



CANBERRA REGION
JOINT ORGANISATION

CRJO BOARD MEETING

Friday, 11 December 2020

9:00am – 12:00pm

Kurrajong Hotel or

Zoom Videoconference

Meeting ID 951 9303 6746

Our Region...

Dynamic

Innovative

Connected

...Compelling!

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MEMBERS	
Bega Valley Shire Council	Mayor Cr Russell Fitzpatrick 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 – Deputy Chairperson Mr Matthew Hyde
Upper Lachlan Shire Council	Mayor John Stafford Ms Colleen Worthy
Wingecarribee Shire Council	Mayor Duncan Gair Mr Barry Paull
Yass Valley Council	Mayor Rowena Abbey – Chairperson Mr Chris Berry
ACT Government	Mr Sam Engele
East Gippsland Shire Council	Mayor Mende Urie Mr Anthony Basford
Wagga Wagga City Council	Mayor Greg Conkey OAM Mr Peter Thompson
Canberra Region Joint Organisation	Ms Kalina Koloff Ms Natasa Sojic
GUESTS	
Resilience NSW	Mr David Timmins
Jennifer Lang Australia	Ms Jennifer Lang
Office of Local Government	Ms Karen Purser
NSW Government – Regional NSW	Mr Johnathon Wheaton Ms Heidi Stratford
NSW Cross Border Commissioner and Regional Town Water Supply Coordinator	Mr James McTavish
Dept Planning Industry and Environment	Mr Jeremy Kinley Mr Aaron Matsinos
The Infrastructure Collaborative	Ms Jillian Kilby

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.

Welcome new members and make introductions

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.

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. Dept Planning Industry and Environment – Murrumbidgee Regional Water Strategy

Presenter: Jeremy Kinley, Manager Regional Water Strategies

Aaron Matsinos, Senior Water Strategy Officer

Attachment

8.1.1. DPIE Brief – Regional Water Strategy Program

8.2. The Infrastructure Collaborative – CRJO Infrastructure Prospectus

Presenters: Jillian Kilby, Director

8.3. The Shift Portal

Presenters: Peter Tegart, General Manager Queanbeyan-Palerang Regional Council

9. Confirmation of Minutes

Attachment

9.1. CRJO Board Meeting Minutes 16 October 2020

RECOMMENDATION

That the CRJO Board meeting minutes from 26 October 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 Chairs Report

Reporting Officer: Mayor Rowena Abbey – Chairperson

Attachment

11.1.1 Speakers notes for appearance at NSW Inquiry

RECOMMENDATION

That the CRJO Board note the Chairs Report.

REPORT

2020 AR Bluett Memorial Award

Congratulate QPRC on their win in the Metropolitan/Regional category.

The AR Bluett Memorial Award has been awarded annually since 1945. The award is contested each year by councils in NSW who would like to be recognised as being the most progressive in the state.

Appearance at Inquiry into Efficacy and Integrity of NSW Grants

The CRJO Chair and CEO appeared with Hunter JO and Central JO at the NSW Inquiry into the efficacy and integrity of NSW Grant Programs.

The appearance focussed on the value of JOs as an impartial and honest broker for Regional councils and issues.

Noted the critical importance of continued regional funding and support for programs and infrastructure.

Speakers notes are attached.

NSW JO Forum Update

Advocacy for collaboration in urban water

Review of the NSW Audit Office Performance Audit report into Support for Regional Town Water Infrastructure noted DPIE has not effectively supported or overseen town water infrastructure planning in regional NSW since at least 2014. The Auditor-General also found DPIE lacked a strategic, evidence-based approach to target investments in town water infrastructure.

The audit did not conduct a review of the department's regulatory arrangements for the LWU sector, and did not assess the effectiveness of the department's operational and technical advice to LWUs across all aspects of their businesses (other than for IWCM planning and the related strategic business planning activities). The audit did comment on these matters where they affected our findings or for context.

