



**CANBERRA REGION**  
JOINT ORGANISATION

---

## CRJO BOARD MEETING

### AGENDA AND BUSINESS PAPERS

Thursday, 27 February 2020

Room 1R1

Parliament House, Canberra

Our Region...

Dynamic

Innovative

Connected

...Compelling!

## AGENDA

1.	Opening Meeting & Acknowledgement of Country .....	4
2.	Presentations .....	4
3.	Apologies.....	4
4.	Disclosure of Interest .....	4
5.	Resolve into the Committee of the Whole .....	4
6.	Urgent / Additional Business .....	4
7.	Confirmation of Minutes.....	4
8.	Chair’s Minute .....	5
9.	Notice of Motion(s).....	5
10.	Notice of Rescission(s) .....	5
11.	Reports to Joint Organisation .....	6
CRJO Governance.....		6
11.1.	CRJO Charter .....	6
11.2.	CRJO Code of Meeting Practice.....	7
11.3.	Election of Joint Organisation Chairperson.....	9
CRJO Finance Reports .....		11
11.4.	CRJO Financial Report to 31 December 2019 .....	11
11.5.	CRJO Payment of Expenses, Provisions of Facilities and Allowances to Board Members	16
CRJO General Managers Advisory Group Reports .....		18
11.6.	Additional Contributions Local Government Superannuation .....	18
11.7.	General Managers Advisory Group Meeting Summary – 30 January 2020.....	20
CRJO Operations .....		21
11.8.	CRJO Operational Report .....	21
11.9.	CRJO Actions as at 30 January 2020.....	29
External Reports.....		30
11.10.	Standing Item: Office of Local Government Update.....	30
11.11.	Standing item: ACT Government Update .....	33
12.	Move into Closed Session .....	34
13.	Confidential Matters .....	34
13.1.	CRJO Organisational Review .....	34
14.	Move out of Closed Session .....	34
15.	Resolve into the Board.....	34
16.	Adoption of Decision of Committee of the Whole .....	34
17.	Close.....	34

MEMBERS	
Bega Valley Shire Council	Cr Kristy McBain – CRJO 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 Mr David Rowlands
Queanbeyan-Palerang Regional Council	Cr Tim Overall Mr Peter Tegart
Snowy Monaro Regional Council	Cr Peter Beer Mr Peter Bascomb
Snowy Valleys Council	Cr James Hayes OAM Mr Matthew Hyde
Upper Lachlan Shire Council	Cr John Stafford Ms Colleen Worthy
Wingecarribee Shire Council	Cr Duncan Gair Ms Ann Prendergast
Yass Valley Council	Cr Rowena Abbey – <b>CRJO Chair</b> Mr Chris Berry
ACT Government	Mr Sam Engele Dr David Clapham
East Gippsland Shire	Cr John White Mr Anthony Basford
Wagga Wagga City Council	Cr Greg Conkey OAM Mr Peter Thompson
GUESTS	
Office of Local Government	Ms Karen Purser

## 1. Opening Meeting & Acknowledgement of Country

The CRJO Chair will open the Board meeting and make an acknowledgement of country.

## 2. Presentations

Nil

## 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 Policy (adopted 15 February 2019) Councillors are required to declare any conflicts of interest in the matters under consideration by CRJO at this meeting.

**Attachment:** 4.1. CRJO Disclosure of Interest Form

## 5. 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.

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

## 7. Confirmation of Minutes

**Reporting Officer:** Mayor Rowena Abbey - Chair

**Attachment:** 7.1. DRAFT CRJO Board Meeting Minutes 6 December 2019.

### **RECOMMENDATION**

*That the CRJO Board Meeting minutes of 6 December 2019 be confirmed.*

## 8. Chair's Minute

Pursuant to Clause 9.6 of the Code of Meeting Practice the Chairperson without notice put to the meeting a minute on any matter or topic that is within the jurisdiction of the CRJO.

### **REPORT**

The Chair will provide the CRJO Board with an update on recent discussions with the ACT Commissioner for International Engagement regarding the potential trans-Tasman agreement/arrangement with Wellington Region Economic Development Authority to collaborate on economic development.

## 9. 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

## 10. 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 CRJOs consideration

## 11. Reports to Joint Organisation

### CRJO Governance

#### 11.1. CRJO Charter

**Reporting Officer:** Ms Gabrielle Cusack

**Attachment:**

11.1.1. DRAFT – CRJO Charter – as amended 30 January 2020

#### **RECOMMENDATIONS**

*That the CRJO Board*

- 1. Endorse the changes to the CRJO Charter.*
- 2. Agree to undertake a complete review of the CRJO Charter after the Local Government 2020 Elections and adopt the revised Charter at the CRJO Board meeting of 4 December 2020.*

#### **REPORT**

The CRJO Charter was adopted by the Board on 14 September 2018. Since then the organisation has undergone several changes that should be reflected in the Charter. It is proposed that the following changes be adopted with all amendments registered in the Charter Adoption and Version History (7.0 of the CRJO Charter).

The Charter is required to undergo review every two years at the time of the election of the Chair. It is proposed that a review of the document commence and be finalised for adoption at the December 2020 Board meeting.

Amendments to the CRJO Charter include the following:

1. Include Snowy Valleys Council as a Voting Member and correct all references to Snowy Valleys Council to reflect full membership.
2. Correct all abbreviations and references to the General Managers Advisory Committee to 'General Managers Advisory Group' or 'GMAG'.
3. Correct references to Department of Premier and Cabinet to Department of Planning, Industry and Environment (DPIE), where applicable.
4. Correct financial contributions section to reflect the 2020 – 2021 membership fees as adopted by the CRJO Board on 6 December 2019 and include hyperlinks in the document to the corresponding Revenue Policy.
5. Correct references regarding the establishment of a quorum at CRJO Board Meetings to reflect changes in the amended CRJO Code of Meeting Practice document clause 5.9 – The Quorum for a Meeting. Include hyperlink to the correct Code of Meeting Practice document in the Charter.
6. Update contact information for the public officer to the generic email address [reception@crjo.nsw.gov.au](mailto:reception@crjo.nsw.gov.au) or [chair@crjo.nsw.gov.au](mailto:chair@crjo.nsw.gov.au)
7. List all new policies adopted by the CRJO Board on 6 December 2019.
8. Correct abbreviations.
9. Correct formatting, text and document consistency.
10. Include point 7.0 Charter Adoption and Version History table at the end of the document that lists all changes actioned.

