



**CANBERRA REGION  
JOINT ORGANISATION**

*Regional leadership connecting our communities*

# EXTRAORDINARY BOARD MEETING

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Friday, 25 October 2024  
8.30am – 9.30am  
Braidwood Room  
Nellie-Hamilton Centre  
257 Crawford Street, Queanbeyan

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## MINUTES



## CRJO Board Members

COUNCIL	VOTING MEMBERS	NON-VOTING REPRESENTATIVES
<b>Bega Valley Shire Council</b>	Mayor, Cr Russell Fitzpatrick	Anthony McMahon, Chief Executive Officer
<b>Eurobodalla Shire Council</b>	Mayor, Cr Mathew Hatcher	Warwick Winn, General Manager
<b>Goulburn Mulwaree Council</b>	Mayor, Cr Nina Dillon	Aaron Johansson, Chief Executive Officer
<b>Hilltops Council</b>	Mayor, Cr Brian Ingram	Anthony O'Reilly, General Manager
<b>Queanbeyan-Palerang Regional Council</b>	Mayor, Cr Kenrick Winchester	Rebecca Ryan, General Manager
<b>Snowy Monaro Regional Council</b>	Mayor, Cr Chris Hanna	David Rawlings, A/Chief Executive Officer
<b>Snowy Valleys Council</b>	Mayor, Cr Julia Ham	Jessica Quilty, Director Community & Corporate
<b>Upper Lachlan Shire Council</b>	Mayor, Cr Paul Culhane	Alex Waldron, Chief Executive Officer
<b>Wingecarribee Shire Council</b>	Mayor, Cr Jesse Fitzpatrick	Lisa Miscamble, General Manager
<b>Yass Valley Council</b>	Mayor, Cr Jasmin Jones	Chris Berry, Chief Executive Officer

### ASSOCIATE MEMBERS (NON-VOTING)

<b>Wagga Wagga City Council</b>	Mayor, Cr Dallas Tout	Peter Thompson, General Manager
<b>ACT Government</b>	David Clapham, Executive Branch Manager, Economic and Regional Policy	
<b>NSW Government</b>	Giles Butler, Director Regional Coordination – South, Delivery and Engagement Group, NSW Premier's Department	

### AFFILIATE MEMBERS (NON-VOTING)

<b>Canberra Airport</b>	Noel McCann, Director, Planning & Government Relations, Canberra Airport	Michael Thompson, Head of Aviation, Canberra Airport
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## CRJO Board Attendees

GOVERNMENT AGENCIES		
<b>NSW Reconstruction Authority</b>	Heidi Stratford, Director Illawarra and South East	
<b>NSW Office of Cross Border Commissioner</b>	Kalina Koloff, NSW Cross Border Commissioner	
<b>Office of Local Government</b>	Louise Taylor, Council Engagement Manager	
<b>Regional Development Australia Southern NSW &amp; ACT</b>	Rowena Abbey, Chair	Olivia West, Chief Executive Officer

GUESTS	
	Scott Ferguson, Former Blayney Shire Council Mayor
<b>Audit Office NSW</b>	Reiky Jiang, Financial Audit (Item 11.2)
<b>Ernst &amp; Young</b>	Irene Tzavaras, Partner (Item 11.2)
<b>Ernst &amp; Young</b>	Tahla Liquat, Senior Manager (Item 11.2)



## 1. Opening Meeting

The Canberra Region Joint Organisation (CRJO) Executive Officer, Sharon Houlihan, opened the meeting as chair (given the chairperson vacancy) at 8.31am.

## 2. Welcome & Acknowledgement of Country

The following acknowledgement was made by the meeting chair.

*"I acknowledge the land on which we meet today as Ngambri, Ngarigu, Ngunnawal and Walbunja land and pay respects to the traditional owners' Elders both past and present, as well as emerging leaders, and acknowledge them as traditional custodians of the land on which we meet today."*

## 3. Apologies

The CRJO Executive Officer called for any apologies. The board resolved to accept the below apologies:

- Steven Pinnuck, Interim General Manager
- Noel McCann, Director, Planning & Government Relations, Canberra Airport
- Michael Thompson, Head of Aviation, Canberra Airport
- Giles Butler, Director Regional Coordination – South, Delivery and Engagement Group, NSW Premier's Department
- Heidi Stratford, Director Illawarra and South East, NSW Reconstruction Authority
- Kalina Koloff, NSW Cross Border Commissioner, NSW Office of the Cross-Border
- Rowena Abbey, Chair, Regional Development Australia Southern NSW and ACT

## 4. Disclosure of Interests

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

- Cr Jasmin Jones, Mayor Yass Valley Council declared a disclosure in relation to her being editor in chief for 'This Week in Canberra'. The declaration was noted by the chair and there was not considered to be any management action needed.

