



**CANBERRA REGION**  
JOINT ORGANISATION

## CRJO BOARD MEETING

### AGENDA AND BUSINESS PAPERS

Thursday, 17 October 2019

2:00pm – 3:30pm

Level 12 Room 1250

Parliament of New South Wales

Macquarie Street, Sydney

Our Region...

Dynamic

Innovative

Connected

...Compelling!

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<b>MEETING</b>	CRJO Board Meeting	
<b>DATE</b>	Thursday, 17 October 2019	
<b>TIME</b>	2:00pm – 3:30pm	
<b>LOCATION</b>	Level 12, Parliament New South Wales, Macquarie Street, Sydney	
<b>MEETING ROOM</b>	Room 1250	
<b>AGENDA</b>		
<b>NO</b>	<b>ITEM</b>	<b>PGE</b>
1	Opening Meeting	
2	Acknowledgement of Country	
3	Presentations	
<b>3.1</b>	<b>NSW Audit Office</b>	
<b>3.2</b>	<b>NSW Government Department of Planning, Industry and Environment - Water</b>	
4	Apologies	
5	Disclosure of Interest	
6	Resolve into Committee of the Whole	
7	Urgent / Additional Business	
8	Confirmation of Minutes	
9	Chair's Minute	
10	Notice of Motion(s)	
11	Notice of Rescissions(s)	
12	Reports to Joint Organisation	
12.1	<b>CRJO Chair's Report</b>	
12.2	<b>General Managers Advisory Group Meeting Reports - 30 August &amp; 3 October 2019</b>	
12.3	<b>CRJO Finance Report to 30 August</b>	
12.4	<b>CRJO Operational Report</b>	
12.5	<b>Regional Project Management Office</b>	
12.6	<b>Wellington Regional Economic Development Agency (WREDA)</b>	
12.7	<b>CRJO Working Groups – Update</b>	
12.8	<b>CRJO Board Meeting – Snowy Valleys 5 &amp; 6 December 2019</b>	

13	Confidential Matter	
14	Resolving into the Board	
15	Adoption of Decision of Committee of the Whole	
16	Close	

1. Opening Meeting
2. Acknowledgement of Country

Chair Rowena Abbey will open the meeting with an Acknowledgement of Country.

### 3. Presentations

#### 3.1. Canberra Region Joint Organisation – Audit

##### **PRESENTERS**

NSW Audit Office

Ms Dominika Ryan – Director Financial Audit

Deloitte Auditors

Ms Dana Utesheva – Manager Audit and Assurance

Mr Oluwole Oletubo – Senior Analyst Audit and Assurance

##### **ATTACHMENT**

The CRJO audit will be provided to the Board early next week once the NSW Audit Office and Deloitte have finalised the document.

##### **BACKGROUND**

In June 2019, the NSW Audit office contacted the CRJO advising Deloitte has been appointed to deliver the 2018-19 FY audit of Canberra Region Joint Organisation. The Audit Office of NSW have entered into a contract with Deloitte for a period of up to four years (two years with a two-year option), commencing with the audit of the 30 June 2019 financial statements. The audit services provided by Deloitte will be subject to oversight by the Audit Office, and the Audit Office Director will be responsible for signing the audit opinion.

#### 3.2. NSW Government – Department of Planning, Industry and Environment - Water

##### **PRESENTERS**

Water Group | Department of Planning, Industry and Environment

Mr Jim Bentley – Chief Executive Officer - Water

Mr Michael Blackmore – Director Water Utilities

##### **ATTACHMENT**

Safe and Secure Water Projects Funding for Regional Urban Water Planning - Correspondence

##### **BACKGROUND**

Members of the CRJO Councils received correspondence from the NSW Government regarding the revised guidelines for Safe and Secure Water Funding for Regional Urban Water Planning. Given the number of infrastructure projects across the CRJO membership, the NSW Government are going to discuss this new approach to water management and planning.



DOC19/30150

The General Manager  
Canberra Region Joint Organisation  
PO Box 66  
QUEANBEYAN NSW 2620

Dear Sir / Madam

SSWP Funding for Regional Urban Water Planning

SSWP has recently approved funding for a Joint Organisation (Central NSW) to undertake strategic planning to consider water security on a regional scale.

The NSW Government encourages the development and implementation of regional solutions to strategic planning for, and provision of, water supply and sewerage services. The department's IWCM Checklist (item 9F) requires local water utilities to identify, develop and assess regional solutions to address both water supply and sewerage issues. Joint organisations can play a key role not only in the regional procurement of services but also in the development and implementation of regional solutions.

Consideration of water security on a regional scale is particularly important as water supply systems often cross over a number of local water utilities' areas of operation.

As you would be aware, the revised Safe and Secure Water Program now provides funding towards IWCM strategies, recognising that strategic planning is critical to the successful provision of sustainable water supply and sewerage services. Local water utilities are required to complete their individual IWCM strategies and can seek co-funding for this work based on the individual Council co-funding percentages published in SSWP program guidelines;

[https://www.industry.nsw.gov.au/data/assets/pdf\\_file/0003/205860/sswp-program-guidelines-2019.pdf](https://www.industry.nsw.gov.au/data/assets/pdf_file/0003/205860/sswp-program-guidelines-2019.pdf)

This letter is to confirm that there is also opportunity for a Joint Organisation to apply for funding towards the development of "Regional Town Water Strategies", where these might assist in addressing broader issues across local water utility boundaries, such as providing town water security across the region and potential water scheme linkages.

This could include funding for the following elements:

- Assessment of local and regional town water security deficiencies and risks and regional options to address them; development of effective and efficient regional solutions.
- Identification, assessment and development of regional solutions to drinking water treatment, sewage treatment and reuse.
- Assessment of how regional solutions can be integrated into each council's own IWCM strategies, including governance, asset ownership and ongoing management and pricing arrangements.
- Regional, catchment based data collection or analysis to inform individual utilities' IWCM strategies.

We would expect that any regional town water security strategy would align with the applicable NSW Government Regional Water Strategy and member Council Integrated Water Cycle Management planning.

The funding subsidy under the SSWP Stream 2 to assist Joint Organisations with regional town water strategies will be 75% or the average of the eligible funding proportions of all participating councils, whichever is greater.

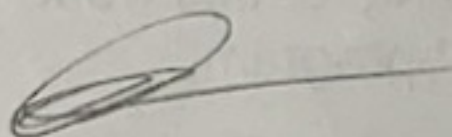
Note that this funding approach applies only to Joint Organisations for Regional Town Water Strategy works and not individual Council IWCM works for which the published subsidy rates will continue to apply.

Attached to this letter are the following documents;

Title	Description
DPIE Water, Comparison of Regional Water Strategies, JO Regional Town Water Strategies and IWCM Strategies, (2019) - Draft 2.0	Provides explanation of the interaction and coverage of the three water strategy documents
DPIE Water JO Regional Town Water Supply Strategy Eligibility Assessment - DRAFT 2.0	Eligibility assessment to be completed by Councils and JO requesting SSWP co-funding
DPIE Water JO Regional Town Water Supply Strategy Draft Scope of Works	Scope of works to be completed by Councils and JO after eligibility for co-funding under SSWP has been confirmed

To assist with application and development of any proposed Regional Town Water Planning activities, we invite you to contact Nige Deacon, Manager SSWP Program Management Office on 02 6841 7416 or [nige.deacon@industry.nsw.gov.au](mailto:nige.deacon@industry.nsw.gov.au).

