



**CANBERRA REGION
JOINT ORGANISATION**

Regional leadership connecting our communities

BOARD MEETING

Friday, 22 September 2023
8.30am – 1pm
Wingecarribee Shire Council, Civic Centre
68 Elizabeth Street Moss Vale

AGENDA AND BUSINESS PAPER



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ATTENDEES	
Bega Valley Shire Council	Mayor Russell Fitzpatrick (Chair) Mr Anthony McMahon
Eurobodalla Shire Council	Mayor Mathew Hatcher Mr Warwick Winn
Goulburn Mulwaree Council	Mayor Peter Walker Mr Aaron Johansson
Hilltops Council	Mayor Margaret Roles Mr Anthony O'Reilly
Queanbeyan-Palerang Regional Council	Mayor Kenrick Winchester Ms Rebecca Ryan
Snowy Monaro Regional Council	Mayor Narelle Davis (Deputy Chair) Mr Peter Bascomb
Snowy Valleys Council	Mayor Ian Chaffey Mr Stephen Pinnuck
Upper Lachlan Shire Council	Mayor Pam Kensit Ms Alex Waldron
Wingecarribee Shire Council	Mr. Viv May (PSM) Ms Lisa Miscamble
Yass Valley Council	Mayor Allan McGrath Mr Chris Berry
Wagga Wagga City Council	Mayor Dallas Tout Mr Peter Thompson
ACT Government	Dr David Clapham
Canberra Airport	Mr Noel McCann
Canberra Region Joint Organisation	Mr Warwick Bennett Ms Suzanne Gearing Ms Hayley Chapman
GUESTS	
NSW Government	Anna Wyllie, Regional NSW Emma Watts, Office NSW Cross Border Heidi Stratford, Reconstruction Authority NSW Louise Taylor, Office of Local Government



1. Opening Meeting

The Chairperson, Mayor Russell Fitzpatrick will open the meeting.

2. Welcome & Acknowledgement of Country

The Chairperson, Mayor Russell Fitzpatrick will welcome members and guests and make an acknowledgment of country.

3. Apologies

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

The following apologies have been received:

- Mr Warwick Winn, General Manager Eurobodalla Shire Council,
- Mr Peter Bascomb, General Manager Snowy Monaro Regional Council,
- Mr Peter Thompson, General Manager Wagga Wagga City Council.

4. Disclosure of interest

With reference to Chapter 14 Local Government Act 1993, and CRJO's Code of Conduct, Councillors are required to declare any conflicts of interest in the matters under consideration by CRJO at this meeting.

5. Notice of Rescission

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

6. Notice of Motions

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

7. Urgent Business

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

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



8. Presentations

8.1 Ms Jacki Schirmer, University of Canberra – Community Wellbeing Survey

Author: Warwick L Bennett, Chief Executive

Attachments: To be distributed under separate cover

RECOMMENDATION

That:

1. The Community Well-Being Survey undertaken by the University of Canberra be received and distributed to all member Councils as a public document.
2. The Community Well-Being Survey be directed to the IP & R Working Party to determine what parts of the survey will be beneficial in the development of the Regional Community Strategic Plan.

REPORT

As the Board are aware the CRJO in partnership with the University of Canberra undertook a community wellbeing survey. Ms Jacki Schirmer, Professor from the Centre for Environmental Governance, Faculty of Business Government and Law of Canberra University will be present at the meeting to discuss the contents of the survey and report findings.

8.2 Mr Liesel Moul, School of Rural Medicine

Author: Warwick L Bennett, Chief Executive

Attachments: Nil

RECOMMENDATION

That the presentation from Mr Liesel Moul, School Executive Support Officer, School of Rural Medicine, Charles Sturt University presentation be received.

REPORT

A presentation will be made from Mr Liesel Moul, School of Rural Medicine on the Charles Sturt Universities School of Rural Medicine's proposal to establish at Southern Clinical School the Canberra Region.



8.3 Mr Brett Whitworth, Office of Local Government

Author: Warwick L Bennett, Chief Executive

Attachments: Nil

RECOMMENDATION

That the verbal update from Mr Brett Whitworth, Deputy Secretary Planning Policy be received.