## 11.2. CRJO Code of Meeting Practice

**Reporting Officer:** Ms Gabrielle Cusack

**Attachments:**

11.2.1 DRAFT – Code of Meeting Practice for the Canberra Region Joint Organisation – as amended 30 January 2020

### RECOMMENDATIONS

*That the CRJO Board*

1. *Receive the report for the revised CRJO Code of Meeting Practice.*
2. *Adopt the following changes be made to the Code of Meeting Practice:*
  - 2.1. *Clause 5.9. The Quorum of a Meeting. Remove the current requirement for a quorum of 75% of voting representatives and amend the clause to read;*

*“The quorum of a meeting of the Joint Organisation is 50% of the voting representatives plus one (1) additional voting representative.*

**Note:** *to achieve a quorum calculate 50% of voting representatives then add one (1) additional representative. For example: If 50% of 10 voting members is 5 voting representatives, then a sixth voting representative must be present to establish a quorum.”*
  - 2.2. *Clause 5.14 to be amended to; “A non-quorum meeting of the Board may be held if 50% of voting members are in attendance.”*
  - 2.3. *Clause 5.14(a) to be amended to: “must have 50% plus one (1) of voting members registered ‘in favour’ within 7 days of the circulating the minutes.”*
  - 2.4. *Amend all other clauses that currently state or reference the 75% quorum.*
  - 2.5. *Clause 8.1 Order of Business for Ordinary Joint Organisation Meetings be amended to remove the following items:*
    - *Part 2. Resolving to Committee of the Whole*
    - *Part 13. Resolving into the Board*
    - *Part 14. Adoption of decisions of committee of the whole.*
  - 2.6. *That Clause 8.1 be amended to read as follows “The general order of business for an ordinary meeting of the Joint Organisation shall be:*

1	<i>Opening Meeting</i>
2	<i>Welcome &amp; Acknowledgement of Country</i>
3	<i>Apologies</i>
4	<i>Disclosures of interest</i>
5	<i>Notice of Motions</i>
6	<i>Notice of Rescissions</i>
7	<i>Urgent Business</i>
8	<i>Presentations</i>
9	<i>Confirmation of Minutes</i>
10	<i>Chair’s Minute</i>
11	<i>Reports to Joint Organisation</i>
12	<i>Confidential Matters</i>
13	<i>Close”</i>

3. *Refer the amended Code of Meeting Practice to public exhibition for 28 days and if no submissions or comments are received then the amendment be endorsed as Policy of Canberra Region Joint Organisation. If any submissions or comments are received, then they be placed on the next agenda of the Board for consideration.*

## **REPORT**

It has been noted at several CRJO Board meetings of 2019 that The Code of Meeting Practice for the Canberra Region Joint Organisation (adopted 24 May 2019) requires updating due to organisational changes and some clauses no longer being applicable or necessary for the efficient operation of CRJO Board meetings.

It is proposed that the following clauses be amended.

### **CLAUSE 5.9 AND 5.14(a)**

The current requirement to establish a quorum of 75% of eligible voting members has prevented the efficient operation of CRJO Board meetings. The current clause requires 8 voting members to be present to establish a quorum.

The amended clause seeks to require 50% plus one voting representatives be present to establish a quorum. The 50% plus one requirement would replace all clauses in the Code of Meeting Practice that currently state or make reference to 75% of voting representatives.

### **CLAUSE 8**

There has been some confusion and concern that the Board go into “The Committee of the Whole” at the beginning of every meeting and discuss all matters on the agenda without formally resolving issues and then at the end of the meeting formally resolve matters as determined when the Board was in Committee.

The benefit of resolving into the “Committee of the Whole” is that the formal rules of debate as described in Clause 10 of the Code of Meeting Practice are suspended.

However Clause 12 of the Code allows the Board to resolve at any time to go into “The Committee of the Whole” for matters where the Board are of the opinion that more discussion is required and the rules of debate not need apply. This is not required for the majority of matters on the agenda that need to be determined by the Board.

The recommendations in the report is to delete reference to the Board going into “The Committee of the Whole” for all matters at every meetings by deleting that reference from the “Order of Business”. This report further recommends that clause 8.1 be renumbered to reflect the deletion of reference to “The Committee of the Whole”.

The final recommendation is that the change to the Code of Meeting Practice be placed on public exhibition and if no submissions on comments are received then the amendment be endorsed as Policy of Canberra Region Joint Organisation. If any submissions or comments are received then they be placed on the next agenda of the Board for consideration.



### 11.3. Election of Joint Organisation Chairperson

**Reporting Officer:** Ms Gabrielle Cusack

**Attachments:**

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

#### RECOMMENDATIONS

*That the CRJO Board*

1. *Receive the Election of Joint Organisation Chairperson report and note the proposed election process as per the guidelines set out in the Joint Organisation implementation Guide and the Local Government Act 1993.*
2. *Resolve to call an Extraordinary meeting to be held after 29 June 2020 for the election of the 2020 CRJO Chairperson and Deputy Chairperson by preferential ballot (secret ballot).*
3. *Resolve to adopt the same process for election of the CRJO Deputy Chairperson as that of the Chairperson.*
4. *Resolve to forward their nominations for the CRJO Chairperson and Deputy Chairperson 2020 – 2022 to the Returning Officer (CRJO Executive Officer) one week prior to the Extraordinary Board Meeting.*
5. *Agree that a letter be sent to the NSW Minister for Local Government and Chief Executive of the Office of Local Government informing the Office of the newly elected Chairperson and Deputy Chairperson.*

#### REPORT

Voting representatives on the boards of joint organisations must elect a chairperson from among the voting representatives of the board who are mayors of the member councils. The Chairperson and Deputy Chairperson carry out a two year term.

The current Chairperson, Mayor Rowena Abbey and Deputy Chairperson, Mayor Kristy McBain were elected to the positions on 29 June 2018. The two year term will conclude on 29 June 2020.

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

- Under clause 1 of Schedule 7A of the *Local Government (General) Regulation 2005*, elections of chairpersons of joint organisations are to be held at the first meeting of the board after the term of the chairperson expires. Given the chairperson's term expires on 29 June, the election needs to be held at the first meeting following this.
- Under the legislation, the Board cannot elect a Chair to commence at a date later than the date of the election. Section 400V(4) states that the office of chairperson commences on the day the person elected to the office is declared to be elected and becomes vacant when the person's successor is declared to be elected to the office, or on the occurrence of a casual vacancy in the office.
- While the chairperson holds office for two years under section 400V(2) their office will become vacant on the occurrence of a casual vacancy in the office (see section 400V(4)(b)). Under section 400X, a casual vacancy will occur in the chairperson's office where they cease

to be the mayor or a councillor of a member council. In the case of councillors and mayors of member councillors elected by councillors, this will happen automatically under section 233 on the date of the next ordinary election, (i.e. 12 September) even if they are subsequently re-elected at that election. In the case of popularly elected mayors, they will continue to hold office if re-elected. A casual vacancy will only occur if they are not re-elected as mayor at the September elections.

