



**CANBERRA REGION**  
JOINT ORGANISATION

---

## CRJO Board Meeting

Friday, 29 October 2021

09:30am – 12:30pm

JFK & CDG Rooms, The Vibe Hotel Canberra

OR

Join Zoom Meeting

<https://us06web.zoom.us/j/88077109441>

Meeting ID: 880 7710 9441

Our Region...

Dynamic

Innovative

Connected

...Compelling!

## AGENDA

1. Opening Meeting .....	4
2. Welcome & Acknowledgement of Country .....	4
3. Apologies.....	4
4. Urgent Business .....	4
5. Disclosure of Interest .....	4
6. Notice of Rescission .....	4
7. Notice of Motions .....	4
8. Chair’s Minute.....	4
9. Confidential Matters.....	4
10. Confirmation of Minutes.....	5
11. Presentations .....	5
11.1. Community Strategic Plan.....	5
12. Submissions, Representations and Correspondence.....	6
13. Reports to the Board.....	7
13.1. CRJO Policy and Procedures.....	7
13.2. CRJO Audit and Annual Financial Statements and Performance Statement.....	8
13.3. Finance Report .....	9
13.4. CRJO Water Utilities Working Group .....	12
13.5. A Regional Procurement Program .....	13
13.6. CEO Report.....	14
14. Network Updates.....	21
14.1. ACT Government.....	21
14.2. Resilience NSW .....	21
14.3. Regional NSW.....	21
14.4. Office of the Cross Border Commissioner.....	21
14.5. Office of Local Government .....	21
15. Confirmation of Next Meeting .....	21
16. Close.....	21

MEMBERS	
Bega Valley Shire Council	Mayor Cr Russell Fitzpatrick Mr Anthony McMahon
Eurobodalla Shire Council	Mayor Liz Innes Dr Catherine Dale
Goulburn Mulwaree Council	Mayor Bob Kirk Mr Warwick Bennett
Hilltops Council	Mayor Brian Ingram Mr Anthony O'Reilly
Queanbeyan-Palerang Regional Council	Mayor Tim Overall Mr Peter Tegart
Snowy Monaro Regional Council	Mayor Peter Beer Mr Peter Bascomb
Snowy Valleys Council	Mayor James Hayes OAM – <b>Deputy Chairperson</b> Mr Matthew Hyde
Upper Lachlan Shire Council	Mayor John Stafford Ms Colleen Worthy
Wingecarribee Shire Council	Mr Viv May (Administrator) Ms Lisa Miscamble
Yass Valley Council	Mayor Rowena Abbey – <b>Chairperson</b> Mr Chris Berry
ACT Government	Ms Wilhelmina Blount Dr David Clapham
East Gippsland Shire Council	Mayor Mende Urie Mr Anthony Basford
Wagga Wagga City Council	Mayor Greg Conkey OAM Mr Peter Thompson
Canberra Airport	Mr Noel McCann
Canberra Region Joint Organisation	Ms Kalina Koloff
ATTENDEES	
Resilience NSW	Ms Heidi Stratford
Office of Local Government	Ms Karen Purser Ms Alison Murphy
NSW Government – Regional NSW	Ms Megan Cleary
NSW Cross Border Commissioner and Regional Town Water Supply Coordinator	Ms Emma Watts Mr James McTavish
Jennifer Lang Australia	Ms Jennifer Lang
Projectura	Ms Karina Bonitcha

## 1. Opening Meeting

The Chairperson will open the meeting.

## 2. Welcome & Acknowledgement of Country

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

## 3. Apologies

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

## 4. Urgent Business

The Chairperson will call for any Additional Business pursuant to Clause 9.3 of the Code of Meeting Practice. Any additional business to be discussed requires a Board resolution or a ruling by the Chairperson that the matter is of great urgency.

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

## 5. Disclosure of Interest

With reference to Chapter 14 of the 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.

## 6. Notice of Rescission

Pursuant to Clause 372 of the Local Government Act 1993 a voting representative may lodge a notice to rescind a motion for the CRJOs consideration.

## 7. Notice of Motions

Pursuant to Clause 10.2 of the Code of Meeting Practice a voting representative may lodge a notice of motion for the CRJOs consideration

## 8. Chair's Minute

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

## 9. Confidential Matters

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

## 10. Confirmation of Minutes

### Attachment:

10.1 CRJO Board Meeting Minutes – June 11 2021

### RECOMMENDATION

*That the CRJO Board Meeting minutes from June 11 2021 be accepted.*

## 11. Presentations

### 11.1. Community Strategic Plan

After a last minute pivot to accommodate changing COVID19 conditions, consultation and engagement activities for the Community Strategic Plan across the region have concluded. In addition to a few face to face activities early in the program communities have shared their views through online surveys, one on one phone interviews, at online workshops, through drawing submissions, by writing to us and by participating in random telephone interviews. In all we engaged with 3.8% of the 180K+ population across 7 LGAs. A really great achievement given the engagement was done through restrictions and lockdown.

Over 1,982 pages of engagement insights were collected and there are detailed reports from phone interviews and surveys. The consultant team have analysed this feedback and presented a draft report to all participating Councils.