Action:

1. Ask the NSW Minister for Local Government – The Hon Shelley Hancock MP to convene a meeting to discuss a new and collaborative approach to water planning in regional NSW with key stakeholders including;

- the Minister for Water – The Hon Melinda Pavey MP
- Mr Tim Reardon – Secretary NSW Department of Premier and Cabinet
- Mr Jim Bentley - Chief Executive Officer (Deputy Secretary) Water
- Canberra Joint Organisation
- Central NSW Joint Organisation
- Namoi Unlimited
- Riverina Murray Joint Organisation

Waste and Resource Recovery Programs and JO Sustainability

Since 2013 Joint Organisations (JO's) of Councils, Regional Organisations of Councils (ROC's) and Regional Voluntary Waste Groups across NSW have been the recipients of "Waste Less Recycle More" funding provided by the NSW Government and administered by the NSW Environment Protection Authority. These funds have directly supported the employment of Regional Waste Coordinators within these organisations and the delivery of a range of programs and functions.

Noted that there is an established network of Voluntary Regional Waste Groups (VRWGs) that have been operating effectively for 15 years.

Noted that the 20 Year Waste Strategy will include how and where the NSW Environment Protection Authority (EPA) will spend its money in the future, potentially altering the previous VRWG funding model.

Noted that the NSW EPA has recently announced 12month transitional funding for VRWs to cover service delivery until new 20 year Waste Strategy is approved.

NSW Bushfire Inquiry Report

The NSW Government released the independent NSW Bushfire Inquiry on the 25th August 2020, which examined the causes, preparation and response to the devastating 2019-20 bushfires.

The findings of the Report show that there is an opportunity to strengthen governance and responsibility. The Report also acknowledges the significant contribution of both climate change and the vast expanse of the State's bushland towards these devastating fires.

Action:

That the JO Chairs Forum write to the Minister for Emergency Services identifying the significant implications of the Inquiry's recommendations on local government, and recommending that Resilience NSW engage with Joint Organisations as a mechanism to identify the design of programs and resourcing to support local government implement the recommendations from the Inquiry.

Joint Organisations and Regional NSW

The Jo Forum has written to Deputy Premier to outline strategic partnership opportunities between Joint Organisations (JO's) Regional NSW and the Regional Leadership Executive (RLE) committees across regional NSW and recommend next steps in pursuing those opportunities.

On 17 September 2020, Cr Rowena Abbey, as Chair of the JO Forum, sent letter to the Deputy Premier to seek his input and support into a sustainable and productive framework between the JOs and Regional NSW, particularly as it relates to delivery of regional outcomes. The letter noted that this framework was in addition to, rather than instead of, the regulatory relationship between the JO's and Office of Local Government. The letter also provided a copy of the Submission to the Deputy Premier.

A meeting with the Deputy Premier was requested to further discuss these objectives.

11.2. Update from General Managers Meeting

Reporting Officers: Warwick Bennett and Kalina Koloff

RECOMMENDATION

That the CRJO Board note the CRJO General Managers Update.

REPORT

Verbal update

11.3. East-West Freight Link

Reporting Officer: Warwick Bennett

RECOMMENDATION

1. *That the CRJO request the Minister of Transport to fulfil his verbal commitment to fund a feasibility study to the value of \$1 million on the options and opportunities of the East-West Freight Link*
2. *The CEO of CRJO in conjunction with the Executive Officer of SEATS and the Member General Managers develop a brief for this assignment*

REPORT

For many years the issue of a freight link between the coast (Noura) and the Hume Highway has been discussed and many options considered. A lot of the discussion (at least for the last 12 years) has been through South East Australian Transport Strategy group (SEATS) and more recently the CRJO has included this project in its political agenda. Neither the CRJO or SEATS have determined a final route. The options over the years have included (but not limited to):-

- Nowra/Nerriga/Braidwood/Bungendore/Queanbeyan/Barton Highway/Yass/ and beyond
- Nowra/Nerriga/Tarago/Goulburn/ and beyond
- Nowra/Nerriga/Tarago/Collector/Gunning and beyond
- Nowra/Nerriga/Tarago and either left to Bungendore and beyond or right to Goulburn and beyond

The issue has been that no detail investigation or feasibility studies have been undertaken to give a clear direction on the best and most effective option.

