women in Planning – Trade Skills" program, which started on 19 September 2023, is designed to offer a 25% credit towards a Town Planning diploma. Initially, 38 participants enrolled, but three have since left the program (one each from Goulburn, Eurobodalla, and Wingecarribee). From September to December 2023, the focus is on Skillset 1, comprising two units. Impressively, 10 participants have already finished their coursework a month ahead of schedule, though four have yet to complete any work. It's crucial that all participants finish Skillset 1 by 24 December 2023, to move on to Skillset 2. Currently, the CRJO is monitoring nine participants who might not meet this deadline and is actively



offering support through its mentor program. This includes coordinating with various councils to allow study time during work hours for additional help.

The leadership Masterclass component, two of the three planned masterclasses have been completed, with the final one scheduled for 19 March 2023. Conducted by Antony Maxwell from the Australian Leadership Academy, these sessions focus on essential leadership skills and have been well-received, with positive feedback from the participants. Maxwell's expertise ensures that the classes are both educational and engaging, with a curriculum focused on practical, skills-based learning.

Attendance at CRJO per masterclass and Study session:

Council (number of participants)	September 2023	October 2023	November 2023
Bega Valley (13)	11	11	11
Eurobodalla (3)	3	2	2
Goulburn Mulwaree (1)	1	1	0
Queanbeyan-Palerang (3)	3	3	1
Snowy Monaro (2)	2	2	2
Snowy Valleys (3)	3	3	3
Upper Lachlan (2)	2	2	2
Wagga Wagga (1)	1	0	1
Wingecarribee (6)	6	6	5
Yass Valley (3)	3	3	2
Totals	35	33	29

3. Illegal Dumping

CRJO secured a grant from the EPA to support Yass Valley Council and QPRC in addressing illegal dumping. The project is progressing well, with surveillance and legislative training be completed in September 2023.

"Operation Barton," a roadside initiative originally scheduled for November 30, has been rescheduled to February 2024 due to adverse weather conditions. This operation aims to set up a checkpoint on the Barton Highway near the ACT/NSW border. Its goal is to curb the illicit transfer of waste from the ACT into NSW. This effort will see the collaboration of several agencies, including NSW EPA, ACT EPA, CRJO, NSW Police, Yass Valley Council, and QPRC. The National Heavy Vehicle Regulator (NHVR) will focus on compliance checks of heavy vehicles, particularly "Truck & Dog" and "Rigid" types.



11.10 Corporate Services Update

Author: Hayley Chapman, Director Corporate Services

Attachments: Nil

RECOMMENDATION

That the report from the Director Corporate Services be received.

REPORT

Please see below update on the Corporate Service functions.

Working Groups

A number of Working Groups have met since the last CRJO Board Meeting including:

- Human Resources Managers
- IT Managers
- Economic Development Managers
- Critical Infrastructure

All Working Groups are currently developing a Terms of Reference for the General Managers Advisory Group to endorse at their next meeting. The Terms of Reference will provide the CRJO Board and General Managers with an understanding of each the Working Group's key focus areas for the next 12 to 24 months as well as providing regular updates on key issues affecting our region.

Through undertaking this process, we intend on ensuring value for member Council's is at the forefront of the Terms of Reference.

Regional Procurement

We have met with all member Council's Procurement Staff, which finalises a key milestone in the project. A summary of the feedback received and direction for the Regional Procurement program will be provided to General Managers at the December workshop.

On the 4 October 2023, CRJO hosted an online demonstration of Purchasing and Procurement Program Management Platform.

The next Procurement Working Group is scheduled to be held Wednesday 6 December 2023.

Internal & External Audit

Corporate Services facilitated the ARIC meetings in September at Gunning, the team are currently in the process of refining the structure and working of the ARIC meeting to ensure a smoother process for our Councils and the Audit Committee.

The next ARIC Meeting is scheduled to be held Tuesday 12 December 2023.



11.11 GMAG Meeting Notes

Author: Warwick L Bennett, Chief Executive

Attachments: 1. GMAG Meeting Notes 27 October 2023

RECOMMENDATION

That the meeting notes of the GMAG meeting on 27th October 2023 be received.

REPORT

Please find attached the meeting notes from the GMAG meeting on 27th October 2023. The Chair of GMAG – Anthony McMahon – will answer any questions the Board may have that arise from these notes.



11.12 2024 Board Meeting Dates

Author: Warwick L Bennett, Chief Executive

Attachments: Nil

RECOMMENDATION

That the CRJO Board endorse the following meeting schedule noting that dates and times may change depending on potential conflicting appointments with members.

REPORT

The following meeting schedule for the CRJO Board is recommended noting that these times may change depending on conflicting appointments with other meetings.

Date	Location	Purpose
22 nd and 23 rd February 2024	Eurobodalla (Batemans Bay)	General Meeting
May 2024 <i>(Exact date to be determined after consultation with Parliament)</i>	Parliament House	Meeting with Ministers
22 nd and 23 rd August 2024	Canberra	Final meeting of term prior to Elections
24 th and 25 th October 2024	Snowy Monaro (Jindabyne)	General Meeting
5 th and 6 th December 2024	Hilltops (Young for Cherry festival)	General Meeting

General Manager Advisory Group workshops are generally held every third Thursday of the months or 2 weeks preceding the CRJO Board Meetings. The General Manager Advisory Group workshops is scheduled to be determined by the group at their next meeting.



12. Government Agencies Updates

The following Government Agencies are scheduled to provide verbal updates to the CRJO Board.

- Dr David Clapham, ACT Government,
- Ms Anna Wyllie, Regional NSW,
- Ms Louise Taylor, Office of Local Government,
- Ms Kalina Koloff, NSW Office of the Cross Boarder Commissioner.

13. Closed Session

The CRJO Board must resolve to move into Closed Session to deal with any items under s10 Local Government Act 1993.

14. Close

The Chairperson, Mayor Russell Fitzpatrick will close the meeting.