Yours sincerely



**Michael Blackmore**  
**Director Water Utilities**  
**Department of Planning, Industry and Environment – Water**

**25 September 2019**

**TABLE – COMPARISON OF REGIONAL WATER STRATEGIES, JO REGIONAL TOWN WATER STRATEGIES AND LWU IWCM STRATEGIES**

	<b>Regional Water Strategies</b>	<b>Joint Organisation Regional Town Water Strategy</b>	<b>Integrated Water Cycle Management (IWCM) Strategy</b>
<b>What is it?</b>	<p>Long-term strategies to identify and assess water security risks and consider policy, management and infrastructure options to address these risks to ensure the secure supply of water to communities, the environment and Aboriginal cultural values while supporting regional economic prosperity.</p> <p>Key planning framework for water resource management in NSW to set a forward statewide work program that will form part of the State's Water Strategy.</p>	<p>Strategic assessment of and planning for regional solutions to town water supply and treatment across and/or beyond individual council local water utilities (LWU) boundaries.</p> <p>Informs LWUs' IWCM strategies and regional water strategies on regional town water security considerations.</p>	<p>Strategic assessment and planning for individual LWU including town water supply and sewerage. Includes consideration of regional options.</p> <p>Key planning framework for strategic town water supply and sewerage service planning by LWUs.</p>
<b>Proponent</b>	NSW Government	Joint Organisation of Councils (with in-principle agreement by benefiting LWUs)	LWU
<b>Geographic extent of considerations</b>	12 major NSW catchments/regions	Constituent LWUs (across 2 or more LWU boundaries, where value of such a study is evident)	Individual LWU area of operation.
<b>What is the key focus?</b>	<p>Assess and plan a region's short and long-term water needs for all water users.</p> <p>Better understand current and future water needs of catchment/region to improve resilience and manage risks to water availability and security.</p> <p>Provide public and water users with directions about how long-term water needs can be met through policy, planning and infrastructure options.</p>	<p>Assess and plan interconnected urban water supply systems across LWU boundaries for 2 or more LWUs to meet the urban communities short and long-term town water supply needs, including identifying and evaluating regional efficiency measures and across LWU boundaries interconnected infrastructure options to address as a whole the water security risks in each town water supply system.</p>	<p>Assess, plan and manage the short and long-term town water supply and sewerage management needs of each urban community within the LWU's area of operation, including identifying and evaluating non-infrastructure and infrastructure options to address water security, water quality and sewerage management risks in the LWU's town water supply and sewerage systems.</p>



<p><b>Typical scope of work</b></p>	<p>Establish metrics for outcomes at regional level.</p> <p>Develop priority options, including options assessment process and determining whether any options need to be accelerated; e.g. for drought response.</p>	<p>High level demand assessment and secure yield analysis, including for individual LWUs if needed, to assess regional options and solutions, including, regional secure yield and options analysis and consideration of regional water security, supply and treatment opportunities.</p>	<p>Individual LWU/local system demand analysis and secure yield analysis, strategic options analysis and solutions identification to address local water security, quality and sewerage service needs/risks in accordance with DPIE Water's 2019 IWCM Checklist.</p> <p>Includes scenario building and Triple Bottom Line (TBL) assessment of options.</p>
<p><b>What are the key assessment considerations?</b></p>	<p>Regional water strategies will use new data about climate risk, including better understanding of the probability of extreme events (i.e. frequency, length and severity of drought).</p> <p>Each regional water strategy involves: identifying risks to water security and new opportunities and detailed analysis of promising options to ensure that the proposed solutions are feasible and will have benefits across the community.</p> <p>Considers the water requirements of a region over a 20 plus 20 year future timeframe.</p>	<p>Water security assessment is based on the methodology outlined in DPIE Water's 2013 <i>Assuring Future Water Security Guidelines</i>.</p> <p>Considers the town water supply requirements for the interconnected urban communities over a long-term timeframe (40 years plus).</p>	<p>Water security assessment is based on the methodology outlined in DPIE Water's 2013 <i>Assuring Future Water Security Guidelines</i>.</p> <p>Based on council's land use planning establishes the town water supply needs and sewer loads for each community within the LWU area of operation over a 30 year future timeframe in accordance with DPIE Water's 2019 IWCM Checklist.</p>
<p><b>What are the key outcomes?</b></p>	<p>Ensures that infrastructure funding and policy changes maximise water security benefits, and that these benefits are distributed for the best socio-economic outcomes for the residents of NSW.</p>	<p>Ensures urban communities that would benefit from across LWU boundaries interconnected town water supply systems have been identified, assessed and the benefits to each LWU and community are quantified.</p>	<p>Ensures that all water security, water quality and sewerage management needs and risks in each urban community and the LWU's town water supply and sewerage systems are addressed within the planning horizon.</p>
<p><b>Key deliverables</b></p>	<p>12 Regional Water Strategies to determine the best solutions for</p>	<p>Joint Organisation Regional Town Water Strategy, including</p>	<p>IWCM strategy setting levels of service framework and</p>

	long-term water resource resilience – policy, planning and infrastructure.	water security deficiencies, potential water scheme linkages across LWU boundaries and identification of preferred options for further development.	associated investment priorities, including 30-year total asset management plan and associated financial management plan and a drought contingency and emergency response plan to deliver these services.
<b>Interaction with other policies and strategies</b>	<p>The Regional Water Strategy will take account of any Regional Town Water Strategies and LWU IWCM strategies in its area of coverage.</p> <p>The Regional Water Strategies will take account of, and may inform changes to, relevant water sharing plans and water resource plans. They should also be consistent with NSW commitments to the Murray-Darling Basin Plan.</p>	<p>The Regional Town Water Strategy needs to take account of, and be consistent with any applicable Regional Water Strategy, water sharing plans and water resource plans.</p> <p>The Regional Town Water Strategy should align with other joint initiatives developed by the relevant JO, and with regional plans developed by the department's Planning &amp; Assessment Group.</p>	<p>The IWCM strategy should be informed by, and take account of, the Regional Town Water Strategy as well as any Regional Water Strategies, and be consistent with the applicable Water Sharing Plans and Water Resource Plans.</p> <p>The IWCM strategy must also be consistent with the council's Community Strategic Plan.</p>
<b>Funding availability for strategy development.</b>	N/A	SSWP stream 2 - 75% (minimum)	SSWP stream 2 – dependent on LWU revenue.
<b>Funding availability for the implementation of outcomes identified in strategy</b>	Funding sources will need to be found to implement outcomes identified in the strategies.	Funding sources will need to be found to implement outcomes identified in the strategies. Could be considered for SSWP prioritisation and co-funding.	LWU funded. Could be considered for SSWP prioritisation and co-funding.

## REGIONAL TOWN WATER SUPPLY STRATEGY – DRAFT SCOPE OF WORKS

**Table - Draft Scope of Works** – To be completed and submitted by JO and concurred to by DPIE Water's Water Utilities Branch following concurrence to eligibility.

Item	Scope of Works	Yes/ No	Outcome Achieved
1	Undertake a secure yield analysis for each of the existing individual Town Water Supply (TWS) headworks systems (if not already completed) in accordance with DPIE Water's <i>Draft NSW Guidelines on Assuring Future Urban Water Security – Assessment and Adaption Guidelines for NSW Local Water Utilities</i> (Item 7A of IWCM Checklist, February 2019)		Secure yield of each TWS headworks system based on unregulated river sources
2	If there are any regulated river sources, complete a drought reliability assessment (Item 7A of IWCM Checklist, February 2019) based on the drought reliability assessment completed by DPIE Water (can be provided).		Drought reliability of each TWS headworks system based on regulated river sources
3	If there are any groundwater sources, complete a sustainable yield and drought resilience assessment of groundwater sources that form part of the headworks system (Item 7B of IWCM Checklist, February 2019)		Long term yield & drought resilience of each TWS headworks system based on groundwater sources
4	Using existing bulk TWS headwork meter data establish the current average annual demands on each headworks. No correction required. Estimate the population serviced by the schemes		Annual demands & current water security deficiency Index of each TWS headworks system
5	Using a +/- concept estimate the likely "40 years plus" future annual demands on each headworks		Future annual demands & future