Those Mayors and General Managers who attended a CRJO meeting at Parliament House in 2019 will recall the Minister of Transport – The Hon Andrew Constance – make a commitment of \$1 million to a feasibility study on the East West Freight Link.

11.4. Overview of Grants and Funding Opportunities

Reporting Officer: Kalina Koloff

RECOMMENDATION

That the CRJO Board note the grant applications submitted by the CRJO and member councils.

REPORT

Bushfire community recovery and resilience fund - Stream 2

The CRJO has submitted three applications to the BCRRF funding round. The projects will enable the CRJO to continue working with Councils in planning for recovery and building resilience to all hazards and all emergencies.

Spatial mapping of historic contaminated lands sites

The CRJO intends to purchase a Spatial Data Mapping and Historical Business Activity Program to assist with the identification and registering of high risk contaminated land parcels. This program would be embedded into the work program of our Contaminated Lands officers and delivered in conjunction with the current program.

A Regional Simtable

A Simtable is a digital device specifically designed to model emergencies. It can be used by communities, emergency response agencies and local governments to better understand hazard risks and to build emergency plans and understanding.

Combining existing GIS data with agent-based modelling and ambient computing, Simtable provides a straightforward easy to use approach in risk assessment and understanding of emergency impacts.

The CRJO is one of three JO's (with Hunter and Northern Rivers) applying to purchase and coordinate use of a Simtable for their region. If successful a joint program plan and procurement will be undertaken.

Resilience Blueprint for South East NSW

Local Government supports communities to prepare, respond, recover from emergencies. It achieves this through the allocation of resources and provision of services and support programs. It also has a role to play in building and maintaining critical infrastructure and in land use planning. Following the recent bushfires, Local Government must respond to the challenges of planning and preparing for future disasters and climate change in close consultation with communities. Phase 1 of the Building the Resilience Capability of the South East program is focussed on the development of a Resilience Blueprint. It supports pathways for adaptation and increased capacity of communities and councils by:

1. providing opportunities for communities to build their awareness of best practice preparedness for recovery and resilience to all hazards and all emergencies
2. establishing the pathways and mechanisms for community views to be reflected in decision making; and
3. embedding resilience criteria, priorities and processes into actionable plans including into

The CRJO has also been advised that the following applications have been made by member councils to the Stream 2 funding round

Project Name	Delivery	Est. Cost	Project Description	Comments
Building the resilience of our most vulnerable	12 months	\$300,000	Project supports vulnerable people with workshops / training to enable them to better progress issues like development processes, applying for funding, working with builders and contractors etc.	Lead applicant to be confirmed. Eurobodalla considered the project and agreed to partner but not lead. Shoalhaven considering, no decision.
Locally informed, regionally connected LGA Recovery Plans	2021 to May 2022	\$250,000	Building resilient locally led systems across the recovery cycle for future disasters – response, relief, recovery and resilience so that capabilities are embedded in the community and Councils	Snowy Valley Shire Council to be lead applicant.
Landscape rehabilitation education for rural land holder's impacted by fire	12 months	\$250,000	Supporting landholders with workshops and planning advice to plan and re-establish and rehabilitate environmental corridors and riparian areas that were destroyed in the bushfires	Lead applicant to be confirmed. Snowy Monaro (and LLS) is progressing, though not clear on approval / ability as lead applicant.
Building up our Community Leaders	12 months	\$300,000	Working with community connectors that enable community led recovery and enabling them to be more resilient and connected in their locations through workshops / training / skills development in areas like grant writing, emotional resilience, psychological first aid, communication and groupwork skills.	Lead applicant to be confirmed. Wingecarribee is progressing, though not clear on approval / ability as lead applicant.
YouthSpeak Resilience Project	12 months	\$300,000	Youth resilience project with emphasis on vulnerable cohorts. Leading a series of activities, workshops, expression projects, developmental supports and tools to increase youth resilience.	BVSC – Lead applicant with Eurobodalla as a possible partner Recommended approach is to replicate the application with another lead applicant if other Councils see unmet need / role for their Council.

