

BOARD MEETING

10 February 2021

MEETING:	RAMJO Board Meeting		
DATE:	Wednesday 10 th February 2021		
TIME:	10:00am – 1:00pm (arrive at 9:30am for coffee)		
LOCATION:	Whitton Malt House, 783 Whitton Darlington Point Rd, Whitton NSW 2705		
CHAIR:	Cr. Kevin Mack		
ATTENDEES:	Council / Organisation	Voting Member	Non-Voting Member
	Albury City Council	Cr. Kevin Mack	Mr. Frank Zaknich
	Berrigan Shire Council	Cr. Matthew Hannan	Mr. Rowan Perkins
	Carrathool Shire Council	Cr. Darryl Jardine	Mr. Rick Warren
	Edward River Council	Cr. Norm Brennan	Mr. Philip Stone
	Federation Council	Cr. Pat Bourke	Mr. Adrian Butler
	Griffith City Council	Cr. John Dal Broi	Mr. Brett Stonestreet
	Hay Shire Council	Cr. Jenny Dwyer	Mr. David Webb
	Leeton Shire Council	Cr. Paul Maytom	Ms. Jackie Kruger
	Murray River Council	Cr. Chris Bilkey	Mr. Terry Dodds
	Murrumbidgee Council	Cr. Ruth McRae	Mr. John Scarce
	Narrandera Shire Council	Cr. Neville Kschenka	Mr. George Cowan
	Regional NSW		Mr. Giles Butler
	Office of Local Government		Mr. Cameron Templeton
RAMJO STAFF:	Ms Bridgett Leopold – Executive Officer E: bleopold@alburycity.nsw.gov.au M: 0408 498 534		
	Ms Bridget De La Haye – Office Manager / Project Manager E: BDeLaHaye@alburycity.nsw.gov.au M: 0436 370 772		
	Ms Rosie O’Keeffe – Media and Grants Administration Officer E: ROkeeffe@alburycity.nsw.gov.au Ph: 02 6023 8755		
OTHER ATTENDEES	Name	Organisation	Role
	Andrea Baldwin	Albury City / RAMJO	Team Leader Waste
	Kirstie Muntz	Albury City / RAMJO	Resource Recovery Lead
	Andrew Cottrill	NBN Co	Community Engagement Manager
	Tom O’Dea	NBN Co	Head of NBN Local NSW
	Rachel Whiting	RDA Riverina	CEO

MEETING AGENDA

Item	Topic	Time
1	Chair Welcome <ul style="list-style-type: none"> Acknowledgement of traditional custodians Newcomer: Terry Dodds General Manager Murray River Council 	10:00
2	Apologies and Leave of Absence	10:01
3	Declaration of Items of Pecuniary or Other Interest – Board Members / Designated Persons	10:02
4	Minutes from the last meetings: <ul style="list-style-type: none"> 12th November 2020 	10:03
5	Matters arising from previous Board meetings: <ul style="list-style-type: none"> 14th October 2020 12th November 2020 	10:05
6	GOVERNANCE AND FINANCE <ul style="list-style-type: none"> 6.1 Bridget De La Haye: Presentation of General Purpose Financial Statements: 2019 – 2020 RAMJO General Purpose Financial Statements and 2019-2020 Final Management Letter and Report 6.2 Bridget De La Haye: Q1 2020-2021 Budget Report 6.3 Bridget De La Haye: JO Financial Sustainability and OLG JO Review 6.4 Frank Zaknich: Code of Conduct Panel of Reviewers 	10:10
7	REGIONAL NSW <ul style="list-style-type: none"> 7.1 Giles Butler: Regional NSW Verbal Update 	10:30
8	OFFICE OF LOCAL GOVERNMENT UPDATE <ul style="list-style-type: none"> 8.1 Mr. Cameron Templeton: Office of Local Government Update 	10:45
9	NBN Co. PRESENTATION <ul style="list-style-type: none"> 9.1 Mr. Andrew Cottrill and Tom O’Dea: NBN Co. Introduction and Presentation 	11:00
10	RDA RIVERINA <ul style="list-style-type: none"> 10.1 Mrs Rachel Whiting: Presentation on Pilot Program: Refugee Resettlement in Riverina Murray 	11:20
BREAK		11:30
11	STRATEGIC PRIORITIES <ul style="list-style-type: none"> 11.1 Cr. Chris Bilkey: Water Sub-Committee Update 11.2 John Scarce: Digital Connectivity Sub-Committee Update 11.3 George Cowan: Energy Security Sub-Committee 11.4 David Webb: Infrastructure Mapping 11.5 David Webb: Regional Freight Transport Plan 11.6 Bridgett De La Haye: Best Practice Aggregated Procurement 11.7 John Scarce: Health Committee Update 	11:45

