



CANBERRA REGION
JOINT ORGANISATION

CRJO BOARD MEETING

Wednesday, 13 May 2020

10:00am – 12:00pm

Zoom Videoconference

Meeting ID 945 4391 7842

Our Region...

Dynamic

Innovative

Connected

...Compelling!

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MEMBERS	
Bega Valley Shire Council	Mayor Sharon Tapscott Ms Leanne Barnes OAM
Eurobodalla Shire Council	Mayor Liz Innes Dr Catherine Dale
Goulburn Mulwaree Council	Mayor Bob Kirk Mr Warwick Bennett
Hilltops Council	Mayor Brian Ingram Mr Anthony O'Reilly
Queanbeyan-Palerang Regional Council	Mayor Tim Overall Mr Peter Tegart
Snowy Monaro Regional Council	Mayor Peter Beer Mr Peter Bascomb
Snowy Valleys Council	Mayor James Hayes OAM Mr Matthew Hyde
Upper Lachlan Shire Council	Mayor John Stafford Ms Colleen Worthy
Wingecarribee Shire Council	Mayor Duncan Gair Ms Ann Prendergast
Yass Valley Council	Mayor Rowena Abbey – Chairperson Mr Chris Berry
ACT Government	Mr Sam Engele Ms Megan Edwards Ms Stacey Matthews Mr Joel Hankinson
East Gippsland Shire Council	Mayor John White Mr Anthony Basford
Wagga Wagga City Council	Mayor Greg Conkey OAM Mr Peter Thompson
Canberra Region Joint Organisation	Ms Gabrielle Cusack Ms Nikolina Marinovic
GUESTS	
Resilience NSW	Mr Daryl Clifton
Jennifer Lang Australia	Jennifer Lang Australia
Office of Local Government	Ms Elizabeth Dixon
NSW Government – Department of Planning, Industry and Environment	Ms Heidi Stratford
Local Government Superannuation	Mr Phil Stockwell Mr Andrew Gledhill

1. Opening Meeting

The Chairperson will open the meeting.

2. Welcome & Acknowledgement of Country

The Chairperson will welcome members and guests and make an acknowledgment of country.

3. Apologies

The Chairperson will call for any apologies. CRJO will resolve to accept any apology and may grant leave of absence.

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.

Attachment

4.1.1. Disclosure of Interest Form

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.

Nil

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

Nil

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. Local Government Super Presentation

Presenters: Mr Phil Stockwell (CEO) and Andrew Gledhill (Chief Risk Officer)

REPORT

In November 2019, Local Government Super announced the appointment of Mr Phil Stockwell as the new Chief Executive Officer. Phil Stockwell returned from a five-year stint in Singapore in late 2019 to take up the role as CEO of LG Super. During his time in Singapore he held senior roles at Eastspring Investments, most recently as chief operating officer. Prior to that he spent eight years at the Pandal Group in Sydney.

QUESTIONS ON NOTICE – LG SUPER

BACKGROUND

Local Government Superannuation has rejected all calls from the local government sector to reduce/eliminate the additional contributions to the defined benefit plan totalling \$40 million across the State – or in excess of 1% of the total rates payable by all ratepayers in NSW.

This region has suffered 4 major crises in the last few months - being drought, devastating fires, floods and now COVID 19. We do not know how our communities will recover – if indeed they ever will – in particular the business/commercial sector. Life as we have known it – and indeed the way Local government operates will never be the same again. As part of these crises the stock market has also fallen but the difference being that the stock market will recover – our communities may never.

The previous CEO – David Smith proudly announced at a Country Mayors meeting in 2019 that “the overhead cost of Local Government Superannuation was \$30 million - for wages, administration and rent”.

After several months in the position as the new CEO have you been able to review these overhead costs with the view of directing more money to members and less on the structure and operations of the organisation?

This could reduce the Councils ongoing liability as your cash cow to pay for the additional contributions.”

Will Local Government Superannuation adjust its business model and work with local government reduce the financial impact created by these additional contributions totally \$40 million to assist communities who must reduce the pace of recovery from these crises to pay Local Government Superannuation.

Will Local Government Superannuation give an assurance that it will not increase these additional contributions to make up the fall in the stock market that will further burden local communities and potentially force more communities into extreme financial hardships?

Can Local Government Superannuation adjust its business model because the Stock market will recover, communities’ wont?

9. Confirmation of Minutes

Attachment

9.1.1. CRJO Board Meeting Minutes 27 February 2020.

RECOMMENDATION

That the CRJO Board meeting minutes from 27 February 2020 be confirmed.

10. Chair's 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.

Nil

11. Reports to Joint Organisation

11.1. CRJO Chair's Report

Reporting Officer: Mayor Rowena Abbey – Chairperson

Attachment

11.1.1. NSW Joint Organisation Chairs' Forum Meeting Minutes 5 March 2020

RECOMMENDATION

That the CRJO Board receive the CRJO Chair's Report.

REPORT

The Regional NSW Joint Organisation (JO) network meeting was held on 5 March 2020 at Parliament House in Sydney. There were Ministerial presentations by:

Minister	Portfolio
The Hon. Andrew Constance MP	Infrastructure & Transport
The Hon. John Barilaro MP	NSW Deputy Premier Minister for Disaster Recovery
The Hon. Paul Toole MP	Regional Roads & Transport
The Hon Shelley Hancock MP	Local Government

Date 2020	Meeting/Event	Representations
MARCH		
5	NSW JO Chairs' Forum NSW Audit Office	Refer meeting minutes Met with Mr Aaron Green, Assistant Auditor General As resolved at the CRJO Board meeting in October 2019 following the presentation by the NSW Audit Office, the CRJO Chair met with the Assistant Auditor General to discuss the disparity of audit fees charged against other Joint Organisations. The Assistant Auditor General gave the undertaking to review the current fee structure across the Joint Organisation network.

APRIL		
9	Snowy Valleys Council Meeting	CRJO Presentation (via zoom) to inform Councillors of the work undertaken by
27	Teleconference regarding Regional activation	Discussion with the ACT Commissioner for International Engagement regarding opportunities post COVID-19
21	The Office of The Hon. Shelley Hancock MP	Discussion with the Minister’s Adviser regarding sustainability of Joint Organisations
28	Ministerial Meeting via ZOOM	Presented to The Hon. Nola Marino MP – Asst Minister Regional Development & Territories on infrastructure priorities of shovel ready projects for roads and infrastructure as well as Water and Wastewater
MAY		
1	Canberra Region Tourism Network	Participated in video conference providing an update on CRJO activities
6	Ministerial Meeting	Presented to The Hon. Michael McCormack MP Deputy Prime Minister on infrastructure priorities of shovel ready projects for roads and infrastructure as well as Water and Wastewater

Date 2020	Meeting/Event	Representations
MAY		
11	NSW Joint Organisation Advisory Committee Meeting	
18	Ministerial Meeting	Present to The Hon. Mark Coulton MP Minister for Local Government on infrastructure priorities of shovel ready projects for roads and infrastructure as well as Water and Wastewater.
28	NSW Joint Organisation Chairs’ Forum	

11.2. Regional Infrastructure Priorities

Reporting Officers: Ms Gabrielle Cusack and Mr Peter Tegart

Attachments:

11.2.1. Road and Infrastructure Shovel-Ready + Stimulus Projects

11.2.2. Water and Wastewater Shovel-Ready + Stimulus Projects | CRJO Project Management Office

RECOMMENDATIONS

That the CRJO Board note the Regional Infrastructure Priorities report.

REPORT

LGAs across Australia were recently contacted by the Deputy Prime Minister's office to nominate key transport projects that were 'shovel ready' and capable of funding as part of the COVID stimulus. Subsequent meetings with the Minister and staff of Infrastructure and Regional Development identified the government focus on delivering through RDA priorities, and stimulating the economy through local jobs and local contractors (ie below Tier 3 contractors).

The CRJO surveyed the member councils to identify their respective Top 3 priorities, their construction value and co-contributions, the potential commencement date and the anticipated economic multipliers (jobs) extracted from ID Profiler. The Infrastructure Collaborative was then engaged to assess those projects against the Transport and Freight Prospectus, and discern relevant water and wastewater projects from that Prospectus that may attract Commonwealth funding. All the projects are subsequently mapped in the respective phases of the project framework, based on their 'shovel-readiness'.

