

# BOARD MEETING

20 August 2021

<b>MEETING:</b>	RAMJO Board Meeting		
<b>DATE:</b>	Friday 20 <sup>th</sup> August 2021		
<b>TIME:</b>	9:00 am – 12:00 pm		
<b>LOCATION:</b>	Online via Zoom		
<b>CHAIR:</b>	Cr Kevin Mack		
<b>ZOOM:</b>	<a href="https://us06web.zoom.us/j/84321364848?pwd=Ky85UCt1ckpHNmQyTThrQUFha29jdz09">https://us06web.zoom.us/j/84321364848?pwd=Ky85UCt1ckpHNmQyTThrQUFha29jdz09</a> Meeting ID: 843 2136 4848 Passcode: 389855		
<b>ATTENDEES:</b>	<b>Council / Organisation</b>	<b>Voting Member</b>	<b>Non-Voting Member</b>
	Albury City Council	Cr. Kevin Mack	Mr. Frank Zaknich
	Berrigan Shire Council	Cr. Matthew Hannan	Ms. Karina Ewer
	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
	Outgoing RAMJO EO		Ms Bridgett Leopold
	Regional NSW		Mr. Giles Butler
Office of Local Government		Mr. Cameron Templeton	
<b>RAMJO STAFF</b>	Ms Nicola Gleeson Coopes – Interim Executive Officer E: <a href="mailto:Nicola.GleesonCooopes@alburycity.nsw.gov.au">Nicola.GleesonCooopes@alburycity.nsw.gov.au</a> M: 0408 498 534		
	Ms Kirstie Muntz – Project and Stakeholder Manager E: <a href="mailto:kmuntz@alburycity.nsw.gov.au">kmuntz@alburycity.nsw.gov.au</a>		
	Ms Bella Thomas – Governance and Administration Officer E: <a href="mailto:BThomas@alburycity.nsw.gov.au">BThomas@alburycity.nsw.gov.au</a>		
<b>OTHER ATTENDEES</b>	<b>Name</b>	<b>Organisation</b>	<b>Role</b>
	Mike Ritchie	MRA Consulting	Managing Director
	Brad Ferris	Albury City	Deputy CEO Infrastructure, Planning & Environment

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	Joseph Rahme	NSW Telco Authority	Customer and Stakeholder Services
	Sonia Anderson	NSW Telco Authority	Critical Communications Enhancement Program (CCEP)
	Jill Ludlow	Murrumbidgee Local Health District	CEO
	Simon Kalinowski	Mandalay	CEO
	Steven Millett	Albury City	Service Leader Assets, Sustainability & Environment

## MEETING AGENDA

Item	Topic	Time
	<b>OPENING</b>	9:00
1	Chair Welcome <ul style="list-style-type: none"> <li>Acknowledgement of traditional custodians</li> <li>Welcome: Ms. Karina Ewer, Berrigan Shire Council</li> </ul>	9:01
2	Apologies and Leave of Absence	9:02
3	Declaration of Items of Pecuniary or Other Interest – Board Members / Designated Persons	9:03
4	Matters arising from previous Board meetings: <ul style="list-style-type: none"> <li>12<sup>th</sup> May 2021</li> </ul>	9:04
5	Minutes from previous Board meeting: <ul style="list-style-type: none"> <li>12<sup>th</sup> May 2021</li> </ul>	9:05
6	<b>Guest Presenter – Mike Ritchie MRA Consulting</b> <ul style="list-style-type: none"> <li>Resource recovery, circular economy, implementing FOGO, the new Waste and Sustainable Materials Strategy.</li> </ul>	9:06
7	<b>Guest Presenter - Joseph Rahme – NSW Telco Authority</b> <ul style="list-style-type: none"> <li>Critical Communications Enhancement Program</li> </ul>	10:00
8	<b>Guest Presenter - Jill Ludford – Murrumbidgee Local Health District</b> <ul style="list-style-type: none"> <li>COVID vaccination rates in RAMJO local government areas</li> </ul>	10.20
	<b>BREAK</b>	10:30
9	<b>SERVICE DELIVERY MODEL</b> Nicola Gleeson Coopes : Update on FWJO Cost Sharing Model	10:40
10	<b>GOVERNANCE AND FINANCE</b> <ul style="list-style-type: none"> <li>Nicola Gleeson Coopes: Q4 2020-2021 Budget Report</li> <li>Nicola Gleeson Coopes: Interim Executive Officer arrangements</li> <li>Nicola Gleeson Coopes: RAMJO Workplan during transition</li> <li>Nicola Gleeson Coopes: End of year reporting to OLG</li> </ul>	10:45
11	<b>OFFICE OF LOCAL GOVERNMENT UPDATE</b> Mr Cameron Templeton: Office of Local Government Update <ul style="list-style-type: none"> <li>Mr Cameron Templeton: Smart places funding application (including Simon Kalinowski from Mandalay)</li> </ul>	11:00
12	<b>ADVOCACY</b> <ul style="list-style-type: none"> <li>OLG Review of Joint Organisations</li> </ul>	11:10
13	<b>Board farewell to Ms Bridgett Leopold, RAMJO Executive Officer</b>	11.11
14	<b>UPDATE ON STRATEGIC PRIORITIES – information only</b> <ul style="list-style-type: none"> <li>Cr. Chris Bilkey: Water Sub-Committee Update</li> </ul>	11:20