Each participating Council has access to a suite of collateral including discussion guides, surveys, drawing sheets and material to support pop-up engagements and there are opportunities for additional activities to be conducted if desired and those results added to the draft CSP prior to exhibition by the new Council in 2022.

	Total participation	Population (2020 ERP)	% of population engaged
BVSC	1,922	34,727	5.5%
GMC	431	31,554	1.4%
QPRC	1,727	56,027	3.1%
SMRC	854	20,218	4.2%
SVC	587	14,395	4.1%
ULSC	318	7,695	4.1%
YVC	957	16,142	5.9%
<b>Total</b>	<b>6,796</b>	<b>180,758</b>	<b>3.8%</b>

Council	Drawing sheets	Pop-ups	Submissions	Online survey	Discussion Guides	Online workshop	Targeted telephone interviews	Random telephone interviews
	Number of drawing sheets received.	Number of people who attended pop up sessions.	Number of formal submissions received.	Number of individual survey responses.	Number of people who contributed to discussions.	Number of workshop participants	Number of telephone interviews completed by Projectura.	Number of calls made by Jetty Tavener.
<b>BVSC</b>	74	40	4	1,275	418	0	12	99
<b>GMC</b>	0	23	1	241	50	0	16	100
<b>QPRC</b>	317	0	1	1,041	239	13	16	100
<b>SMRC</b>	0	0	4	416	301	20	13	100
<b>SVC</b>	4	144	0	246	62	0	30	101
<b>ULSC</b>	0	0	0	86	101	0	30	101
<b>YVC</b>	217	7	7	364	247	15	0	100
<b>Total</b>	<b>612</b>	<b>214</b>	<b>17</b>	<b>3,669</b>	<b>1,418</b>	<b>48</b>	<b>117</b>	<b>701</b>

## 12. Submissions, Representations and Correspondence

Attached all correspondence, submissions, and letters of support received and distributed by the CRJO since the last Board meeting.

### Attachments: should be 12!!!

- 12.1 Letter to Deputy Premier Barilaro, Minister Littleproud, Mr. Stone, and Commissioner Fitzsimmons RE: Disaster Funding
- 12.2 Response from Deputy Premier to the CRJO RE: Disaster Funding
- 12.3 CRJO Regional Housing Taskforce Submission
- 12.4 CRJO Letter of Support – University of Canberra – Climate Resilient Housing Toolkit for Older Australians
- 12.5 CRJO Letter of Support – Goulburn Mulwaree Council – BSBRP Strategic Bushfire Study
- 12.6 CRJO Letter of Support – Goulburn Mulwaree Council – BSBRP Grow, Regenerate, Celebrate
- 12.7 CRJO Letter of Support – Electro Optic Systems – Australian Space Manufacturing Hub
- 12.8 Letter from the Hon. Shelley Hancock MP RE: mayoral elections
- 12.9 Letter of thanks - Ms Berejiklian
- 12.10 Letter of thanks – Mr Barilaro
- 12.11 Letter of thanks – Mr Constance
- 12.12 Letter of congratulations – Premier Perrottet
- 12.13 Letter of congratulations – Deputy Premier Toole

### RECOMMENDATION:

*That the CRJO Board note the correspondence*

## 13. Reports to the Board

### 13.1. CRJO Policy and Procedures

**Reporting Officer:** Kalina Koloff

**Attachment:**

13.1 DRAFT CRJO Policy and Procedures Compendium

**RECOMMENDATION:**

*That the CRJO Board:*

1. *Approve the revised delegations for CRJO staff*
2. *Endorse the updated CRJO Policies and Procedures*

**Report:**

The CRJO currently has a suite of 9 policies endorsed by the Board. Six of these (in red below) are overdue for renewal, including the 3 essential policies outlined by the CRJO Charter.

CRJO Policy Status			
Essential	Due for Review	Additional - previously adopted	Due for Review
Code of Meeting Practice	<i>MAY 2021</i>	Register of Delegations to Staff	<i>JUNE 2020</i>
Expenses and Facilities Policy	<i>FEBRUARY 2021</i>	Credit Card Policy	<i>DECEMBER 2021</i>
Model Code of Conduct	<i>FEBRUARY 2021</i>	Information and Technology Policy	<i>DECEMBER 2021</i>
		Records Management Policy	<i>DECEMBER 2021</i>
		Regional Procurement Policy	<i>DECEMBER 2021</i>
		Revenue Policy	<i>AUGUST 2021</i>
		Motor Vehicle Leasing Policy	<i>AUGUST 2020</i>

A full review of the CRJO Policy suite has been undertaken. All existing policies have been updated and new policies added including:

1. Public Interest Disclosure Policy
2. Drug and Alcohol Policy
3. Email and Internet Policy

There were some notable issues with the existing staff delegation register and policy which have been resolved to include:

#### Grants and Funding Arrangements

Where the CRJO has been awarded a grant or enters into a funding agreement to deliver programs or services (such as the Contaminated Lands Program or the Regional Waste and Resource Recovery Program), the CEO in association with the Chair of the General Managers Advisory Group (GMAG) may be authorised to enter into contract negotiations up to the value of \$250,000 provided the CRJO Board has previously resolved to support the program or application.