11.5. CRJO Operational Report

Reporting officer: Kalina Koloff

Attachment

11.4.1 CRJO Working Groups – Purpose and Membership

RECOMMENDATION

That the General Managers Advisory Group receive the CRJO Operational Report.

REPORT

Submissions and Representations

- Letter of Support for Upper Lachlan Shire Council for the Fixing Local Roads program
- Request for Letter of Support for the Bushfire Local Economic Recovery Grant application by Bega Valley Shire Council – to be completed in January
- Letter of Support for the Bushfire Local Economic Recovery Grant application by NRMA for the Southern Electric Vehicle Network

CRJO Working Groups

CRJO Working groups have been reconvened and membership refreshed. A revised purpose a, membership and governance approach has been flagged with staff across the Councils with a positive commitment to progressing work in 2021.

In conversations with working groups it was universally agreed that the opportunity to network and learn from peers was a valuable one and that face o face meetings a couple of times a year with each other and the broader networks of Agencies, RDAs, Destination Networks and ACT Government should be a focus going forward.

Procurement Working Group

The CRJO Procurement Working group welcomed the recently appointed procurement staff in Hilltops Council, Snowy Monaro Regional Council, Queanbeyan-Palerang Regional Council and Bega Valley Shire Council. A special mention to Joel Willersdorf – Deputy Chair of PWG (WSC), Brent Waldock (GMC), David Butterfield (WWCC) and Aaron Johnston and Tim Cook (BVSC) for their extra commitment in the PWG sub-group and providing support for the CRJO procurement activities.

Wellbeing and IP&R Working Group

An RFQ for the combined Community Strategic Plan has been listed on E-Procure attracting wide ranging interest from consultancies in NSW. A sub-group led by Ricky Tozer (QPRC) and Kaleigh Smerdon (BVSC) will look to asses tenders in January with a view to commencing the project in February.

HR Managers Working Group

Elise Jackson (GMC) took the lead in organising a seminar with Industrial Relations firm Sparke Helmore who presented to 15 HR staff from the CRJO network.

EA Networking Group

Executive support teams have been assisting in developing an integrated calendar of meetings and events for 2021. This will ensure the CRJO effectively timetables GMAG and Board meetings to coincide with key OLG reporting requirements. Staff have also indicated a desire to convene once or twice a year to progress their networking and peer to peer learning opportunities.

Waste and Resource Recovery Programs

School Waste Education Program

CRJO is providing funding for a total of 80 waste education sessions throughout the region targeting pre-schools, primary schools and secondary schools. The sessions are delivered by Environmentors and Eaton Gorge Theatre Company. Below are few impressions from a primary school visit in Bombala and an online show that was produced by Eaton Gorge and was watched by over 20 preschools in Snowy Monaro Regional Council in November.



Environmentors at Bombala Catholic PS

Bin Trim Program

CRJO is delivering a Bin Trim program funded from a \$240,000 grant received from the NSW EPA earlier this year. The program provides free waste assessments to a total of 400 local businesses throughout the CRJO region. The assessments are used to report on recommendations to reduce waste going to landfill and increase recycling of business waste streams. Rebate options are available for businesses enrolled in the program, these rebates can be used for investments in recycling infrastructure. So far nearly 200 businesses have been visited across the region..

Empowering the Food Donation Network in the Canberra Region

What:

- CRJO started this new project to strengthen the food donation network in the region. The project seeks to connect and work with food donation organisations, potential food donors and councils;
- One of the targets is to double the amount of good food being directed away from landfill and to food donation organisations in the region;

- Project is funded from a \$ 106,410 grant received from NSW EPA and will be finalised by June 2021.