EVENT	DATE
<p><b>Nominations</b></p> <p><i>The nomination is to be made in writing by two or more mayors of member councils of the JO (one of whom may be the nominee). The Executive Officer is to announce the names of the nominees at the board meeting at which the election is to be held.</i></p>	<p>Written nominations for the 2020-2022 Chairperson and Deputy Chairperson are to be forwarded to the Returning Officer (Executive Officer CRJO) one week prior to the election.</p>
<p><b>Extraordinary CRJO Board Meeting for the Election of Chairperson</b></p>	<p>1 July 2020</p>
<p><b>Commencement of Term</b></p>	<p>The elected Chairperson and Deputy Chairperson will commence the two year term from the date of election.</p>

**Local Government Act 1993 (excerpt)**

Chairperson

400V Chairperson

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

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

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

(4) The office of chairperson--

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

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

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

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

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

## CRJO Finance Reports

### 11.4. CRJO Financial Report to 31 December 2019

**Reporting Officer:** Ms Gabrielle Cusack & Ms Jennifer Lang

**Attachments:**

A	CRJO Balance Sheet
B	CRJO Program Cash Balances to 31 December 2019
C	CRJO Profit and Loss - Consolidated
D	CRJO Profit and Loss - Operations
E	Profit and Loss – Contaminated Lands
F	Profit and Loss – Regional Coordination
G	Profit and Loss – Household Chemical Collection
H	Profit and Loss – Litter Prevention Project
I	Profit and Loss – Container Deposit Scheme
J	Profit and Loss - Biodiversity

#### RECOMMENDATION

That the CRJO Board

1. Note the financial position of the CRJO as at 31 December 2019.
2. Note the intention of the budget review for 2020/21 in relation to the actions regarding financial viability to be tabled at the CRJO Board meeting on 14 May 2020.

#### REPORT

##### SUMMARY OF OPERATIONAL ACTIVITIES TO DATE

For the year to date ending 31 December 2019 the CRJO achieved an operating surplus of \$123k.

As outlined in the previous report, the financial position of the CRJO represents a difference in timing between the receipt of revenue and incurred expenditure across several programs of work, as these programs were funded from Operating Grants received in prior financial years. Collectively, the impact for the period is a negative operating result of \$166k.

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

Program	Income \$000	Expenses \$000	Operating Result \$000
CRJO Operations	\$483	\$449	\$34
EPA - Contaminated Lands	\$0	\$93	(\$93)
EPA - Container Deposit Scheme	\$0	\$3	(\$3)
EPA - Household Chemical Clean Up	\$0	\$70	(\$70)
EPA - Regional Coordination Support Fund	\$247	\$114	\$133
EPA – CRC Education	\$50	\$0	\$50
OEH – Biodiversity	\$90	\$18	\$72
<b>Total Operating Result</b>	<b>\$870</b>	<b>\$747</b>	<b>\$123</b>

CRJO BOARD MEETING – THURSDAY, 27 FEBRUARY 2020

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

- The CRJO received funding of \$50,000 for the Community Recycling Centre (CRC) Education Program. This funding represents year one of a two-year commitment by the EPA.
- CRJO incurred expenses of \$27k in relation to the December Board meeting. This expenditure was primarily in relation to the 2019 sitting fees.
- The CRJO paid out \$55k as part of the Household Chemical Cleanup representing a 50% reimbursement to the Eurobodalla, Hilltops, Upper Lachlan and Bega Valley councils.
- All other income and expenditure for the period represents business as usual activity.

Other significant cash movements expected during the next reporting period:

- Employee Superannuation	\$10k
- PAYG Withholding	\$26k
- GST (Refund)	(\$7k)
<b>Total Cash Outlay</b>	<b>\$29k</b>

No.	Account	Amount (000's)	Notes	
<b>REVENUE</b>				
1	Operating Grants	\$385	The CRJO received the following operating grants during the period: - \$245k for the 2019/20 Regional Coordination Support Package - Waste Less Recycle More Program from the EPA. These funds will be expended throughout the year in line with the approved 19/20 budget; - \$75k for the 2018/19 Biodiversity Program instalment; - A further \$15k to extend the Biodiversity Program through to February 2020; and - \$50k for the Community Recycling Centre Education Program	
<b>EXPENSES</b>				
2	Wages & Salaries (+ on-costs)	(\$443)	Total wages & salaries (including on-costs) for the period totalled \$443k. Included in this total was a termination payment of \$147k, plus employee entitlements of \$50k paid to the Executive Officer during July 2019, in line with the 2020 approved budget (a provision was also made for the payout of Long Service and Annual Leave). The remaining wages and salaries expense of \$246k represents business as usual expenditure across the CRJO operations and funded programs.	
3	Travel National/CRJO Meetings	(\$63)	Expenditure for this code includes accommodation, transport, parking, meals and Regional NSW JO network Meetings for the Chair and A/ Executive Officer. As per resolution 7.2.3. Of the 5 August 2019 Board meeting; <i>“Board members will cover their own dinner expenses”</i> . The CRJO will invoice the membership for Board and GMAG dinners July 2019 – December 2019. Expenditure includes:	
			\$24k	2019 Board Sitting Fees
			\$10k	Board / GMAG dinners
4	Consulting & Accounting	(\$105)	Major expenditure included: - The CRJO incurred \$27k in accounting fees to Kategic Solutions to finalize the 2018/19 financials in preparation for the Audit; - \$20k for CRJO operational review and GM workshop (undertaken in prior financial year); and - \$25k for the Waste Program expenses.	

**Action Item Outcomes:**

BM19-06.12	<p><b>11.3 CRJO FINANCE REPORT TO 31 OCTOBER 2019</b></p> <p>2. Note CRJO's intention to fully review the 2019/20 budget position and undertake forward financial forecasting to improve transparency and achieve a high standard of accuracy of the financial data.</p> <p>3. Note a full financial report for the 2020-21 financial year will be prepared for the Friday, 28 February 2020 CRJO Board Meeting</p>	EO & JLA	Report prepared for review at GMAG 31 Jan 2020.
------------	---	----------	---

**Notes to above:**

The CRJO's financial position for the 2019/20 financial year has been thoroughly reviewed at the request of the GMAG. The review aimed to ensure that the financial data accurately reflected the current position of the CRJO against the approved 2019/20 budget and all program funding was correctly accounted for under the terms of each Funding Agreement.

The review also identified processes that would allow for the proactive management of budget variances for the remainder of the financial year. These processes included:

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

These processes are currently being embedded into the day to day operations of the CRJO.

BM19-06.12	<p><i>Recommendation 2:</i></p> <p><i>That the CRJO Board set a minimum working capital level for the organisation and the achievement of an ongoing balanced budget as recommended by the CFO review.</i></p>	EO & JLA	To be tabled at GMAG 31 January 2020.
------------	--	----------	---------------------------------------

**Notes to the above:**

The CRJO has identified the minimum working capital level needed to continue business as usual operations throughout the remainder of the 2019/20 financial year.

Notably, four Programs are due for completion prior to 30 June 2019. Grant Funding for these programs must be readily available for expenditure prior to their completion date, with surplus funds to be returned to the Program Sponsor.