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Item	Topic	Time
12	SERVICE DELIVERY 12.1 Bridget De La Haye: RAMJO and Far West Joint Organisation Memorandum of Understanding	12:15
13	PROJECT UPDATES 13.1 Matthew Dudley: Contaminated Land Management 13.2 Kirstie Muntz and Andrea Baldwin: Regional Waste Groups	12:30
14	OPERATIONAL MATTERS 14.1 General Managers Group Planners Group 14.2 Planners Group 14.3 Engineers Group	12:45
15	GENERAL BUSINESS	12:50
Meeting Close & Lunch		13:00

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Agenda Item 1 – Welcome

Chair Kevin Mack to welcome attendees including:

- Newly appointed General Manager of Murray River Council – Terry Dodds
- NBN Co Community Engagement Manager – Andrew Cottrill
- RDA Riverina CEO – Rachel Whiting

Agenda Item 2 – Apologies and Leave of Absence

Apologies:

- Bridgett Leopold – RAMJO Executive Officer

Recommendation:

- That apologies be accepted and that leave of absence be granted.

Agenda Item 3 – Declaration of Items of Pecuniary or Other Interest – Board Members / Designated Persons

Agenda Item 4 – Matters arising from previous RAMJO Board Meetings

ITEM	STATUS
Executive Officer to consider releasing joint media release with other JOs regarding Best Practice in Aggregated Procurement	IN PROGRESS
Member Council Mayors or GMs to attend regional meetings as RAMJO representatives where RAMJO's finite resources cannot extend	ONGOING
Invite Water NSW Director Vince Kelly to RAMJO Water Security Sub Committee meeting to seek clarity on planned infrastructure changes	IN PROGRESS
12 month Service Agreement / MoU between RAMJO and FWJO as a shared service measure	COMPLETE
Office Manager position variation	COMPLETE
RAMJO to host a cross border workshop with the Murray Group of Councils to consider matters in common and seek opportunities for collaboration	IN PROGRESS

Recommendation:

- That the RAMJO Board **note** the status of matters arising from previous Board meetings.

Agenda Item 5 – Minutes of 12th November 2020

- Minutes of 12th November 2020 – **Attachment A**

Recommendation:

- That the RAMJO Board **approve** the minutes from the Board meeting of 12th November 2020.

Agenda Item 6 – Governance and Finance

6.1: 2019 – 2020 Presentation of General Purpose Financial Statements

Section 418 of the *Local Government Act 1993* requires that Council/JO must meet to consider the signed/audited financial statements **within 35 days** of receiving the signed auditor's reports (and give at least 7 days public notice prior to the meeting, inviting submissions).

Given the quarterly nature of RAMJO's Board meetings, the Office Manager wrote to OLG Engagement Manager seeking clarification on this matter, and were advised to request an extension for the presentation of the financial statements. Following this, the RAMJO Executive Officer formally requested an extension from OLG with the proposed timeline outlined below:

RAMJO's Proposed Timeline for Presentation

- Wednesday 6 Jan 2021 – Advertise Presentation of Financial Statements (documents on RAMJO website)
- Wednesday 3 Feb 2021 – Submissions close
- Wednesday 10 Feb 2021 - Present at next RAMJO Board Meeting
- Friday 12 Feb – Report to OLG on the Board's resolution relating to the signed General Purpose Financial Statements and any submissions received.

The General Purpose Financial Statements have been out for public display on the website as per the timeline above. No submissions were received.

Recommendation:

That the Members of the RAMJO Board:

- **Receive** and **note** the signed Riverina and Murray Joint Organisation's General Purpose Financial Statements for the year ended 30 June 2020; (**Attachment B**)
- **Receive** and **note** the signed Auditor's report (**Attachment C**); and
- **Note** that no submission were received relating to RAMJO's General Purpose Financial Statements.