Delegations

Value of Purchase (\$)	Method of Procurement	Approval
Recurring, minimum value business as usual transactions (< \$5,000) such as stationary, fuel or incidental travel expenses	Direct Purchasing	Staff
\$5,000 - \$15,000	Purchase Orders	Chief Executive Officer
\$15,001 - \$100,000	Quotations/Panel Contracts	Chief Executive Officer
\$100,001 - \$250,000	Request for Tender (RFT) – Select or Open	<ol style="list-style-type: none"> <li>1. Chief Executive Officer in association with Chair of the General Managers Advisory Group (within Budget or as part of a Grant)</li> <li>2. CRJO Board (all or RFTs)</li> </ol>

The CRJO intends to review and update the policy suite each year at the first meeting of the Board following adoption of the Budget the CRJO. Updates or changes to the policy suite will be reviewed at that time and any new policies or procedures adopted. During the year new policies or procedures may be developed and will operate in draft from until adopted at the annual review meeting.

### 13.2. CRJO Audit and Annual Financial Statements and Performance Statement

**Reporting Officer:** Kalina Koloff and Jennifer Lang

**Attachments:**

*13.2a 2020/21 Financial Statements*

*13.2b Letter of Representation*

*13.2c Annual Performance Statement*

**RECOMMENDATION:**

*That the CRJO Board:*

- 1. That the CRJO Board approve the CRJO Annual Performance Statement, Financial Statement and Letter of Representation.*



**Report:**

The CRJO audit for financial year 2020/21 commenced in August 2021. During this time, the CRJO has been working closely with Deloitte to ensure a smooth audit process, incorporating the lessons learned from the prior year.

The Financial Statements for 2020/21 have been finalised, with CRJO finishing the year with a surplus of \$110k and a closing cash balance of \$2,041k.

Overall, the outcome of the audit was positive with the Auditors noting only one low risk observation relating to two internal policies namely the CRJO Charter and CL 1.01.3 Payment of Expenses, Provisions of Facilities and Allowances to Board Members that were not reviewed within the documented timeframe.

The Audit has been reviewed by the Audit Office and they are ready to provide their final Management Letter. The 2020/21 Financial Statements (attached) and Letter of Representation (attached) require sign off by the Chair, a second Board Member and the CEO and must be submitted to the NSW Audit Office by close of business 29<sup>th</sup> November 2021.

The Audited Statements will be included in the 2020/2021 Annual Performance Statement (attached) which will be uploaded to the CRJO website and submitted to the Office of Local Government.

### 13.3. Finance Report

**Reporting Officer:** Kalina Koloff and Jennifer Lang

**Attachments:**

13.3 Balance Sheet and Profit and Loss Reports

**RECOMMENDATION:**

*That the CRJO Board receive the CRJO Finance Report and note the financial position of the Organisation as at 30 September 2021.*

**Report:**

**SUMMARY OF OPERATIONAL ACTIVITIES TO DATE**

For the year to date ending 30 September 2021, the Canberra Region Joint Organisation (CRJO) achieved an operating surplus of \$1,652k.

This surplus is due to:

- Unspent grant funding of \$833k carried forward from the 2020/21 financial year;
- Funding received for the Contaminated Lands and Regional Community Strategic Plan (CSP) Programs to be expended throughout the financial year \$511k; and
- Member contributions received to fund business as usual operational activities throughout the remainder of the year \$308k.

Table 1.1 below provides a breakdown of the operating surplus across each Program.

Program	YTD Income \$000	YTD Expenses \$000	YTD Operating Result \$000	YTD Budget \$000	YTD Variance \$000	Full Year Budget \$000
CRJO Operations*	\$601	\$146	\$455	\$391	\$64	\$141
BCRRF Programs	\$517	\$7	\$510	\$146	\$364	\$0
Regional CSP	\$141	\$0	\$141	\$89	\$52	\$0
Resilient Housing Toolkit	\$137	\$0	\$137	\$42	\$95	\$0
<b>EPA Grant Funding</b>						
Regional Coordination Support Fund**	\$59	\$72	(\$13)	\$109	(\$122)	(\$49)
Household Chemical Clean Up	\$52	\$0	\$52	\$120	(\$68)	(\$10)
Food Donation Program	\$25	\$25	\$0	\$22	(\$22)	\$0
Bin Trim Program	\$0	\$0	\$0	\$57	(\$57)	\$0
Contaminated Lands	\$438	\$68	\$370	\$236	\$134	\$0
<b>Total Operating Result</b>	<b>\$1,970</b>	<b>\$318</b>	<b>\$1,652</b>	<b>\$1,212</b>	<b>\$440</b>	<b>\$82</b>

\*Includes the JO Capacity Building Program Stage 2

\*\*Includes Regional Waste Education, Container Deposit Scheme, CRC Education, Greenwaste Data Collection and Illegal Dumping Programs.

