



**CANBERRA REGION**  
JOINT ORGANISATION

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## CRJO BOARD MEETING

Monday, 26 October 2020

10:00am – 12:00pm

Zoom Videoconference

Meeting ID 920 6506 7728

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 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 – <b>Chairperson</b> 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 Kalina Koloff Ms Justine Kim
GUESTS	
Resilience NSW	Mr Daryl Clifton
Jennifer Lang Australia	Jennifer Lang Australia
Office of Local Government	Karen Purser
NSW Government – Regional NSW	Ms Heidi Stratford
Canberra Airport	Noel McCann
Telstra – Regional Australia Team	Larissa Copeland

## 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. Blank CRJO 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. Telstra – Emergency Preparedness

**Presenters:** Larissa Copeland, Regional Engagement Manager

Chris Taylor, Regional General manager

Telstra has a vast experience in managing networks and supporting communications through natural disasters and emergency situations across many decades. Telstra takes a holistic approach to communications resilience, including through a variety of site-specific backup power arrangements, such as batteries and portable backup generators.

Last season's unprecedented bushfires events impacted many communities across Southern NSW. The impact to Telstra telecommunication network both fixed and mobile was significant. Loss of mains power, fire and heat caused significant disruption to Telstra's mobile and fixed networks. At its height, 171 exchanges & 65 mobile towers were disrupted.

This briefing provides an overview of Telstra emergency management framework, deployment communications available during emergencies, support packages for impacted customers and local communications emergency's kits.

#### **Attachments**

- 8.1.1. Telstra's Emergency Management Overview Briefing
- 8.1.2. Telstra Emergency Planning Kit

## 9. Confirmation of Minutes

#### **Attachment**

- 9.1. CRJO Board Meeting Minutes 13-14 May 2020

#### **RECOMMENDATION**

*That the CRJO Board meeting minutes from 13-14 May 2020 be confirmed.*

## 10. Matters in Progress

#### **Attachments**

- 10.1. CRJO Action List.
  - 10.1.1. Report on Sub-Regional Water Supply Strategy

#### **RECOMMENDATION**

*That the CRJO Board note the Action List.*

## 11. 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

## 12. Reports to Joint Organisation

### 12.1. CRJO Chairs Report

**Reporting Officer:** Mayor Rowena Abbey – Chairperson

**Attachments:**

- 12.1.1. Minutes JO Chairs Forum 20 August 2020
- 12.1.2. Letter to the Hon. John Barilaro – Framework for Collaboration
- 12.1.3. Letter to Secretary DPIE – Advocacy on water issues
- 12.1.4. NSW Inquiry into the integrity, efficacy and value for money of NSW Government grant programs
- 12.1.5. Letter to the Hon. Shelley Hancock – JO Review Terms of Reference
- 12.1.6. Letter to the Hon. Shelley Hancock – JO Secondment Request
- 12.1.7. Response from the Hon Shelley Hancock – JO Secondment Request
- 12.1.8. Letter to the Hon Shelley Hancock – Water advocacy

### RECOMMENDATIONS

*That the CRJO Board note the Chairs Report and receives copies of correspondence.*

### REPORT

The Regional JO Chairs Forum was held via Zoom on 6<sup>th</sup> August.

External representatives in attendance included:

Minister for Local Government	Senior Policy Advisor, Mr Troy Wilkie
Office of Local Government	Manager Council Engagement, Karen Purser
Office of Local Government	Director Policy and Sector Development, Melissa Gibbs
Local Government NSW	President, Cr Linda Scott Chief Executive Mr Scott Phillips

Representations made following the meeting include:

- Letter to the Deputy Premier, the Hon. Jon Barilaro seeking better alignment between JOs and Regional NSW and the development of a Framework for Collaboration
- Letter to Secretary of the Department of Planning, Industry and Environment, Jim Betts seeking engagement and opportunities for advocacy on a range of water issues including response to the NSW Auditor General, report into the support for regional town water infrastructure.
- Submission to the NSW Inquiry into the integrity, efficacy and value for money of NSW Government grant programs that strongly advocates the importance and continued support for regional grant funding for a wide variety of programs and infrastructure.