Program	Completion Date	Available Funds (as at 31 Dec)
OEH - Biodiversity	28 February 2020	\$30k
EPA - Litter Project	30 April 2020	\$44k
EPA - Illegal Dumping	17 April 2020	\$20k
EPA - Household Chemical Clean Up	30 June 2020	\$139k
<b>Total Expenditure Required</b>		<b>\$233k</b>

BM19-5.08	<p><b>5.0 GENERAL MANAGERS GROUP (GMG) MEETING REPORT</b></p> <p>4. <i>The Board requests reports be prepared by GMG on:</i></p> <p>a. <i>Potential restructure of the organisation, defining respective roles, skills sets and financial capacity of the organisation.</i></p> <p>b. <i>Mapping establishment, operational and project expenses against respective sources of income for FY18/19.</i></p> <p>c. <i>Operational and strategic priorities and sources of funding for FY19/20, drawn from the adopted strategic priorities.</i></p> <p>d. <i>Audit of the governance and operational arrangements in accordance with the Canberra Region Joint Organisation Establishment Plan.</i></p> <p>e. <i>Establishment of appropriate provisions and reserves (Employment Leave Entitlements, Motor Vehicle, Project).</i></p> <p>f. <i>Confirmation of suitable policies and delegations (IT, Finance, Records).</i></p>	<p>GMAG</p> <p>JLA &amp; EO</p> <p>JLA &amp; EO</p> <p>JLA &amp; EO</p> <p>JLA &amp; EO</p> <p>CRJO</p>	<p>Completed – report to GMAG 31 January 2020.</p> <p>Completed – See Program Funding Spreadsheet</p> <p>Complete – Factored into financials</p> <p>Completed – policies adopted at 6 December 2020 meeting.</p>
-----------	---	---	--

## 11.5. CRJO Payment of Expenses, Provisions of Facilities and Allowances to Board Members

**Reporting Officer:** Ms Gabrielle Cusack

**Attachment:**

11.5.1. DRAFT - CRJO Payment of Expenses, Provisions of Facilities and Allowances to Board Members – Amended 30 January 2020

### RECOMMENDATION

*That the CRJO Board*

- 1. Approve the changes to remove references to the 2018/2019 financial year, clarify payment frequency and include extraordinary and ordinary meetings to the clause 5.8 of the 'CRJO Payment of Expenses, Provisions of Facilities and Allowances to Board Members' policy.*
- 2. Agree to place the document on public exhibition for a period of 28 days and if no submissions or comments are received then the amendment be endorsed as Policy of Canberra Region Joint Organisation. If any submissions or comments are received, then they be placed on the next agenda of the CRJO Board for consideration.*

### REPORT

The CRJO Payment of Expenses, Provisions of Facilities and Allowances to Board Members policy was adopted by the CRJO Board on 15 February 2019. The policy covers the accountability and transparency in the reimbursement of expenses incurred by Board members and staff. It is imperative to clarify clause 5.8 of the policy ahead of the Local Government elections in September 2020.

#### **Clause 5.8 Allowances to Board Members**

Clause 5.8 of the policy requires re-wording to remove ambiguity and additional detail to help in the payment of allowances. The changes have been outlined below.

#### **CURRENT CLAUSE:**

- 5.8.1 The Chair is entitled to an Annual Allowance for representative duties on behalf of the CRJO, which shall be \$10,000 per annum for the 2018/2019 financial year (paid quarterly)*
- 5.8.2 Mayors (excluding the Chair) or their alternate delegates are entitled to a Sitting Fee for each attendance at a meeting of the Board which shall be \$250 per meeting during the 2018/2019 financial year.*
- 5.8.3 Members shall advise the Chief Executive Officer, in writing, as soon as practicable after becoming a Board member or being elected Chair, whether or not they wish to claim the above entitlements.*
- 5.8.4 The amount of above entitlements shall be indexed in accordance with the annual percentage determined by the Local Government Remuneration Tribunal each year.*



**PROPOSED CHANGES:**

5.8.1 The Chair is entitled to an annual allowance for representative duties on behalf of the CRJO, which shall be \$10,000 per annum ~~for the 2018/2019 financial year (paid quarterly)~~. **This annuity is paid on a quarterly basis; with payments to commence after the date of the election of the CRJO Chair.**

5.8.2 Mayors (excluding the Chair) or their alternate delegates are entitled to a sitting fee for each attendance at **an ordinary or extraordinary** meeting of the Board which shall be \$250 per meeting ~~during the 2018/2019 financial year~~ **paid quarterly.**

## CRJO General Managers Advisory Group Reports

### 11.6. Additional Contributions Local Government Superannuation

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

**Attachments:**

11.6.1 CRJO Correspondence – Additional Contributions to Local Government Superannuation

#### RECOMMENDATIONS

*That the CRJO Board*

1. *Receive report from the Chair of the General Managers Advisory Group on additional contributions Local Government Superannuation.*
2. *Endorse the CRJO Letter to Local Government Superannuation regarding the additional contributions be sent to Local Government Superannuation.*

#### REPORT

Earlier in February 2020 councils received demands from Local Government Superannuation (LGS) for “Additional Contributions” to fund their very inadequate investment management of the Defined Benefit Scheme.

This request comes as councils are in the middle of a crisis with their communities. We are facing probably the two worst disasters in living memory being the bush fire crisis and the drought. A senior State Government Minister Hon Andrew Constance described our predicament as a “Humanitarian Crisis”.

Some facts:

- People are dying or being killed in our community from these disasters
- Thousands of people are now homeless in our communities because of these disasters with little hope in the short term future
- Thousands of families have no income or foreseeable income to feed themselves
- Many Councils have cancelled or drastically reduced services to help and manage traumatised communities
- Many Councils are stressed to the maximum both financially and emotional with managing these disasters
- Many communities are seeking absolute basic needs (cash handouts) to give a glimmer of hope to return to what can only be defined as 10% of normality.

Whilst Local Government Superannuation’s response in the middle of the Humanitarian Crisis is to demand \$40,000,000 from our sector and communities. LGS have totally lost their moral and ethical compass.

Some families who are impacted severely by these disasters are giving \$100 to help their fellow community members even though they are struggling with the basic needs of food and water - but not Local Government Superannuation - they just want these communities severely impacted by these disasters to be their “cash cow”.

The Australian comedian Celeste Barber challenged the world to look after the NSW communities and at the 17<sup>th</sup> January 2020 she had raised nearly \$50 million for our devastated bush fire communities.

Local Government Superannuation response to this type of generosity is to take the equivalent of 80% of that from our devastated communities to fund their overheads and incompetent investment management.

Remember these “additional contributions” are additional to the average of 19.6% employer contribution we are already paying as part of our obligation for superable salary. These demands have now been placed on the local government sector for 12 years now at \$40,000,000 per year - in total \$500,000,000. This is when the share market is at an all-time high exceeding 7,000 point in January for the first time ever and still Local Government Superannuation are unable to manage their investments in a competent manner.