Where:

- The project is implemented in 8 CRJO council areas, QPRC and Bega have/had their own program.

Regional Procurement Programs

Best Practice in Aggregated Procurement (BPAP)

The project is well underway with Western Research Initiative (WRI) selected as the supplier to complete stages 2-6 of the program.

WRI are currently in the process of consolidating the information received through the survey sent to 10 key procurement staff in each council.

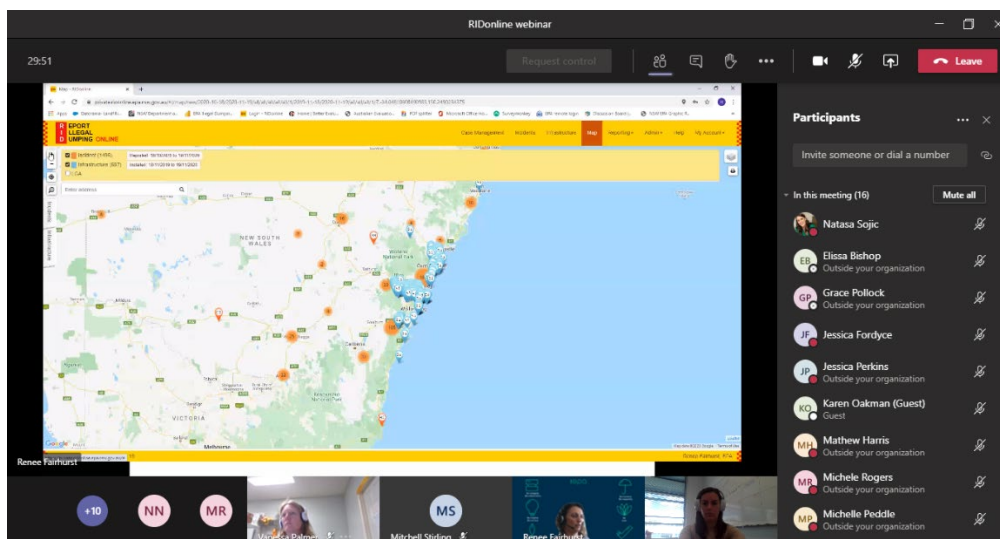
Thank you to the General Managers for promptly approving the suggested lists and allowing the process to go ahead.

Regional Waste Procurement

After careful consideration of the proposals received for an agency to procure joint waste contracts on our behalf, the CRJO will not be proceeding with the procurement round. This is based on attempted evaluation by members of the PWG. The CRJO and PWG will reconvene and return to market in 2021 with a clearer request to suppliers.

RIDOnline Webinar hosted by NSW EPA

Wednesday 18th November, CRJO worked with the NSW EPA to provide a 1 hr webinar training session explaining the features of Report illegal dumping website *RIDOnline*, specifically to the CRJO member and associate councils within NSW. This was a great opportunity for all staff that input and record Illegal Dumping data to attend. The attendees from each council included Waste Officers, Rangers and Front desk staff. The webinar provided a platform to ask for clarification and provide feedback directly to the relevant EPA team. This training was key in delivering one of the CRJO's illegal dumping prevention grant outcome.



Contaminated Lands Program – Western Cluster

UPSS Regional Training Workshops

Throughout November-December 2020 a series of Training Workshops were conducted throughout the Western Cluster Councils as part of the CRCB Program. During this period, representatives of the six Western Councils attended a 1-Day Introductory Course which focused on UPSS Site Management, Emergency Procedures and infrastructure operational practices. This involved a 5-hour theory component and a 1-hour service station site visit.