- Letters to the Minister for Local Government, the Hon. Shelley Hancock on:
  - A report seeking engagement and input to the Terms of Reference (TOR) for the upcoming Review of Joint Organisations (the Review).
  - A request to the Office of Local Government to give consideration to the provision of a suitable person from the OLG in a secondment role to lead and support the intergovernmental collaboration arrangements between JOs and the State Government
  - A submission outlining key water advocacy positions and a request for support in convening a meeting of key stakeholders to discuss issues, challenges and opportunities, and to explore ways we can contribute to effective and productive outcomes across regional NSW.

## 12.2. Regional Workforce Strategy

**Reporting Officers:** Ms Kalina Koloff and Mr Peter Tegart

**Attachments:**

*Nil*

*Note: Copies of the Regional Workforce Strategy have been made available to each Council but are not included here due to size of document*

**RECOMMENDATIONS**

*That the CRJO Board note the Regional Workforce Strategy has been delivered and received by Councils.*

**REPORT**

Using the Drivers, Pressures, State and Impact framework, KPMG has developed a regional workforce strategy that includes a number of key responses/ recommendations designed to help build capacity and capabilities in the region and in the council workforce.

KPMG has included an additional recommendation at the CRJO level concerning data collection and workforce measurement. This is intended to help in the benchmarking and implementation of workforce strategies across the region.

KPMG have also included a description of selected Responses undertaken by each council in their respective LGA chapters. This is based on our consultations with each council and includes responses that Councils are currently undertaking and responses for which interest has been shown. These responses have been pivotal in forming our broader recommendations to the councils and CRJO.

**Key Findings:**

**Drivers:** LGAs in the CRJO are close to major populations centres; there appears to be a significant regional infrastructure pipeline and stimulus; amalgamations and restructures, natural disasters, and COVID-19 all add to the recent challenges faced by councils; Health care and construction industries, agriculture and tourism are other key employing industries; Most regions are showing a gradual ageing of the population and outwards movement of tertiary education age groups.

**Pressures:** competition from Canberra, between LGAs and from regional infrastructure pipeline (construction-related skills); Poor branding; Lifestyle factors, job security, and passion for the community are key factors in attracting and retaining workforce.

**State:** average across the LGAs: one FTE per 100 population; employee costs over  $\frac{1}{3}$  of council expenditure;  $\frac{3}{4}$  of council's revenue from rates and charges; around 42% of workforce are over 50yrs; 60% of workforce are men, but gender ratios vary significantly across directorates.

**Impact:** skill shortages (state-wide issue) with recruitment challenges for engineers, surveyors, and plant operators; regional infrastructure pipeline will exacerbate; not enough training in leadership and management skills; varying degrees and success rates in succession planning and utilising cadets/trainees/apprentices; workers leave the organisation to pursue broader range of career opportunities and experiences; the increase in mandatory training requirements have impacted training budgets; many councils face high travel and accommodation costs when accessing training.

### 12.3. CRJO Operational Report

**Reporting Officer:** Ms Kalina Koloff

**Attachments:**

- 12.3.1 Submission - 2020 Dams Safety Review
- 12.3.2 Submission - IPART Review into Domestic Waste Charges
- 12.3.3 Submission – Inquiry into the efficacy and integrity of NSW Grant Programs
- 12.3.4 – Ministerial Correspondence regarding Public Spaces Program

#### **RECOMMENDATION**

*That the CRJO Board note the CRJO Operational Report.*

#### **REPORT**

##### **Staffing**

Recent appointments:

- CEO, Kalina Koloff
- Executive Support Officer, Justine Kim
- Food Donation Officer (Grant Funded), Jessica Fordyce