## 5. Chairperson & Deputy Chairperson Election

Due to the September 2024 local government elections the position of chairperson and deputy chairperson for the CRJO are currently vacant. The first order of business will be the election of a chairperson and deputy chairperson, to be conducted by the CRJO executive officer as returning officer in accordance with Schedule 7 of the Local Government (General) Regulation 2021.



## 5.1 Chairperson Voting Authority

### RESOLUTION 10/24 – 01

**Moved:** Cr Kenrick Winchester

**Seconded:** Cr Nina Dillon

**The Canberra Region Joint Organisation board resolved the board chairperson is to be a voting representative.**

**CARRIED**

## 5.2 Nominations for Chairperson & Deputy Chairperson

### RESOLUTION 10/24 – 02

**Moved:** Cr Kenrick Winchester

**Seconded:** Cr Mathew Hatcher

**That the Canberra Region Joint Organisation board notes the process for nomination for chairperson and deputy chairperson.**

**CARRIED**

*The following nominations were received:*

### **Chairperson**

- *Cr Russell Fitzpatrick, Mayor Bega Valley Shire Council*

### **Deputy Chairperson**

- *Cr Kenrick Winchester, Mayor Queanbeyan Palerang Regional Council*
- *Cr Julia Ham, Mayor Snowy Valleys Council*



### 5.3 Voting Method

**RESOLUTION 10/24 – 03**

**Moved: Cr Brian Ingram**

**Seconded: Cr Julia Ham**

**That, following the close of nominations for the positions of chairperson and deputy chairperson if there is more than one nomination for either position, the Canberra Region Joint Organisation board resolves the method of voting for the chairperson and deputy chairperson, in accordance with Schedule 7 Local Government (General) Regulation 2005 as:**

- a. Open Voting (i.e. show of hands)**

**CARRIED**

### 5.4 Election of Chairperson

**RESOLUTION 10/24 – 04**

**Moved: Cr Chris Hanna**

**Seconded: Cr Julia Ham**

**That the Canberra Region Joint Organisation board elects Cr Russell Fitzpatrick, Mayor Bega Valley Shire Council as the Canberra Region Joint Organisation chairperson.**

**CARRIED**

*Cr Kenrick Winchester, Mayor Queanbeyan Palerang Regional Council withdrew his nomination for deputy chairperson.*

### 5.5 Election of Deputy Chairperson

**RESOLUTION 10/24 – 05**

**Moved: Cr Nina Dillon**

**Seconded: Cr Chris Hanna**

**That the Canberra Region Joint Organisation board elects Cr Julia Ham, Mayor Snowy Valleys Council as the Canberra Region Joint Organisation deputy chairperson.**

**CARRIED**

*Returning officer, Sharon Houlihan, Executive Officer ceased chairing the meeting.*



*Chairperson, Cr Russell Fitzpatrick, Mayor Bega Valley Shire Council commenced chairing the meeting.*

## 6. 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 of motion to rescind a motion were lodged.

## 7. 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 CRJO's consideration. No notices of motion were lodged.

## 8. Urgent Business

Pursuant to Clause 9.3 of the Code of Meeting Practice, the meeting chair called for any additional 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 CRJO board may resolve to accept any late item, information or urgent business to be discussed and/or determined at this meeting. No additional business items were requested.

## 9. Chair's Minute

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 CRJO. No chair's minutes were put.