The CRJO coordinated a meeting with the Assistant Minister for Regional Development, The Hon. Nola Marino MP to discuss the CRJO 'shovel ready' projects and more recently with the Deputy Prime Minister, The Hon. Michael McCormack MP. The purpose of these meetings was to provide both the Assistant Minister and Deputy Prime Minister with Shovel Ready Infrastructure Projects for roads and water security and wastewater that will drive economic stimulus and sustain employment for Councils across the Canberra Region.

What became obvious was the differing views on shovel-readiness, and lack of understanding of procurement process for LGAs and timelines to receive grant deeds from government – both of which can take 8 weeks – and consequently, little chance of commencing works by end June. To remedy, the following definition of 'shovel-ready' and procurement was applied:

Local Government across the Canberra Region define shovel ready as

1. *Project approvals in place (DA's)*
2. *Project ready to procure*
1. *Co- contributions confirmed*

Procurement by Local Government across the Canberra Region involves

1. *Infrastructure project identified in Council’s Financial Plan*
2. *Obtain Quote or Tender (per Local Government Act 1993 and Policies)*
 - *Minimum of four (4) weeks up to 10 weeks for award of tender*
 - *Assessment based on local/regional content*
3. *Trades and Services Panel*
 - *Local and regional contractors, suppliers, trades (including equipment)*
 - *Local Government Procurement (LGP) pre-qualified contractors/suppliers*

A snapshot of the Transport and Water/Wastewater project tables are attached. A further funding opportunity is emerging with the Eden-Monaro by election.

The Water and Wastewater projects for Commonwealth funding (marked blue) specifically focus on water transfer. Wastewater treatment and water quality are likely only to be funded through state governments. It was suggested the Regional Project Management Office is in a position to aggregate scale and skills to deliver elements of projects that were subject to grant funding from government.

It was impressed upon the Ministers that stimulus can also be gained by funding the option studies, designs and other preliminary works, not just by the physical construction of projects, and should also be considered for funding.

In response to the queries and focus of the Ministers, the CRJO:

- Complied a schedule of local/regional suppliers and contractors from councils ‘trades and services panels’, and the LGP panel contractors operating in this region, focused on those below Tier 3.
- May compile an infographic of the relevant local and regional spend by LGA in the region, from construction activity (assisted through LGP)
- Offered to contact the 400 of 557 LGAs across Australia (through IC) to collate the transport, cultural and recreation projects lodged with the Government, to gain a common platform upon which to visualise (status and spatially) and assess projects for funding:
 - Confirm shovel-readiness
 - Place the type of project, by its phase, state of readiness and estimate, into the project framework



- Filter those projects by LGA, JO, RDA, electorate and state

Attached also is the 2-page Meeting Brief.

<p>INFRASTRUCTURE PRIORITIES</p>	<p>The Canberra Region have a membership of 12 local councils that cover South East NSW, Riverina and Eastern Victoria.</p> <p>The CRJO has established a Freight and Transport Infrastructure Prospectus, and a Water/Wastewater Infrastructure Prospectus focused on regional networks, connectivity and security. Additional work includes a Roads and Bridges Register.</p> <p>As a collective of Councils – a priority list of 33 infrastructure projects have been identified that are shovel ready for roads: with an initial focus on economic stimulus using a local and regional workforce of tradespeople, suppliers and business.</p> <p>Construction activities in the regions has significant employment and economic multipliers. For example, while Construction represents 10% of the direct employment in the LGAs immediately surrounding Canberra, it generates 25% of economic activity.</p> <p>SHOVEL READY:</p> <table border="1" data-bbox="454 913 1409 1182"> <thead> <tr> <th></th> <th>TOTAL VALUE</th> <th>JOBS CREATED</th> </tr> </thead> <tbody> <tr> <td>ROADS & INFRASTRUCTURE</td> <td>\$223M</td> <td>3098</td> </tr> <tr> <td>BARTON HIGHWAY</td> <td>\$300M</td> <td>2182</td> </tr> <tr> <td>WATER SECURITY</td> <td>\$139.8M</td> <td>1017</td> </tr> <tr> <td>WASTEWATER</td> <td>\$32.4M</td> <td>236</td> </tr> <tr> <td>COMPLETE 16 OPTION STUDIES</td> <td>\$3.06M</td> <td>23</td> </tr> </tbody> </table>		TOTAL VALUE	JOBS CREATED	ROADS & INFRASTRUCTURE	\$223M	3098	BARTON HIGHWAY	\$300M	2182	WATER SECURITY	\$139.8M	1017	WASTEWATER	\$32.4M	236	COMPLETE 16 OPTION STUDIES	\$3.06M	23
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<p>PROCUREMENT</p>	<p>Procurement by Local Government across the Canberra Region involves</p> <ol style="list-style-type: none"> 4. Infrastructure project identified in Council's Financial Plan 5. Obtain Quote or Tender (per <i>Local Government Act 1993</i> and Policies) <ul style="list-style-type: none"> o Minimum of four (4) weeks up to 10 weeks for award of tender o Assessment based on local/regional content 6. Trades and Services Panel <ul style="list-style-type: none"> o Local and regional contractors, suppliers, trades (including equipment) o Local Government Procurement (LGP) pre-qualified contractors/suppliers 																		

The CRJO will be meeting with the Federal Minister for Local Government in mid May, with a follow up forum with key government personnel from the Commonwealth Department of Infrastructure.

11.3. Emergency Services Levy

Reporting Officer: Mr Warwick Bennett

RECOMMENDATION

That the CRJO Board whilst acknowledging the importance of the increase in the Emergency Services Levy request the State Government to allow all the increases in that levy to be added to the amount of rate –cap in 2021/22 to allow Council the opportunity to provide stable services to the community following on from drought, fire, flood and COVID 19 crises.

REPORT

The State Government has recently released a Stimulus Package for Local Government and as part of that package was a substantial increase in the Emergency Services Levy payable by Councils which the first year's increase will be funded by this package

The need for the increase is to fund the health and safety issues associated with our rural fire fighters in particular the potential cancer effect on those personnel. No one is arguing with the reasons for the increase in the levy – but there is concern that the increase levy will consume the majority of the IPART imposed rate-cap.

For example – using Goulburn Mulwaree Council

In 2018/19 the ESL was	\$450,615
In 2020/21 the ESL will be	\$759,847 – albeit \$187,620 therefore net payment \$572,227
In 2021/22 the ESL expected to be	\$759,847

The increase from 2018/19 to 2021//22 will be 68%. The reality is in that three-year period the ESL increase will consume just over 20% of the increase Council receives via the rate cap.

This report recommends that CRJO seek from the State Government that the increases of the ESL from the last three years be added to the rate-cap for the 2021/22 financial year. Councils and communities in this region have suffered the effects from at least four crises over the past six months and to have such a substantial portion of its improved income consumed by this ESL levy is at best unreasonable.

If Councils can have these substantial increases for the ESL added to the rate –cap it then gives options to assist our communities to recover from these crises.

11.4. CRJO Operational Report

Reporting Officer: Ms Gabrielle Cusack

RECOMMENDATION

That the CRJO Board note the CRJO Operational Report.

REPORT

At the 27 February 2020 Board meeting, the Board resolved to place the amended Code of Meeting practice document and Expenses of Provisions and Facilities Policy on public exhibition for 28 days. The public exhibition concluded on 24 April 2020 and CRJO has uploaded the amended documents on the “Publications” page of the CRJO website.

The revised order of business as agreed in the amended Code of Meeting Practice is reflected in the business papers for this meeting.

PROJECTS

NSW GOVERNMENT – CAPACITY BUILDING FUND

The CRJO received the funding deed for the \$150K on Tuesday 17 March 2020. The deed was signed by the Chair of the CRJO and the funds were received on Monday, 6 April 2020

The Capacity Building Fund will focus on three projects:

PROJECT	FUNDING ALLOCATION
Regional Workforce Strategy	\$100K
Shared Services	\$30K
Regional Best Practice in Aggregated Procurement	\$20K

Two of the projects will commenced in April 2020. These being the Regional Workforce Strategy (RWFS) and Regional Best Practice in Aggregated Procurement (BPAP).

REGIONAL WORKFORCE STRATEGY

The Regional Workforce Strategy (RWFS) Request for Proposal (RFP) was advertised in October 2019. Applications to the RFP closed 2 December 2019 with the CRJO receiving six (6) submissions. The successful submission was provided by KPMG.

At the GMAG meeting of 31 January 2020, it was agreed that the panel would meet with KPMG to revise their submission to include a resilience chapter – which was prepared and sent to the CRJO with no variation to the initial quote.