9. Confirmation of Minutes

9.1 Confirmation of Previous Minutes

Author: Warwick L Bennett, Chief Executive

Attachments: 1. Minutes of CRJO Board Meeting 2 June 2023

RECOMMENDATION

That the Minutes of the CRJO Board Meeting 2 June 2023 be received.

10. Chairs Minute

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



11. Reports

11.1 Audit Risk and Improvement Committee Minutes

Author: Warwick L Bennett, Chief Executive

Attachments: 1. Minutes of ARIC Meeting 7 June 2023

RECOMMENDATION

That the Minutes of the Audit Risk and Improvement Committee from the 7 June 2023 be received.

REPORT

The Canberra Region Joint Organisation must have an Audit Risk and Improvement Committee (ARIC). The CRJO employs the internal audit and provides a shared service to Snowy Monaro, Goulburn Mulwaree, Upper Lachlan Shire and Yass Valley Councils.

The, Goulburn Mulwaree, Upper Lachlan Shire, Yass Valley Councils and CRJO have the one ARIC which meets four times per year. Please find attached the minutes of the ARIC's 7 June 2023 meeting for the CRJO's Board information. There were no issues relating to the CRJO.

The Internal Audit function for the first year will focus on project management processes and procurement process in each of the participating Councils and CRJO. The next ARIC will be held on Tuesday, 19 September 2023. The CRJO Internal Auditor has provided a report to this meeting on the Project Management Process. That report indicates that CRJO *"effectively manages the controls around project management. Process efficiency could be improved by adopting a standard, repeatable project management methodology. Whilst the CRJO had established a standard project governance approach at that time, Manager Project Development has been recently appointed to further drive an efficient and repeatable project governance regime."*

Those comments are noted and will be assessed in future project management assignments. Next calendar year the internal audit will focus on payroll and two other projects that will be determined by the ARIC at their December meeting.



11.2 GMAG Minutes

Author: Warwick L Bennett, Chief Executive

Attachments: 1. Minutes of GMAG Workshop 11 August 2023

RECOMMENDATION

That the GMAG Workshop Minutes from 11 August 2023 be confirmed.

REPORT

Please find attached the meeting notes from the General Manager Advisory Group.

The Chair of GMAG Anthony McMahon will answer any questions the Board may have from this meeting.



11.3 Circular Economy - Waste

Author: Warwick L Bennett, Chief Executive

Attachments: Nil

RECOMMENDATION

That the report from the Chief Executive, on the Waste Circular Economy be received.

REPORT

As the Board is aware CRJO have received a grant from Regional NSW to prepare business case studies into Waste Circular Economy for the Canberra Region. The CRJO have divided this assignment into three parts:

1. Desktop Study

A completed desktop study of best practice recycling from around the world has been completed and circulated to Councils.

2. Material Flow Analysis

Where the waste from this region is going and coming from. This has been completed and is attached to this report.

3. Business Case Studies

Three business case studies into components in the waste economy have been chosen and include plastic, food and organics, and demolition and building waste. The plastic business case currently being written and the CRJO are planning to circulate a draft for information prior to the meeting.

To date the CRJO have been undertaking a meaningful consultation with member Councils, the ACT Government, and other key stakeholders in the industry. The CRJO have discovered many matters to bring to your attention:

- There may not be an operating landfill for domestic waste in Sydney within five years.
- There is no new landfill for Sydney waste being planned or proposed in NSW for Sydney waste.
- Woolworths alone has over 55 warehouse full of plastic bags.
- There are a few companies doing some great work with plastics – such as fence posts, bollards and outdoor furniture – but all on small scale.
- UNSW is doing great research work on recycled materials – but still in the infancy stage.
- Council and State Government could make an immediate impact by including a percentage commitment in their procurements policies.
- Waste to Energy plants may be the most viable option in the transition/short to medium term. The technology has advanced considerable over the past 5 years to address environmental concerns and the capital costs reduced.

The CRJO have an exciting opportunity to change the narrative in this region to lead the nation for waste management. Waste needs to be considered an asset - not a liability. By partnering with



Governments (both State and Federal) and private enterprise – then the business opportunities are endless.