These workshops and the participating Councils were held at:

- Yass Valley Council – *attended by Hilltops, Upper Lachlan & YVC (8 attendees)*
- Snowy Monaro Council – *attended by seven Environmental Officer*
- Wagga Wagga City Council – *attended by 16 WWCC Officers and 1x Snowy Valleys*



Partnerships and Networking

As the CRCB Program progresses toward the halfway point, additional contributors are being utilised and engaged to provide delivery support. These professionals specialise in various components of the overall program and have assisted in areas such as the UPSS Industry, Statewide Planning, Environmental Legislation, Emergency Management, PFAS and Asbestos. Some of these contributors include:

- Stuart Jessop – Caltex Southern NSW Fuel Systems Management
- Louis Scipione – NSW DPIE Senior Planning Officer
- Rosalind Vrettas – Delivery Manager Australasian Land & Groundwater Association
- Roslyn Ashton – E-Planning & Business Support, Cessnock City Council

Australasian Land & Groundwater Association

The CRJO has recently obtained a full membership with the ALGA. This membership allows for access to industry related webinars, presentations, Environmental Forums and learning portals. Since the commencement of the membership in mid-October, the contaminated land officers have gained visibility on the most up to date information regarding Asbestos, PFAS, Perchloroethylene (PERC), Triclosan, Butoxyethanol and numerous other petro-chemical related contaminants. Historical traces of these and many other hazardous substances are becoming more regular within regional areas as the CRJO contaminated land register is currently being created. The acquisition of the ALGA Membership has proven to be invaluable for the Contaminated Land Project.

EPA Training & Educational Program

Throughout 2020, and as a means of facilitating the distancing, isolation and lockdown requirements – the NSW EPA has conducted a number of fully funded online training programs for the Contaminated Land Officers who are delivering the Council Regional Capacity Building Program.

These courses include a series of 6 workshops under *Contaminated Site Assessment & Remediation Management Modules A-F*. The information and latest industry related practices from these workshops are being integrated into the CRJO Training Workshops and subsequently, delivered throughout our Member Councils and directly to the nominated Environmental Officers.

Contaminated Land Program – Eastern Cluster

The Eastern Cluster Contaminated Land Officer (CLO) has continued to work with councils to increase their capacity to regulate and manage contaminated land and underground petroleum storage systems (UPSS). Two capacity building workshops / training days have been developed and presented to councils. Correspondence has been developed and distributed to the majority of operational UPSS sites in the region, with eleven UPSS site inspections completed. UPSS workflows, procedures and risk matrices have been developed and implemented, and a draft Regional Contaminated Land Policy with associated procedures will be distributed to councils for comment in early 2021.

Underground Petroleum Storage Systems capacity building

The CLO has worked closely with council staff to identify and risk rank all known UPSS sites within the region. Currently there are 145 potentially operational UPSS sites within the eastern cluster of CRJO Councils. A formal letter and a self-evaluation of compliance survey has been developed by the Eastern Cluster CLO and distributed to all sites within Bega Valley Shire Council, Eurobodalla Shire Council, Goulburn Mulwaree Council, and Queanbeyan Palerang Regional Council. The CLO has collated responses to the surveys, liaised with concerned property owners and informed council of compliance updates throughout the year.

In October 2020, UPSS site inspection and regulation training was held with Queanbeyan Palerang Regional Council and Goulburn Mulwaree Council individually. Each training day consisted of 4 hours of theory, followed by three site inspections at nearby UPSS sites. The theory included topics such as UPSS Regulation, Australian Standards, conditions of consent, UPSS exemptions, risk ranking UPSS sites and reviewing UPSS technical reports. During the site inspections, 2 sites were identified as having major non-compliances such as a lack of leak detection systems or insufficient stormwater discharge. Sites with non-compliances have been followed up by Council, with support and technical advice from the CLO.

Training for Eurobodalla Shire Council and Bega Valley Shire Council is scheduled for the 28th and 29th of January 2021, whilst training for Wingecarribee will be scheduled for a date suitable to council, ideally in early 2021.



UPSS theory training with GMC



UPSS site inspection training with QPRC

Regional Contaminated Land Policy development

The CLO has now met and discussed the development of a Regional Contaminated Land Policy with all eastern cluster councils. Some of the topics which were of most concern to councils included;

- Notifying land owners of their addition to a contaminated land information system / register,
- Information requirements on s10.7 (2) & (5) planning certificates.
- Contaminated land notations, and
- Requirements of accredited consultants when preparing contaminated land reports for council.