**Notable items to date:**

- The recent lockdown in the ACT due to COVID19 has again resulted in a reduction of travel and motor vehicle expenditure.
- The incorporation of AASB16 requires the CRJO to now show an asset and corresponding liability in the balance sheet over the term of Brindabella Business Park office lease (expiry October 2023). Instead of showing rental payments as an operational expense, the accounts will now show the depreciation of the value of the lease over the three-year term (plus an interest component).
- All other expenditure for the period represents 'Business as Usual' operations including staff wages and on-costs.

### Cash Balances

As at 30 September 2021, the CRJO holds a cash balance of \$2,232k. Table 1.2 below provides a summary of the distribution of cash across the core Programs.

Programs	Opening Balance 1 Jul 2021 \$000	Cash Receipts \$000	Cash Outgoings \$000	Closing Balance 30 Sep 2021 \$000
CRJO Operations*	\$603	\$321	\$210	\$714
BCRRF Programs	\$517	\$0	\$7	\$510
Regional CSP	\$34	\$107	\$0	\$141
Resilient Housing Toolkit	\$112	\$25	\$0	\$137
<b>EPA Funded Programs</b>				
EPA - Regional Coordination Support Fund**	\$197	\$63	\$92	\$168
Household Chemical Clean up	\$125	\$0	\$0	\$125
Food Donation Program	\$24	\$0	\$24	\$0
Bin Trim Program	\$0	\$0	\$0	\$0
Contaminated Lands	\$430	\$76	\$69	\$437
<b>Total Cash on Hand</b>	<b>\$2,042</b>	<b>\$592</b>	<b>\$402</b>	<b>\$2,232</b>

\*Includes the JO Capacity Building Program Stage 2

\*\*Includes Regional Waste Education, Container Deposit Scheme, CRC Education, Greenwaste Data Collection and Illegal Dumping Programs.

#### Notable business as usual upcoming expenditure:

- GST, PAYG and superannuation payments totaling \$30k will be paid during October.
- \$504k of the cash balance remains in a three-month Term Deposit. It is expected that this will continue to rollover until the funds are called upon by the core programs (i.e. Contaminated Lands and Regional Waste).

#### Risks to budget

- All Programs remain within budget.

## 13.4. CRJO Water Utilities Working Group

**Reporting Officer:** Kalina Koloff

**Attachment:**

13.4 Water Utilities Working Group

**Recommendation:**

*That the CRJO Board*

1. *Note the formation of a Water Utilities Working Group to support informal information sharing and to build relationships between local water utility managers*
2. *Note the potential for a future opportunity to opt-in to a consultancy project with working group members noting that funding will be sought from the TWRR program and may be required to be supplemented by member councils. The project will:*
  - a. *identify emergent risks that have impacted LWUs during recent emergency situations like acute drought, fires, floods, and pandemic.*
  - b. *determine opportunities to address those risks, through collaboration or otherwise, by engaging with working group members.*
  - c. *table those opportunities to the working group.*

**Report:**

In September 2020 NSW Auditor-General Margaret Crawford completed an audit, finding that:

“The Department of Planning, Industry and Environment has not effectively supported or overseen town water infrastructure planning in regional NSW since at least 2014,”

As a response to this, and the many planning and strategy failures identified in the report, the NSW Government initiated the Town Water Risk Reduction Program (TWRRP).

In December 2022 the TWRRP will make recommendations to Cabinet about water reform in NSW. There is a significant opportunity at hand to inform the work of the state regulator and it is important to advocate strongly for the CRJO region and to be involved in the change process.

To inform their advice DPIE will commence a small number of pilot projects in early October 2021. Forming a CRJO Water Utility Working Group will allow our region to develop a shared message to our regulator and pursue funding for a pilot project to capitalise on positive outcomes.

All CRJO members with water utilities will be invited to nominate staff as members for the working group. The group should include members appointed by the General Manager of each organisation. The appointments should be the senior manager or executive best placed to represent their organisation from the perspective of a water utility.

The TWRR program is considering a pilot project for our region related to dealing with emergent risks that have impacted LWUs during recent emergency situations. Events and issues related to acute drought, fires, floods, and pandemic would be included. The project would identify collaboration or other opportunities to increase resilience or response to these risks.

The CRJO will seek contributions from DPIE to conduct the pilot project. A requirement for additional or matched funding may be necessary from participating councils and will be the subject of a further detailed proposal. The timing of the allocations to the TWRRP pilot projects may require out-of-session approval.

## 13.5. A Regional Procurement Program

**Reporting Officer:** Kalina Koloff

**Attachments:**

13.5 A Regional Procurement Program

**Recommendation:**

*That the CRJO Board:*

1. *Endorse the appointment of a dedicated Procurement Manager to the CRJO for minimum term of 2 years to deliver an integrated procurement plan*
2. *Note the progress of the CRJO in seeking an extension of the current MOU with LGP for 12 months to May 2023*
3. *Endorse the allocation of funds available from Stage 2 of the OLG Capacity Building Fund to the project*
4. *Consider a future proposal from the Procurement Manager and CRJO Procurement Working Group on a fee for service rebate for contacts procured outside of the LGP program*

**Report:**

For some time the CRJO members have expressed an interest in working to achieve value for money outcomes in procurement. Currently the CRJO has an MOU in place with Local Government Procurement (LGP) that returns a rebate to the CRJO from the spend by CRJO members. The average rebate is valued at \$110,000 per annum. Although procurement through existing LGP contracts is important, it is also acknowledged that there are also other opportunities that can deliver savings and benefits to member councils.