The submission quote was approximately \$173K which was accepted by the CRJO. The RWFS will be funding via the NSW Government Capacity Building Funds (\$100K) and up to \$75K funded via the NSW Government Disaster Management Fund, with an application pending.

BEST PRACTICE IN AGGREGATED PROCUREMENT

The collaborating Joint Organisations' Best Practice in Aggregated Procurement (BPAP) Program (the Program) will deliver substantial cost savings for member Councils by optimising opportunities in the Joint Organisations (JO) and through other amendments to the Local Government Act while delivering an income stream to assist with JO sustainability.

The Joint Organisations participating in the Program include:

- Canberra Region Joint Organisation (CRJO)
- Central NSW Joint Organisation (CNSWJO)
- Riverina and Murray Joint Organisation (RAMJO)
- Riverina Joint Organisation (RivJO)

The Program covers 39 councils and 3 county councils across the 4 participating JOs.

Through this project stronger relationships will be built both between JOs and their members, and between JOs.

The CRJO Project Officer for Waste Procurement Natasa Sojic is the representative on the working group along with a procurement representative from the membership, Goulburn Mulwaree Council.

CANBERRA REGION ECONOMIC DEVELOPMENT STRATEGY (CREDS)

The development of a Canberra Region Economic Development Strategy (CREDS) is a regional strategic priority of the CRJO. The budget for this project was \$30K which was equally shared between the CRJO, NSW Government, and ACT Government. The CRJO contribution of \$10K was funded from the CRJO 'establishment monies'.

In March 2019, SAPERE Research was engaged by the CRJO (as the lead proponent) to develop the CREDS. In February 2020, following several discussions, the project control group agreed to conclude the contract with SAPERE, with the ACT Government taking the framework of the strategy in-house.

At the Regional Economic Development Working Group (EDWG) meeting held in Bega Valley on 4 March 2020, the ACT Government presented the framework of a re-worked outline of the CREDS. The ACT Government prepared a narrative that aligns with the purpose of the project and clearly outlines the linkage and connectivity across the Canberra Region, which was endorsed by the EDWG and supports the next steps regarding finalising the framework.

The presentation was tabled at the General Managers Advisory Group meeting on 17 April 2020 and more recently at the Economic Development Working Group meeting. It was highlighted the need to include agriculture as an investment priority as well as an assessment on the impacts of COVID-19 and potential investment priorities; specifically impacts on air and cruise ship industry. It was also noted that the updated information of the Regional Economic Development Strategy (REDS) done by Boston Consulting needs to be included

It is proposed that the CREDS will be finalised over the coming six weeks. It should be recognised the work being done by the ACT Government to ensure the strategy reflects the changing landscape with true to skills development, innovation, tourism, building business resilience.

STAFF

Policies & Procedures

On Friday, 13 March 2020 GMAG called for an urgent meeting to be held with the CRJO Human Resources Working Group via zoom on Wednesday, 18 March 2020 to develop a Regional Pandemic Policy and agree upon leave provisions in response to the COVID-19 pandemic.

The 'CRJO Regional Pandemic Management Policy document was finalised on Friday, 20 March 2020 and was circulated to General Managers for approval. The document then underwent several reviews and amendments, including a review by the United Services Union. The most recent version is at 31 March 2020 1:00pm.

With the COVID-19 Pandemic, the CRJO staff have been working remotely from their respective places of residence since the Prime Minister's announcement of 24 March 2020. The directive to work from home took place with immediate effect and will be in place until 30 April 2020.

As part of the process, the CRJO consulted widely with the NSW Regional NSW JO Network and NSW Health to share policies and procedures. The documents were peer reviewed by the HR Director of Wagga Wagga City Council.

As part of the Duty of Care to the CRJO staff, the measures put in place are to ensure their safety as well as a safe workplace.

NEW STAFF MEMBER: PROJECT OFFICER REGIONAL WASTE SERVICES - MS NATASA SOJIC

Ms Natasa Sojic commenced with the CRJO on Monday 6 April 2020 and is based at Fairbairn. Natasa will report to the Waste and Resource Recovery Coordinator.

Natasa's primary role is to work in collaboration with the Councils and ACT Government to:

- Deliver regional waste procurement processes across areas such as:
 - Scrap metal recycling.
 - Green waste shredding.
 - Tyre collection and recycling.
 - Mattress collection and recycling.
 - Household Chemical Collection.
 - Concrete crushing.
 - Life of landfill closure
- Develop regional waste procurement processes and procedures (RFQ's and regional panels) and seek input from the Procurement Working Group.
- Work with the Procurement Officers in each Council to identify additional regional procurement opportunities relating to waste management.
- Develop and implement best practice procurement relating to waste management and joint services strategies across the region.
- Implement and manage collective supply contracts; and,
- Assist in the identification and development of other joint activities and shared services that provide ongoing financial, commercial, and social benefits to participating councils.

Biography – Natasa Sojic

Natasa completed a Bachelor of Science with a major in Environmental Geoscience and is an experienced Site Engineer that has been working on remediation of contaminated soil and water under their Environmental Protection Agency (EPA) Victoria license. Natasa manages projects and subcontractors in environmental remediation. Natasa is also completing a Certificate IV in Workplace Health and Safety.

11.5. NSW Joint Organisation Chairs' Forum

Reporting Officer: Mayor Rowena Abbey

Attachments:

11.1.1. NSW Joint Organisation Chairs' Forum Meeting Minutes 5 March 2020

11.5.1. NSW Joint Organisation Chairs' Forum Meeting Actions – updated March 2020

11.5.2. Correspondence from the Minister for Local Government regarding Financial Sustainability

RECOMMENDATION

That the CRJO Board note the NSW Joint Organisation Chairs' Forum report.

REPORT

The Regional NSW Joint Organisation (JO) network meeting was held on 5 March 2020 at Parliament House in Sydney. There were Ministerial presentations by

Minister	Portfolio
The Hon. Andrew Constance MP	Infrastructure & Transport
The Hon. John Barilaro MP	NSW Deputy Premier Minister for Disaster Recovery
The Hon. Paul Toole MP	Regional Roads & Transport
The Hon Shelley Hancock MP	Local Government

A joint presentation was done by Riverina and Murray Joint Organisation (RAMJO) and Namoi Unlimited discussing the joint pilot project on Regional Roads Maintenance Council Contracts that both JO's are collaborating on together.

With the recent pandemic, the NSW Regional JO Network Executive Officers have been meeting on a fortnightly basis. These meetings are coordinated by the CRJO as the secretariat.

The discussions are setting a more positive tone from the EOs network with key activities to focus on as a collective. At the recent meeting, the response from the Minister to JOs about financial sustainability was discussed. The EOs agreed to prepare some content for the next Ministerial Advisory Group meeting on Monday, 11 May 2020.

This network also shares information and learnings from their various projects and initiatives.

CRJO Financial Reports

11.6. CRJO Finance Report to 29 February 2020

Reporting Officer: Ms Gabrielle Cusack & Ms Jennifer Lang

Attachments

Attachment A	Balance Sheet
Attachment B	Profit and Loss
Attachment C	Profit and Loss - CRJO Operations
Attachment D	Profit and Loss – Biodiversity
Attachment E	Profit and Loss – Contaminated Land
Attachment F	Profit and Loss – Eastern Cluster
Attachment G	Profit and Loss – Western Cluster
Attachment H	Profit and Loss – Regional Coordination
Attachment I	Profit and Loss - Household Chemical Collection
Attachment J	Profit and Loss – Container Deposit Scheme
Attachment K	Profit and Loss - CRJO CRC Education
Attachment L	Profit and Loss – Litter Project

RECOMMENDATIONS

That the CRJO Board note the financial position of the CRJO as at 29 February 2020.

REPORT

SUMMARY OF OPERATIONAL ACTIVITIES TO DATE

For the year to date ending 29 February 2020, the Canberra Region Joint Organisation (CRJO) incurred an operating loss of \$67k.

This loss is primarily due to the timing of income received for the Contaminated Lands, Household Chemical Clean-up and Container Deposit Scheme Programs, which was reported in prior financial years.

The CRJO is expected to receive total program management fees of \$139k (based on the 2019/20 budget) to cover administrative overheads it incurs on behalf of the programs in June 2020.