Whilst each Council has varying suggestions and ideas on what to include / not to include within the regional policy, the CLO is attempting to ensure the policy meets the needs of all councils, whilst also ensuring a standardized approach to contaminated land management across the CRJO region. It is expected that a draft policy will be distributed to all councils for comment in early 2021, with the CLO available for meetings and workshops with each council to ensure it meets the intended purpose.

Contaminated land Information Systems / Registers

As part of the CRCB Contaminated Land Program, the CLO will review, update and implement a contaminated land information system / register for each council. Under section 60 of the Contaminated Land Management Act 1997, land owners must notify the NSW EPA if there is reason to believe their site/land may be contaminated. Currently, there are over 21 current or former UPSS sites notified to the EPA for varying reasons. As part of the CLO's review of council registers, the CLO has written to these sites and the NSW EPA to request further information regarding the notifications. The information provided to the CLO has been reviewed, with information passed on to Council. This information will form the basis for the creation / updating of council contaminated land registers.

Currently there is a lack of historical business activity data within council systems. As such, the CLO has been working with private data mining company 'Lotsearch' to develop a proof of concept project with a CRJO council. The proof of concept project will provide council full access to historical business activity data for a limited time, whilst working with the private company to determine the most appropriate course of action. Currently the CLO has been working with Queanbeyan Palerang Regional Council on this, however there are many details still to be finalized, and no agreements have been confirmed.

11.6. CRJO Financial Report

Reporting officer: Kalina Koloff and Jennifer Lang

Attachments

- 11.5.1 Balance Sheet
- 11.5.2 Profit and Loss
- 11.5.3 Profit and Loss – CRJO Operations
- 11.5.4 Profit and Loss – Biodiversity
- 11.5.5 Profit and Loss – Contaminated Lands
- 11.5.6 Profit and Loss CRC Education
- 11.5.7 Profit and Loss – Household Chemicals
- 11.5.8 Profit and Loss – Regional Coordination

RECOMMENDATION

That the General Managers Advisory Group receive the CRJO Finance Report and note the financial position of the Organisation as at 30th November 2020.

REPORT

Summary of Operational Activities

For the year to date ending 30 November 2020, the Canberra Region Joint Organisation (CRJO) achieved an operating surplus of \$1m. This operating surplus is primarily due to the carry-forward of unspent grant funding into the 2020/21 financial year. In doing so, program income is now aligned to the year in which it will be expended.

Table 1. below provides a breakdown of the operating surplus across each Program.

Program	YTD Income \$000	YTD Expenses \$000	YTD Operating Result \$000	Full Year Budget \$000
CRJO Operations*	\$655	\$305	\$350	\$43
EPA - Contaminated Lands	\$378	\$157	\$221	\$0
EPA - Regional Coordination Support Fund**	\$333	\$150	\$183	(\$28)
EPA - Household Chemical Clean Up	\$97	\$14	\$83	\$0
EPA – CRC Education	\$170	\$27	\$143	\$0
OEH – Biodiversity	\$23	\$0	\$23	\$0
Total Operating Result	\$1,656	\$653	\$1,003	\$15

**Includes the JO Capacity Building Program*

***Includes Bin Trim, Food Donation Network, Container Deposit Scheme, Illegal Dumping and Litter Programs*

Notable items to date

- Total unspent grant funding of \$617k was carried forward from the 2019/20 financial year, consisting of:
 - JO Capacity Building Program \$16k
 - *Regional Coordination Support Fund** \$48k
 - Litter Program \$30k
 - CRC Education Program \$110k
 - Contaminated Lands \$293k
 - Biodiversity Program \$40k
 - Household Chemical Cleanup \$80k

** Includes Bin Trim and Food Donation Programs*

Unspent grant funding represents the timing of the receipt of funds across financial years (i.e. received funding in 2019/20 which is to be expended in the current financial year) and, more recently, the impact of COVID whereby travel and accommodation costs were significantly reduced during the peak of the pandemic.