Item	Scope of Works	Yes/ No	Outcome Achieved
	Estimate the future population likely to be serviced by the scheme using +/- scenario		water security deficiency Index of each TWS headworks system
6	Identify all feasible interconnected regional options.		Long list of opportunities
7	Prepare a Discussion Paper of the findings from items 1 to 6 above and arrange a technical meeting with JO, LWUs and DPIE Water staff to review the findings and short list options.		Discussion Paper
8	Develop and undertake feasibility level proof of concept assessment for interconnected regional town water supply headworks options using schematic maps only.		Interconnected options with proof of concepts
8a	Undertake secure yield analysis for the interconnected regional options in accordance with draft NSW Guidelines on Assuring Future Urban Water Security – Assessment and Adaption Guidelines for NSW Local Water Utilities and establish required headwork sizing to meet future demands		Water security deficiency Index of the interconnected headwork system options & their sizes
8b	Feasibility level proof of concept assessment to include bulk hydraulic analysis where necessary		Size of bulk mains that supports the headwork system
8c	Feasibility level proof of concept assessment to include evaluation of regional water quality management options		Size & location of any water treatment barriers
8d	Feasibility level proof of concept assessment to include evaluation of scheme monitoring and control options		Monitoring & control philosophy

Item	Scope of Works	Yes/ No	Outcome Achieved
9	Establish for each feasible option the capex, opex and present value costs over the duration of the strategy ("40 years plus")		Life cycle costs
10	Undertake a TBL value assessment of the options with an aim to identify a preferred option that LWUs could consider within their IWCM strategies and by DPIE Water in their regional water strategies.		Preferred option on a TBL value basis
11	Identify and evaluate cost sharing/recovery methodologies, including consideration given to distribution of the cost/benefit for each benefitting LWU and identify a preferred model option.		Cost sharing model options
12	Identify and evaluate asset ownership, operation and management models and identify a preferred model option		Ownership & management models
13	Prepare a report summarising the analysis, assessments and outcomes of the above tasks and arrange a technical meeting with JO, LWUs and DPIE Water to discuss the draft report findings. Include an outline of proposed next steps including implementation options.		Final Report

## REGIONAL TOWN WATER SUPPLY STRATEGY – ELIGIBILITY ASSESSMENT

**TABLE 1 – Eligibility Decision & Commitment Assessment Matrix** – To be completed by JO and submitted with eligibility request

Item	Opportunity/Commitment	Yes/ No	Reasons/Remarks
1	Are there serviced and/or unserved communities that would derive water security, water quality, operational flexibility and reliability benefits from an interconnected town water supply (TWS) system beyond individual LWU boundaries?		If yes, go to 1a If no, STOP
1a	Please specify the community and/or TWS system names and the council local water utility (LWU) that services/operates it by completing table 2		Complete table 2; go to 2
2	Have all LWUs within the JO completed an IWCM Strategy in accordance with the February 2019 IWCM Checklist?		If yes, go to 2a If no, list which ones are incomplete and go to 2a and 2b
2a	Does each LWU's IWCM strategy adequately consider and assess across LWU boundaries interconnected TWS system options for the identified serviced and/or unserved communities?		If yes, no need for regional strategy If no, list which ones do not and go to 2b
2b	If no to 2 & 2a (even if one LWU's IWCM strategy does not consider/assess the across LWU boundaries regional options), is there a need to complete a Regional Town Water Supply Strategy?		If yes, go to 3; specify value of regional strategy.
3	Are all the benefitting communities and/or TWS systems within one JO?		If yes, go to 4

Item	Scope of Works	Yes/ No	Outcome Achieved
9	Establish for each feasible option the capex, opex and present value costs over the duration of the strategy ("40 years plus")		Life cycle costs
10	Undertake a TBL value assessment of the options with an aim to identify a preferred option that LWUs could consider within their IWCM strategies and by DPIE Water in their regional water strategies.		Preferred option on a TBL value basis
11	Identify and evaluate cost sharing/recovery methodologies, including consideration given to distribution of the cost/benefit for each benefitting LWU and identify a preferred model option.		Cost sharing model options
12	Identify and evaluate asset ownership, operation and management models and identify a preferred model option		Ownership & management models
13	Prepare a report summarising the analysis, assessments and outcomes of the above tasks and arrange a technical meeting with JO, LWUs and DPIE Water to discuss the draft report findings. Include an outline of proposed next steps including implementation options.		Final Report

Item	Opportunity/Commitment	Yes/ No	Reasons/Remarks
5			If no, please specify the names of other JOs and go to 5
4	If all the benefitting communities are within one JO, do the benefitting LWUs agree for the JO to undertake the Regional Town Water Supply Strategy across LWU boundaries?		If yes, go to 4b If no, briefly specify reasons and STOP.
4b	Have the JO and benefitting LWUs confirmed that they are willing to share the cost for the development of the strategy. An executed in-principle agreement will be required prior to signing of a funding deed for SSWP Stream 2 funding.		If yes, submit this table with the eligibility request If no, briefly specify reason and STOP
5	If the benefitting communities are NOT all within one JO, do the benefitting LWUs and JOs agree for one of the JOs to undertake the across LWU boundaries Regional Town Water Supply Strategy?		If yes, go to 5b If no, briefly specify reason and STOP
5b	Have the JOs and benefitting LWUs nominated one of the JOs to undertake the Regional Town Water Supply Strategy across LWU boundaries?		If yes, go to 5c If no, briefly specify reason and STOP
5c	Have the JOs and benefitting LWUs confirmed that they are willing to share the cost for the development of the strategy. An executed in-principle agreement will be required prior to signing of a funding deed for SSWP Stream 2 funding.		If yes, submit this table with the eligibility request and complete table 2 (draft scope of works). If no, briefly specify reason and STOP



Table 2 – Urban communities potentially benefitting by the interconnected TWS system across LWU boundaries - to be completed by JO and submitted with eligibility request

Name of community	Name of TWS if currently serviced	Estimated population/connected properties	Name of LWU	Name of JO

## CRJO BOARD MEETING – AGENDA & BUSINESS PAPERS – 17 OCTOBER 2019

### 4. Apologies

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

ATTENDEES	
Bega Valley Shire Council	Cr Kristy McBain Ms Leanne Barnes OAM
Eurobodalla Shire Council	Cr Liz Innes Dr Catherine Dale
Goulburn Mulwaree Council	Cr Bob Kirk Mr Warwick Bennett
Hilltops Council	Cr Brian Ingram Dr Edwina Marks
Queanbeyan-Palerang Regional Council	Cr Trudy Taylor Mr Peter Tegart
Snowy Valleys Council	Cr James Hayes OAM Mr Matthew Hyde
Upper Lachlan Shire Council	Cr John Stafford
Wingecarribee Shire Council	Mr Mark Pepping
Yass Valley Council	Cr Rowena Abbey – Chair Mr Chris Berry
ACT Government	Mr Sam Engele
Wagga Wagga City Council	Cr Greg Conkey OAM Mr Scott Gray
Canberra Region Joint Organisation	Ms Gabrielle Cusack Ms Nikolina Marinovic
APOLOGIES	
Queanbeyan-Palerang Regional Council	Cr Tim Overall
Snowy Monaro Regional Council	Cr Peter Beer Mr Peter Bascomb
Upper Lachlan Shire Council	Mr Andrew Croke
Wingecarribee Shire Council	Cr Duncan Gair Ms Ann Prendergast
ACT Government	Dr David Clapham
East Gippsland Shire	Cr Natalie O’Connell Mr Anthony Basford
Wagga Wagga City Council	Mr Peter Thompson
Canberra Airport	Mr Noel McCann

## 5. 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.



## DECLARATION OF CONFLICT OF INTEREST AT A MEETING

This form is for use in relation to the Disclosure of Interests in a meeting under Division 3 of the Local Government Act 1993.

### 1. Person making declaration

Name	Position Title
Signature	Date

### 2. At which meeting is this declaration being made?

Date	Meeting
------	---------

### 3. What is the item number and name?

### 4. Nature of the interest

Be specific and include information such as the names of any person or organisation you have any relationship with, the nature of your relationship with any person or organisation, the reason(s) why you consider the situation may (or may be perceived to) give rise to a conflict between your personal interest and your public duty as a CRJO Board member.

### 5. Type of Conflict of Interest (complete either section A or B or C)

<b>A</b>	<b>Pecuniary Conflict of Interest</b> (refer section 442 of the <i>Local Government Act 1993</i> ) <input type="checkbox"/> I will leave the room immediately while the matter is being discussed and voted on
<b>B</b>	<b>Significant Non-Pecuniary Conflict of Interest</b> <input type="checkbox"/> I will leave the room immediately while the matter is being discussed and voted on <input type="checkbox"/> I will Participate in decision to delegate Council’s decision making role to Council staff through General Manager or other appointed person
<b>C</b>	<b>Not Significant Non-Pecuniary Conflict of Interest</b> <input type="checkbox"/> Continue to be involved in the matter as the interest will not affect my ability to act in an impartial manner <input type="checkbox"/> Other, please specify _____

### What is meant by “Conflict of Interests”

A conflict of interests exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty.