The CRJO has worked collaboratively with three other JOs – Central NSW JO (CNSWJO), Riverina and Murray JO (RAMJO) and Riverina JO to deliver the Best Practice in Aggregated Procurement (BPAP) project. This project was funded through Stage 1 of the OLG Capacity Building Fund.

A second stage of the Fund has been approved and is available to the CRJO. The value of the grant is \$150,000 over two years. Its purpose is to support JOs in developing their ongoing sustainability.

The General Managers Advisory Group recommends that a dedicated Procurement Manager be appointed for a two year contract (with opportunity to extend) to establish a procurement program for CRJO member councils building on the resources developed through the BPAP project. The position will be funded through Stage 2 of the OLG Capacity Building Grant and through the LGP rebate. Noting that the MOU guaranteeing the rebate must be extended for a minimum of 12 months to align the OLG Grant and to meet the minimum two-year time commitment required for successful outcomes to be realised and that initial favourable discussions have been held with LGP.

[A recent example of successful collaboration in regional procurement from the Snowys](#) Snowy Monaro Regional Council was awarded funding of \$20M from Transport for NSW (TfNSW) to deliver an upgrade of Bobeyan Road between Adaminaby and the ACT border.

Snowy Valleys Council is working in partnership with Snowy Monaro Regional Council in a pilot project that shares skills and resources across Councils as members of the Canberra Region Joint Organisation in an effort to assist each other in achieving community outcomes while still utilising the services of local contractors to assist in the project with the aim of keeping money local.

The project will improve connectivity to Canberra which has been identified as a key enabler for realising positive benefits from regional investments.

Through the improvement of connectivity and traffic movements, the project will provide a legacy of improved road infrastructure for residents and tourists to the region.

Furthermore, the project will also improve access to regional products and labour markets.

In the interim significant pre construction works have been undertaken to set up this vital regional project for success. These works include:

- detailed survey and designs
- heritage and aboriginal assessments
- review of environmental factors
- fisheries permits and
- ordering of materials

This pre-construction work has also included developing the commercial terms and contractual arrangements for the partnering arrangement between Snowy Monaro Regional Council and Snowy Valleys to work together to deliver this vital regional project.

This initiative of Councils working together to deliver projects across Local Government Boundaries is to be applauded and may be a model for other Councils to consider in achieving the efficient and effective delivery of projects across the region.

## 13.6. CEO Report

**Reporting Officer:** Kalina Koloff

### **Attachments:**

13.6a Prospectus Regional Advanced Manufacturing CRC

13.6b Prospectus Water Security

13.6c BSBR Project Plan on a Page

### **Recommendation:**

*That the CRJO Board receive the report*

### **Report:**

#### Staff Update

The CRJO has appointed **Victor Pepple** into the role of Eastern Cluster Project Manager for the remainder of the program. Victor is a Master of Engineering Science (Chemical Processing) and has a wealth of knowledge from his experiences working in Australia, Nigeria and the United Kingdom. As the newly appointed Contaminated Land Officer - Eastern Cluster, Victor has begun work since 23 August. Handover formalities and introductory contacts with critical stakeholders for the delivery of CRCB program objectives within LGA Councils in the Eastern Cluster have been made, utilizing virtual meeting platforms as constrained by current Covid-19 lock down restrictions. Undoubtedly Victor will be a wonderful addition to the CRJO team.

Following the successful grant approval from the *Bushfire Community Recovery & Resilience Fund (Stream II)*, the CRJO has appointed **Damon Mudge** into the role of Data & Engagement Specialist. Damon has a BSc Resource, Environmental Management & Engineering Science, for which he has worked with the Mulloon Institute and the Commonwealth Department of Agriculture, Water and Environment. Damon will work in conjunction with the eight fire affected Councils within the CRJO along with the appointed Spatial & GIS Mapping contractor Lotsearch. Damon will commence duties with the CRJO in mid-September.

The CRJO has advertised for several positions as part of the Blueprint for a Resilient SE NSW project which is funded under the *Bushfire Local Economic Recovery Fund*. These are the first of six funded roles for the project. **Ann Murphy** has been appointed to lead the communications and engagement work. Ann has a wealth of experience in facilitation and participatory programs. **Scott Baker** has been appointed to lead the projects social and community projects. Scott comes from the Bega Valley and is an experienced social and community projects leader. **Stephanie Ridell** will join the team as Project Coordinator she has worked most recently with the National Disaster Recovery and Resilience Agency on developing their monitoring and evaluation framework.

Through the recruitment process the CRJO received an expression of interest from former Bega Valley General Manager **Leanne Barnes** to join the project team. With support from the interagency project team, the CRJO has appointed Leanne to an advertised recruitment pool and negotiated to offer her one of the nominated project positions. The CRJO will apply an appropriate market incentive that reflects her experience and expertise and ensure that the terms of the engagement remains within the prescribed funding envelope provided through the grant.