It is time for us in Local Government to say enough is enough and to stand up for our communities and ask Local Government Superannuation Board and their management to show some basic sensitivity and respect for our communities in this time of “unprecedented disasters”. Surely the homeless and destroyed communities are more important than Local Government Superannuation overheads

GMAG considered a report at its meeting on the 30<sup>th</sup> January and passed the following resolutions:

#### **4.2 ADDITIONAL CONTRIBUTIONS – LOCAL GOVERNMENT SUPERANNUATION**

##### **RESOLVED**

*That the General Managers Advisory Group*

- 1. Receive the Additional Contributions – Local Government Superannuation report from the Executive Management Team of GMAG.*
- 2. Write to the Chief Executive and the Board Chair of Local Government Superannuation and appeal to humanitarian and sensitive attitude of this organisation and seek that two year moratorium be placed on these “additional contributions” for the defined benefit plan totaling \$40 million to allow NSW Councils to focus on the devastating natural disasters that need to be managed and funded. It needs to be acknowledged that the payment of over 1% of our annual rate income (\$40,000,000) to Local Government Superannuation would be better spent on essential recovery focus in our destroyed and homeless communities.*

**Moved M. Hyde / L. Barnes**

**Carried**

The CRJO letter has gone to Local Government Superannuation because the matter is to be discussed at their next meeting which occurred before the 27 February 2020 CRJO Board meeting. The message in the letter is very similar to the general intent of the CRJO from resolutions at previous meetings. This report is recommending the Board endorse that letter.

The Annual General Meeting (AGM) of Local Government Superannuation is on Wednesday 4th March 2020. I have notified them of my intent to attend that meeting and have sought approval to ask two questions. If the Board is of the opinion to endorse the thrust of the attached letter then I will notify the AGM that I am also speaking on behalf of the Canberra Region Joint Organisation and its member Councils

## 11.7. General Managers Advisory Group Meeting Summary – 30 January 2020

**Reporting Officer:** Mr Warwick Bennett – Chair GMAG

### **RECOMMENDATION**

*That the CRJO Board receive and note the report from the Chair of the General Managers Advisory Group on the summary of the GMAG meeting from the 30th January 2020.*

### **REPORT**

On Thursday 30th January 2020 GMAG held a meeting and the following is a summary of that meeting.

### **POPULATION PREDICTIONS**

The Department of Planning, Industry and Environment release population predictions each year which are always conservative and well below reality. The concerns we as General Managers have is that those population predictions by other Government Departments to model for future infrastructure development such as schools, hospitals etc. We have agreed to meet with the Secretary of the Department to look at options for getting real data into these predictions.

### **REGIONAL WORKFORCE STRATEGY**

We have advertised Expression of Interest to undertake the regional workforce strategy. This strategy is funded by the State Government as part of our “Capacity Building Grant”.

### **REGIONAL RECYCLING PROSPECTUS**

The Federal Government through COAG have banned the exporting of recycling products. In close liaison with the ACT Government we are preparing a Recycling Prospectus to present to Federal Government for grant funding for a pilot project in this region. The document is still being developed as this agenda is being prepared and the final draft will be tabled at the Board meeting

### **CONTAMINATED LANDS**

Our Contaminated Lands Officers have begun a review of all Underground Petroleum Storage Systems (UPSS) in the region. This is a delegation from EPA who were unable to manage these systems. The first step is to undertake a survey of potentially affected properties and then undertake training of Council staff to implement the regulations.

All other matters discussed and determined at this meeting were operational or a subject to separate reports on this business paper

## CRJO Operations

### 11.8. CRJO Operational Report

**Reporting Officer:** Ms Gabrielle Cusack

#### RECOMMENDATIONS

*That the CRJO Board note the CRJO operational report.*

#### REPORT

#### CRJO ADVOCACY & ACHIEVEMENTS – 27 FEBRUARY 2020

- Facilitation of requests from CRJO members for contact details for Ministers and senior bureaucrats.
- Facilitation of request from CRJO members for contact details of senior bureaucrats.
- Federal Ministerial Meetings February 2020 with Senior Ministers.
- State Ministerial Meetings May 2020.
- Facilitated ministerial meetings for the NSW Joint Organisation Network, which is comprised of the NSW Joint Organisations Chairs Forum and the NSW Joint Organisations Executive Officer Forum. Developed professional standards and branding for the two Forums.
- Collaborated with the Office of Emergency Management – Department of Justice for the recruitment of a regional Disaster Preparedness Officer. Incumbent commenced 17 February 2020.
- CRJO is the lead proponent in the Building Better Regions Funding for ‘Enabling Agricultural Diversification in South-East NSW’.
- Recruitment of CRJO Waste Procurement Officer.
- Facilitation of regional visit for the Singapore High Commissioner in March 2020.
- Parliament House regional produce event and on-going catering opportunities for Canberra region producers.
- Soldier On – facilitated discussions regarding opportunities for veterans returning to work in civilian capacities in the Canberra region.
- Finalisation of regional workforce strategy (RWFS).
- Meeting with NSW Deputy Premier – to discuss the CRJO forward plan and RWFS.
- Facilitation of meeting with Minister for Finance and Small Business for a Skilled Migration Office for the Canberra Region.
- Diplomatic Corp – Department of Foreign Affairs and Trade - Protocol Branch – regarding regional visits by Diplomatic Corp.
- Finalisation of ACT Government and CRJO Recycling Prospectus and review of the CRJO Waste Prospectus.
- Corporate Partnership with the Sofitel – Wentworth for CRJO members with access to reduced accommodation costs
- Initiated regional meetings of CRJO Working Groups in:

March 2020	
Economic Development Working Group	Bega Valley LGA
Executive Assistants Forum	Snowy Valleys LGA
Wellbeing and IPR	Queanbeyan LGA
April 2020	
Planners Working Group	Eurobodalla Shire LGA

## CRJO STAFF

### CRJO – OPERATIONAL IMPROVEMENT WORKSHOP

On 18 December 2019 the CRJO held a team workshop and discussed:

- Organisational needs
- Key priorities for 2020
- Communication – internal, external and across media platforms
- 2020 forward planning
- Expansion and growth opportunities

### COMMUNICATION AND MEETINGS

The team identified that consistent and clear communication is necessary to work effectively and also expressed a desire to reach out and promote the CRJO brand across the region. The JO recognises the importance of outward facing communication and is undertaking steps to re-vamp the website, establish a presence on social media (LinkedIn and Instagram) and promote the region through proactive media management. The team highlighted a desire to improve awareness and familiarity of the CRJO brand with staff from member councils.

This approach aligns with the communication and engagement strategy as well as the advocacy platform.

The following workshop outcomes have been implemented by the CRJO.

### TEAM MEETINGS

The CRJO will hold two team meetings each month, the monthly and mid-monthly meeting, which are separated by two weeks.