The table below lists the current program of works and the impact each has on the overall operating result for the reporting period:

Program	Income \$000	Expenses \$000	Operating Result \$000
CRJO Operations	\$480	\$536	(\$56)
EPA - Contaminated Lands	\$3	\$138	(\$135)
EPA - Container Deposit Scheme	\$0	\$8	(\$8)
EPA - Household Chemical Clean Up	\$0	\$96	(\$96)
EPA - Regional Coordination Support Fund	\$248	\$146	\$102
EPA – CRC Education	\$50	\$7	\$43
OEH – Biodiversity	\$90	\$15	\$75
Total Operating Result	\$871	\$946	(\$67)

This was the result of the following notable income and expenditure incurred since the last reporting date of 31 December 2019:

- The CRJO paid a further \$27k as part of the Household Chemical Cleanup representing a 50% reimbursement to the Goulburn Mulwaree Shire, Yass Valley and Bega Valley councils.
- Expenses are now being incurred for the Litter, Illegal Dumping and CRC Education Programs as the April and June deadlines approach. Expenditure totaled \$20k for the period 1 January to 29 February 2020.
- Other expenditure of \$143k represents business as usual operations.

Other significant cash movements expected during the next reporting period:

- Employee Superannuation	\$9k
- PAYG Withholding	\$37k
- GST (Refund)	(\$9k)
- Total Cash Outlay	\$37k

No.	Account	Amount (000's)	Notes	
REVENUE				
1	Operating Grants	\$385	The CRJO received the following operating grants during the period:	
			\$245k	2019/20 Regional Coordination Support Package - Waste Less Recycle More Program from the EPA. These funds will be expended throughout the year in line with the approved 19/20 budget;
			\$75k	2018/19 Biodiversity Program instalment
			\$15k	Extension of the Biodiversity Program through to February 2020
			\$50k	Community Recycling Centre Education Program
EXPENSES				
2	Wages & Salaries (+ on-costs)	(\$538)	Expenditure includes wages and salaries, superannuation, provision for leave and staff training and development.	
			\$197k	Termination payment to Executive Officer in July 2019 in line with the 2020 approved budget (a provision was also made for the payout of Long Service and Annual Leave)
			\$341k	Business as usual expenditure across the CRJO operations and funded programs
3	CRJO Meeting Expenses	(\$43)	Expenditure includes annual sitting fees; venue hire and catering for all Board and GMAG meetings and the Regional NSW JO Network meetings for the Chair and A/ Executive Officer. As per resolution 7.2.3. Of the 5 August 2019 Board meeting; "Board members will cover their own dinner expenses". The CRJO will invoice the membership for Board and GMAG dinners hosted from July 2019 to February 2020, which will be reimbursed to this account in April.	
			\$25k	CRJO Board Sitting Fees 2019
			\$10	Catering (approx.) (GMAG, Working Groups, Additional Meetings/Workshops)
			\$2k	Catering Parliament House Sydney (Oct 19)
			\$2k	Venue Hire (The Vibe)

4	Consulting & Accounting	(\$110)	Consulting and Accounting expenditure incorporates third party professional services such as accounting and bookkeeping services, advisory and subject matter experts engaged for program specific work.	
			CRJO funded expenses include:	
			\$26k	Kategic Solutions
			\$30k	Sapare (CREDS)
			\$11k	Southern Lights Contribution
			\$4k	Paul Spyve
			\$4k	The Infrastructure Collaborative
			EPA funded expenses include:	
			\$20k	EPA – Education Program (Bournda)
			\$10k	Garage Sale Trail
\$5k	Landfill & Transfer Station Operator Workshop			
5	General Expenses	(\$117) <i>Approx. \$110K EPA funded program</i>	This account captures and ‘quarantines’ major program costs for ease of reporting and budget tracking.	
			\$93k	Household Chemical Collection reimbursements
			\$11k	Don’t Be a Tosser Campaign
			\$4k	Litter Campaign
			\$2k	Recycling Campaign – coasters
6	Travel – National	(\$32)	Expenditure includes:	
			<ul style="list-style-type: none"> • Accommodation • Meals • Airfares • Car hire • Parking • Taxi • NSW JO Network meetings • Projects (Export Capability Workshops) 	
			\$5k	Contaminated Lands
			\$5k	Waste & Resource Recovery
			\$4k	NSW JO Network Meetings (accommodation/meals)
			\$9k	Accommodation Board Meeting – Sydney (charged back to membership)
			\$6k	*Sofitel booking for May Board Meeting (credit note)

PROGRAM OVERVIEW

Program	Summary	Available Funds (\$000's)
Environment Protection Authority (EPA)		
Regional Coordination Support Fund	<p>The Regional Coordination Support Fund program is currently in its first year of a two-year agreement with the EPA.</p> <p>This program provides funding for a dedicated resource to coordinate and work with Councils to create awareness and improve the management of waste projects, including the delivery of the Regional Waste Action Plan.</p> <p>The program is scheduled to conclude on 30 August 2021.</p>	\$312
Litter Prevention	<p>The CRJO successfully secured grant funding of \$75k in February 2019 for the Roadside Clean-up initiative. To date, the CRJO has received \$45k with a further \$30k to be paid upon the completion of Program milestones.</p> <p>This program is scheduled to conclude on 30 April 2020 and is on track to expend all grant money.</p>	\$34
Illegal Dumping	<p>The CRJO received a one-off grant of \$20k in the 2018/19 financial year for the establishment of regional baseline illegal dumping data.</p> <p>This program has been extended to 30 June 2020 (previously scheduled to conclude on 17 April 2020).</p>	\$18
Household Chemical Collection	<p>The Household Chemical Collection program operates on a rolling 12-month basis with funding provided per calendar year.</p> <p>At the reporting date, the program has collectively reimbursed Member Councils \$96k (excluding GST) of costs relating to the recovery of hazardous chemical waste from households.</p> <p>The CRJO has requested that surplus funds be carried across to the 2020 calendar year.</p>	\$215

Contaminated Lands	<p>The Contaminated Lands program is currently in its first year of a three-year commitment from the EPA.</p> <p>Made up of northern and southern clusters, this program aims to coordinate and work with Councils to improve the management of contaminated land in the region.</p> <p>The program is scheduled to conclude on 31 July 2022.</p>	\$145
Office of Environment and Heritage (OEH)		
Biodiversity	<p>The Biodiversity program was extended under the current agreement with OEH with a revised completion date of 28 February 2020.</p> <p>The program objectives have been revised to focus on building capacity within Member Councils to implement the NSW Government biodiversity conservation reforms rather than through a central Regional Support Officer.</p>	\$71

11.7. CRJO Draft Business Plan 2020-2021

Reporting Officer: Ms Gabrielle Cusack

Attachment:

11.7.1. CRJO Draft Business Plan 2020-2021

RECOMMENDATIONS

That the CRJO Board adopt the CRJO Draft Business Plan 2020-2021.

REPORT

The CRJO Business Plan 2020-2021 is the 'road map' and provides details in regard to timing for implementation of the Regional Strategic Priorities and identifies key management issues that will be addressed.

The Business Plan has focused on the governance framework and details the operational activities, with explicit reference to NSW Government funded programs, such as the Council Capacity Building Fund (Contaminated Lands). The road map also details the projects and key actions for delivery over the short to medium term.

11.8. CRJO Draft Budget – 2020-2021

Reporting Officer: Ms Gabrielle Cusack & Ms Jennifer Lang

Attachment:

11.8.1. CRJO Draft Budget – 2020/21

RECOMMENDATION

That the CRJO Board

- 1. Note the CRJO is budgeted to achieve an operating surplus of \$15k with total income of \$1,638k and expenses of \$1,623k for the 2020-2021 Financial Year.*
- 2. Adopt the CRJO Draft Budget 2020-2021 noting that there may be potential risks to the budget given the current economic impacts of COVID19.*

REPORT

In July 2019, the CRJO engaged the services of Jennifer Lang Australia to complete the refinement of the CRJO's financial system and that the outcome of this work be reflected in the structure of the organisation's Business Plan for 2020-2021. This engagement was at the request of the GMAG.

As part of the process the CRJO underwent a thorough review of its financial governance and systems to improve the accuracy and transparency of its operating position. This review prompted the engagement of an external third-party Jennifer Lang Australia to oversee the day-to-day running of the accounting functions and provide financial assurance to the Acting Executive Officer.

The review also identified processes that would allow for the proactive management of budget variances and establish a clear financial governance model moving forward.

These processes included:

- Provision of regular reporting to the Executive Officer and Program Coordinators.
- Stringent procurement management and expenditure approval processes (as outlined in the Procurement and Credit Card Policies); and
- Management of the receipt of revenue as outlined in the Revenue Policy (i.e. timely invoice generation and debtor management).