You must avoid or appropriately manage conflict on interests. The onus is on you to identify a conflict of interest and take the appropriate action to manage the conflict in favour of your public duty.

Any conflict of interest must be managed to uphold the probity of council decision making. When considering whether or not you have a conflict of interests, it is always important to think about how others would view your situation.

Private interests can be of two types: **Pecuniary and Non-Pecuniary.**

### What is a “Pecuniary Interest”

A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person (Section 442).

A person will also be taken to have a pecuniary interest in a matter if that person’s spouse or de facto partner or a relative of the person or a partner or employer of the person, or a company or other body of which the person, or a nominee, partner or employer of the person is a member, has a pecuniary interest in the matter (Section 443).

### Who is considered as a “Relative”

The Local Government Act defines a relative as your or your spouse’s parents, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of those persons.

### What is a “Non-Pecuniary Interest”

Non-pecuniary interests are private and personal interests the council official has that do not amount to a pecuniary interest as defined in the Act. These commonly arise out of family, or personal relationships, or involvement in sporting, social or other cultural groups and associations and may include an interest of a financial nature.

## 6. Resolve into the Committee of the Whole

The CRJO may resolve pursuant to Clause 12 of the Code of Meeting Practice to discuss all matters on the Business Paper in the Committee of the Whole and at the end of the meeting confirm by way of resolution all the decisions made in the Committee of the Whole.

## 7. Urgent / Additional 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 Board may resolve to accept any late item, information or urgent business to be discussed and/or determined at this meeting.

## 8. Confirmation of Minutes

Reporting Officer: Cr Rowena Abbey – CRJO Chair

Attachments: CRJO Board Meeting Minutes 5 August 2019

### **RECOMMENDATION**

*That the CRJO Board minutes from 5 August 2019 be confirmed.*



**CANBERRA REGION**  
JOINT ORGANISATION

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CRJO Board Meeting  
Monday, 5 August 2019

Minutes

Our Region...  
Dynamic  
Innovative  
Connected  
...Compelling!

# CRJO Board Meeting 5 August 2019

## Minutes



Meeting opened 11:04am

### WELCOME & INTRODUCTIONS

MEMBERS	
Bega Valley Shire Council	Cr Kristy McBain – Deputy Chair Ms Leanne Barnes OAM
Eurobodalla Shire Council	Cr Liz Innes Dr Catherine Dale
Goulburn Mulwaree Council	Cr Bob Kirk Mr Warwick Bennett
Hilltops Council	Cr Brian Ingram Dr Edwina Marks
Queanbeyan-Palerang Regional Council	Cr Tim Overall Mr Peter Tegart
Upper Lachlan Shire Council	Cr John Stafford Mr Andrew Croke
Snowy Monaro Regional Council	Cr John Rooney Mr Peter Bascomb
Snowy Valleys Council	Cr James Hayes OAM Mr Matthew Hyde
Wagga Wagga Council	Cr Greg Conkey Mr Peter Thompson
Wingecarribee Shire Council	Cr Duncan Gair Ms Ann Prendergast
Yass Valley Council	Cr Rowena Abbey - Chair Mr Chris Berry
ACT Government	Mr Sam Engele Dr David Clapham
CRJO Staff	Ms Gabrielle Cusack Ms Nikolina Marinovic

APOLOGIES	
East Gippsland Shire Council	Cr Natalie O'Connell Mr Anthony Basford
Upper Lachlan Shire Council	Mr John Bell
Snowy Valleys Council	Mr Matthew Hyde
Wagga Wagga City Council	Mr Peter Thompson
Yass Valley Council	Cr Rowena Abbey - Chair
Canberra Airport	Noel McCann



### APOLOGIES

#### RESOLVED

*That the apologies of Cr Rowena Abbey, Mr Matthew Hyde, Mr John Bell, Mr Peter Thompson, Mr Noel McCann, Cr Natalie O'Connell and Mr Anthony Basford be accepted.*

**Moved Cr D. Gair / Cr B. Kirk**

**Carried**

### 1.0 DISCLOSURES OF INTEREST

Nil

### 2.0 URGENT OR LATE BUSINESS

#### RESOLVED

*That the Board accept the following items as late business without notice:*

- *WaterNSW Customer Advisory Group Meeting – Update*
- *Minister and Secretary Briefings 1 August 2019*
- *Meeting Locations*
- *Waste Levy*
- *Rural Doctors Network*
- *Informal Briefings*
- *Sustainable Diversion Limit (SDL) and Biodiversity Offsets in ACT – Discussion*

**Moved Cr L. Innes/ Cr B. Kirk**

**Carried**

### 3.0 CONFIRMATION OF BOARD MINUTES

#### RESOLVED

*That the minutes from the CRJO Board Meeting #5/2018 of 24 May 2019 and the Extraordinary meeting of 17 July 2019 be confirmed.*

**Moved Cr L. Innes / Cr B. Ingram**

**Carried**

### 3.1 MATTERS ARISING FROM MINUTES

*Cr Gair asked if the Waste Levy (page 13 of business papers) issue was raised at the Chair of Chairs meeting, 1 August 2019. The issue was taken on notice, and a response will be provided by the CRJO Chair.*

### 4.0 CRJO CHAIR'S REPORT

#### RESOLVED

*That the Board note the update from the CRJO Chair.*

**Moved Cr L. Innes/ Cr B. Kirk**

**Carried**

### 5.0 GENERAL MANAGERS GROUP (GMG) MEETING REPORT

#### RESOLVED

*That:*

1. *The report from the Chair of the General Managers Group summarising the recent GMG meeting be received.*
2. *CRJO change the required documentation to reflect the name change to General Managers Group.*
4. *The Board requests reports be prepared by GMG on:*
  - a. *Potential restructure of the organisation, defining respective roles, skills sets and financial capacity of the organisation.*
  - b. *Mapping establishment, operational and project expenses against respective sources of income for FY18/19.*
  - c. *Operational and strategic priorities and sources of funding for FY19/20, drawn from the adopted strategic priorities.*
  - d. *Audit of the governance and operational arrangements in accordance with the Canberra Region Joint Organisation Establishment Plan.*
  - e. *Establishment of appropriate provisions and reserves (ELE,MV,Project).*
  - f. *Confirmation of suitable policies and delegations (IT, Finance, Records).*
5. *The CRJO Board accept the interim offer of Goulburn Mulwaree Council to provide financial management services for a fee of up to \$20,000 for a period of 12 months.*
6. *That the Board refer the 18/19 financial statements to audit.*

**Moved Cr L. Innes / Cr T. Overall**

**Carried**

G. Cusack noted a conflict of interest as the item to be discussed involved staff matters and left the room at 11:37am.

#### RESOLVED

*That pursuant to Section 10A(2)(a) of the Local Government Act 1993, the Canberra Region JO Board moved into closed session to discuss the appointment of an Acting Executive Officer and the reason being that because the information, discussed or considered is a personnel matter concerning particular individuals (other than Councillors).*

**Moved Cr B. Kirk/Cr B. Ingram**

Carried

Closed session opened at 11:38am.

### **RESOLVED**

*That the CRJO Board return to open session.*

Moved Cr B. Kirk / Cr B. Ingram

Carried

Meeting brought back into open session 12:01pm.