The monthly meeting will include forward planning for the following month, CRJO achievements, external communication and media, website content, social media, Linked-in and EDM content, council updates and council staff updates, review of minutes/actions from GMAG and Board Meetings, updates from Contaminated Land, Waste and Disaster Preparedness.

The mid-monthly meeting is held in the second-last week of each month. This meeting will include one-on-one project updates (KPI's and deliverables) between CRJO staff and the Executive Officer, a financial review of budgets and will then be followed by a standard team meeting incorporating items of the mid-monthly meeting. This meeting will also be used for team workshops.

### EXTERNAL COMMUNICATION

In order to increase CRJO brand awareness in the region and external communication to celebrate regional wins and achievements, the CRJO will create a Linked-In page and Instagram account. The LinkedIn page is a professional platform for position vacancies, news source for CRJO related activities and achievements, networking, and promoting the region for potential stakeholders, investors and employees.

The CRJO Instagram page will feature location images and be targeted towards visitors, holiday makers and interested industry in the region. The account will be aimed at fostering support and promoting tourism in fire affected councils of the CRJO, which have reopened to visitors. The CRJO is currently developing a social media framework and style guide to keep posts consistent with the Communications and Engagement Strategy, Information Technology and Communications and Record Management policies.

Presentations to Councillors will continue this year with the EO and Chair CRJO visiting each Council to provide a yearly update on activities and achievements. The CRJO team has expressed a wish to attend these presentations to help foster familiarity with the wider CRJO team.

### **FORWARD PLANNING**

The CRJO will review the strategic priorities and actions from all meetings with the aim to be outcomes focused and deliver on the priorities and actions as directed by the CRJO Board.

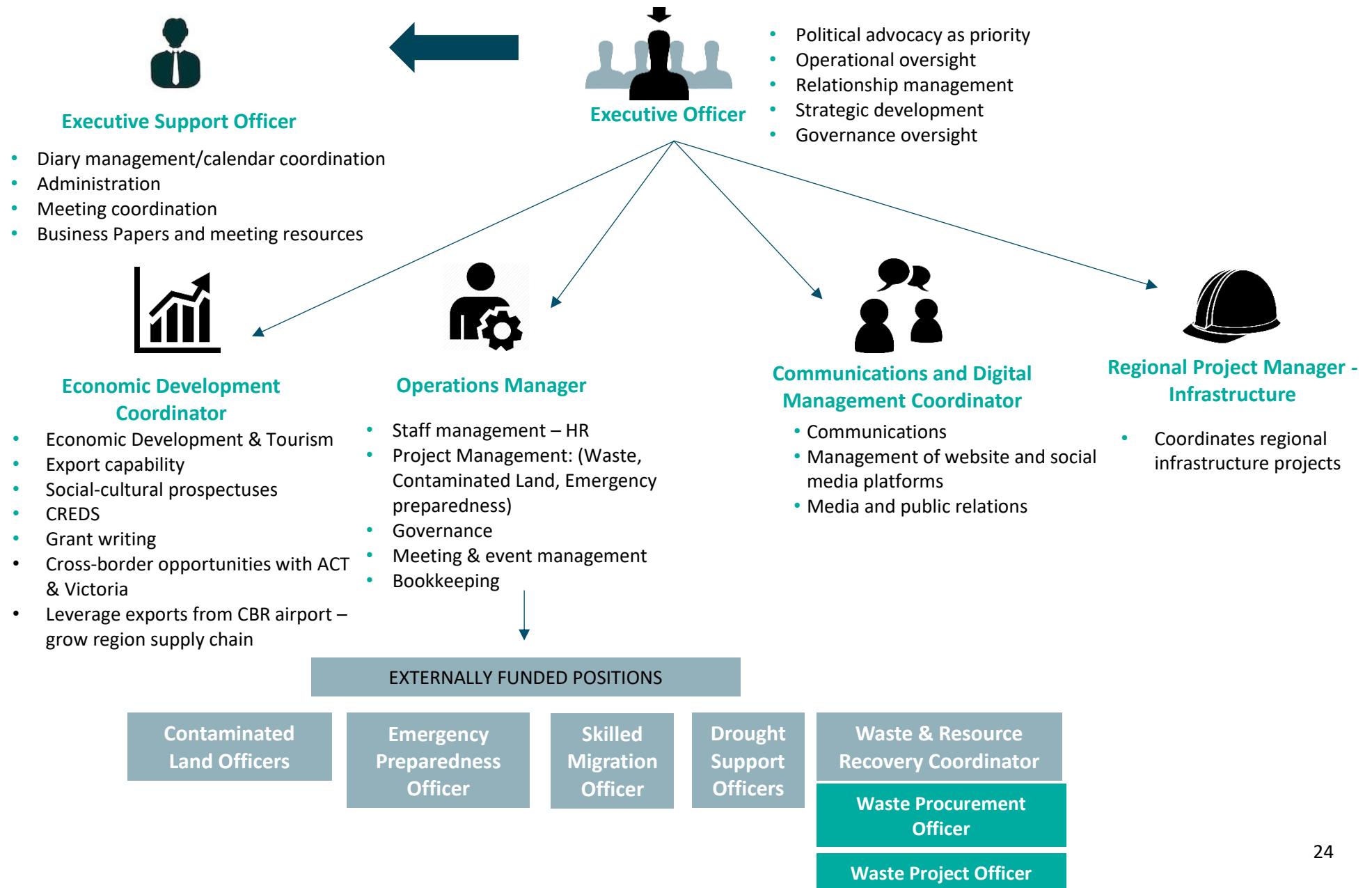
### **PRIORITIES FOR THE ORGANISATION**

- Establishment of communication pathways.
- Governance and document management and requirements of staff.
- More involvement in Council meetings and internal council meetings relevant to waste and contaminated land.
- Greater engagement and participation with councils regarding the disaster preparedness role that will be part of the CRJO to ensure a more streamlined approach to policies, procedures and templates.
- Better relationship with whole council.
- Finances – clear oversight of each project budget.
- Promotion of organisation – focus on regional development, support and work with councils.
- Meeting planning and processes. Planning individually and as a team.
- Take the lead on improving relationships with agencies and proactively resolve issues and obstacles.
- Celebrating CRJO wins, achievements and events.

### **POTENTIAL ORGANISATIONAL RESTRUCTURE**

At its meeting the CRJO team identified opportunities for growth and expansion of the organisation and review of position descriptions. The potential positions and organisational structure are detailed in the image below.

What would the CRJO structure look like in 2020-2023?





## MINISTERIAL REPORTS

At the 17 October 2019 CRJO Ministerial Meetings there were a number of a questions on notice and actions to follow up with the various ministerial offices and agencies. Regarding the correspondence sent out in late 2019 the CRJO is yet to receive a response from two Ministerial offices.

## REGIONAL ENGAGEMENT

### PARLIAMENT HOUSE CANBERRA

The CRJO has been working with Parliament House in Canberra identifying opportunities to supply regional produce and product; this is as a result of a meeting held at Parliament House in November 2019 following an initial discussion between the CRJO and Department of Parliamentary Services.