At the time of writing this report the plastics business case is not available but will be circulated to the Boards members prior to the meeting.

There is another further grant opportunity currently being promoted by the EPA which the details are as follows:

Eligible proposals include:

- *advanced recycling projects targeting hard-to-recycle plastics, such as mixed, multi-layer, flexible or contaminated plastics*
- *commercialisation or scaling-up of emerging and trial technology targeting circularity of hard-to-recycle plastics*
- *infrastructure upgrades and technology to extract and process plastics contained within products, such as e-waste, into higher-value products*
- *proposals to equip existing or new material recovery facilities or plastic recovery facilities with sorting, separation, and de-contamination technology such as optical or robotic machinery to increase the diversion of plastics from landfill*
- *proposals put forward by a consortium proposing end-to-end solutions and circularity in our plastics supply chain. For example, this may include supply chain collaboration between a collection and sorting facility of plastic waste, an advanced recycling facility, and manufacturers.*

Applications must relate to eligible activities and be for:

- *new infrastructure, technology, processes, machinery and/or equipment to recycle hard-to-recycle plastics*
- *an improvement or expansion of existing infrastructure, technology, processes, machinery and/or equipment to recycle hard-to-recycle plastics*
- *commercialisation or scaling up to build or increase existing capacity for recovering and recycling hard-to-recycle plastics.*

We have submitted a grant application which closed on the 12 September 2023.



11.4 Training and Development

Author: Warwick L Bennett, Chief Executive

Attachments: Nil

RECOMMENDATION

That the report from the Chief Executive, on the Training and Development be received.

REPORT

We have established a business unit within the CRJO called “Connect Training School”. The training school has four projects already well underway.

1. Australian Institute of Company Directors Training

This course is targeted at Elected Members and Senior Executives and has a length of 2 days, conducted over four sessions. Input is provided by professional facilitators from AICD and PowerPoint slides, with short activities and case studies included to guide the discussion.

Our facilitators are experienced company directors. They are selected based on their knowledge of the board environment as well as their ability to engage and connect with participants.

The program is built on four topics:

- The Role of the Council and Councillor;
- Leadership: The Councillor's Role;
- Introduction to Financial Statements for Councillors; and
- Strategy and Risk: Issues for Councillors.

There are no test or exams at the end of this course – but participants will get a certificate to state they have successfully completed the course

The course cost is \$2,500 plus GST per person and includes:

- Course material and delivery.
- One night's accommodation.
- All food including three course dinner.

Our first course will be on the 19th and 20th October and we already have more than 18 participants. A further course has been programmed for March 2024.

2. Women in Planning – Trade Skills Program

Training Services NSW has allocated the CRJO \$500,000 to build innovative pathways to planning qualifications. CRJO, in consultation with TAFE NSW has developed a pathway to provide an innovative way to build capacity for women wishing a career in planning. In order to encourage careers in fields with high staff shortages, CRJO have developed a process where women working in council can learn skills that would in a very short period of time;



- a. Provide participants with an introduction to a career path and provide a pathway to a career in Planning,
- b. Provide a supportive environment that addresses issues around confidence in returning to study, managing online studies, and learning a trade-like skill,
- c. Offer a skillset that will be beneficial in the workplace, and begin to relieve stress loads for qualified planners and others in the building and planning departments of council by being able to take on some of the preliminary workload.

Whilst the studies are intended to be online, focus will be on providing in person support and completing a number of the lessons together as a group to help embed good study practices and maximise the potential for participants to gain their qualifications

We have also engaged the Australian Leadership Academy to provide 3 separate days of leadership and confidence training as part of the course.

This course will commence on 19th September and will run through to March 2024.

We are now also seeking funding to train more people into building certification courses.

3. Waste Contract Management

On the request of some member Councils, the CRJO engaged a legal firm – Claytons Utz – to undertake training in waste management tendering. The training was conducted at no cost to member Councils other than the travel to and from Canberra. The training happened on the 7th September 2024.