Executive and Program Support Officer, **Sophie Rice-Boshi** has tendered her resignation. Recruitment for a replacement will commence after lockdown restrictions lift and a return to the office is possible.

#### New Partnerships

The CRJO has been invited to participate in two submissions to the current round of the Australian Co-operative Research Centre program. The CRJO has expressed interest and in-kind support for both projects and will seek opportunities if they are successful to design and deliver regionally based projects, trials, or research.

#### Regional Advanced Manufacturing CRC

The Regional Advanced Manufacturing Cooperative Research Centre (RAM CRC) will bring industry, research, and government partners together from across the country with a bold vision for the next generation of advanced manufacturing in regional Australia. The challenge is to build a collaborative network of sovereign regional manufacturing capability and scale for job creation, productivity improvement, and business growth while helping regional communities adapt to future economic shocks and the impact of climate change.

The School of Design and the Built Environment, University of Canberra's role in this bid is already focused on establishing a contribution portfolio of local manufacturing in building, construction and engineering industries and local governments in the ACT and Regional NSW (Queanbeyan, Yass, Goulburn, Cooma).

The proposed industry/research focussed CRC emulates a global working environment and pioneer innovations of Digital Engineering and Industry 4.0 and effective education, training and business approaches for local manufacturing units and companies in supporting and enhancing their commercial and industrial operations within the ACT and surrounding regions.

### **Water Security CRC**

The Water Security CRC provides integrated research aimed at safeguarding Australia's economic and environmental future through addressing the knowledge and training needs of the water industry to ensure adequate, safe and affordable water services for consumers and industry in cities and regions.

The CRC will provide a key mechanism and forum where water service providers, peak bodies, relevant government agencies and university researchers can come to together to assist the secure, efficient, productive and resilient water systems. All options for securing our water security future will be considered.

### **COP26 Regional Climate Change Webinar**

The CRJO has partnered with the University of Canberra's Urban and Regional Futures team and Professor Barbara Norman to present a webinar featuring local leaders discussing their approach and experiences in adapting to climate change across the region. The webinar is free to attend and will be broadcast from local studio in Canberra. To date we have well over 150 registrations!

### [Grant Funded Projects](#)

#### **Climate Resilient Housing Toolkit**

The Climate Resilient Housing Toolkit has reached the mid-way point with literature review, insights report and model housing archetypes now complete. Workshops with Council staff, industry and government stakeholders has been undertaken and further informed the settings for a pilot of the toolkit. We expect to be able to work in real world contexts later in the year to refine and test the toolkit before proceeding to roll it out.

The CRJO has been in discussion with the University of Canberra and offered support for their applications to the Black Summer Bushfire Recovery Fund to extend the toolkit and leverage it in a project targeting older Australians.

#### **Sim Table**

Progress continues with the development and procurement of the technical specifications for the SimTable. This project is being delivered in conjunction with Hunter JO and Northern Rivers JO and with the assistance of the Disaster Preparedness Officers from Resilience NSW. The next step in the project is for procurement to take place, this will be undertaken by Regional Procurement (an enterprise of the Hunter JO) and for the new Data and Engagement Officer to prepare a communications and engagement plan for the project.

#### **Identifying Legacy Contaminated Lands**

Procurement of a supplier to provide a database of historical land use across the CRJO fire-affected Councils has been completed with Lotsearch being awarded the contract. In the coming weeks, the new Data and Engagement Officer will be assessing the compatibility and status of land use planning and mapping systems with each Councils and preparing the technical requirements for integration of the data. This work will align with and further support the work of the Contaminated Lands programs to give councils an in-depth picture of current and potential contaminated land risks.



### **Blueprint for a Resilient South East NSW**

Recruitment of key staff for the Blueprint project has been undertaken (see staff update). The Project Reference Group (DPIE, Resilience NSW, Regional NSW and CRJO) is meeting fortnightly to progress key actions including; literature review, horizon scan of resilience projects across the region, meeting with some key stakeholder groups and establishing partnerships with universities, agencies and CSIRO. The project team met with the new Executive Director of Resilience NSW, Andrew Bachele to discuss the project and to ensure ongoing alignment with the new NSW Resilience Strategy. A tender has been release to the market seeking a consultant to assist in delivering a methodology and monitoring and evaluation framework for the Blueprint Project. The CRJO has engaged Regional Procurement to assist in the administration of the tender process. The value of the tender is set at \$249,000 and is wholly funded through the grant.

### Upcoming Grants

#### **Black Summer Bushfire Recovery Fund – Digital Uplift for the Visitor Economy**

The visitor economy is made up of a diverse range of business including; arts and cultural attractions, accommodation providers, food and beverage retailers, farm gates, cellar doors and many others. A thriving visitor economy is also acknowledged to have a flow on effect for other industries and is the social and economic backbone of many communities across South Eastern NSW and the ACT. Following the cumulative impact of the Black Summer Bushfires followed by Covid-19 the industry is in crisis. To recover and thrive businesses need to adapt to new ways of marketing their offerings, attracting visitors and sustaining themselves and their staff during uncertain times. By building a strong digital capability this project will showcase the best of our region and allow potential visitors to plan and book ahead, to remain informed about current conditions and to maintain retail relationships after their visits through online shopping. The project will also position the region to capitalise on future international and national campaigns by building on our existing regional brand.