##### **Submissions and Representations**

- 2020 Dams Safety Reforms – Proposed Levy Review
- IPART Review of Domestic Waste Charges
- NSW Inquiry into the efficacy and integrity of NSW Gant Programs
- Letters to the Hon. John Barilaro, the Hon. Wendy Tuckerman and the Hon. Andrew Constance on the Public Spaces Legacy Program
- Submissions to the NSW Fixing Country Bridges Program were submitted to NSW Govt with Letters of Support offered to all CRJO members. Eurobodalla, Snowy Monaro, Upper Lachlan, Wingecarribee and Yass accepted.
- Letter of Support prepared for Bega Valley Shire Councils submission to the Make Safe program for Back Creek Road



## Waste and Resource Recovery Programs

### CRC Promotion under way

- CRJO is coordinating promotional activities in Eurobodalla Shire Council, Queanbeyan Palerang Regional Council, Snowy Monaro Regional Council and Snowy Valleys
- The program delivers radio, paper, shopping centre, billboard, web and cinema advertisements and engagement activities with DIY/hardware stores and cafés/bars to promote the use of CRC's
- Total budget available is \$ 120,000 for the program delivered over 2020-21
- CRJO successfully requested an extra \$60,000 for implementation of small CRC drop off stations in Eurobodalla, Snowy Monaro and Snowy Valleys
- The drop off stations will allow for materials like batteries, smoke detectors, X-rays and Fluro Globes to be dropped off at locations like libraries/council offices



*Bar coasters for distribution*



*Banners to promote CRC*



*Example of small drop off station*

### Litter Project Monaro finalised

#### What:

- In July CRJO finalised a program aimed at improving Litter Infrastructure and reducing littering
- CRJO worked with SMRC, Transport for NSW (RMS), NPWS (Kosciuszko NP), Snowy Hydro.
- Improved Litter signage and bins at 7 rest areas along the Monaro Hwy- Kosciuszko Road.
- Project was funded from a \$74,720 litter grant received from NSW EPA

#### Where:

- The project was implemented in the Snowy Monaro Regional Council area, including 4 council rest areas, 2 RMS rest areas, 1 rest stops in the Kosciuszko NP and 1 Parking area in Perisher

- The project also distributed 2,000 car litter bags and advertised on a bill board along the Monaro Hwy

Impact:

- Litter counts conducted before and after the implementation of the signage show an initial reduction of 60% of littered items at these rest areas, monitoring will continue to measure long term effects
- Signage was officially launched in Berridale on 31 July by SMRC Mayor Peter Beer



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**

The CRJO Procurement Project officer has completed the Certificate IV Procurement and Contracting, delivered via Local Government Procurement. This training has provided value to the CRJO to better develop and manage the joint procurement activities, regional procurement working group, as well as enhance CRJO's contributions to BPAP.

Thank you to Brent Waldock (GMC) who has been providing a mentoring role and sharing GMC's approach to procurement.

The Procurement Working Group meets monthly, with a subgroup meeting fortnightly to workshop tasks. The PWG subgroup consists of Tim Cook (prev. Aaron Johnston) (BVSC), Brent Waldock (GMC), David Butterfield (WWCC), Joel Willersdorf – Deputy Chair of PWG (WSC) and Natasa Sojic (CRJO).

The PWG is focusing on mattress recycling as the first regional contract.

Site visits completed this month

- Wingecarribee Shire Council (pictured)
- Wagga Wagga City Council
- Hilltops Council
- Upper Lachlan Shire Council
- Goulburn Mulwaree Council
- Queanbeyan Palerang Regional Council
- ACT Government



*CRJO visit the Community Recycling Centre in Wingecarribee Shire Council.*

## Contaminated Land Program – Western Cluster

### Regional Visits

Since the last reporting period the Contaminated Land Officer has visited Hilltops (Young), Yass Valley, Snowy Monaro (Cooma), Snowy Valleys (Tumut), Upper Lachlan (Crookwell) along with an inaugural visit to Wagga Wagga City Council. These visits were primarily to deliver a presentation on the potential purchase of Lotsearch Historical Data. Also, information was collated from the UPSS Survey Forms and progressive discussions were held regarding the creation of Policies and Procedures.

