

BOARD MEETING

24 February 2023

MEETING:	RAMJO Board Meeting		
DATE:	Friday 24 th February 2023		
TIME:	9:30am – 12:30pm		
LOCATION:	Leeton – the Hydro Hotel		
CHAIR:	Cr. Matthew Hannan		
ZOOM:	https://us06web.zoom.us/j/89484972926?pwd=b3hPSINab2FIZmNOaE15Q1VISEQ2dz09 Meeting ID: 894 8497 2926 Passcode: 551860		
ATTENDEES:	Council / Organisation	Voting Member	Non-Voting Member
	Albury City Council	Cr. Kylie King	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. Peta Betts	Mr. Philip Stone
	Federation Council	Cr. Pat Bourke	Mr. Adrian Butler
	Griffith City Council	Cr. Doug Curran	Mr. Brett Stonestreet
	Hay Shire Council	Cr. Carol Oataway	Mr. David Webb
	Leeton Shire Council	Cr. Tony Reneker	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		Ms. Giles Butler
Office of Local Government		Mr. Cameron Templeton	
RAMJO STAFF	Ms. Carolyn Clancy – Office Manager E: carolyn.clancy@alburycity.nsw.gov.au		
	Mr Matthew Dudley – Project Manager Contaminated Land Capacity Building E: contaminatedlands@ramjo.nsw.gov.au M: 0419 181 014		
	Ms. Andrea Baldwin - Team Leader Resource Recovery abaldwin@alburycity.nsw.gov.au M: 0428 667 092		
	Mr. Christian Malins - Resource Recovery Project Lead christian.malins@alburycity.nsw.gov.au M: 0439 630 612		

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OTHER ATTENDEES	Name	Organisation	Role
	Ms Nicola Gleeson	Previous RAMJO EO	
	Ms Yvonne Lingua	Incoming EO	RAMJO
	Ms Rachel Whiting	Regional Development Australia Riverina	Chief Executive Officer and Director of Regional Development
	Ms Dianna Somerville	Regional Development Australia Riverina	Chair
	Mr Kevin Mack	National Emergency Management Agency	Recovery Support Officer

MEETING AGENDA

Item	Topic	Time
	OPENING	9:30
1	Welcome <ul style="list-style-type: none"> Acknowledgement of traditional custodians 	9:35
2	Apologies and Leave of Absence	9:36
3	Declaration of Items of Pecuniary or Other Interest – Board Members / Designated Persons	9:37
4	Minutes from previous Board meeting: <ul style="list-style-type: none"> 25 November 2022 – <i>Attachment A</i> 	9:38
5	Matters arising from previous Board meetings	9:39
6	Correspondence - Attachment B	9.40
7	Guest presentation – RDA Riverina	9.41
8	Guest presentation - National Emergency Management Agency	10:10
9	GOVERNANCE AND FINANCE 9.1 Ms Nicola Gleeson: 2022-2023 Q2 Quarterly Budget Review – <i>Attachment C</i> 9.2 Ms Nicola Gleeson: Audit, Risk and Improvement Committee	10:30
	BREAK	10:40
10	UPDATE ON STRATEGIC PRIORITIES 10.1 Cr. Chris Bilkey: Water Sub-Committee Update 10.2 Mr Phil Stone: Digital Connectivity Sub-Committee Update 10.3 Mr George Cowan: Energy Security Sub-Committee 10.4 Mr David Webb: Transport Sub-Committee 10.5 Mr John Scarce: Health Sub-Committee Update 10.6 Housing Sub committee : Terms of Reference, members, Chair – <i>Attachment D</i>	10:55
11	OFFICE OF LOCAL GOVERNMENT UPDATE Mr. Cameron Templeton: Office of Local Government Update	11:15
12	Update - Regional NSW Mr Giles Butler : Regional NSW Update	11.25
13	PROJECT UPDATES 13.1 Mr. Matthew Dudley: Contaminated Land Management – <i>Attachment E</i> 13.2 Ms Andrea Baldwin, Mr Christian Malins: Waste Groups – <i>Attachment F</i> 13.3 Ms Andrea Baldwin, Mr Christian Malins: Regional Resource Recovery Strategy – <i>Attachment G</i> 13.4 Ms Andrea Baldwin: Halve Waste project update 13.5 Ms Karina Ewer: Shared Services Project 13.6 Ms. Nicola Gleeson : Disaster Risk Reduction Fund – <i>Attachment H</i> 13.7 Ms. Nicola Gleeson : Joint Organisation Net Zero Acceleration – <i>Attachment I</i>	11:35
14	ADVOCACY <i>Carried forward from prior meeting :</i>	12:15