G. Cusack returned 12:02pm.

The following resolution was passed by the Board in closed session:

### **RESOLVED**

*That the resolution from the closed session be adopted:*

3. *That the Board appoint Ms Gabrielle Cusack as Acting Executive Officer until 30 June 2020.*

3.1. *That the GMG prepare a report for the October 2019 Board meeting establishing the process and timeframes needed for the appointment of an Executive Officer prior to the 30 June 2020, and a workplan and performance agreement for the acting Executive Officer for FY20.*

Moved Cr T. Overall / Cr B. Ingram

Carried

## **6.0 CRJO REGIONAL ENGAGEMENT**

*That;*

1. *The Board note the CRJO Regional Engagement update.*

2. *The Board discuss the format for the regional presentations to Councils, ACT Government and Affiliate members.*

Moved Cr T. Overall / Cr J. Hayes OAM

Carried

### 7.1 FINANCES 2019/2020 MEMBERSHIP FEES

#### RESOLVED

*That:*

1. *The report from the Chair of the General Managers Group on membership fees for 2019/20 Financial Year be received.*
2. *The CRJO Board adopt the following membership fees for 2019/20:*

LGA	Population 2017	Flat Fee	Population Fee	2019-2020 Full Fee	Factor	Factor Total	
Bega Valley	34,102	\$7,394	\$24,200	\$31,594	1	\$31,593.77	
Eurobodalla	38,083	\$7,394	\$27,025	\$34,419	1	\$34,418.80	
Goulburn Mulwaree	30,556	\$7,394	\$21,683	\$29,077	1	\$29,077.42	
Hilltops	18,753	\$7,394	\$13,308	\$20,702	1	\$20,701.67	
Queanbeyan-Palerang	58,771	\$7,394	\$41,706	\$49,100	1	\$49,099.61	
Snowy Monaro	20,655	\$7,394	\$14,657	\$22,051	1	\$22,051.39	
Upper Lachlan	7,909	\$7,394	\$5,612	\$13,006	1	\$13,006.46	
Yass Valley	16,739	\$7,394	\$11,878	\$19,272	1	\$19,272.48	
Wingecarribee	49,649	\$7,394	\$35,232	\$42,626	1	\$42,626.37	
Snowy Valleys	14,552	\$7,394	\$10,327	\$17,721	1	\$17,721	
Wagga Wagga	64,265	\$7,394	\$45,604	\$52,998	0.75	\$39,749	
ACT	411,667	\$7,394	\$292,131	\$299,525	as per MOU	\$39,749	
East Gippsland	46,142	\$7,394	\$32,744	\$40,138	0.25	\$10,034	
<b>TOTAL</b>	<i>(Calculated with a 0.709629 cent fee per person.)</i>						<b>\$369,100</b>

3. *GMG be requested to investigate options for the fee structure and other income opportunities from 2020/21 and beyond, and report to the Board with options and recommendations.*
4. *The CRJO consider affiliate membership on a case by case basis.*

**Moved Cr D. Gair / Cr B. Ingram**

**Carried**

### 7.2. FINANCES 2019/2020 BUDGET

#### RESOLVED

*That:*

- 1. The report from the Chair of the CRJO General Managers Group on the 2019/20 Budget be received.*
- 2. Canberra Region Joint Organisation adopt the 2019/20 budget as included in this report.*
- 3. That Board members cover their own dinner expenses.*

**Moved Cr B. Kirk / Cr J. Hayes OAM**

**Carried**

### 7.3 FINANCES REVENUE POLICY

#### RESOLVED

*That:*

- 1. The report from the Chair of the CRJO General Managers Group on the Revenue Policy be received.*
- 2. The CRJO adopt the 2019/20 Revenue Policy.*

**Moved Cr K. McBain / Cr B. Kirk**

**Carried**

### 8.0 CRJO STATEMENT OF STRATEGIC PRIORITIES – UPDATE

#### RESOLVED

*That the Board note the update on the CRJO Statement of Strategic Priorities.*

**Moved Cr B. Ingram / Cr J. Rooney**

**Carried**

### 9.0 REGIONAL WORKFORCE STRATEGY FOR LOCAL GOVERNMENT

*That*

- 1. The CRJO Board to note the report*
- 2. The CRJO Board recognise this as a key initiative to attract and retain sustainable workforce.*
- 3. That the CRJO Board advocate to the NSW Government for funding and other assistance in the preparation of the Regional Workforce Strategy.*

**Moved Cr J. Rooney / Cr D. Gair**

**Carried**

### LATE AGENDA ITEMS

#### 10.0 WATERNSW CUSTOMER ADVISORY GROUP MEETING - UPDATE

*That;*

- 1. The Board note the report.*
- 2. The Board note further discussion will be held at the next GMG meeting on Friday, 30 August 2019.*
- 3. The Board write to the NSW Government, Minister for Water, Property and Housing The Hon. Melinda Pavey MP and the NSW Small Towns Water representative James McTavish, seeking clarification regarding strategies that have been developed to address critical water shortages in urban areas, and advocate closer engagement between local government and NSW Government to put in place workable solutions.*

**Moved Cr J. Rooney / Cr J. Stafford**

**Carried**

### 11.0 MINISTER AND SECRETARY BRIEFINGS 1 AUGUST 2019

*That;*

- 1. The Board note the report.*
- 2. The Board note the actions outlined, and will receive a report from GMG on the next steps to deliver those actions.*
- 3. That member Councils complete the status of their funded projects (steps, timings, grants) as outlined in the prospectuses and project management framework for regular reporting back to the Board and local members.*

**Moved Cr B. Kirk/ Cr T. Overall**

**Carried**

### 12.0 MEETING LOCATIONS

*That;*

- 1. Board meetings be held within the NSW defined CRJO region.*
- 2. The offer of East Gippsland hosting a meeting in 2020 be deferred until discussion at the December 2019 Board Meeting.*
- 3. A further report be presented to the Board at the December 2019 meeting regarding the forward calendar of meetings and locations.*

**Cr L. Innes / Cr B. Kirk**

**Carried**

### 13.0 WASTE LEVY

*That;*

- 1. The CRJO continue to advocate to the NSW Government for the change in categorisation of the waste levy from metropolitan to regional for Wingecarribee Shire Council.*
- 2. The CRJO make a formal submission on the NSW Waste Strategy when released.*
- 3. The CRJO Invite the Minister for Energy and Environment The Hon. Matthew Kean MP to present at the Board meeting in October 2019.*

**Moved Cr D. Gair / Cr B. Ingram**

**Carried**



### 14.0 RURAL DOCTORS NETWORK

*That the CRJO hold a discussion with the Rural Doctors Network on a marketing campaign that focuses on the Canberra Region communities.*

**Moved Cr K. McBain / Cr B. Ingram**

**Carried**

### 15.0 INFORMAL WORKSHOP DISCUSSIONS

*That a report be presented for potential dates of Informal Workshop Meetings, which is to be confirmed at the October 2019 Board meeting.*

### 16.0 SUSTAINABLE DIVERSION LIMIT (SDL) AND BIODIVERSITY OFFSETS IN ACT – DISCUSSION

*That a discussion be held with the ACT and a paper prepared for the Board on opportunities to coordinate Biodiversity offsets and Water SDL across the border between NSW and the ACT.*

**Moved Cr T. Overall / Cr B. Kirk**

**Carried**

### NEXT MEETING

Thursday, 17 October – Parliament House, Sydney

Friday, 18 October – Regional Visit: Western Sydney

Meeting closed 1:33pm

## CRJO BOARD MEETING – AGENDA & BUSINESS PAPERS – 17 OCTOBER 2019

### 9. 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.

### Wellington Regional Economic Development Agency (WREDA)

Reporting Officer: Cr Rowena Abbey – CRJO Chair

Attachments: Nil

#### RECOMMENDATIONS

1. *That the report of the Chair of CRJO be received.*
2. *That the Board in principle support the concept of a potential trans-Tasman agreement/arrangement with WREDA to collaborate on economic development.*

#### REPORT

The ACT Commissioner for International Engagement approached the CRJO two years ago to discuss the concept of a trans-Tasman agreement with the Wellington Regional Economic Development Agency.

This discussion was premised along with the international flights into Canberra from Wellington, NZ. Due to the existing relationship between Wellington and the ACT, the ACT Government recognised the opportunity to extend this mutually beneficial relationship with the CRJO. The ACT Government also host the Canberra Week in Wellington and it has been suggested to hold a Canberra Region Week in Wellington – showcasing regional produce and product as well as tourism opportunities.