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Item	Topic	Time
	<ul style="list-style-type: none"> <li><b>John Scarce:</b> Digital Connectivity Sub-Committee Update</li> <li><b>George Cowan:</b> Energy Security Sub-Committee</li> <li><b>David Webb:</b> Regional Freight Transport Plan</li> <li><b>Nicola Gleeson Coopes:</b> Best Practice Aggregated Procurement</li> <li><b>Phil Stone / John Scarce:</b> Health Committee Update</li> </ul>	
15	<p><b>PROJECT UPDATES – information Only</b> <i>Written reports, taken as read.</i></p> <ul style="list-style-type: none"> <li><b>Matthew Dudley:</b> Contaminated Land Management</li> <li><b>Kirstie Muntz and Andrea Baldwin:</b> Regional Waste Kerbside Contract &amp; Waste Groups</li> <li><b>Nicola Gleeson Coopes :</b> Energy Audit and Strategy</li> </ul>	11:30
16	<p><b>OPERATIONAL MATTERS</b></p> <ul style="list-style-type: none"> <li>General Managers Group Minutes</li> <li>End of Year Financial Reporting: GPFS &amp; Audit</li> <li>RAMJO Grant Funding Submissions</li> <li>NSW JO Chairs Meeting Minutes</li> </ul>	11:35
17	<p><b>GENERAL BUSINESS</b></p> <ul style="list-style-type: none"> <li>Riverina Murray REOC Covid-19 Multi-agency preparation (late addition)</li> <li>Government eplanning portal (late addition)</li> <li>NSW elections 4th December 2021</li> <li>\$150k capacity building funds 2021-2023</li> </ul> <p>Call for general business</p>	11:40
	Meeting Close	12:00

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## RAMJO BOARD MEETING MINUTES

### AGENDA ITEM 1 - WELCOME

The Chairperson Cr Kevin Mack welcomed the Board Members and guests to the meeting and acknowledged the Traditional Custodians of the region. Cr Mack welcomed Ms Karina Ewer the newly appointed General Manager of Berrigan Shire Council.

### AGENDA ITEM 2 – APOLOGIES AND LEAVE OF ABSENCE

Apologies: Nil.

### AGENDA ITEM 3 – DECLARATION OF ITEMS OF PECUNIARY OR OTHER INTEREST – BOARD MEMBERS / DESIGNATED PERSONS

Nil.

### 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
Invite Water NSW Director Vince Kelly to RAMJO Water Security Sub Committee meeting to seek clarity on planned infrastructure changes	IN PROGRESS
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
RAMJO undertake Code of Conduct EOI process via LGP on behalf of Member Councils	IN PROGRESS

#### Recommendation:

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

*Noted.*

### AGENDA ITEM 5 – MINUTES OF 12TH MAY 2021

- Draft Minutes of 12<sup>th</sup> May 2021 – **Attachment A**

#### Recommendation:

- That the Board **approve** the minutes from the Board meeting of 12th May 2021, and the recommendations therein be adopted.