6.2: Q2 2020 – 2021 Budget Report

The Office Manager has prepared a quarterly report at **Attachment D**. As previously reported, of note is that RAMJO does not have quarterly budgets, rather an annual budget as spending (other than wages) is not on a regular basis. Therefore, there are some variances in the report, however spending remains on track with budgeted items.

The following matters relate to variances noted in this report:

- Unbudgeted additional income of \$33k: due to the sale of Mazda and Armidale Adverse Events Plan
- Expenses not specifically budget however fall within budget parameters: Water Position Paper Marketing support \$10k, ID Profile website continuation \$18k
- Variance between accounts: Office/Project Manager salary split (Xero Software limitation, requires journal).

Recommendation:

- That the Board **receive** and **note** the Q2 Budget report.

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6.3: 2021-2022 Ongoing Financial Sustainability and OLG Review into Joint Organisations

The Executive Officer is in the process of preparing a report for the General Managers Advisory Committee to analyse the financial position of the Joint Organisation, heading into the 2021-2022 Financial Year. Namoi Unlimited Joint Organisation has created a financial sustainability toolbox, aimed to assist JO staff and Member Councils in conducting a 'ground up' approach to reviewing the financial outlook of the JO. RAMJO will be utilising the toolkit, along with identified income streams from the service delivery model in the analysis of a financial sustainability position for the JO. The Executive Officer and General Managers' Advisory Committee will provide a detailed report for the May 2021 Board meeting.

Additionally, the Office of Local Government's review into Joint Organisations has now commenced, with a letter from Minister Hancock to the Chair outlining the following terms of reference:

I thank JOs for providing suggestions for the TOR and assure you that those suggestions have informed the proposed TOR. The proposed TOR for this study are:

- Analysis of what has worked in the establishment of the JOs, and what barriers exist to good governance.
- How effective the JO model has been in supporting JOs to deliver against the core objectives of advocacy, strategic leadership and better outcomes for regional communities.
- How the delivery of core objectives can be measured.
- How other NSW and Commonwealth agencies work with the JO network and value the contribution of the JO network.
- How the \$150,000 capacity building funding has been used and the value of that funding program to the ongoing sustainability of JOs.
- Identification of barriers to success of the JO model.
- What a successful JO network looks like and how it can be realised.

The review is due to be completed by mid 2021, and it is hoped this process will drive out common concerns across NSW regarding the JO model, including the ability for it to remain financially sustainable, among other barriers and opportunities.

Recommendation:

- That the Board **note** the intention of the Executive Officer and General Managers' Advisory Committee to prepare a detailed report indicating the financial sustainability position of the JO for the May 2021 Board meeting.
- That the Board **note** the correspondence (**Attachment E**) received from Minister Hancock to the RAMJO Chair highlighting the timeline and Terms of Reference for the JO review.

6.4: Code of Conduct Panel of Reviewers

In May 2017, RAMROC General Managers received formal correspondence from the previous Executive Officer informing them of the completion of the RAMROC Regional Panel of Conduct Reviewers (**Attachment F**). Following the appointment of this Regional Panel, Councils were free to establish its individual Panel of Conduct Reviewers based on the appointed providers. The term for this panel was a 4 year period from 1st July 2017.

The term of this panel is due to expire on 30th June 2021, and advice from Office of Local Government is that the panel cannot be extended. Therefore the following options are available to RAMJO Member Councils:

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- 1 Allow the current list expire and then each Council can undertake their own Code of Conduct Panel Process.
- 2 RAMJO go to selective EoI for the services, appoint the list and share with member Councils to adopt their list. RAMJO could use LGP Legal Services Panel as the reference/starting point in this scenario. **RECOMMENDED**
- 3 RAMJO go to public EoI for the services, appoint the list and share with member Councils to adopt their list. **RECOMMENDED**

Upon consultation with the General Managers, option 2 or 3 are recommended. Previously, RAMRO placed a public advertisement in the Sydney Morning Herald and all local regional newspapers. This would perhaps allow for local businesses to provide a submission to the EOI if they were not currently on the LGP panels. However, those existing businesses on LGP panels have already been through a partial process, including vetting of matters such as insurances, licences, etc.