The opportunity exists for the Chair of the CRJO to participate in a series of events and activities in Wellington NZ with the ACT Government. This would involve a regional visit to one of the local government areas of WREDA, meeting at the Australian High Commission and meetings with NZ Government agencies.

The ACT Government will be in Wellington from 18-22 November 2019 as part of the Canberra Week in Wellington. ACT Commissioner has enquired as to whether this might be an appropriate time for the Chair to come to Wellington to meet with the respective Mayors from the WREDA region.

#### WREDA

The Wellington region is located in the lower North Island of New Zealand, and is made up of eight district and city council areas. These are, in order of largest to smallest population:

Wellington City, Lower Hutt City, Porirua City, Kapiti Coast District, Upper Hutt City, Masterton District, South Wairarapa District and Carterton District.

The Wellington Regional Economic Development Agency is tasked with enhancing prosperity, vibrancy and liveability across the region.

## 10. Notice of Motion(s)

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

## 11. Notice of Rescission(s)

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

## 12. Reports to Joint Organisation

### 12.1. CRJO Chair's Report

Reporting Officer: Cr Rowena Abbey – Chair CRJO

Attachments: Nil

#### **RECOMMENDATION**

*That the report from the Chair of the CRJO be received.*

#### **REPORT**

##### **JOINT ORGANISATION ADVISORY COMMITTEE**

The Minister for Local Government, The Hon. Shelley Hancock MP has established a JO Advisory Committee. This advisory committee consists of four Joint Organisations – being CRJO, Namoi, Illawarra/Shoalhaven and Northern Rivers. The CRJO was the inaugural Chair at the first meeting, which was held in Sydney on Monday, 30 September 2019.

The outcome of this inaugural meeting was the confirmation of the Terms of Reference and five actions identified for the committee members to work across the JO network on developing. These actions included:

1. Identify two or three key strategic priorities or projects key to each JO.
2. Create draft wording for a draft JO financial model
3. Document templates – streamline JO administrative process
4. Create a list of the business advantages of each JO
5. Update the financial model spreadsheet to include FY19/20 budgets

##### **COMMUNICATIONS AND ENGAGEMENT STRATEGY**

As part of the communications/engagement strategy, the CRJO has been presenting at Council meetings/ workshops on CRJO activities and actions since July 2018. It is proposed to meet with the ACT Government Executive Team with the Chief Minister, Treasury & Economic Development Directorate before the end of the year.

##### **CANBERRA REGION TOURISM FORUM**

In mid-September, the NSW Deputy Premier was a guest speaker Canberra Region Tourism Forum along with the CRJO. As Chair, an overview of the CRJO and opportunities for regional tourism and economic development was highlighted and I spoke about the importance of tourism for local government and the region. The Deputy Premier also spoke about the opportunities for regional tourism and growth across the region and reaffirmed a borderless approach to south east NSW.

##### **REGIONAL DEVELOPMENT AUSTRALIA – SOUTHERN INLAND & ACT**

As Chair of the CRJO, I participated in two meetings with the respective Chairs of the RDA network. The purpose of the discussions was to identify opportunities to collaborate on projects across the region.

Date 2019	Meeting/Event	Representations
<b>SEPTEMBER</b>		
20	Canberra Region Tourism Forum	Presentation from the NSW Deputy Premier The Hon. John Barilaro MP
24	CRJO Presentation to Councillors	Goulburn Mulwaree Council  As part of the communications/engagement strategy the CRJO will visit each council and present to Councillors JO actions, achievements, benefits to each LGA and the wider Canberra region.
30	NSW JO Advisory Committee Meeting	Minister for Local Government appointed four JO's to form an Advisory Committee. This was the inaugural meeting
<b>OCTOBER</b>		
2	CRJO Presentation to Councillors	Queanbeyan-Palerang Regional Council
3	CRJO Presentation to Councillors	Snowy Monaro Regional Council
<b>UPCOMING MEETINGS</b>		
30 October	Ministerial Advisory Committee meeting  NSW Regional JO Network meeting	
November - December	CRJO Presentation to Councillors	Eurobodalla Shire Council Hilltops Council Snowy Valleys Council Wingecarribee Shire Council Wagga Wagga City Council Yass Valley Council Upper Lachlan Shire Council
18-19 November	Snowy Region Conference Speaker Invitation	Presentation will provide an update to the event delegates on CRJO Strategic Priorities, infrastructure projects, and engage in a forum through which the region's councils may more effectively work together.

## 12.2. General Managers Advisory Group Meeting Reports – 30 August 2019 & 3 October 2019

Reporting Officer: Mr Warwick Bennett – Chair General Managers Advisory Group (GMAG)

Attachments: Nil

### RECOMMENDATIONS

#### 30 AUGUST 2019

1. *That the report from the Chair of the General Managers Advisory Group on the meeting from 30 August 2019 be received.*
2. *That the CRJO Board in line with regulatory impact statement process endorsed by Council of Australian Governments (COAG) advocate to Government the regions' concerns with the transfer of responsibilities from state to local government without full compensation and seek the introduction of state levies on council rate notices to fund such transfer of responsibilities.*

#### 3 OCTOBER 2019

1. *That the report from the Chair of the General Managers Advisory Group on the on the meeting from 3<sup>rd</sup> October be received.*
2. *That the CRJO endorse the projects being applied for to strengthen Local Government – Joint Organisations being:*
  - *Business opportunities and shared services*
  - *Regional Workforce Strategy*

### REPORTS

#### 30 AUGUST 2019 MEETING

The General Managers Advisory Group (GMAG) have met twice since the CRJO Board meeting of 5 August 2019. The following is a summary of the GMAG meetings held on the 30<sup>th</sup> August 2019 followed by a report of the 3 October 2019 meeting.

#### SOUTHERN LIGHTS PROJECT

GMAG received a presentation from Graham Mawer consultant advising on the Southern Lights Project. There has been a lot of discussion amongst 41 Councils for some time to replace our street lights with smart LED lights. This has been a frustrating exercise because the cost savings are excellent. The discussion with State Government on funding have resulted in no result.

GMAG have now agreed to encourage all Councils to accelerate the replacement of LED street lights and we have now requested a presentation from Essential Energy at our next meeting on the financing model and roll out of LED Street Lights.

The payback for LED capital installation and replacement costs are 5-6 years with nearly 60% energy savings. The maintenance costs will be halved as these lights are more reliable. He LED light is a high

quality white light that gives a widespread light, which is more directional to the road and footpath rather than spilling onto neighbouring properties.

### **CONTAMINATED LANDS PROGRAM**

CRJO now have two dedicated Contaminated Land Officers funded by EPA. Our first work will be to establish a Contaminated Land Working Group for both the northern and southern cluster of councils, in order to develop policies, mapping, certificates and procedures and seek legal advice from StateCover on liability pertaining to Underground Petrol Storage Systems (UPSS).

The latter worries the member Councils because it is clearly evident that this responsibility was transferred to Councils because EPA did not have the resources and capabilities to manage this process. At this stage we cannot obtain a list of all these sites with the background information and history of inspections. We have commenced a media campaign to keep the community informed that the monitoring of UPSS is now the role of Councils and that we had no say in this delegation.

GMAG are recommending to the Board that in line with regulatory impact statement process endorsed by COAG, the CRJO advocate to Government their concerns with the transfer of responsibilities from state to local government without full compensation and seek the introduction of state levies on council rate notices to fund such transfer or responsibilities.

### **WELLBEING INDEX**

GMAG have established a working group to investigate the concept of a Regional Satisfaction Survey based on the Wellbeing Index.

The measurement of community wellbeing and the factors that drive it are becoming more prominent with a large number of countries now recognising the importance of measuring such to provide accurate data to assist with policy development and implementation. A great deal of work is currently being undertaken both within Australia and overseas to measure community wellbeing at the local level.

### **GMAG**

At the last meeting of the Board it was agreed that the General Managers team be known as the General Managers Group. We have now introduced the word "Advisory" as it better reflects our role. So the group is now known as the General Managers Advisory Group (GMAG).

### **STRENGTHENING JOINT ORGANISATIONS**

As the Board is aware the State Government will allocate the Canberra Region Joint Organisation \$150,000 to strengthen and develop the CRJO in its capacity to deliver.