*Carried.*

*Moved Hay, seconded Berrigan.*

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## AGENDA ITEM 6 – MIKE RITCHIE - MRA CONSULTING

Mike Ritchie gave a presentation on the current state of play for resource recovery and circular economy in NSW and how this applies to RAMJO member councils, implementing FOGO, how LGAs can better meet resource recovery targets, and the new Waste and Sustainable Materials Strategy.

**Recommendation:**

That the Board **note** the presentation from Mike Ritchie.

*Noted.*

## AGENDA ITEM 7 – GUEST PRESENTER – JOSEPH RAHME - NSW TELCO AUTHORITY

Joseph Rahme gave a presentation on behalf of the NSW Telco Authority's Stakeholder Engagement Team.

**Recommendation:**

That the Board **note** the presentation from Joseph Rahme.

*Noted.*

## AGENDA ITEM 8 – GUEST PRESENTER – JILL LUDFORD – MURRUMBIDGEE LOCAL HEALTH DISTRICT

Jill Ludford, CEO of Murrumbidgee Local Health District, gave a presentation regarding the COVID vaccination rollout in the region.

**Recommendation:**

That the Board **note** the presentation from Jill Ludford.

*Noted.*

## AGENDA ITEM 9 – COST SHARING UPDATE: RAMJO AND THE FWJO

The cost sharing relationship has concluded, with the passing of the FWJO Executive Officer delegations from Ms Bridgett Leopold to the General Manager of Broken Hill Shire Council Jay Nankivell at an extraordinary meeting 14<sup>th</sup> July 2021.

The Board of the FWJO passed an additional motion expressing their thanks for the hard work of Ms Bridgett Leopold and Ms Bidy De La Haye. The General Managers group recommend that the board also pass a similar motion.

**Recommendation:**

- That the Board **note** the conclusion of the cost sharing relationship between RAMJO and the FWJO.
- That the Board **note** their appreciation for the hard work of Ms Bridgett Leopold and Ms Bidy De La Haye with the FWJO partnership

*Noted.*

Agenda order amendment : Item 11.2, directly after Item 9. See detail below at Item 11.2.

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Agenda order amendment : Item 11.1, directly after Item 11.2. See detail below at Item 11.1.

## AGENDA ITEM 10 – GOVERNANCE AND FINANCE

### 10.1: Q3 2020-2021 Budget Report

The Interim Executive Officer provided a quarterly report at **Attachment B** a spreadsheet documenting Q4 spend to date against budgeted items for FY2020-2021.

Reiterating this is an interim finance report, not a proxy for the financial statements, further year-end adjustments and processing will be completed before the financial statements are audited.

Relating to income:

- RAMJO budgeted to receive \$505,142, but \$ 674,607 has been received.
- Of this number:
  - \$217,144 is from Membership Fees
  - \$45,000 from energy 'service delivery', \$43,354 unbudgeted addition DPIE grant funding for writing the energy strategy.
  - \$175,000 from 'service delivery' - Adverse Event Management Plans for 9 Councils (including \$25,000 unbudgeted for Armidale)
  - \$61,000 from LGP and PA procurement rebate, \$11,000 higher than budgeted.
  - \$17,499 from 5% Project Administration fee for the Waste Coordinator funds
  - \$91,206 charged to the FWJO for the cost sharing arrangement, including recharging costs incurred by RAMJO on their behalf. This was unbudgeted.

In addition, the \$150k from OLG NSW received in late June has not been recognized, it is currently on the balance sheet as unearned income in advance.

Relating to expenses:

- RAMJO budgeted to spend \$420,950, and spent \$444,135 at the end of Q4.
- Significant underspends relate to:
  - Website maintenance & social media of nearly \$9,000 (via employment of media officer with OLG grant)
- Significant overspends :
  - Water Committee Media and Marketing (\$12,008), due to Troy Grant's regional visit and in supporting the Water paper.
  - Provision for Consultancy (\$19,000) – incurred supporting the FWJO support and have been recovered in the FWJO recovery income line above.
  - Office Manager Costs (\$53,835) – which is a journal issue and must be recovered from OLG capacity building grants (will be completed as part of financial year end processing).

As part of the financial statement process, RAMJO intends to set up reserves in equity to track 'unrestricted internal cash' year on year.