For the 2020/21 financial year, the CRJO is budgeted to achieve an operating surplus of \$15k with total income of \$1,638k and expenses of \$1,623k.

The budget supports the delivery of new strategic priorities including the development of the Regional Workforce Strategy, Best Practice in Aggregated Procurement modelling, Shared Services Project, and the Regional Disaster Preparedness Program. These are in addition to the continuation of core programs such as Regional Coordination Support and Contaminated Lands.

11.9. Financial Arrangements 2020-21

Reporting Officer: Ms Gabrielle Cusack

RECOMMENDATION

That the CRJO Board note the financial arrangements report.

REPORT

Financial Management

On 30 July 2019, the CRJO engaged the services of Jennifer Lang Australia (JLA) to

- Provide training and oversight of the Xero Finance program (as needed)
- Process mapping align with financial governance of the CRJO (delivered by 25 October 2019)
- Oversight of financial reporting – including budget (ongoing)
- Oversight of superannuation contributions, payroll tax and GST payable (ongoing)
- Review of the Asset Register – Dependent on outcome of audit, to be delivered within two weeks of audit completion
- Separating out the LSL and entitlements and allocating this to the correct code. Dependent on outcome of audit, to be delivered within two weeks of audit completion.

JLA have had oversight of the financial management using the XERO software in consultation with the Acting Executive Officer. There is a fortnightly payment run for both wages and invoices. As part of the governance structure, JLA works with the Director of Finance at Goulburn Mulwaree Council to review before final processing.

The CRJO has engaged the services of Jennifer Lang Australia for another 12 months until 30 June 2021 on a retainer of \$800/month. This includes the audit and interface with the NSW Audit Office.

Bank Authorisation

The CRJO bank with the National Australia Bank (NAB). The accounts were established in July 2018 when the CRJO began to formally operate as a stand-alone entity.

Over the past month, the CRJO has put in place measures to ensure a thorough governance process is in place. It was brought to the attention of the CRJO in March that there were only two signatories. This has since been rectified and there are now four signatories.

Bank Accounts

As part of the governance process, it was also pointed out that there were two operational accounts both business related (these had been setup in July 2018). It was resolved at the recent General Managers Advisory Group meeting to close one of these accounts and have a central operational business transaction account.

CRJO Governance Reports

11.10. Local Government Elections

Reporting Officer: Ms Gabrielle Cusack

Attachments:

11.10.1. Office of Local Government Circular: Postponement of Local Government Elections 2020

RECOMMENDATIONS

That the CRJO Board receive the Local Government Elections report.

REPORT

(Content extracted from agenda item 11.12 Office of Local Government Update)

On 25 March 2020, the Minister for Local Government, The Hon. Shelley Hancock MP announced that Local Council Elections will be postponed in NSW because of the coronavirus pandemic.

Minister Hancock said "To provide certainty to councils, communities and potential candidates, the NSW government has made the decision to postpone the September local government elections in the face of the COVID-19 crisis," Ms Hancock said in the email seen by AAP.

"Local government elections are a vital part of the democratic process, ensuring local councils are accountable to their local communities.

"The decision to postpone them has not been taken lightly but is necessary to ensure the health and safety of voters, NSW Electoral Commission staff and election candidates."

It follows Parliament passing amendments to the Local Government Act to provide the Minister with the power to postpone the elections for 12 months with a possible further extension to 31 December 2021 should the need arise.

It is the Government's intention that these council elections will be held in September 2021.

Current councillors and popularly elected mayors will continue to hold their civic offices until the rescheduled local government elections are held.

Mayoral elections will need to be held for mayors elected by councillors in September 2018 when their two-year terms expire this year. Mayors elected in September 2019 will continue to hold office until September 2021 once the new election date is gazetted.

Electronic council meetings now permitted

Amendments to the Local Government Act now allow councils to meet remotely to reduce the risk of COVID-19 and ensure compliance with the Public Health Order (PHO). Until September 2020 councillors can participate in meetings by an audio-visual link instead of attending in person. Council meetings can be held entirely remotely by audio-visual link.

The "stay at home" direction in the PHO operates to limit the ability of councillors and others to leave their homes for the purpose of physically attending council and committee meetings where the council has or can make alternative arrangements for remote attendance by an audio-visual link.

11.11. Election of CRJO Chairperson and Deputy Chairperson 2020-2022

Reporting Officer: Mayor Rowena Abbey

Attachments:

11.11.1. Schedule 7A – Election of Chairpersons of joint organisations – Joint Organisation Implementation Guidance

RECOMMENDATIONS

That the CRJO Board

- 1. Determine to fill the casual vacancy of Deputy Chairperson, with the casual vacancy ending on 29 June 2020, or, resolve to defer the election of a Deputy Chairperson to the extraordinary Board meeting of 30 June 2020.*
- 2. Resolve to conduct the 2020-2022 CRJO Chairperson and Deputy Chairperson election via videoconferencing on Tuesday, 30 June 2020 at 9:00am via open vote.*

REPORT

Voting representatives on the boards of joint organisations must elect a chairperson from among the voting representatives of the board who are mayors of the member councils, as part of the legislative requirements.

The CRJO have opted to have a Deputy Chairperson as per the CRJO Charter 4.2 (adopted 14 September 2018). Both the chair and deputy chair are appointed for a two-year term.

This requires the Board to elect or re-elect a chairperson and deputy chairperson at the end of the current two-year term. The current Chairperson, Mayor Rowena Abbey and Deputy Chairperson, Mayor Kristy McBain were elected to the positions on 29 June 2018.

Further, as the Board is aware, the current Deputy Chair has resigned from the mayoralty of Bega Valley Shire Council. This report recommends that the CRJO fill the casual vacancy of Deputy Chair until the end of the current term which expires on the 29th June 2020. Then the election of both the Chair and Deputy Chair will occur. The current chair can be nominated for re-election.

The CRJO sought clarification directly from the Office of Local Government Governance team who advised the following:

- Under clause 1 of Schedule 7A of the *Local Government (General) Regulation 2005*, elections of chairpersons of joint organisations are to be held at the first meeting of the board after the term of the chairperson expires. Given the chairperson's term expires on 29 June, the election needs to be held at the first meeting following this.
- Under the legislation, the Board cannot elect a Chair to commence at a date later than the date of the election. Section 400V(4) states that the office of chairperson commences on the day the person elected to the office is declared to be elected and becomes vacant when the person's successor is declared to be elected to the office, or on the occurrence of a casual vacancy in the office.

- While the chairperson holds office for two years under section 400V(2) their office will become vacant on the occurrence of a casual vacancy in the office (see section 400V(4)(b)). Under section 400X, a casual vacancy will occur in the chairperson's office where they cease to be the mayor or a councillor of a member council. In the case of councillors and mayors of member councils elected by councillors, this will happen automatically under section 233 on the date of the next ordinary election, (i.e. 12 September) even if they are subsequently re-elected at that election. In the case of popularly elected mayors, they will continue to hold office if re-elected. A casual vacancy will only occur if they are not re-elected as mayor at the September elections.

Local Government Act 1993 (excerpt)

Chairperson

400V Chairperson

(1) The chairperson of a joint organisation is the person elected to the office of chairperson by the voting representatives on the board from among the voting representatives who are mayors.

(2) The chairperson holds office for 2 years and may, if otherwise qualified, be re-elected as chairperson.

(3) Despite subsection (2), the term of office of a person elected as chairperson on the occurrence of a casual vacancy is the remaining period of the term of office of the previous chairperson.

(4) The office of chairperson--

(a) commences on the day the person elected to the office is declared to be so elected, and

(b) becomes vacant when the person's successor is declared to be elected to the office, or on the occurrence of a casual vacancy in the office.

Note : Section 400X(1) sets out when a casual vacancy occurs.

(5) The joint organisation may determine that the chairperson is to be a non-voting chairperson and, if that occurs, the relevant member council is to nominate a councillor to be the voting representative for the council concerned instead of the person appointed as a non-voting chairperson for the period for which the chairperson holds office.

(6) The councillor nominated is to be the deputy mayor of the relevant member council or another councillor if there is no deputy mayor or if the deputy mayor is already a voting representative.

11.12. Recruitment CRJO Executive Officer

Reporting Officer: Mr Warwick Bennett

Attachment:

11.12.1. Executive Officer Recruitment: Candidate Information Package

RECOMMENDATION

That the CRJO Board receive the Recruitment CRJO Executive Officer report.