GMAG met with the Office of Local Government on Thursday, 3 October 2019 to determine the best value for the available funds. The outcomes of this meeting have been provided in the following report.

### **DISASTER PREPAREDNESS PROGRAMME**

The Office of Emergency Services have offered CRJO the opportunity to enter into a partnership with them for a two-year period, providing support and capacity building for Councils in preparedness for natural disasters. We have supported the delivery of the pilot program across the Canberra Region in which the Office of Emergency Management will supply one person at their total cost for two years and will fund the CRJO a further \$100,000 over the two years to implement this program.

## **REGIONAL WORKFORCE STRATEGY**

Each Council is required to prepare a Regional Workforce Strategy as part of its Integrated Planning and Reporting Framework (IP&R) process next year. With the proposed Snowy Hydro development, considerable capital works in the ACT and Badgerys Creek development all looming, GMAG see enormous benefit in preparing a region wide strategy that each member Council can then add their own local issues and prepare its own plan to meet the requirements of the legislation for minimal additional cost and resources.

## **SENIOR STAFF CONTRACTS**

LGNSW attended our meeting and advised that they are considering a claim from the unions that all second tier staff (Directors) no longer be eligible for senior staff fixed term employment contracts and become part of the Local Government State Industrial Award.

This is a backward step in the view of GMAG and is in our opinion outside the scope of an Industrial Award negotiations. Senior Staff contracts are a provision of the Local Government Act and are not linked to the State Award. This provision being part of the Act gives individual councils flexibility in their employment relationship with senior staff and should not be part of the award. A question is being asked of the Minister of Local Government at this meeting.

## **3 OCTOBER 2019 MEETING**

The following is a summary of the GMAG meeting held on the 3<sup>rd</sup> October 2019.

### **MINISTERIAL MEETINGS**

GMAG developed and finalised the questions to the State Government Ministers for the 17<sup>th</sup> October forum.

### **STRENGTHENING LOCAL GOVERNMENT – JOINT ORGANISATIONS**

The main purpose of this meeting was to determine how best we would spend the \$150,000 grant from State Government on improving our Joint Organisation. The Office of Local Government is administering this fund and we were asked what we would promote and research to improve our capacity as a Joint Organisation. We were asked to investigate:

- What success would look like in 10 years from this capacity building
- How we would demonstrate and measure that improvement
- How we would grow and/or improve existing capacity
- How any project will improve the delivery of services in local government?



We have agreed and promote to the Board that we make an application to state government using the Office of Local Government capacity funding criteria for the following projects:

- *Business opportunities and shared services including:*
  - a. *Procurement*
  - b. *Regional Project Management Office (RPMO)*
  - c. *Delivering services on behalf of State and Federal Government and other agencies and Organisations for the region*
- *Regional Workforce Strategy*

## **WASTE PROCUREMENT**

As part of the State Government grant for waste management issues we are now able to employ a fixed term contractual person for a minimum of 12 months to undertake regional procurement and find markets for all waste and recycling materials. This should maximise each Councils income from material such as:-

- Scrap metal shredding and pickup for recycling;
- Concrete crushing
- Green waste chipping;
- Mattress pick-up for recycling
- E-waste pick-up
- Timber pick-up
- Household Chemical Collection- yearly program-
- Tyre collection
- Oil collection
- Landfill rehabilitation

### 12.3. CRJO Finance Report to 30 August 2019

Reporting Officer: Ms Gabrielle Cusack – Acting CRJO Executive Officer

Attachments:

1. Profit and Loss
2. Balance Sheet

#### RECOMMENDATION

*That the finance report for the two months to 31 August 2019 be received.*

#### REPORT

For the year to date ending 31 August 2019, CJRO achieved an operating surplus of \$53k.

This surplus was the result of the following notable income and expenditure:

- 1) Total Membership Fees of \$369k was invoiced by CRJO during August 2019 representing membership for the full financial year in line with the 2020 proposed budget.
- 2) Other operational wages and salaries incurred for the year to date totaled \$76k. Of the \$76k incurred, \$25k was funded by project specific grants received in the prior financial year.
- 3) Other project expenditure of \$20k incurred during the year to date. This expenditure was also funded by project specific grants received in the prior financial year.
- 4) Final bookkeeping, financial support and audit management expenses of \$10k relating to the months of June and July.
- 5) Other operational expenditure of \$13k incurred for workers compensation insurance, travel, meeting and office expenses in line with the 2020 proposed budget.

Other significant cash movements include the payment of \$75k in August 2019 to the Australian Taxation Office for GST and employee PAYG accumulated from March to June 2019.

TOTAL PAYG	\$53,442.00
TOTAL GST	\$19,606.00
<i>Interest &amp; penalties</i>	\$1,596.72
	<b>\$74,644.72</b>

# Profit and Loss

## Canberra Region Joint Organisation For the 2 months ended 31 August 2019

	YEAR TO DATE	FULL YEAR BUDGET
<b>Income from Continuing Operations</b>		
<b>Interest and Investment Revenue</b>		
Interest Income	-	5,000.00
<b>Other Revenues</b>		
Member Contributions	279,568.49	369,000.00
Associate Contributions	89,531.89	-
Management Fees	-	150,000.00
Procurement Rebate	-	80,000.00
Operating Contributions	-	45,000.00
Other Revenue	-	372,295.00
Motor Vehicle Private Use Contributions	2,482.72	7,200.00
<b>Operating Grants</b>		
Operating Grants	-	671,719.00
<b>Total Income from Continuing Operations</b>	<b>371,583.10</b>	<b>1,700,214.00</b>
<b>Expenses from Continuing Operations</b>		
<b>Employee Benefits and On-Costs</b>		
Wages and Salaries	266,156.28	730,500.00
Superannuation	7,286.05	51,900.00
Training & Development	270.00	12,569.00
Travel - National	244.95	23,500.00
<b>Materials and Contracts</b>		
Audit Fees	-	16,500.00
Consulting & Accounting	25,429.56	481,050.00
Legal expenses	-	3,000.00
<b>Depreciation</b>		
Depreciation	-	24,100.00
<b>Other Expenses</b>		
Advertising	29.33	4,000.00
Administration Contingency	-	139,000.00
Bank Fees	-	150.00
Cleaning	540.08	1,000.00
General Expenses	4,914.31	103,000.00
Insurance	3,208.02	16,000.00
Light, Power, Heating	255.25	2,000.00
Motor Vehicle Expenses	4,367.41	38,000.00
Office Expenses	1,221.95	19,040.00
Printing & Stationery	3,931.82	1,500.00
Subscriptions	-	2,000.00
Telephone & Internet	784.44	6,500.00
<b>Total Expenses from Continuing Operations</b>	<b>318,639.45</b>	<b>1,675,309.00</b>

Profit and Loss

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	YEAR TO DATE	FULL YEAR BUDGET
<b>Operating Result</b>	52,943.65	24,905.00

# Balance Sheet

## Canberra Region Joint Organisation As at 31 August 2019

31 AUG 2019

### Assets

#### Bank

Business Account	461,581.17
Credit Card Facility	13,755.71
Provision Account	19,444.51
Term Deposit 2	500,000.00
<b>Total Bank</b>	<b>994,781.39</b>

#### Current Assets

Accounts Receivable	453,425.77
<b>Total Current Assets</b>	<b>453,425.77</b>

#### Fixed Assets

Motor Vehicles	79,523.42
Less Accumulated Depreciation on Motor Vehicles	(12,286.47)
<b>Total Fixed Assets</b>	<b>67,236.95</b>

<b>Total Assets</b>	<b>1,515,444.11</b>
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### Liabilities

#### Current Liabilities

Accounts Payable	62,795.64
ELE Liability	51,904.59
GST	14,251.29
PAYG Withholdings Payable	97,597.43
Rounding	(0.02)
Superannuation Payable	29,286.07
Suspense	3,789.40
Wages Payable - Payroll	565.68
<b>Total Current Liabilities</b>	<b>260,190.08</b>

<b>Total Liabilities</b>	<b>260,190.08</b>
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<b>Net Assets</b>	<b>1,255,254.03</b>
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### Equity

Current Year Earnings	51,346.93
Retained Earnings	1,203,907.10
<b>Total Equity</b>	<b>1,255,254.03</b>

## 12.4. CRJO Operational Report

Reporting Officer: Ms Gabrielle Cusack – Acting CRJO Executive Officer

Attachments: Nil

### RECOMMENDATIONS

*That the operational report of the CRJO be received.*

### REPORT

#### CRJO STAFF

In mid-2019, the CRJO was successful in a funding for two contaminated land officer positions. This funding from the EPA is under the Council Regional Capacity Building Program; which is over three years 2018-2021. The two positions have now been filled; one officer will focus on the Eastern Cluster of Councils and one will be focused on the Western Cluster of Councils.