The CRJO is seeking funding for through the Black Summer Bushfire Program administered through the National Resilience and Recovery Agency to deliver a project focussed on the Digital Transformation of the regions visitor economy. The project, if successful, with work through the CRJO Economic Development Working Group and key partners Visit Canberra and the local Destination Networks. Key benefits of the project will be dedicated training and uplift for over 200 businesses across the region as well as training and digital skills for Councils teams working in the Visitor Services roles. It is a great opportunity to work collaboratively across the whole region under the umbrella of our Regional Economic Development Strategy.

### Contaminated Lands Program

#### **Contaminated Land Model Policy**

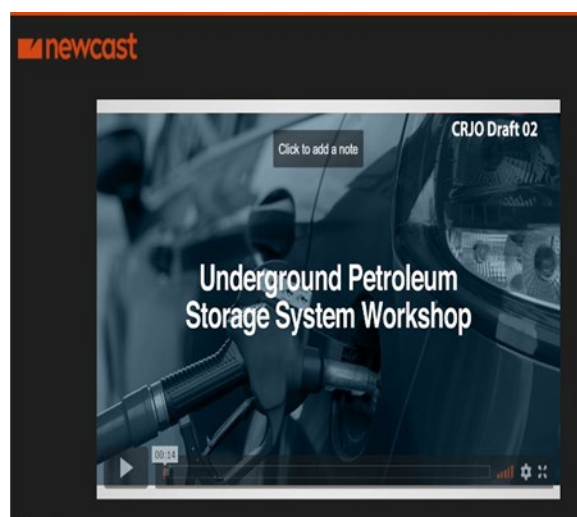
The CRJO Contaminated Land Policy Model (Draft) was distributed to all 11 Councils at the start of the 2021-22 financial year. The Model has been accepted by all Councils and is currently in the process of being prepared by each Council for public exhibition. During a final Zoom Meeting with all Planning and Environmental Officers on August 10 it was unanimously agreed that the Model Policy was acceptable.

In addition to this, on August 16 the CRJO CL Officers attended an online meeting with NSW Local Government and the other statewide CRCB Officers to discuss the proposed amendments to the Environmental Planning & Assessment Regulation. From a Contaminated Land perspective, the

changes will impact Complying Development where a Site Audit Statement is required. Also, there will be an update in *Provisions Relating to Risk* in relation to Planning Certificates. The exhibition draft of this regulation can currently be viewed on the DPIE website until submissions close on September 22. The new EP&A Regulation is due to come into effect on March 1, 2022.

### UPSS Training Production

In May 2021 the CL team held a preliminary meeting with Canberra based media production company *Newcast* to discuss the option of a Video Training Package for Councils around UPSS and Contaminated Land. This initiative was born out of necessity due to the ongoing lockdowns and travel restrictions during the current pandemic. The idea was proposed as a means of fulfilling the mandatory training for all relevant Council Officers, whilst adhering to the health requirements and allowing the Project Managers to meet their deliverables. The proposal was endorsed by the NSW EPA with approval given to utilise training funds from within the project budget. The first media production was that of *Introduction to UPSS and Site Inspections* (see images below). This concept will enable future training sessions for Council Officers to be held online or conducted in-house by each Council. It is proposed that further training packages of this nature may be produced to be used as a learning tool in areas such as Contaminated Land, PFAS, Illegal Dumping of Contaminated Soil and Groundwater Monitoring.



### Additional UPSS & Contaminated Land Consultancy

In addition to the ongoing transfer of records, data and knowledge from the NSW EPA, the CRJO Officers have been assisting Councils with current, newly discovered and ongoing contamination matters within their respective LG areas. These matters include spill incidents, compliancy failures, development applications, legacy sites and public reports. This level of service from the CRJO has been significantly affected by the lockdown requirements and, for this reason - regional visits have not occurred with the same degree of productive frequency as desired.

Nonetheless, the following regional visits were conducted in strict accordance with COVID Regulations and Requirements.



At the request of Upper Lachlan Council Noel Schiller attended a site inspection and preliminary analysis of a legacy service station at Taralga that is under proposal for renewal and operation. The meeting was attended by Dianne James & Viv Straw (Upper Lachlan Shire Council), Tina Rheinberger (Impact Petroleum Services) and the Canberra based developer.

#### Waste and Resource Recovery & Food Donation Programs

##### **Workshop ACT CRJO Cross Border Illegal dumping**

On 17 June CRJO facilitated a Cross-border illegal dumping workshop to discuss ongoing issues of transport and deposition of fill from ACT developments on properties in the region (mainly Yass/QPRC). ACT Government, 4 CRJO councils, NSW EPA/ACT EPA and Cross-border assistant commissioner attended the workshop. The outcomes of the workshop have been further discussed with the Cross-border Illegal Dumping Working Group, looking to update and establish a program to better tackle this issue. NSW EPA, ACT EPA and CRJO councils are actively involved.