REPORT

The recruitment for the Executive Officer has been contracted to McArthur. The position was advertised on Monday, 20 April 2020.

The CRJO recruitment working party includes:

Mayor Rowena Abbey

Mayor Tim Overall

Mayor James Hayes OAM

Mr Warwick Bennett

Macarthur have supplied a recruitment timeline:

DUE DATE	PROCESS	ACTION BY
Tuesday, 24th March 2020	<ul style="list-style-type: none"> McArthur receives acceptance letter, position description and relevant council documentation. McArthur conducts a briefing with CRJO representatives to develop a detailed brief on your requirements for the project 	CRJO / McArthur
Wednesday, 8th April	<ul style="list-style-type: none"> Advertising copy submitted to client for approval Draft candidate information pack submitted for Client review 	McArthur/ CRJO
Monday 20 th April – 15 th May	<ul style="list-style-type: none"> External advertising program runs for position: Local Government Job Directory – (Monday 20th April) All online media – 20th April to 15th May 	McArthur
5pm Friday 15 th May	Deadline for response	McArthur / Candidates
Wed 20 th May	<ul style="list-style-type: none"> Consultant prepares and presents an outline of total formal response from the advertising program McArthur and Client scrutinises matrix of response and candidates identified for preliminary interview by consultant are selected 	McArthur / CRJO
25 th May to 29 th May	Selected candidates undergo consultant 1 st interview and assessment	McArthur / Candidates
3 rd June	<ul style="list-style-type: none"> CRJO recruitment working party to review applicant reports and selection of 	McArthur / CRJO / Candidates

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	<p>candidates for interview by panel determined.</p> <ul style="list-style-type: none"> • Administer psychometric assessments for selected candidates if required 	
9 th June	<ul style="list-style-type: none"> • CRJO recruitment working party interviews with selected candidates and preferred Candidate/s identified 	M ^c Arthur / CRJO / Candidates
19 th June	<ul style="list-style-type: none"> • CBJO full board presentation with the preferred candidate/s and Final reference and other background checking completed • Offer extended and negotiated with successful candidate • Unsuccessful candidates advised and provided feedback 	M ^c Arthur / Candidates

11.13. Office of Local Government Update

Reporting Officer: Ms Elizabeth Dixon

RECOMMENDATION

That the CRJO Board receives the update from the Office of Local Government.

REPORT

COVID-19 has presented new and unexpected challenges to all levels of government. The Office of Local Government has been working with Councils to identify emerging issues and address them in a range of ways to ensure that Councils can continue to service their communities. Some of these more prominent tools include a daily bulletin and opportunity for councils to feed issues into the State Emergency Operations Centre via a daily survey.

\$395 million economic stimulus package to safeguard council jobs, services and infrastructure

On 26 April 2020, the NSW Government announced the local government economic stimulus package which included a \$250 million increase in low-cost loans to eligible councils through the State's borrowing facility provided by TCorp to kick-start community infrastructure projects.

This increase brings this low-cost loan facility up to \$1.35 billion for the benefit of councils and their communities. TCorp will also be offering principal and interest payments deferrals on existing council loans upon request for the next six months.

Other measures will include:

- Up to \$112.5 million to support a Council Job Retention Allowance of \$1,500 per fortnight per employee to limit job losses in the NSW local government sector. The allowance will be paid for up to three months to qualifying staff working in the NSW local government sector.
- \$32.8 million to assist councils meet the cost of the FY2020/21 increase in the Emergency Services Levy.
- This package builds on the NSW Government's \$82 million to support 260 council-run childcare centres and \$25 million for local councils to rebuild and refurbish local showgrounds, bringing our total support for the local government sector to over half a billion dollars.

Regulatory changes in response to COVID-19

A range of changes have been made to ensure council resources continue to be focused on frontline COVID-19 response efforts and allow councils to provide financial relief to businesses and residents. Regulations have been made under section 747B of the Local Government Act 1993 to temporarily modify the application of the Act in response to the COVID-19 pandemic.

- Allowed councils to delay sending out the first quarterly rates notice for 2020-21 and extended the payment deadline by one month;
- Enabled councils to immediately waive or reduce fees for services such as food premise inspections and footpath usage for COVID-19 affected businesses, without the need to provide 28 days public notice;
- Provided councils with a one-month extension to adopt their 2020-21 operational plans and budgets and submit their 2019-20 audited financial statements and annual reports. Councils will also have an extra month to submit their last quarterly budget review statement for 2019-20;

- Removed the requirement for documents to be made available for inspection at council offices, if the document is published on the council’s website or available electronically; and
- Removing the requirement for council notices to be advertised in newspapers and instead allow the relevant notice to be published on the council’s website.

Minister Stokes has similarly amended the Environmental Planning and Assessment Regulation to remove the requirement on councils to notify planning processes or applications in local newspapers.

- The changes, effective immediately, recognise that many local newspapers have either closed or moved online.

Council elections postponed reducing the risk of COVID-19

To provide certainty to councils, communities and potential candidates, the NSW Government has made the decision to postpone the September local government elections in the face of the COVID-19 crisis.

The decision to postpone the elections is necessary to ensure the health and safety of voters, NSW Electoral Commission staff and election candidates.

It follows Parliament passing amendments to the Local Government Act to provide the Minister with the power to postpone the elections for 12 months with a possible further extension to 31 December 2021 should the need arise.

It is the Government’s intention that these council elections will be held in September 2021.

Current councillors and popularly elected mayors will continue to hold their civic offices until the rescheduled local government elections are held.

Mayoral elections will need to be held for mayors elected by councillors in September 2018 when their two-year terms expire this year. Mayors elected in September 2019 will continue to hold office until September 2021 once the new election date is gazetted.

Electronic council meetings now permitted

Amendments to the Local Government Act now allow councils to meet remotely to reduce the risk of COVID-19 and ensure compliance with the Public Health Order (PHO). Until September 2020 councillors can participate in meetings by an audio-visual link instead of attending in person. Council meetings can be held entirely remotely by audio-visual link.

The “stay at home” direction in the PHO operates to limit the ability of councillors and others to leave their homes for the purpose of physically attending council and committee meetings where the council has or can make alternative arrangements for remote attendance by an audio-visual link.

Managing fraud and corruption risks during the COVID-19 pandemic

The risks of opportunistic and systemic fraud and corruption can become more prevalent during periods of significant disruption such as the current COVID-19 pandemic.

Two new resources have been issued to assist Government agencies (including councils) to manage the fraud and corruption risks associated with these changes to their operations:

- the NSW Independent Commission Against Corruption's (ICAC) [Managing corrupt conduct during the COVID-19 outbreak](#), and
- the Australian Cyber Security Centre's Web Conferencing Security.

Councils are encouraged to consider these resources and to make any necessary changes to their operations and internal control framework in response to the guidance provided in them.

Councils can subscribe to the Australian Cyber Security Centre's Stay Smart Online Alert Service for automatic updates on emerging online security threats. Councils can also email Mr Lewis Rangott, Executive Director, Corruption Prevention, ICAC, at lrangott@icac.nsw.gov.au for more information about how to manage fraud and corruption risks.

CRJO Projects

11.14. CRJO Contaminated Land Officers' Report

Reporting Officer: Ms Gabrielle Cusack (on behalf of Mr Noel Schiller & Mr Alec Palmer)

RECOMMENDATION

That the CRJO Board note the CRJO Contaminated Land Officers' Report.

REPORT

The Contaminated Land Officers (CLO's) have continued to work across the region to increase the capacity of councils to manage contaminated land and regulate Underground Petroleum Storage Systems (UPSS). Whilst many unforeseen challenges have occurred over the past four months potentially delaying parts of the program, progress has been made in a number of aspects.

At the meeting of GMAG on 31 January 2020, the CLO's were requested to make contact with all councils and meet to discuss the project and re-assess the program timeline. The CLO's have now met with all councils in both the Eastern and Western Clusters.

In light of the current pandemic, it should be recognized that councils have been incredibly accommodating to the CLO's, with some strong plans being developed for the ongoing procurement of the project. Whilst the initial plan was to bring all councils through the program collectively, it is likely the plan will be designed to suit each council's resourcing requirements.

It was proposed to hold the first Council Regional Capacity Building Program (CRCB) training workshop on the 24th March 2020 with Goulburn Mulwaree Council, Hilltops Council and Yass Valley Council. Given the current COVID-19 pandemic, the training workshop has been postponed at this time. The training workshop was designed to give council officers the knowledge and resources to satisfy the requirements of council as the Appropriate Regulatory Authority for regulating UPSS. The training workshop is broken down into three key elements: UPSS regulation, UPSS planning requirements and UPSS compliance and complaints. The training has been postponed and will be re-scheduled accordingly.