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**Recommendation:**

- That the Board **receive** and **note** the Q4 2020-2021 budget variance report.

*Received and noted.*

*Moved Griffith, seconded Berrigan*

## 10.2 Interim Executive Officer arrangements

The Chair introduced the interim structure of two six month contracts, one for the Interim EO, after an internal EO and interview process, the secondment of Ms Kirstie Muntz from Albury City into the Stakeholder and Project Manager.

**Recommendation:**

- That the Board approve the Interim Executive Officer appointment for six months.
- That the Board note the 6-month secondment EOI opportunity circulated to all Member Councils

*Moved Berrigan, seconded Hay*

## 10.3 RAMJO Workplan during transition

The Interim Executive Officer provided **Attachments C and C1** to discuss the workplan of the RAMJO team over the next six months, including the caretaker period that councils will be in. Joint organisations do not go into caretaker. The focus is on completing RAMJO's outstanding existing projects, undertaking the financial statements and performance statement, getting ready for the incoming Board, and beginning the development process for the revised Statement of Regional Priorities.

**Recommendation:**

- That the Board note the RAMJO work plan during the council caretaker period and the months until year end.

*Noted*

## 10.4 End of year reporting to OLG

Attachment D has the report sent to OLG re: the acquittal of the capacity building funds.

Project	Budget	Spent at 30/06/21	Remaining
Energy	\$ 83,000	\$74,432	\$8,568
Procurement	\$ 36,400	\$38,040	(\$1,640)
Digital Connectivity / Grants Officer	\$ 30,600	\$37,722	(\$7,122)
<b>TOTAL</b>	<b>\$150,000</b>	<b>\$150,194</b>	<b>(\$194)</b>



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**Recommendation:**

- That the Board note the reporting to OLG for the final acquittal of the OLG Capacity Building Grant funds for the 2020-2021 year.

**Noted.**

## AGENDA ITEM 11 – OFFICE OF LOCAL GOVERNMENT UPDATE

### 11 .1 Office of Local Government Update

Mr Cameron Templeton provided a verbal update from the Office of Local Government. Confirmed that waste management facilities may remain open under stay at home orders if there is no kerbside collection only. Answered questions about video conferencing of council meetings, only county councils are affected by this.

**Recommendation:**

- That the Board note the update from OLG.

**Noted.**

### 11 .2 Smart Places funding opportunity

Mr Simon Kalinowski from Mandalay gave a presentation about Mandalay Technologies.

Mr Cameron Templeton discussed Smart Places funding opportunities. Ms Kirstie Muntz will contact the three councils planned to pilot the smart places funding applications.

**Recommendation:**

- That the Board **note** the presentation from Simon Kalinowski.
- The Board **note** the opportunity for Smart Places funding.

**Noted.**

## AGENDA ITEM 12 – JOINT ORGANISATION REVIEW

Ms Nicola Gleeson Coopes noted the latest indication was that the JO review will be provided end of August.

## AGENDA ITEM 13 – BOARD FAREWELL TO MS BRIDGETT LEOPOLD

The Chair gave a presentation on the accomplishments of Ms Bridgett Leopold during her time as RAMJO Executive Officer. The Board thanks her for all that RAMJO has accomplished under her leadership in the last two and half years.

Bridgett Leopold gave a short presentation on her experiences with RAMJO.

**Recommendation:**

- That the Board note their appreciation for Ms. Bridgett Leopold and the many achievements RAMJO has accomplished due to her hard work and vision for the organisation.

*Moved Griffith, seconded Edward River*

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## ITEM 14 – STRATEGIC PRIORITIES UPDATE

Verbal updates on each strategic update to be given in the meeting.

### 14.1: Cr Chris Bilkey: Water

A written report will be circulated separately, Interim EO to circulate.

### 14.2 John Scarce: Digital Connectivity

Digital Connectivity position paper has been paused. Work continues with FSG, ensuring those funds are spent before next election.

### 14.3: George Cowan: Energy Security

Subcommittee has not met since the last board meeting. Plan is to refresh the committee.

### 14.4: David Webb: Regional Freight Transport Plan

Prioritisation of projects out of the plan, this will go to Engineers group, then to GMs, then to Board in early 2022.