Key outcomes of the training involved participants gaining a better understanding of how to:

- Apply commercial principles to waste contracts;
- Manage and understanding risks in changing waste and recycling markets, taking a share;
- Different approaches in going to market to understand potential possibilities (not waiting to see what is offered) and ways to increase healthy competition and incentivise training.

Content covered included:

- Legislative and policy framework for procurement and resource recovery;
- Current trends in contestability;
- How to develop a procurement strategy/plan;
- Contractual models, risk sharing and performance management; and
- Contract drafting for the future.

Handouts will be provided to participants including

- Legislative and policy context;
- How to devise a procurement strategy;
- Procurement process outline;
- Fit and proper person checklist; and
- Specification drafting tips.

4. Illegal Dumping



We have received a grant from the EPA to assist member Councils in the regulatory role associated with illegal dumping. The first of these training courses occurred on the 13th and 14th September with 20 participants. The course also included on-site training to identify sites and investigate options for the location of video cameras.

5. Other Training and Development Opportunities

The Training Connect School is investigating further opportunities including:

- Another Directors course – funded by participant Councils
- Resilience Training – grant funded (blueprint)
- Bush Fire Assessment – grant funded DRRF
- Cyber Security – to be delivered by QPRC
- PIPE Infrastructure Training – funded with current contract
- Procurement Best Practice – funded by Local Government Procurement practitioners
- Work closely working with the Human Resources Working Group to undertake a gap analysis where the CRJO can provide some training opportunities on a regional basis if it is effective to do so.



11.5 Waste Business Cases & Infrastructure Management

Author: Warwick L Bennett, Chief Executive

Attachments:

1. DRAFT - Waste Infrastructure Management Report
2. CRJO Plastics Business Case 1
3. CRJO Plastics Business Case 2

RECOMMENDATION

That the report from the Chief Executive on the Waste Circular Economy be received.

REPORT

As the Board is aware a number of reports and business cases are being prepared for the CRJO on the future of waste in this region – all associated with the waste circular economy.

Please find attached (separate attachment) two new reports in draft form. These are placed on this agenda for information of the Board to keep you updated on the type of studies currently underway.

Both reports will form part of the October meeting of GMAG where the authors of the reports will be attending and a direction from that Group to the December Board meeting will be prepared.

1. Two Business Cases on Hard-to-Recycle Plastics

The two Business cases are attached. The CRJO have commenced very preliminary discussions with a number of private sector companies to ascertain their interest in investing in such projects. As stated above its very early days in this process and more details and directions will be forthcoming at the December Board meeting once GMAG has had a significant input. Please note these reports have been prepared under the grant received by CRJO from Regional NSW.

Business Case 1 - Primary and Secondary Processing Equipment within the CRJO.

- New primary processing equipment (shredders and balers) installed at three existing, council waste management centres in the Bega Valley, Wagga Wagga and Wingecarribee local government areas (LGAs).
- Transportation of baled or binned plastic feedstock to a new, privately built, owned and operated secondary processing facility located in the Goulburn Mulwaree LGA or ACT, on either council or private land.
- Marketing and sale of recycled plastic product by the business services operator.
- Estimate ~\$26M capex would be required to establish the new primary and secondary processing plants. This business case will indicate that private investment (through a competitive procurement process) and grant funds would be required.

Business Case 2 - Primary Processing Equipment and Procurement Policy

- New primary processing equipment (shredders and balers) installed at three existing, council waste management centres in the Bega Valley, Wagga Wagga and Wingecarribee local government areas (LGAs).



- Transportation of baled or binned plastic feedstock to one or more existing, privately operated, secondary processing facilities in NSW, the ACT or Victoria.
- Marketing and sale of recycled plastic product/s by the private manufacturer/s, with market demand driven by changed government procurement policies that favour Australian made recycled plastic.
- Estimate ~\$1M capex would be required to establish the new primary processing plants.

2. Waste Management Infrastructure Report

This report looks at the opportunities, benefit, gap assessment and findings for the future of waste actions in this region.