##### **Bushfire Green Waste Assessment**

In June CRJO finalised a report to the NSW EPA regarding outstanding volumes of green waste in Bega Valley Shire Council, Eurobodalla Shire Council and Snowy Valleys. Councils are awaiting outcomes for follow up funding (Stream B) from the NSW EPA for outstanding bushfire affected green waste clean ups

##### **Household Chemical Collection 2021- postponed**

The 17 Household Chemical Collection events have been postponed due to Covid, CRJO is looking to organise the events in the first half of 2022. NSW EPA is subsidising 50% of the costs of these events. CRJO has negotiated an agreement with Paintback- they provide a contribution for the disposal costs for paints with Paintback, lowering the overall costs for councils.

### School Waste Education Program

CRJO provided funding for a Waste Education Program delivered by Enviromentors and Eaton Gorge in 57 schools, 4 Preschool and > 30 schools were provided online access to waste education sessions. We have received very positive feedback from schools and councils.

CRJO is finalising a program for 2021-22, looking at delivering:

- OzHarvest Feast Program to 15 regional schools- funded in collaboration with the Local Health District Murrumbidgee and Southern NSW
- Waste education program delivered to 30 schools in the region- focusing on food waste and building understanding of the organics waste stream impacts

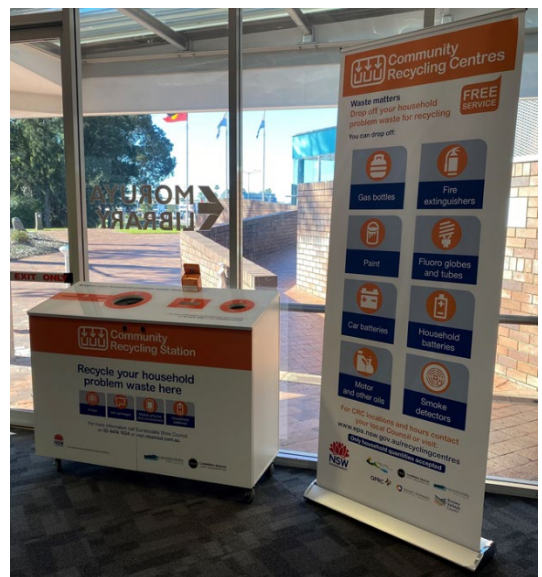


### CRC Operations and Promotion

The CRJO is coordinating promotional activities in Eurobodalla Shire Council, Queanbeyan Palerang Regional Council, Snowy Monaro Regional Council and Snowy Valleys. We have rolled out 19 small CRC drop off stations/cabinets. These have been distributed to Eurobodalla, Snowy Monaro and Snowy Valleys. A cabinet maker in Queanbeyan was selected to manufacture the cabinets. CRJO will coordinate local promotion of these new drop off stations in local media with Councils, when Covid restriction ease. EPA is providing continuation of funding to CRJO for ongoing CRC promotions in 2021-22

Analysis of the CRC operational data shows use of CRC's in the 4 CRJO Councils has been steadily increasing, over 2020-21 119,712 kg's of items were disposed of via the CRC's, a 32% increase compared to the previous year:

2017-18	2018-19	2019-20	2020-21	Grand Total
61607.5	80640.3	90211	119712.5	352171.3



Small CRC drop off station in Moruya





## Food Donation Network

The project has engaged 94 agencies and 65 stores across Eurobodalla Shire Council, Goulburn Mulwaree Council, Wingecarribee Shire Council, Snowy Monaro Regional Council, Snowy Valleys Council, Yass Valley Council, Hilltops Council and Upper Lachlan Shire Council. Overall, the project has connected 32 organisations with 28 stores, which has diverted between 25-30 tonnes of food since pickups began in April.

The project had its final Reference Group meeting on the 8<sup>th</sup> of September. The Reference Group involves all 8 Council waste officers, along with other project stakeholders such as OzHarvest. The final EPA report is due for submission by the end of September.

## 14. Network Updates

### 14.1. ACT Government

### 14.2. Resilience NSW

### 14.3. Regional NSW

### 14.4. Office of the Cross Border Commissioner

### 14.5. Office of Local Government

## 15. Confirmation of Next Meeting

Note OLG have advised that JOs should ensure Executive Officers have appropriate delegations during the period following the dissolution of the current Board and before a new Board is constituted, similar to GM arrangements.

Noting Councils' elections held on 4 December 2021 are likely to be declared between 21 and 23 December 2021. Councils, county councils and joint organisations should schedule their first meetings following the elections on this basis. Among other things, at the first meeting after the election Joint organisations must elect a new chairperson (clause 1 of Schedule 7A of the Local Government (General) Regulation 2005 (the Regulation)).

### Recommendation:

*That the Board resolve:*

1. to hold an extraordinary meeting, once council mayors are elected to elect JO Chair.
2. hold the first meeting of the CRJO Board on a suitable Friday in February 2022

## 16. Close

Thanks to current board and recognition of the work of the team in the first iteration of the CRJO

The Chairperson will close the meeting.