The CLO's have continued to provide advice and guidance to councils tasked with a variety of issues including UPSS development applications, large scale illegal landfill sites and general contaminated land issues. Should any UPSS issues arise over the coming months, the CLO's will work with councils to address these issues.

The CRJO has been in regular contact with the Environment Protection Authority (EPA), and has provided a status update regarding the program delivery. The EPA has been understanding and supportive of the approach from the CLO's thus far. In addition to this, both CL Officers attended an EPA facilitated workshop in Parramatta titled "Asbestos in Public Places". This was delivered as a means of assisting Councils that are experiencing large volumes of contaminated waste from the January Bushfires.

Given the current situation regarding the delivery of the CRCB program, the CLO's have continued to work on UPSS documentation, which includes a UPSS strategy, UPSS conditions of consent, UPSS regulatory templates which form the basis of the training workshop.

It should also be noted that the CLO's have commenced work on a regional Model Contaminated Land Policy and associated procedures.

The table on the following page shows an outline of the agreed course of action with each council.

Table 1: Council Action Plan – Contaminated Land

Council	Meeting Date	UPSS Survey and Letter Distribution	UPSS Training Date	Other Items
Wingecarribee Shire Council	27/04/2020	TBC	TBC	Barry Arthur to follow up internally with council departments to determine suitable dates.
Goulburn Mulwaree Council	06/02/2020	W/E 16/02/2020	24/03/2020*	UPSS Survey and letter distributed by council. Some feedback received by CLO, which has been reported back to relevant Council Officer. Council officers provided with UPSS templates such as UPSS conditions of consent.
Queanbeyan Palerang Regional Council	10/03/2020	Beginning of 20-21 Financial year	20-21 Financial year	UPSS program delayed until the next financial year due to council resources currently working on a septic program. Council officers provided with UPSS templates such as UPSS conditions of consent.
Eurobodalla Shire Council	11/03/2020	Late 2020 – Early 2021**	Late 2020 – Early 2021**	UPSS program delayed until the beginning of 2021 due to the bushfire crisis. Council officers provided with UPSS templates such as UPSS conditions of consent. CLO will begin to work with council on contaminated land policies and procedures whilst there is down time with UPSS.

Bega Valley Council	12/03/2020	W/E 21/02/2020	Late 2020 – Early 2021**	Council agreed to distribute UPSS survey and Letters ASAP – one site has responded. Council officers provided with UPSS templates such as UPSS conditions of consent. CLO will work with council to review Building Impact Assessment data and update Contaminated Land database accordingly.
Hilltops Council	5/2/2020	Later stages of 2019-20 financial year	24/03/2020*	UPSS Survey and letter to be distributed by council. Council officers provided with UPSS templates such as UPSS conditions of consent. Staff/position changes at Hilltops will require a new officer to be introduced to CRJO.
Upper Lachlan Shire Council	10/3/2020	April-May 2020	Early stages of 20-21 financial year	All Survey and letter templates provided to Council. These will be distributed late March/early April 2020
Yass Valley Council	10/2/2020	Later stages of 2019-20 financial year	24/03/2020*	UPSS Survey and letter to be distributed prior to Training Workshop*
Snowy Valleys Council	11/3/2020	April 2020	Early stages of 20-21 financial year	Letter and survey to be distributed ASAP, before the end of financial year. Have agreed to consider a public meeting/info night with all UPSS owners & operators.
Snowy Monaro Regional Council	12/3/2020	May-June 2020	Early stages of 20-21 financial year	Letter and survey to be distributed ASAP, before the end of financial year. Are very keen to conduct a public meeting/info night with all UPSS owners & operators, planned for Tumbarumba.

Notes:

* Initial training date of 24/03/2019 delayed due to COVID-19 Crisis. To be rescheduled at a suitable time.

** Have delayed the UPSS program due to the bushfire crisis in the region.

11.15. CRJO Regional Waste and Resource Recovery Report

Reporting Officer: Ms Gabrielle Cusack (on behalf of Mr Robbert Mels)

RECOMMENDATION

That the CRJO Board note the CRJO Regional Waste and Resource Recovery Report.

REPORT

CRJO currently has the following funding available for Regional Waste and Resource Recovery projects:

CRJO received ongoing funding from the NSW EPA for the Regional Coordination Package, this provides funding for the current and next financial year: \$ 244,443 each year for 2019-20 and 2020-21, this funding is used to pay for:

- Regional Waste and Resource Recovery Coordinator role.
- CRJO Waste Education
- Garage Sale
- Other waste project related activities and workshops.

CRJO has secured grant funding for the following projects:

- Community Recycling Centre Education grant \$ 50,000
- Regional Litter project \$ 74,720
- Illegal Dumping Data improvement project \$ 20,000
- New: Food Donation Education funding \$100,000

CRJO is awaiting outcomes for the following grant applications/funding requests:

- Bin Trim Round 4 (\$240,000)
- Household Chemical Collection 2020 (\$80,000)
- CRC Education additional funding (up to \$60,000)

Procurement Officer- Regional Waste Services

CRJO has recruited Natasa Sojic as the new Procurement Officer for regional waste services. With this resource CRJO will be able to establish regional waste related contracts. This is one of the areas that had been identified as a priority in the Regional Waste Action Plan 2018-2023. This officer will be working to set up regional panels/contracts for waste services in the CRJO region.

Current Waste & Resource Recovery Project updates:

New: Food Donation Education grant

CRJO was successful in securing a \$ 100,000 Food Donation Education grant from DPIE. This will allow for the CRJO to employ a temporary Project Officer. The purpose of the program is to increase food donation in our regional communities with the benefit of diverting food waste from our regional landfills and alleviating issues associated with food insecurity. CRJO will promote the use of the OzHarvest App (or equivalent) by local charities and connect with all major potential food donors in the region. CRJO will also work with Queanbeyan Palerang Regional Council and Bega Valley Shire Council to share resources and learn from their current food donation education projects.

The council areas that will be targeted in this program are:

Yass Valley Council, Hilltops Council, Goulburn Mulwaree Council, Wingecarribee Shire Council, Upper Lachlan Shire council, Snowy Monaro Regional Council, Snowy Valleys Council, Eurobodalla Shire Council

CRJO Waste Education Program

In the last few years CRJO had engaged Bournda Environmental Education Centre to deliver a regional Waste Education Program to schools. Due to the impacts of the recent bushfires Bournda has had to cancel its delivery for this year. CRJO is negotiating with councils to plan an alternative Program, this will likely be delivered in next financial year due to the COVID-19 pandemic.

CRC Education 2019-20

CRJO is rolling out a Community Recycling Centre Education project with QPRC, Snowy-Monaro and Eurobodalla in 2020. This project is focussing on engagement with residents through cinema, radio and social media advertisements about CRC's. Activities under way:

- CRC-survey- online via Survey Monkey on council's website/social media channels The following activities have been postponed due to Covid-19 pandemic and will be planned sometime later this year:
- Cinemas- 6 months (April-Sept) of advertisements in Batemans Bay-Narooma-Jindabyne-Cooma cinemas
- Radio- 2 weeks of radio advertisements on XL FM, Snow FM, Power FM, 2EC
- Paper advertisements in several local papers
- Web advertisements

CRJO is also going to engaging with DIY/hardware stores to provide material (banners/flyers/floor stickers) to inform customers about the CRC's and which items can be taken there. CRJO will provide clubs/bars in the 3 councils with 20,000 free bar coasters with CRC information printed on them. CRJO will be eligible to more funding in 2020-21 for additional campaign activities. This project will be finalised by 30 June 2021.

Litter Program Snowy Monaro

CRJO was granted \$ 74,720 in total to deliver and manage a litter project in the CRJO region. CRJO is working with Snowy-Monaro Regional Council, RMS and Kosciuszko National Park Activities under way:

- Collecting baseline litter data
- Provided a Workshop about Regulating Litter (2019)
- Installing signage and improved bin infrastructure at 2 RMS rest areas, 2 NP rest areas and 4 Council rest areas (along Monaro highway, from the ACT border to Cooma-Nimmitabel and from Cooma-Jindabyne to Perisher)
- Work with SMRC to provide litter bags to SMRC, Snowy Hydro, National Parks, Snow Villages employees

CRJO has also organised a workshop about Regulating Litter. This project will be finalised by 31 May 2020.