### DIPLOMATIC CORP

In late 2019 the CRJO met with the Chief de Mission of the Diplomatic Corp; Timor-Leste Ambassador, His Excellency Abel Guterres and his wife Ana. The purpose of the meeting was to discuss opportunities for the Diplomatic Corp to visit communities across the Canberra Region.

The Ambassador finished his appointment in December 2019 and the newly appointed Chief de Mission is the Ambassador of Romania, Ms Nineta Barbulescu. It was expressed in the meeting that the Diplomatic Corp would like to strengthen its engagement with the Canberra Region, and it is proposed that the CRJO will meet with the Ambassador in March 2020.

### SINGAPORE HIGH COMMISSION – REGIONAL VISIT

In December 2019 the CRJO was approached by the Singapore High Commission to look at opportunities for the High Commissioner to do regional visits and meet with local producers. The purpose of these visits would have a tourism focus as well as identifying export opportunities using Singapore Airlines via Canberra Airport.

The CRJO is currently working with the High Commission on a program for 2020 with three separate regional visits to take place throughout the year. The CRJO will consult with each respective council and discuss the program and logistics before it is confirmed with the High Commission.

For both the Diplomatic program and Singapore High Commission regional visits the CRJO will consult and engage with Canberra Airport as well as the ACT Commissioner for International Engagement.

## **PARTNERSHIP WITH ACT GOVERNMENT**

In mid-January 2020 the CRJO met with the ACT Government to discuss the changes in representation at the various working group meetings and GMAG and CRJO Board meetings.

One of the key discussion points was around the MoU between the CRJO and ACT Government and review the six key objectives and provide an update to the CRJO Board.

It will be suggested that an addendum to the CREDS will look at disaster recovery management looking at economic development and tourism opportunities.

## **CRJO RECRUITMENT**

### **REGIONAL WASTE PROCUREMENT OFFICER**

Recruitment for the Waste Procurement Officer was extended to 31 January 2020. The CRJO hopes to finalise recruitment of this position before March 2020.

### **DISASTER PREPAREDNESS OFFICER**

In mid-December 2019 the CRJO participated as a panellist together with the NSW Government conducting interviews for the Disaster Preparedness Officer. There were five candidates interviewed with a recommendation of the preferred candidate which was unanimous.

The Office of Emergency Management (OEM) together with the CRJO finalised the appointment of this position, which commenced in mid-February 2020.

### **SOLDIER ON AUSTRALIA**

The CRJO was approached in early January 2020 to meet and discuss opportunities for collaboration with the not-for-profit organisation Soldier On. The opportunity pertains to the transitioning of Defence Force personnel and veterans into the civilian workforce. You may recall the CRJO had an initial discussion regarding collaboration with the Defence Force and employment in Local Government.

It is proposed that there will be meetings with the Regional Workforce Strategy panel and Human Resources Working Group to discuss the collaboration and connection for the CRJO members.

## **BACKGROUND**

Soldier On supports all those who have served Australian in the Australian Defence Force and their immediate family to thrive. This includes those who have served in the Royal Australian Navy, Australian Army, Royal Australian Air Force since 1990. Additionally, Soldier On supports the families of veterans equally. Across the over 59,000 service personnel of the Australian Defence Force there is enormous variety and diversity in the experience, qualifications and technical skills of veterans. With more than 5500 – 6000 veterans, on average, separating from the ADF each year, there is a huge opportunity to support the veteran community and recognise and recruit ex-service men and women, and their families and thereby bring their skills, experience and attributes to your organisation.

Soldier On offers holistic programs to the veteran community including Health and Wellbeing, Social Connection and Employment and Education Support. Through the Soldier On Pathways program, Soldier On supports veterans and families by helping them secure their future through employment and education. The program supports current and ex service personnel, and their families, through their transition to the civilian workforce. Soldier On Program Officers support participants with, but not limited to, CV's and interview assistance, job matching and post placement support. The program is led by the participants as they transition. They set the timeframe and make all relevant decisions surrounding their career goals and transition. We are focused on enabling participants to reach their goals their way, with our guidance. The Soldier On Pathways Program operates nationally.

Soldier On connects to veteran friendly employers through the Soldier On Pledge which enables Soldier On to operate as a conduit to connect veterans and families with different events, opportunities and provide them with the education and tools for a successful transition succeed.

Soldier On Pathways program is looking forward to a very exciting year ahead in 2020. As part of this we will be launching a new Soldier On Pledge. The new Pledge will include different levels of Pledge to bring awareness and highlight the amazing work of organisations engaging in recruitment, retention and communication programs to support veteran and family employment. The new Pledge will be supported by the Soldier On Pathways team and will be marketing and communications that will highlight the work of veteran friendly organisations. Additionally, there will be small annual contribution to Soldier On of \$1000 that will assist us in continuing to deliver our essential services to the veteran community. The Pledge will enable organisations to link roles to the Soldier On Job Board as well as Pathways Networking Events and broader Soldier On Events.

As part of the Social Connection program, Soldier On has announced an expansion of their veteran volunteering program Serving On, with the first activity held at Wayside Chapel in Potts Point this Thursday 30<sup>h</sup> January 2020. Serving On supports veterans to build skills, resilience and connection through meaningful volunteer work and has now expanded to Sydney and Melbourne, and will be running in Adelaide from mid-2020, thanks to a long-term partnership with BAE Systems Australia. The Serving On program involves a monthly project in various locations, in collaboration with other community-based organisations. The launch activity at Wayside Chapel will see Serving On volunteers will be spending the day in Kings Cross, learning about life on the streets and cooking and serving meals for the homeless, and assisting in cleaning and packing down after lunch.

## NSW JOINT ORGANISATION NETWORK

At the October 2019 NSW Joint Organisations Chairs Forum, the Chair CRJO was voted as Chair of the NSW Joint Organisations Chairs Forum, which was unanimous. This position is for 12 months.

The next meeting of the Network will be held on Thursday, 5 March 2020 at Parliament House in Sydney.

The CRJO is currently working on the agenda items and business papers for this meeting – which is the first time for the CRJO to have carriage of the agenda and business papers since the Chair of the CRJO was elected in October 2019.

## CRJO EXECUTIVE ASSISTANTS FORUM & WORKING GROUPS

In 2019 the CRJO briefly discussed the opportunity to bring all Executive Assistants together from the member councils with the aim to gain a better understanding of the operations of the CRJO, share experience and network.

The proposed program will be finalised once resolved and will include:

1. Presentation by CRJO
2. Presentation by InfoCouncil
3. Workshop EA processes between JO and Councils, streamlining event and diary management, communicating effectively and other relevant topics.

The meeting format would be:

Monday, 16 March 2020	Arrive mid-day
	Informal lunch and networking
	Forum and presentations
Tuesday, 17 March 2020	Dinner
	Workshop and Actions
	Depart at lunch time.