There has also been consultancy meetings and onsite visits at Service Station Remediation works at Harden, Young and Wee Jasper. (below)



*Harden – upgrade*



*Young – UPSS replacement*



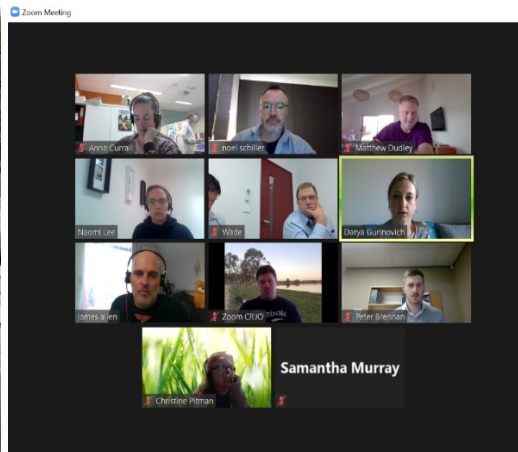
*Wee Jasper – re commissioning*

### Workshops & Training

Due to the ongoing COVID-19 restrictions many of the networking, working group discussions and training refreshers have been conducted via Zoom and Microsoft Teams. This has included the monthly meeting with the EPA, CRCB Group and the Regional Planners Group. Many of these meetings were facilitated and delivered either online or through scheduled onsite visits.



*CRCB & EPA Meetings  
Training*



*Onsite Training – UPSS Operational*

### New Officers within Councils

Throughout the second half of 2020 several Western Cluster Councils have nominated new (or replacement) officers who are now in a working arrangement with the Contaminated Land Officer(s). This has involved additional introductory gatherings and refresher meetings designed to familiarise these new officers with the workings of the CRCB Program. The CRJO would like to welcome the following officers:

- Claire Scott & Roger Eichler (Hilltops Council)
- Yvette Bortoli & Karen Oakman (Snowy Monaro)
- Vicky Tooze (Wagga Wagga)
- Sandria Butler (Snowy Valleys)

### UPSS Training Workshops

Both the CRJO Eastern and Western Cluster Contaminated Land Officers have commenced training workshops for the purpose of delivering UPSS Management Systems to the appointed Council Officers. These workshops involve theory based presentations and onsite practical training at operational service stations. Due to the relaxing of COVID restrictions, these workshops will continue indefinitely over the next 6-12 months.



*Noel Schiller conducting an onsite demonstration.*



*Alec Palmer delivering a UPSS Presentation to Queanbeyan Palerang officers.*

### Future Opportunities

**Snowy Hydro Legacy Sites** – the numerous sites contained within Snowy Monaro Regional Council and Snowy Valleys Regional Council will require access to archive data and onsite visits. Noel Schiller has commenced arrangements for a meeting with Stephanie Hann of Snowy Hydro and Michele Rogers of SMRC.

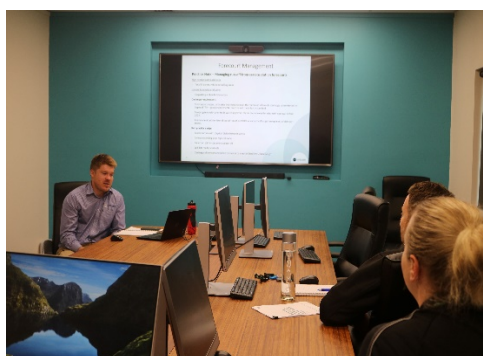
**Vulnerable Communities** – James Allen from the NSW EPA has commenced a program to manage regional communities that rely on ground/bore water. James has reached out to the CRJO for assistance and guidance as there are several communities within the region that are relevant to this project: i.e.. Tarago, Murrumbateman, Turross Heads and Sutton. The CRJO officers will continue to assist James and the EPA throughout the course of this program.