The assessment of the current state of the waste management infrastructure across the CRJO ecosystem found that there is a significant amount of investment and/or innovation required in the coming years to divert waste away from landfill and develop a circular economy. The key findings can be summarised as:

- The CRJO region is supported by a number of landfills which provide an end-of-life location for all types of waste LGAs seek to divert waste away from landfills.
- The infrastructure to manage waste diverted away from landfill requires significant investment and innovation.
- Robust haulage infrastructure (road and rail) provides for the efficient transport of waste to the final destination in all parts of the region, and can accommodate importing waste for recycling from outside the region.
- Large industry players exist in most Council areas to manage kerbside waste recovery on behalf of Councils, either directly to landfill, or to a network of refuse transfer stations, where some separation occurs.
- Some Councils have waste educators, with varying levels of impact.
- Most Councils have an active program in place for FOGO, although this is primarily for garden organics.
- A growing number of small enterprises have been established to support recycling initiatives across the region, targeting a variety of waste streams, none of which are at scale to have a significant impact on landfill diversion targets.
- Plastic, construction and demolition and FOGO waste streams the CRJO identified as the most pressing issues for managing landfill across all Councils in the CRJO region.
- All Councils also expressed interested in working together to find solutions to resolve problems and create a circular economy.

At the time of writing this report the CRJO have not had the opportunity to study in detail. This report will also be part of the October GMAG agenda and study. Its forward at this time for the Boards information.



11.6 Ministers Report

Author: Warwick L Bennett, Chief Executive

- Attachments:**
1. Letter to The Hon. Paul Scully MP, Minister for Planning
 2. Letter from The Hon. Tara Moriarty MLC, Minister of Regional Development
 3. Letter to The Hon. Anoulack Chanthivong MP, Minister for Building and Regulation
 4. Letter from The Hon. Stephen Kamper MP, Minister for Lands and Property
 5. Letter to The Hon. Rose Jackson MLC, Minister for Water

RECOMMENDATION

That:

1. The CRJO attend a meeting with Minister for Building and Minister for Better Regulation and Fair Trading, The Hon Anoulack Chanthivong to discuss building certification,
2. The CRJO representatives for this meeting be, Chair, Mayor Russell Fitzpatrick, CRJO Chief Executive, Mr Warwick L Bennett, General Manager, Yass Valley Council, Mr Chris Berry and Director Planning and Sustainability Services, Eurobodalla Shire Council, Mr Lindsay Usher.

REPORT

Following on from the meetings with the State Government Ministers in Parliament on Thursday, 22 June 2023, the CRJO has sent all the Ministers a reminder to respond to the questions that were sent to them prior to those meetings. At the time of writing this report only two responses have been received. The two responses received are from The Hon Tara Moriarty, Minister for Regional New South Wales and The Hon Stephen Kamper, Minister of Lands and Property. Those letters are attached to this report.

The CRJO made correspondence to The Hon Anoulack Chanthivong, Minister for Building and Minister for Better Regulation and Fair Trading. The Minister has invited CRJO to make personal representation to him in regarding the future of building certification in this region. That meeting invitation has been accepted for Thursday, 26 October 2023 and the recommendation in this report is advocating that the CRJO be represented by the CRJO Chair, Mayor Russell Fitzpatrick, Chief Executive, Mr Warwick L Bennett, General Manager, Yass Valley Council, Mr Chris Berry and the Director Planning and Sustainability Services, Eurobodalla Shire Council, Mr Lindsay Usher.

At the meeting with the State Government Ministers, issues were raised with the Minister of Planning. These issues related to delegating the gateway process to Local Government and the use of the Department designed NSW Planning Portal. Please find attached a letter sent to the Minister that has been written in close liaison with Chris Berry (Yass), Lindsay Usher (Eurobodalla) and Scott Martin (Goulburn Mulwaree).

The CRJO have written to the Hon Rose Jackson, Minister of Water, regarding the funding of water projects in the Upper Lachlan and Hilltops following the Drought Resilience report. A copy of that letter is attached for the Boards information.



11.7 Financial Statements

Author: Jennifer Lang, Jennifer Lang Accounting

Attachments: 1. CRJO Financial Statement July 2023 – August 2023

RECOMMENDATION

That the CRJO Board receive the CRJO Finance Report and note the financial position of the Organisation at 31 August 2023.