Illegal Dumping Data improvement project

Upper Lachlan, Hilltops, Yass and QPRC. CRJO is working with these councils to improve the data collection of illegally dumped waste and the use of the RIDOnline system.

Household Chemical Collection

CRJO requested funding (\$80,000) for this years' Household Chemical Collection. If granted CRJO will organise the collection in the second half of the year with the EPA funding covering 50% of the costs.

Garage Sale Trail 2020

CRJO funded the Garage Sale Trail. CRJO membership is \$ 10,000 excl GST, funded from the Regional Waste Funding. Each council will have received their own promotional material from GST to start planning activities and promoting the weekend which will be held 19-20 October 2020.

Training Workplace Chemistry

CRJO has gauged interest for a Workplace Chemistry Training for Council staff. CRJO was planning 6 training sessions (max 15 attendees per training) at the following locations: Goulburn, Moruya, Bega, Queanbeyan. The training will provide a valuable introduction to better understand the hazards chemicals pose and how to handle them safely. The workshop is targeted at Council's waste management officers (waste management/environmental health officers) but other council employees that might benefit from this training are welcome too. CRJO has negotiated with the NSW EPA, they will reimburse CRJO for the associated costs (estimated \$12,000). Due to the COVID-19 pandemic the training has been changed to an online form, as soon as it is possible to plan face-to-face workshop planning of these sessions will be re-assessed.

Regional meetings

On 19 March and 2 April, CRJO organised meetings with the Resource Recovery and Waste Workgroup, this meeting was via Zoom. During these 2 meetings the region mainly shared information and experiences about the impact of Covid-19 on the councils' waste operations. CRJO subsequently also shared information from other waste groups in NSW and distributed advice from the NSW EPA. On 11 March, the Waste Education Subgroup met via Zoom to share information on waste education programs in the region including the ACT.

20-Year Waste Strategy and Plastic Plan

CRJO is preparing a submission to the NSW Government: DPIE is developing a new **20-Year Waste Strategy**, which will set the future direction of the state's waste and resource recovery system. An issues paper has been prepared to assist in the development of the long-term strategy.

Drawing on the evidence and stakeholder engagement to date, the issues paper sets out the case for action and outlines a range of options that could support the shift towards a circular economy.

The key areas of focus are:

1. Generate less waste
2. Improve sorting and collecting
3. Plan for future infrastructure
4. Create end markets

In December last year The ACT Government and Canberra Region Joint Organisation have collaborated on the development of a Recycling Prospectus which identifies opportunities to invest in recycling infrastructure and innovations that could support local industries. This could help improve our regional recycling outcomes and move towards the circular economy principles. The submission will include a reference to the prospectus.

DPIE has also released a discussion paper: Cleaning up our act: Redirecting the future of plastic in NSW (the '**Plastic Plan**'). The paper defines the following four key outcomes for each stage of the lifecycle of plastic, each supported by a proposed target and priority directions:

1. Reduce plastic waste generation
2. Make the most of our plastic resources
3. Reduce plastic waste leakage
4. Improve our understanding of the future of plastics

Submissions for both papers are due by 5 pm 8 May. CRJO has consulted with councils to receive input in the submissions for both papers. Note that there will be another opportunity for consultation on the 20-Year Waste Strategy once the draft strategy is finalised (4th quarter 2020).

11.16. Disaster Resilience Program

Reporting Officer: Mr Daryl Clifton

Attachment:

11.16.1. The CRJO Disaster Resilience Program

RECOMMENDATION

That the CRJO Board note the report regarding the Disaster Resilience Program.

REPORT

The Disaster Resilience Program is progressing well. The Regional Disaster Preparedness Officer (RPDO) has now consulted all Council Local Emergency Officers (LEMOs) and spoken to several General Managers regarding both the Program aims and objectives and the two Local Government specific projects. The RDPO is currently developing a Project Plan and Terms of Reference (ToR) for the first project, The “Local Government Emergency Management Enhancement Group” (LEMEG). These will be circulated to LEMOs and Regional Emergency Management Officers (REMOs) for feedback by 11 May 2020. Once feedback has been received the updated TOR and Project Plan will be circulated to General Managers for comment/possible workshop in or before the June meeting of the General Managers with a view to implement and conduct the first formal LEMEG Meeting sometime in July.

The RDPO is currently in the process of consulting with a software development company with a view to progressing the second Local Government Project; the establishment of a standardised “Emergency Resilience Information” web page linked to each Council’s Corporate Page. This project/web page will be developed over the next month with a view to Councils receiving a test site/working model for comment before the 1 July 2020. Once comments have been received the RDPO will work with Council Information Officers/Suitable Council Representative with an aim of live production in August 2020.

11.17. CRJO Working Groups - Actions

Reporting Officer: Ms Gabrielle Cusack

RECOMMENDATIONS

That the CRJO Board note the CRJO Working Groups – Actions report.

REPORT

It was agreed at the GMAG meeting of 31 January 2020 that working group meetings would take place in regional communities impacted by the recent bushfires. The CRJO subsequently held meetings in Bega Valley and Queanbeyan-Palerang local government areas, however future regional visits were postponed due to the pandemic restrictions. The Executive Assistants Forum was to be held in Snowy Valleys LGA in mid-March and has been postponed.

The infrastructure Working Group were to meet in mid-February but given the pressures of the natural disaster recovery this meeting was postponed until late May. The IWG met on Thursday, 7 May 2020 via zoom.

There has been a request from some of the Finance Officers to reconvene a working group meeting prior to the audit process being undertaken. The CRJO is in the process of the coordinating this meeting.

Given the current COVID-19 circumstances all working group meetings will be held via zoom until further notice.

Working Group	Date 2020	Actions
Infrastructure	7 May	The IWG will provide the Infrastructure Collaborative with five priority infrastructure projects relating to culture, recreation and tourism for federal funding.
Economic Development	3-4 March	<p>The group met in Bega Valley Shire LGA.</p> <p>The group will continue to action existing projects:</p> <ul style="list-style-type: none"> CREDS Building Better Regions Fund Export Capability Workshop Regional Produce <p>The group were introduced to iAccelerate innovation programs who will reach out to each individual council to further discuss opportunities of innovation programs within each LGA.</p> <p>It is proposed to have a zoom meeting and presentation in late April with the ACT Government regarding the CREDS.</p>
	5 May	<p>The group met via Zoom to discuss the next steps and finalisation of the Canberra Region Economic Development Strategy.</p> <p>The group resolved to establish a sub-group of participants who will develop a proposal for GMAG regarding the development of innovation programs and business growth in the Canberra region.</p>

Planning	13 February	The group received an extensive presentation by Sarah Lees Director Southern Region, Local and Regional Planning on bushfire recovery actions and amendments to legislation made by the NSW Government.
	2 April	<p>The group received a presentation by LotSearch in relation to spatial data mapping of contaminated land in the Canberra Region. The group agreed to undertake a RFQ process for other providers in this field and discuss the benefits of a spatial mapping database.</p> <p>Sarah Lees, Director Southern Region DPIE provided the group with a verbal update on the impacts of COVID-19 on local government planning and is actively advocating for extensions on council LSPS.</p> <p>Agreed to establish a sub-group of CRJO planners, economic development officers and tourism managers to discuss a collaborative and regional approach to planning and economic sustainability across the Canberra region.</p>
	6 May	<p>Eplanning presentation by Sharon Perritt – Program Coordinator of eplanning.</p> <p>Prepare report for GMAG proposing the subscription to a contaminated land spatial mapping software that the CRJO Contaminated Land Officers and Planning Directors and Staff would integrate into contaminated land registers.</p>
Wellbeing and IP&R	13 March	<p>Regional Community Strategic Plan</p> <p>With the recent announcement by the NSW Government regarding local government elections the timeline for the development and delivery of a Regional Community Strategic Plan (CSP) has now been extended to March 2021.</p> <p>The group resolved to progress with their councils commitment to a regional community strategic plan and will continue to meet throughout the year with the next meeting to be held in November 2020 to progress the Regional CSP discussion.</p> <p>Wellbeing Survey and Community Satisfaction Survey</p> <p>It was agreed by the group that each council will continue to use their current survey provider and existing framework.</p> <p>It was agreed that a regional framework for a future survey would be considered at the November meeting with the aim to explore the most effective model for future work.</p>

12. Confidential Matters

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

13. Close

The Chairperson will close the meeting.