### **Contaminated Land Program – Eastern Cluster**

The Contaminated Land Officer (CLO) has met with all CRJO councils to review Contaminated Land Policies and discuss the next steps prior to developing a regional template for councils to implement. A draft regional contaminated land policy is now being drafted by the CLO, with ongoing discussions held with council contacts.

Underground Petroleum Storage System (UPSS) training has been completed with Queanbeyan Palerang Regional Council and Goulburn Mulwaree Council, with further training scheduled for the remaining councils. A total of six sites inspections have been conducted thus far. Two sites were found to have major non-compliances, with the CLO assisting councils with follow up regulatory actions.

The CLO has made direct contact with over 20 UPSS sites across the region with historical non-compliances, contaminated land notifications or impending site inspections. Outcomes from these interactions are being relayed back to the appropriate council staff. The CLO has provided assistance with abandoned UPSS sites, non-compliant UPSS sites and has reviewed contaminated land investigation reports for multiple councils. A submission to the draft 'Guidelines for implementing the POEO (UPSS) Regulation 2019' was also submitted by the CLO – feedback from councils was received and a regional response submitted to the NSW EPA.



*UPSS Training with Goulburn Mulwaree Council*



*UPSS Training with Queanbeyan Palerang Regional Council*

### Impending works

UPSS site inspection training will be scheduled with the remaining councils at a time that is suitable. Ongoing support with regulation and investigation will also be provided.

The CLO is currently working on a regional contaminated land policy and associated procedures. The Regional Planners Working Group will be informed of updates to the draft policy with the aim to have a finalized policy adopted by councils in 2021.

The NSW EPA is currently working on a project to identify all active and abandoned UPSS infrastructure across NSW. The CLO will continue to liaise with the NSW EPA to determine a best course of action – with an ideal scenario being that councils can be provided this data to better assist with the development of contaminated land databases to reduce the risk on councils when considering development and land zoning applications.

## 12.4. CRJO Financial Reports

**Reporting Officer:** Ms Kalina Koloff & Ms Jennifer Lang

### **Attachments**

- 12.4.1 Balance Sheet
- 12.4.2 Profit and Loss
- 12.4.3 Profit and Loss - CRJO Operations
- 12.4.4 Profit and Loss – Biodiversity
- 12.4.5 Profit and Loss – Contaminated Land
- 12.4.6 Profit and Loss – Regional Coordination
- 12.4.7 Profit and Loss – Household Chemical Collection
- 12.4.8 Profit and Loss – CRJO CRC Education

### **RECOMMENDATION**

*That the CRJO Board note the financial position of the CRJO as at 30 September 2020.*

### **REPORT**

Verbal update

## 12.5. Disaster Resilience Program

**Reporting Officer:** Daryl Clifton

### **RECOMMENDATION**

*That the CRJO Board receives the update from Reilience NSW.*

### **REPORT**

Verbal update

## 12.6. CRJO Working Groups - Actions

**Reporting Officer:** Ms Kalina Koloff

### **RECOMMENDATIONS**

*That the CRJO Board note the CRJO Working Groups report*

### **REPORT**

The Wellbeing and IP&R Working Group is leading the procurement and roll out of an integrated Community Strategic Plan that capitalises on the extension of a deadline for these plans until March 2021.

Since the commencement of the new CEO a refresh of CRJO Working Groups has been actioned. Meetings with all groups have been scheduled between now and the end of 2020 to determine scope, membership, priority actions and the nature and frequency of meeting schedules for the coming year.

Current CRJO Working Groups include:

- Infrastructure
- Finance
- Economic Development
- Human Resources
- Waste and Resource Recovery
- Procurement
- Planning
- Wellbeing and IP&R

### 13. CRJO Governance Reports

- 13.1. 2019-2020 Public Interest Disclosure Form submitted to OLG

### 14. 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

### 15. Regional NSW Update

**Reporting Officer:** Heidi Stratford

#### **RECOMMENDATION**

*That the CRJO Board receives the update from Regional 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.