REPORT

For the year to date ending 31 August 2023, the Canberra Region Joint Organisation (CRJO) achieved an operating surplus of \$2,188k.

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

Program	YTD Operating Result \$000	YTD Budget \$000	YTD Variance \$000	Full Year Budget \$000	Status
CRJO Operations	173	558	(385)	(118)	Ongoing
CRJO Internal Audit	(40)	(68)	28	3	Ongoing
CRJO Procurement	112	24	88	0	Ongoing
CRJO Training School	1	0	1	0	Ongoing
Trade Pathways Innovation	203	0	203	0	Ongoing
Recovery & Resilience					
Drought Resilience	(5)	0	(5)	0	Ongoing
BCRRF - Vulnerable Contaminated Lands	0	0	0	0	Finalised – Awaiting Funds
BCRRF - Simtable	0	0	0	0	Finalised – Awaiting Funds
BCRRF - Blueprint	0	0	0	0	Finalised – Awaiting Funds
BLERF - Economic Recovery	359	450	(91)	0	Ongoing
DRRF – Disaster Recovery	39	(2)	41	0	Ongoing
Waste Programs					
Regional Support Fund*	295	51	244	70	Ongoing
Contaminated Lands	148	100	48	0	Complete
Circular Economy	687	0	687	0	Ongoing
ECC – Net Zero	35	82	(47)	0	Ongoing
Bin Trim Networks	100	0	100	0	Ongoing
Illegal Dumping Prevention	81	0	81	0	Ongoing
Total Operating Result	2,188	1,195	993	(45)	

Table 1.1

*Includes the following Programs: Regional Waste Education, Household Chemical Clean-Up and CRC Education.



The surplus of \$2,188 for the year to date is due to:

- Grant funding of \$1,866k carried forward from the 2022/23 financial year;
- Member contributions and program management fees received to fund business as usual operational activities throughout the remainder of the year \$173k; and
- CRJO received \$149k in additional funding to facilitate The Household Chemical Clean-up for the 2023 calendar year. Expenditure for this Program is expected throughout October and November.

Notable variances to budget (YTD):

- Overall, the CRJO is favourable to budget by \$993k at 31 August 2023. This is primarily due to:
- Timing of expenditure for the Circular Economy Program compared to budget \$682k;
- The Regional Waste Coordination Support Fund received its annual Grant payment of \$265k from the EPA in August. This had been budgeted for in September;
- CRJO received a \$250k unbudgeted Grant from the Department of Education Trade Pathways Innovation Fund. The rollout of training commenced in September. Other unbudgeted Grants included Bin Trim and Illegal Dumping Prevention \$181k; and
- CRJO Operations is (\$385k) unfavourable to budget for the year to date due to Program expenditure timing. CRJO was budgeted to receive management fees from the Circular Economy Program to cover the indirect costs of accommodating program resources (such as contributions towards, rent, utilities, finance, audit, IT etc) and administration support. This payment is now forecasted to be received in October.



Cash Balances

As at 31 August 2023, CRJO holds a cash balance of \$2,147k. Table 1.2 below provides a summary of the distribution of cash across the core Programs.

Programs	Opening Balance 1 Jul 2023 \$000	Cash Receipts \$000	Cash Outgoings \$000	Closing Balance 31 Aug 2023 \$000
CRJO Operations	962	338	190	1,110
CRJO Internal Audit	0	0	40	(40)
CRJO Procurement	142	0	30	112
CRJO Training School	0	0	1	(1)
Trade Pathways Innovation	0	250	46	203
Recovery & Resilience				
Drought Resilience	(80)	0	25	(105)
BCRRF - Vulnerable Contaminated Lands	(39)	0	(1)	(38)
BCRRF - Simtable	(28)	0	0	(28)
BCRRF - Blueprint	(96)	0	(6)	(90)
BLERF - Economic Recovery Fund	(226)	0	110	(336)
DRRF – Disaster Recovery	175	0	180	(5)
Waste Programs				
Regional Support Fund*	196	151	42	305
Contaminated Lands	152	0	(5)	157
Circular Economy	801	0	114	687
ECC – Net Zero	56	0	21	35
Bin Trim Networks	0	100	0	100
Illegal Dumping Prevention	0	81	0	81
Total Cash on Hand	2,015	920	788	2,147