### 14.5: Nicola Gleeson Coopes: Best Practice in Aggregated Procurement (BPAP)

Draft stage 5 report is out, toolbox is next. Central JO to come to the GM meeting and present.

### 14.6: Phil Stone & John Scarce: Health

Second subcommittee meeting was supposed to be at Albury before this board meeting, next meeting in November. Working on position paper.

#### Recommendation:

- That the Board **note** the updates from the strategic priority committees. (discussion recorded above).

**Noted.**

## AGENDA ITEM 15 – PROJECT UPDATES

Written updates on each project currently being managed by RAMJO provided as attachments, taken as read.

### 15.1: Contaminated Lands Management – Attachment E

### 15.2: Riverina Waste Group & Murray Waste Group – Attachment F

### 15.3: Energy Audits and Strategy – verbal update

#### Recommendation:

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

**Noted.**

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## AGENDA ITEM 16 – OPERATIONAL MATTERS

### 16.1 – General Managers Group Meeting Minutes

The General Managers met on Friday 23<sup>rd</sup> July 2021, minutes can be found at [Attachment G](#). Taken as read.

### 16.2 End of Year Financial Reporting: GPFS & Audit

The audit of RAMJO's financial statements is booked the week 13th September. This year RAMJO will be preparing the financial statements in house, and liaising directly with the auditor. The Interim Executive Officer is a chartered accountant with experience in local government audit and it is not expected this will pose any issues.

### 16.3 – RAMJO Grant Funding Submissions

At the April meeting, RAMJO detailed the grant submissions for the Murray Darling Basin Economic Development Program under the following categories, Waste, Energy, Water/Digital Connectivity. The initial round of these successful grants has been announced, and RAMJO has not been successful so far. Feedback received is that unsuccessful grants have not yet been announced, allowing for some optimism until otherwise notified.

### 16.4 – JO Chairs Meeting Minutes

The JO Chairs met online on 5<sup>th</sup> August 2021. A copy of the minutes is at [Attachment H](#).

#### Recommendation:

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

*Noted*

## AGENDA ITEM 17 – GENERAL BUSINESS

### RIVERINA MURRAY REOC COVID-19 MULTI-AGENCY PREPARATION

Steven Millett discussed the process by which Murrumbidgee Health District responds to local COVID-19 infection, through Resilience NSW. He advised each LGA must devise a Local Community Action Plan, and this will be shared with Interim EO, who will distribute to all RAMJO members.

### GOVERNMENT EPLANNING PORTAL (LATE ADDITION) – ATTACHMENT I

Cr Chris Bilkey spoke to issues that council staff are having with the E-Planning Portal.

#### Recommendation:

- That RAMJO notes the intent of the E-Planning Portal via various media releases in relation to references made in “saving time for applicants” “Saving time for Councils” and “providing a streamlined digital service” from Minister for Planning (Rob Stokes), and Minister for Digital/Minister for Customer Service (Victor Dominello).
- That RAMJO notes that the objectives and intent of the E Planning Portal system formed part of the NSW State Governments Planning Reform agenda are not meeting the needs of regional NSW Councils or Communities for reasons outlined in this brief.

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- That RAMJO support the recommendation to request an immediate independent review in relation to the NSW government's E Planning Portal System, against the objections (improved functionality and improved

*Moved Murray River, seconded Edward River*

## NSW ELECTIONS 4TH DECEMBER 2021

General discussion about the revision to the election date, and any possible further changes.

## \$150K CAPACITY BUILDING FUNDS 2021-2023

Interim Executive Officer provided an update on potential projects for the Capacity Building funds. A list of ideas has previously been circulated to the GMs for feedback, delegation is sought for the GMs to refine and make the final project application to OLG. This will be circulated to the Board before the decision is made.

### Recommendation:

- That the Board delegate the decision on capacity building funds plan required to OLG by 31 August 2021 to the GMs.

**Noted.**

## GENERAL BUSINESS – VACCINATION RATES

Discussion had about COVID 19 vaccination rates in RAMJO LGAs. Any issues can be sent through to Interim EO who will follow up with Murrumbidgee LHD.

Next meeting Wednesday 10<sup>th</sup> November 2021 in Albury. Discussion around possibly moving to a Friday in late November.

MEETING CLOSE