All other expenditure for the period represents ‘Business as Usual’ operations including staff wages and on-costs.

Cash Balances

As at 30 November 2020, the CRJO holds a cash balance of \$1.37m. Table 1.2 below provides a summary of the distribution of cash across the programs.

Programs	Opening Balance 1 Jul 2020 \$000	Cash Receipts \$000	Cash Outgoings \$000	Closing Balance 30 Nov 2020 \$000
CRJO Operations*	\$396	\$521	\$492	\$425
EPA - Contaminated Lands	\$361	\$19	\$150	\$230
EPA - Regional Coordination Support Fund**	\$329	\$256	\$216	\$369
EPA - Household Chemical Clean Up	\$151	\$0	\$14	\$137
EPA – CRC Education	\$122	\$60	\$27	\$155
OEH – Biodiversity	\$77	\$0	\$16	\$61
Total Cash on Hand	\$1,436	\$856	\$915	\$1,377

Notable upcoming expenditure

- The Household Chemical Cleanup program is expected to commence the 50% reimbursement payments to councils before the end of the year. These payments will exhaust the remaining balance of \$137k.
- GST, PAYG and superannuation payments totalling \$100k will be paid over the next two months.
- \$504k of the cash balance remains in a three-month Term Deposit. It is expected that this will continue to rollover until the funds are called upon by the core programs (i.e. Contaminated Lands and Regional Waste).

Risks to budget

- Currently, CRJO Operations is tracking on budget for the year to date. The CRJO originally intended to receive grant funding of \$75k from Resilience NSW in support of the Capacity Building program. However, as this had not been received, the CRJO Operations budget absorbed \$50k of the KPMG Workforce Strategy engagement, calling on the budget contingency to offset the cost.
- All other Programs remain within budget.

11.7 Annual Performance Statement and Financial Accounts

Reporting officer: Kalina Koloff and Jennifer Lang

Attachments

- 11.7.1 Draft CRJO Annual Performance Statement
- 11.7.2 Draft CRJO Financial Statement
- 11.7.3 Draft CRJO Letter of Representation

RECOMMENDATION

That the General Managers Advisory Group approve the CRJO Annual Performance Statement, Financial Statement and Letter of Representation.

REPORT

Each year Joint Organisations must prepare an Annual Performance Statement and Annual Financial Statement as part of their obligations under the NSW Local Government Act. These documents form the basis of an independent audit that is conducted by Deloitte and reviewed by the NSW Audit Office.

The Annual Performance Statements and Financial Statements are to be reviewed and endorsed by the Board prior to their submission to the NSW Audit Office and NSW Office of Local Government. The due date for these items is 30th November and we note that this year the timing of the CRJO final Board meeting means submission of these documents has been delayed by two weeks. OLG has been advised of this delay and is anticipating the submission of the approved Annual Performance Statement and Financial Statement shortly.

The CRJO is required to publish these documents on the website no later than 28th December 2020.

12. Office of Local Government Update

Reporting Officer: Karen Purser

RECOMMENDATION

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

REPORT

Verbal update

13. Regional NSW Update

Reporting Officers: Johnathon Wheaton and Heidi Stratford

RECOMMENDATION

That the CRJO Board receives the update from Regional NSW.

REPORT

Verbal update

14. Cross Border Update

Reporting Officer: James McTavish

RECOMMENDATION

That the CRJO Board receives the update from The NSW Cross Border Commissioner.

REPORT

Verbal update

15. Resilience NSW Update- Disaster Resilience Program

Reporting Officers: Chris Presland and David Timmins

RECOMMENDATION

That the CRJO Board receives the update from Resilience NSW.

REPORT

Verbal update

16. ACT Government Update

Reporting Officer: Sam Engele

RECOMMENDATION

That the CRJO Board receives the update from Regional NSW.

REPORT

Verbal update

17. Confidential Matters

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

18. Close

The Chairperson will close the meeting.