Table 1.2

**Includes the following Programs: Regional Waste Education, Household Chemical Clean-Up, CRC Education and Container Deposit Scheme.*

Notable business as usual upcoming expenditure:

Due to ongoing performance issues with the National Australia Bank, CRJO recently opened new bank accounts with Westpac. These accounts were established with the same levels of authority and security as what was in place with NAB. In doing so, CRJO rolled the funds out of the Term Deposit upon maturity with NAB and will reinvest in a new Term Deposit once the Westpac accounts are finalised and all funds have been transferred.



11.8 Policy Review

Author: Hayley Chapman, Director Corporate Services

Attachments: 1. Procurement Policy
2. Code of Conduct Policy

RECOMMENDATION

That:

1. The report from the Director Corporate Services on the Policy Review be received.
2. The CRJO adopt the Procurement Policy and Code of Conduct Policy.

REPORT

This report presents two of the CRJO policies that have been reviewed in terms of regulatory requirement, relevance and content. These policies include the Procurement Policy (new) and Code of Conduct Policy.

Procurement Policy

The aim of this policy is to ensure transparent, accountable and compliant processes for the procurement of goods, services and expertise, required to support the implementation of CRJO plans and objectives.

Code of Conduct

This policy sets the minimum standards of conduct for CRJO officials. Mandatory requirement under Section 440 of LGA Act to adopt a code that incorporates provisions of the Model Code.

- Formatting changes only.



11.9 Operations Update

Author: Suzanne Gearing, Director Operations

Attachments: Nil

RECOMMENDATION

That the report from the Director Operations be received.

REPORT

Blueprint

CRJO held the Critical Infrastructure Resilience Plan (CIRP) workshop on 31 August 2023. The CIRP is being developed with the 11 member Councils, NSW RA, Telcos, Essential Energy and T4NSW and is an essential piece of work the regional resilience space.

The Blueprint has been condensed into an easy-to-read document and is currently being typeset. This, and a series of videos, will become part of the Resilience web page which is to be delivered as part of the grant.

A variation has been submitted to amend the completion date of the Resilience Blueprint for 30 November 2023.

Drought

The draft Regional Drought Resilience Plan was sent to CSIRO for review in June 2023. The Plan was then returned with feedback to DRNSW end of August 2023. There were two key pieces of feedback highlighted that need to be incorporated for the RDRP to be finalized; Governance structure and prioritization of actions. Once all identified CSIRO feedback is incorporated, The Plan will go to councils for endorsement.

Due to the significant delay, the estimated completion date for this project is end of October-End of November 2023.

Net Zero

Net Zero baseline surveys were undertaken for each Council which identified common project opportunities.

Monthly meetings have been held with the working group (online and in person). These forums are used to discuss main Council emission sources and the internal processes needed to resource the reduction of emissions from these sources. The draft Regional Net Zero Strategy and Net Zero Pathway Plans for each Council are in progress.

The next three months will see the completion of the Regional Net Zero Strategy as well as the accompanying Net Zero Pathway Plans. We anticipate scheduling face to face meetings with the General Managers in February together with Dr Simon Wright from Charles Sturt University to outline the proposed pathways for each Council.



Disaster Risk & Recovery Fund (DRRF)

CRJO has been coordinating the monthly Working Group meetings and engaging stakeholders from across the state to present to the Groups. There have been presentations from Spatial NSW, GHD (Risk Assessment Consultants), Lithgow Council, Transport for NSW, Natural Hazards Research Australia and Peclat Technology. These presentations will inform and align the resilience work being undertaken across the State.

CRJO is in the planning stages of the Co-Design workshops for the Regional and Local Resilience Strategies. These workshops will rely heavily on the Blueprint work and ensure alignment with the State Disaster Mitigation Plan and Disaster Adaptation Plan currently being developed by NSW RA.

Waste

CRJO Chaired the Resource Recovery and Waste Working Group meeting 24/08/2023, where CRJO provided an update on the current waste projects being undertaken, as well as those about to commence.