<b>EASTERN CLUSTER</b>	Goulburn Mulwaree Council Wingecarribee Shire Council Queanbeyan-Palerang Regional Council Eurobodalla Shire Council Bega Valley Shire Council
<b>WESTERN CLUSTER</b>	Hilltops Council Snowy Valleys Council Snowy Monaro Regional Council Yass Valley Council Upper Lachlan Shire Council

The CRJO will be shortly advertising for a regional procurement officer that will focus on waste and recycling materials contracts and purchasing as a collective. This position will be a fixed term contract for a minimum of 12 months and will be funded via EPA Regional Waste Funding Package.

#### NSW GOVERNMENT EXPORT CAPABILITY WORKSHOPS

The CRJO together with Canberra Airport and individual Councils have collaborated with the NSW Government to deliver export capability workshops in the Canberra Region. The workshops aim to increase access and use of export networks from Canberra Airport for regional producers.

To date there have been workshops in the following Local Government Areas

- Hilltops Council
- Yass Valley Council
- Bega Valley Council
- Eurobodalla Shire Council

Workshops will also be held over the next six months at the following Local Government Areas:

Wingecarribee	Tuesday 26 November
Goulburn Mulwaree/Upper Lachlan	Wednesday 27 November
Snowy Monaro	TBC
Queanbeyan-Palerang	TBC
Snowy Valleys	TBC
Wagga Wagga	TBC

#### **OFFICE ACCOMMODATION**

The CRJO have two office locations. One office is at Goulburn and the other at Fairbairn, Canberra Airport. The office in Goulburn was necessary to accommodate staff who lived in the northern part of the JO and in Goulburn. This office space has also been available to other Councils who wish to use it as remote work area.

The office accommodation at Fairbairn remains, there are staff who live in Canberra use this space. This office is also available for meetings as it has the video conferencing facility and meeting area that can be utilised by the CRJO membership.

## 12.5. Regional Project Management Office

Reporting Officers: Ms Gabrielle Cusack – Acting CRJO Executive Officer  
Mr Peter Tegart – CEO Queanbeyan-Palerang Regional Council

Attachments: Nil

### RECOMMENDATION

*That the report prepared for the Board by the RPMO sub-group be received.*

### REPORT

The CRJO has been developing the Regional Project Management Office (RPMO) for 12 months looking to support those councils that do not have the capacity to deliver on regional infrastructure projects. The CRJO has had several conversations with the Minister for Water, Housing and Property The Hon. Melinda Pavey MP about the opportunity to fund a Regional Project management office for a period of 2 years.

The CRJO will establish a RPMO for an initial 2-year period (in the former Land Titles Office, Sydney CBD) under agreement with Wagga Wagga City Council as head tenet. The premises will accommodate Wagga Wagga City Council and NSW Government Special Activation Precinct staff, planning and delivering infrastructure projects associated with the Bowen special activation precinct (SAP).

Running several similar projects simultaneously (such as option studies, concept designs), the RPMO can expand the scope, build scale, arrange the sequencing, optimise the synergies and attract the specialisations for those projects, that would normally be done in line, rather than aggregated into parallel bodies of work. With that comes efficiencies and savings.

The proposed RPMO premises will include workstations, meeting rooms and amenities. ICT and PM software will be sourced and installed. The CRJO will recruit appropriate project management and support staff, and enable engagement of specialists or consultants, to deliver the steps of the funded WWW projects.

The RPMO will support five councils (Hilltops, Snowy Monaro, Snowy Valleys, Upper Lachlan and Yass Valley) by aggregating skills and procurement capacity, and providing oversight to project management and reporting, to deliver the funded projects. The Councils will utilise grant and own source funds to pay other consultants, contractors or suppliers recommended by the RPMO, outside the scope of the staff recruited into the RPMO.

An agreement will be established between the parties defining the roles, accountabilities and funding arrangements. On the basis the establishment and operation of the RPMO is funded for two years, its proposed extension by a further 2 years will enable scheduling, configuration and delivery of the 'next steps' (such as business case, concept design, detailed design or delivery) along the project management continuum.

It is anticipated as the projects move into the 'develop' and 'deliver' phases of the project framework that RPMO personnel will migrate into the Canberra region.



## 12.7. CRJO Working Groups – Update

Reporting Officer: Ms Gabrielle Cusack – Acting CRJO Executive Officer

Attachments: Nil

### RECOMMENDATIONS

*That the CRJO Working Groups report be received.*

### REPORT

There are currently 6 working groups initiated by GMAG.

Working Group	Actions
Regional Economic Development Group	CREDS – draft narrative to Sapere Research. Export Capability Workshops – completed Hilltops, Yass Valley, Bega and Eurobodalla. Six meetings tabled for October/November.
Regional Infrastructure Group	Update water and wastewater prospectus. Identification of recreational, cultural and tourism infrastructure projects. Meetings with NSW Government Director SE Region NSW. CRJO to liaise with INSW and other stakeholders and establish meeting with IWG.
Regional Finance Group	Workshop and networking. Discussion of LG Accounting Standards. Creation of an online portal for the Finance Network to share material.
Regional Planners Group	NSW Government to provide further clarity and information regarding LSPS. Information sessions being scheduled. Identified most beneficial use of remaining Biodiversity funds. Creation of online portal as communication tool for the group.
Regional Waste Management Group	Met 3 October –actions from the 2018 -2023 regional waste strategy were reviewed and prioritised by the group and it was agreed to assess a regional waste prospectus.
Community Wellbeing & IPR Group	First meeting scheduled for 25 October. Working group led by Dr Edwina Marks and Ms Leanne Barnes OAM.
Network Groups	
Human Resources Working Group	Initial meeting held 10 October, with presentations by LGNSW and China Connex. There was also a discussion on the CRJO Regional Workforce Strategy. A report to will be provided to GMAG at the November meeting.

## 12.8. CRJO Board Meeting – Snowy Valleys 5 & 6 December 2019

Reporting Officer: Ms Gabrielle Cusack – Acting CRJO Executive Officer

Attachments: Nil

### RECOMMENDATIONS

*That the CRJO Board Meeting – Snowy Valleys report be received.*

### REPORT

The final Board meeting will be held in Snowy Valleys Local Government Area (LGA). As part of this regional visit, there will be a tour of Snowy Hydro.

The draft program is outlined below. Given the site visit to Snowy Hydro will be an all-day event it will be necessary to arrive in Tumut the night before. The CRJO will work with Snowy Valleys Council, to formalise the program over the next month. This will be done in consultation with Snowy Hydro.

WEDNESDAY 4 DECEMBER 2019	Arrive Tumut	Overnight Tumut
	6.30pm	Informal dinner
THURSDAY 5 DECEMBER 2019	9.00am – 4.00pm	Tour Snowy Hydro Scheme
	6pm – 10pm	Dinner Tumut
FRIDAY 6 DECEMBER	8.30am – 12.30pm	Board Meeting Snowy Valleys Council 76 Capper Street, Tumut

### 13. Confidential Matter

Nil

### 14. Resolving into the Board

The CRJO Board may move to discuss all items as a Committee of the whole pursuant to Clause 12 of the Code of Meeting Practice.

### 15. Adoption of Decision of Committee of the Whole

That the CRJO confirm all decisions that have been made in this meeting whilst in the Committee of the Whole.

### 16. Close

The Chairperson will close the meeting.