Should Member Councils wish for RAMJO to undertake this task, it is anticipated it could be completed within existing resources, given the recruitment of a "Governance and Administration Support Office" role, partly funded through the cost sharing arrangement with the Far West JO.

Recommendation:

- That the Board **endorse** either Option 2 or 3, allowing RAMJO to undertake this task on behalf of the Member Councils.

Agenda Item 7 – Regional NSW Update

Mr Giles Butler, Director Riverina Murray division of Regional NSW, will provide a verbal update from the Department.

Recommendation:

- That the Board **note** the briefing from the department of Regional NSW.

Agenda Item 8 – Office of Local Government Update

Mr Cameron Templeton will provide a verbal update from the Office of Local Government.

Recommendation:

- That the Board **note** the briefing from the Office of Local Government.

Agenda Item 9 – NBN Co Presentation

Mr Andrew Cottrill, Community Engagement Manager for the Riverina Murray, will provide an introduction and update to the NBN Co agenda in the region.

Recommendation:

- That the Board **note** the verbal briefing from NBN Co's Community Engagement Manager.

Agenda Item 10 – RDA Riverina

Mrs Rachel Whiting will provide a presentation on a RDA Riverina pilot program running until September 2021 on behalf of Multicultural NSW. RDA Riverina have a Migrant Economic Participation Coordinator who is tasked with mapping the migrants already in the region including their visas, the skills and qualifications. RDA are seeking to inform RAMJO Member Councils of the program in order to increase the number of connections related with this pilot.

Recommendation:

- That the Board **note** the presentation from RDA Riverina's CEO.

Agenda Item 11 – Strategic Priorities

11.1: Water

- Following the Water Sub Committees meeting on 9th November, the matter of town water supply and management has been referred to RAMJO's Engineering Group, who have agreed to include the matter as a standing item.
- RAMJO's lunch with Minister Keith Pitt scheduled for early January 2021 was cancelled due to COVID travel restrictions. The RAMJO Office is working on requesting a visit from the Federal Minister and the newly appointed Interim Inspector-General of Water Compliance (IIGWC), The Honourable Troy Grant to invite them to a 'hands on' showcase of our region in April demonstrating first class export industries in our region and a dinner.
- Regional Water Strategy consultation via DPIE is ongoing, with the Murray and Murrumbidgee Strategies due to be completed by mid year. Member Councils would have received invites for individual consultation with DPIE, and RAMJO's joint consultation event was postponed from early January through to early March.
- Both the Murray Regional Strategy Group and Southern Riverina Irrigators are in regular communication with RAMJO and will be part of an ongoing stakeholder relationship between the groups. RAMJO's Executive Officer has been asked to attend MRSRG meetings in 2021 as a mean to find commonalities for alignment into the future.
- RAMJO continues to be part of the One Basin partnership, represented by the Office Manager and the Chair of the Water Security Sub Committee and a piece on RAMJO will feature in the next One Basin newsletter.

11.2: Digital Connectivity

- Following the meeting with the Deputy Premier's Office, the Chair of the Digital Connectivity Sub-Committee and the Executive Officer met with the GigState team. This meeting provided an opportunity to seek further insight into NSW's priorities in this space, with the firm advice that any available funding from Snowy Hydro will be utilised for capital investment only.
- Assessment of submissions under the Commonwealth's Regional Connectivity Programme, for which RAMJO worked together with Field Solutions Group, are underway. Some Councils have been contacted asking to provide additional information as part of the assessment process.
- Due to the agreed service delivery model including supporting the Far West Joint Organisation, the Chair of this Committee and RAMJO Executive officer are planning to draft a 'position paper' as an endearing statement to this priority, as it is likely to Executive Officer will have resource constraints heading into 2021.

11.3: Energy Security

- The Energy Security Sub Committee is due to meet on Tuesday 9th February 2021 and will discuss the individual progress of each Council, and review the overall energy project timeframe.