Illegal Dumping

This pilot project is focused on cross border illegal dumping and has just completed training councils on covert surveillance and legislation.

Bin Trim

The CRJO Bin Trim Networks Program will work with businesses in the Canberra Region to improve waste and resource recovery of their operations. This project also has 3 priorities, FOGO, plastics and textiles in the Healthcare, charity and aged care sector. The initial phases of research and planning are currently being undertaken by CRJO.

House Hold Chemical Cleanout

As part of the 2023 program, CRJO and participating councils (8) have indicated interest in holding collections of household chemicals in their areas for 17 collection sites. It is the intention of CRJO and the participating Councils to engage an exclusive Service provider to undertake the Service. Household Chemical Cleanout events will be commencing in October 2023.



11.10 Corporate Services Update

Author: Hayley Chapman, Director Corporate Services

Attachments: Nil

RECOMMENDATION

That the report from the Director Corporate Services be received.

REPORT

Regional Procurement

The current focus areas for the regional procurement coordinator are;

1. Local Government Procurement panel enhancements

The LGP420 Minor and Major Works Panel is currently open for panel enhancement. We have been liaising with member councils' procurement members the medium to large businesses they would like to see on this panel. See below summary of business contacted via email and phone calls. The number of businesses registered for the LGP420 Minor and Major Works Panel webinar is listed below.

Council/Area Location of Businesses	No. of Suppliers	Suppliers who registered
Snowy Valleys	6	1
Wagga Wagga	4	2
Hilltops	18	9
Bega	91	19
Yass	19	8
Eurobodalla	12	4
ACT	4	2
Goulburn	17	9
Upper Lachlan	7	1
	178	55

We will continue to keep working with the other business. Another panel we are focusing on is the LGP113-2 Traffic Control Services. We are in the early stages of collating businesses from council procurement coordinators.



2. Council Engagement Visits

We have visited 9 of 11 Councils and discussed a range of topics including:

- Procurement best practices,
- Regional training opportunities,
- Insurance,
- Risk and liability,
- Policies and procedures.

A summary of these visits thus far is attached to this report. We have collated individual summaries for each Council area and will discuss these with General Managers. We aim to further refine the direction set by General Managers at the CRJO Strategic Planning Workshop on 9 August.

3. Internal CRJO Procurement Procedures

We have been updating CRJO Procurement Practices to ensure engagements are in line with the *Local Government Act 1993*.

Working Groups

A key focus for the CRJO is to ensure networking, sharing of information and addressing key regional issues occurs between member Council's. A number of the existing Working Groups have not met since the Covid-19 restrictions. The CRJO are proactively arranging Working Groups to rejoin and to develop a brief for the General Manager Advisory Group on what the key regional issues are in their specific areas, and what the CRJO/Working Groups can achieve region wide. Please see below update of specific working groups.

Name	Status	Meeting Frequency
NetZero Working Group	Active	Monthly
Regional Waste Working Group	Active	Quarterly
Regional Procurement	Active	Quarterly
IP&R Working Group	Active	Quarterly (and as required)
Infrastructure Working Group	Active	Quarterly
Tourism Working Group	Active	Quarterly
Planners Working Group	Active	Quarterly
IT Working Group	Recently Reactivated	Quarterly
HR Working Group	Recently Reactivated	Quarterly
EA Working Group	Scheduled to Meet	TBA
Fleet Working Group	Scheduled to Meet	TBA
Finance Working Group	Scheduled to Meet	TBA
Water Utilities Working Group	Scheduled to Meet	TBA



Policies and Procedures Review

The Corporate Services Team have been undertaking a review of the CRJO's existing policies and internal procedures and updating where required, to ensure the CRJO maintains a high standard of governance.



12. Closed Session

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

RECOMMENDATION

That CRJO considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993.

12.1 CRJO Chief Executive Recruitment Update

This matter is considered to be confidential under Section 10A(2)(a) of the Local Government Act, and the CRJO is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with advice relating to personnel matters concerning particular individuals. All persons who are not members of the CRJO board (or their representative) or current General Managers of member Councils be asked to leave the meeting.

13. Close

The Chairperson, Mayor Russell Fitzpatrick will close the meeting.