## 10. Confirmation of Minutes

### **RESOLUTION 10/24 – 06**

**Moved: Cr Kenrick Winchester**

**Seconded: Cr Mathew Hatcher**

**That the Canberra Region Joint Organisation Board adopts the minutes and actions arising from the previous board meeting held 2 August 2024.**

**CARRIED**



## 11. Reports to CRJO Board: For Decision

### 11.1 CRJO Audit Risk and Improvement Committee Representative

#### RESOLUTION 10/24 – 07

**Moved:** Cr Jasmin Jones

**Seconded:** Cr Chris Hanna

**That the Canberra Region Joint Organisation board appoints a representative Cr Nina Dillon as a non-voting member of the CRJO audit, risk and improvement committee.**

**CARRIED**

### 11.2 Audit of CRJO 2023-24 General Purpose Financial Statements

#### RESOLUTION 10/24 – 08

**Moved:** Cr Nina Dillon

**Seconded:** Cr Chris Hanna

**That the Canberra Region Joint Organisation:**

- 1. adopts, and the chairperson signs, the general-purpose financial statements for the financial year ended 30 June 2024,**
- 2. notes the 2023-24 management representation letter, ready for signing by the CRJO executive officer and chief financial officer after adoption and signing of the general-purpose financial statements,**
- 3. notes the 2023-24 Audit Engagement Closing Report received from the NSW Audit Office,**
- 4. notes the draft 2023-24 Report on the Conduct of the Audit, ready for signing by the NSW Audit Office upon receipt of the CRJO-signed general purpose financial statements and management representation letter, and**
- 5. notes the draft Independent Auditor's Report (provided as a late report) including the intent to issue an unmodified audit opinion, ready for signing by the NSW Audit Office upon receipt of the CRJO-signed general purpose financial statements and management representation letter.**

**CARRIED**





### 11.3 Annual Performance Statement 2023/2024

**RESOLUTION 10/24 – 09**

**Moved: Cr Chris Hanna**

**Seconded: Cr Julia Ham**

**That the Canberra Region Joint Organisation Board adopts the Annual Performance Statement for 2023/2024 financial year.**

**CARRIED**

### 11.4 Process for CRJO Submission on Changes to Councillor Code of Conduct and Code of Meeting Practice

**RESOLUTION 10/24 – 10**

**Moved: Cr Jasmin Jones**

**Seconded: Cr Nina Dillon**

**That the Canberra Region Joint Organisation Board:**

- 1. delegates responsibility to the executive officer to prepare a submission from the Canberra Region Joint Organisation to the Office for Local Government regarding the NSW Government's proposed changes to the Model Code of Conduct and Model Code of Meeting Practice for NSW councils, in accordance with the process contained in this report, and**
- 2. delegates responsibility to the CRJO chairperson to sign the Canberra Region Joint Organisation submission on the proposed changes to the Model Code of Conduct and Model Code of Meeting Practice for NSW councils.**

**CARRIED**

## 12. Reports to CRJO Board: For Noting

### 12.1 Governance and Compliance

**RESOLUTION 10/24 – 11**

**Moved: Cr Julia Ham**

**Seconded: Cr Jesse Fitzpatrick**

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

**CARRIED**



## 12.2 Post Election Governance Requirements

### RESOLUTION 10/24 – 12

**Moved:** Cr Paul Culhane

**Seconded:** Cr Jasmin Jones

**That the Canberra Region Joint Organisation Board notes the post-election governance requirements.**

**CARRIED**

## 12.3 Disclosure by Councillors and Designated Persons Return 2023-24

### RESOLUTION 10/24 – 13

**Moved:** Cr Jesse Fitzpatrick

**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 2024.**

**CARRIED**

## 12.4 Finance Status Quarterly Report

### RESOLUTION 10/24 – 14

**Moved:** Cr Kenrick Winchester

**Seconded:** Cr Julia Ham

**That the Canberra Region Joint Organisation Board:**

- 1. notes the finance report, management report and financial statements for the first quarter of the 2024-25 financial year,**
- 2. notes the operating result as at the end of 30 September 2024; and**
- 3. notes the forecasted end of year operating result compared to the adopted budget.**

**CARRIED**



## 12.5 NSW Joint Organisation Chairs Forum Minutes

### RESOLUTION 10/24 – 15

**Moved:** Cr Brian Ingram

**Seconded:** Cr Julia Ham

**That the Canberra Region Joint Organisation board notes the NSW Joint Organisation Chairs Forum minutes and action list from its meeting of 8 August 2024.**

**CARRIED**

## 13. Closed Session

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

No items were raised for closed session.

## 14. Close

Chairperson, Cr Russell Fitzpatrick, closed the meeting at 9.35am.

## 15. Next Meeting

The next Canberra Region Joint Organisation Board Meeting is scheduled to be held Friday, 6 December 2024 at the Canberra Airport.

**\*\*\* Extraordinary meeting was followed by an induction for the Canberra Region Joint Organisation Board \*\*\***