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11.4: Infrastructure Mapping

- Prior to the meeting with the Deputy Prime Minister and Federal Minister for Local Government on 29 October 2020, the Infrastructure Collaborative provided a brief and overview and status of the RAMJO Infrastructure Priorities.
- The General Managers have agreed to proceed towards creating a regional prospectus for each category of infrastructure in the region, with small panels of GMs and/or engineers to work with RAMJO on identifying a ‘top 10’ for each category. This process is underway and due to be completed in late February. Following this, an advocacy plan aimed at Departmental Staff and Ministers will roll out.



11.5: Regional Freight Transport Plan

- The Plan is gaining some interest, with the NSW Government contacting RAMJO requesting a meeting to discuss the priorities outlined in the Plan and how they might align with the Snowy Hydro Fund Freight Linkages Priority. David Webb and Brad Ferris will attend the meeting with RAMJO Executive Officer.
- The meeting will cover the following points:
 - products that are most likely to be relevant to the program based on demand from key regional NSW export markets
 - challenges and constraints to regional NSW supply chains that the program could address
 - opportunities that the program could leverage to improve regional NSW supply chains
 - industry and private sector interest to collaborate and co-invest in projects that improve the supply chain and freight network in regional NSW

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11.6: Best Practice Aggregated Procurement

- The draft Stages 2 and 3 report has been completed, with EOs from the 4 JOs working on some constructive feedback to shape the final outcome. The report has been shared with the RAMJO Procurement Group for comment.

11.7: Health

- At the Health Sub Committee in late December, and it was proposed that John Scarce assume responsibility for the health related committees and meetings that the Executive Officer is currently attending. These include:
 - Murrumbidgee Suicide Prevention and Aftercare
 - Empowering Our Communities (Drought) Committee
 - Riverina Murray Drought Task Group
 - Youth Advisory Committees
 - Agriculture and Wellness Support Provider Meeting
- The Sub-Committee agreed to this change and to work towards and health position paper in 2021.
- At the General Managers meeting on 22 January 2021, Phil Stone agreed to shadow John Scarce in the committee representation due to the high number of meetings.

Recommendation:

- That the Board **note** the updates from the strategic priority committees.

Agenda Item 12 – Service Delivery

12.1: RAMJO and Far West Joint Organisation Memorandum of Understanding (MoU)

On Wednesday 27th January 2021, the two Chairs of the Riverina and Murray JO and the Far West JO signed a landmark agreement, committing to work together for the coming 12 months so long as it remains mutually beneficial. A copy of the MoU is attached for your information, and has been distributed to relevant Ministers and stakeholders across the region. The MoU outlines the areas of priority work and intended outcomes.

A copy of a sample letter and the MoU is at [Attachment G](#).

Recommendation:

- That the Board
 - **notes** the Memorandum of Understanding between the two Joint Organisations, including supporting correspondence.

Agenda Item 13 – Project Updates

Andrea Baldwin and Kirstie Muntz will provide a verbal update on the waste management groups (Murray and Riverina). Accompanying written reports for each RAMJO project are attached:

- Attachment 13.1: Contaminated Lands Management – Underground Petroleum Storage Systems (UPSS)
- Attachment 13.2: Riverina Waste Group & Murray Waste Group

Recommendation:

- That the Board **receive** and **note** the project updates.

Agenda Item 14 – Operational Matters

14.1 – RAMJO General Managers Group

The RAMJO General Managers group met on Friday 22 January in Jerilderie. Items relating to governance, service delivery and regional consultation were discussed. The group also agreed to a work agenda within the strategic priorities and given the limited RAMJO resources. Draft minutes are at [Attachment H](#).

14.1 – RAMJO Planners Group

At the meeting on 22 January 2021, the General Managers resolved to request the RAMJO Planners Group recommence their meetings, to refer matters of importance to that group including NSW Agricultural Land Use Planning Strategy and other developing matters.

14.2 – RAMJO Engineers Group

The RAMJO Engineers Group met on Wednesday 3 February 2021 and discussed matters such as RAMJO regional infrastructure priorities, freight transport strategy, energy projects and shovel ready projects. The engagement within the group is high with David Webb as the connection to General Managers creating a sense of purpose and connection. The minutes for this meeting were not yet available at the time of the RAMJO Board meeting.

Recommendation:

- That the Board Members **note** the minutes and updates from the various groups.

Agenda Item 15 – General Business