The CRJO have organised this event and future working group meetings in natural disaster affected LGAs of the CRJO as a means to stimulate the local economy and support local businesses. Of the eight CRJO working groups the following meetings and presentations have been scheduled for March and April:

<b>March 2020</b>	
Economic Development Working Group	Bega Valley LGA
Executive Assistants Forum	Snowy Valleys LGA
Wellbeing and IPR	Queanbeyan-Palerang LGA
<b>April 2020</b>	
Planners Working Group	Eurobodalla Shire LGA

## 11.9. CRJO Actions as at 30 January 2020

**Reporting Officer:** Ms Gabrielle Cusack

**Attachment:**

11.9.1 CRJO Action List – January 2020

### **RECOMMENDATIONS**

*That the CRJO Board note the CRJO Actions and report as at 18 February 2020.*

### **REPORT**

As of the 6 December 2019 Board meeting the CRJO completed 49 of the 56 pending actions. Of the actions to be completed they are either underway, deferred or in progress.

## External Reports

### 11.10. Standing Item: Office of Local Government Update

**Reporting officer:** Ms Karen Purser

#### REPORT

The bushfires have had a devastating impact on the communities of south east NSW as well as elsewhere in the state. To provide some context on the scale of this disaster, the latest estimates of building losses (5 Feb 2020) across our region are provided below:

- **Eurobodalla** – 489 houses destroyed, 280 houses damaged, 78 facilities destroyed, 28 facilities damaged, 843 outbuildings destroyed and 291 outbuildings damaged
- **Bega** – 429 houses destroyed, 124 houses damaged, 24 facilities destroyed, 24 facilities damaged, 1033 outbuildings destroyed and 292 outbuildings damaged (*impact assessment still underway*)
- **Wingecarribee** - 68 houses destroyed, 18 houses damaged, 3 facilities damaged, 197 outbuildings destroyed and 69 outbuildings damaged
- **Queanbeyan-Palerang** – 59 houses destroyed, 16 houses damaged, 4 facilities destroyed, 3 facilities damaged, 145 outbuildings destroyed and 51 outbuildings damaged
- **Snowy Valleys** - 185 Houses Destroyed, 50 Houses Damaged, 44 Facilities Destroyed, 29 Facilities Damaged, 590 Outbuildings Destroyed, 176 Outbuildings Damaged
- **Snowy Monaro** - 29 Houses Destroyed, 15 Houses Damaged, 11 Facilities Destroyed, 2 Facilities Damaged, 94 Outbuildings Destroyed, 23 Outbuildings Damaged (*impact assessment still underway*)
- **Goulburn Mulwaree** – 1 House destroyed, 2 Houses Damaged, 11 Outbuildings Destroyed, 2 Outbuildings Damaged.
- **Upper Lachlan** – 3 Houses Destroyed, 1 House Damaged, 0 Facilities Destroyed, 2 Outbuildings Destroyed
- **Wagga Wagga** - 1 Outbuilding Destroyed, 2 Outbuildings Damaged
- **Wollondilly** - 15 houses destroyed, 17 houses damaged, 8 facilities destroyed, 5 facilities damaged, 69 outbuildings destroyed and 49 outbuildings damaged.
- **Shoalhaven** – 311 houses destroyed, 173 houses damaged, 26 facilities destroyed, 20 facilities damaged, 585 outbuildings destroyed and 265 outbuildings damaged
- **Cootamundra-Gundagai** – 3 outbuildings damaged.

A range of rapid response policy measures have been implemented. These are outlined below.

**1. Amendments to the Local Government (General) Regulation 2005 – Tendering have occurred**

- a. To increase the tendering exemption threshold for contracts for bushfire recovery and operations to \$500,000. Effective until 1 July 2020.
- b. Councils will be encouraged to use local suppliers where they can.

**2. Exemption for activities under Part 3 of the Commonwealth Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act)**

1. Exemption for NSW State agencies and local councils from the application of all of the provisions of Part 3 of the EPBC Act – for fire related activities. No approvals required

**3. Temporary accommodation, demolition and storage legislative changes**

Amendment to the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*, the *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005* has occurred. This is to enable displaced residents to: reside in temporary dwellings; store belongings on-site; demolish without consent (unless there are heritage considerations. This is a rapid response. Planning is happy to talk to Councils about other amendments that should also be considered.

The next stage of policy initiatives will consider simplified pathways for people to rebuild their homes but also taking into consideration the need to rebuild to new bushfire standards.

**4. NSW Government has made the decision to waive applicable government fees on all development applications related to dwellings damaged or destroyed in the recent bushfires.**

- The fees include the BASIX Certificate fee and the Planning Reform Fund fee.
- This means councils are not required to collect the Planning Reform Fund fee when development applications are lodged.
- Affected property owners can contact the Department to arrange for a BASIX Certificate to be issued free of charge. Councils can refer applicants to the dedicated BASIX bushfire recovery hotline. The contact number is 1300 054 464.

**5. OLG is part of the LG Bushfire Recovery Support Group**

The Local Government Bushfire Recovery Support Group (LGBRSG) has been established by Office of Local Government in partnership with the City of Sydney, Local Government NSW, and Sydney Resilience Office, to assist council disaster recovery and support operations in local communities. This Group is focused on matching requests for help with offers of support. Case Managers are in place to assist affected councils. Impacted councils are encouraged to make use of this service – it is a centralised repository of assistance collated especially for this purpose. Supporting councils are asked to articulate the details of their offer clearly to enable matching to be as efficient as possible.

## 6. Planning

Department of Planning has offered to coordinate DPIE on-site visits (Planning Van or otherwise) for bushfire impacted communities. Councils to late the Department know if this would be helpful.

Department is also looking at providing **BAL Training** for council staff who may be interested in undertaking BAL assessments (for under BAL 40). The staff do not have to be from the planning team. Also looking at having some staff from across the Department complete this training so that they can offer assistance on the ground.

Department is continuing to talk to impacted councils on any additional policy / legislative changes that need to be considered. Next tranche of policy initiatives is focusing on assisting businesses to operate in temporary facilities and providing plain English material on pathways for rebuilding.



### 11.11. Standing item: ACT Government Update

ACT Chief Minister to address the Board during Ministerial Meetings.

## 12. Move into Closed Session

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

## 13. Confidential Matters

*That the CRJO Board considers the confidential report listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993 (a) Personnel matters concerning particular individuals (other than councillors).*

### 13.1. CRJO Restructure and Recruitment

The confidential report will be circulated to the CRJO Board by the Chair of GMAG separately to the Board business papers.

## 14. Move out of Closed Session

The CRJO Board must resolve to move out of Closed Session and record any resolutions made during the closed session.

## 15. Resolve 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.

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

Resolved that the CRJO confirm all decision that have been made in this meeting whilst in the Committee of the Whole

## 17. Close

The Chairperson will close the meeting.