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Item	Topic	Time
	<p>14.1 ePlanning portal – <i>Attachment J</i></p> <p>14.2 RFS Assets</p> <p>14.3 IPART Review of the rate peg methodology</p> <p>New items</p> <p>14.4 Country University Centre</p> <p>14.5 Speak Up Campaign – <i>Attachment K</i></p>	
15	<p>OPERATIONAL MATTERS</p> <p>Carried forward from prior meeting :</p> <p>15.1 General Managers’ meeting 14 October 2022 – <i>Attachment L</i></p> <p>15.2 Murray Regional Tourism report – <i>Attachment M</i></p> <p>15.3 JO Chairs’ Forum - 28 March 2022 - <i>Attachment N</i></p> <p>15.4 Administration of Councils’ September 2024 elections</p> <p>New items</p> <p>15.5 Thank you certificate for Mr Ray Stubbs - <i>Attachment O</i></p> <p>15.6 Executive Officer recruitment</p> <p>15.7 General Managers’ meeting 4 February 2023– <i>Attachment P</i></p> <p>15.8 Murray Regional Tourism report – <i>Attachment Q</i></p> <p>15.9 JO Chairs’ Forum - 17 November 2022</p> <p>15.10 Statutory obligations</p> <p>15.10.1 Policy on the payment of expenses and provision of facilities to the chairperson - <i>Attachment R</i></p> <p>15.10.2 Organisation structure</p> <p>15.10.3 Code of meeting practice - <i>Attachment S</i></p> <p>15.10.4 Codes of Conduct - <i>Attachment T</i></p> <p>15.10.5 Code of conduct complaint statistics</p> <p>15.11 Board dates and locations for 2023 and RAMJO calendar for 2023 for adoption - <i>Attachment U</i></p>	12:30
16	<p>GENERAL BUSINESS</p> <ul style="list-style-type: none"> Call for general business 	12:50
	Meeting Close	1:00pm

RAMJO BOARD MEETING AGENDA

AGENDA ITEM 1 – WELCOME AND ACKNOWLEDGEMENT OF COUNTRY

Chair to welcome attendees and acknowledgement of country. Welcome meeting guests.

- Ms Nicola Gleeson, previous RAMJO EO, is a guest to the meeting.

AGENDA ITEM 2 – APOLOGIES AND LEAVE OF ABSENCE

Apologies: Mr Terry Dodds

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 – MINUTES OF PREVIOUS MEETINGS

- Draft Minutes of 25 November 2022– **Attachment A**

Recommendation:

- That the minutes of the RAMJO Board Meetings held 25 November 2022 be **received** and the recommendations therein be **adopted**.

AGENDA ITEM 5 – 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
Board consider coordinating a regional list of events so councils are not competing with each other for attendances.	NOT STARTED

Recommendation:

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

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AGENDA ITEM 6 – CORRESPONDENCE REGISTER – ATTACHMENT A, ATTACHMENT B

CORRESPONDENCE RECEIVED – Attachment B

Date	From	Subject	Action
Q1 2023			
19 January 2023	Marcus Ray, Deputy Secretary, NSW Planning NSW Planning & Environment	Reply to letter sent re: NSW Planning Portal	
21 January 2023	The Hon. Kevin Anderson MP Minister for Lands and Water Minister for Hospitality and Racing	Reply to letter sent re: environmental water / buybacks	

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AGENDA ITEM 7 – RDA RIVERINA

Ms Dianna Somerville and Ms Rachel Whiting from RDA Riverina will discuss their work in Designated Area Migration Agreements (“DAMA”) and the work of RDA Riverina that RAMJO may collaborate with going forward.

Recommendation:

- That the Board **note** the presentation by RDA Riverina

AGENDA ITEM 8 – NATIONAL EMERGENCY MANAGEMENT AGENCY

Mr Kevin Mack from The National Emergency Management Agency will give a presentation on their work, and the interactions with the newly renamed NSW Reconstruction Authority.

Recommendation:

- That the Board **note** the presentation by the National Emergency Management Agency

AGENDA ITEM 9 – GOVERNANCE AND FINANCE

9.1 Quarterly Budget vs Spend Review Q2 2022-2023

Please find at **Attachment C** a spreadsheet documenting Q2 spend to date against budgeted items for FY2022-2023.

Relating to General Fund income:

- RAMJO budgeted to receive \$ 26,468 year to date, and \$272,230 has been received. This predominantly due to the Procurement Australia rebate from 2021-2022 received in this year.
- RAMJO has not recognised the \$150k from OLG NSW received in late June 2021 for capacity building funds, it is currently on the balance sheet as unearned income in advance.

Relating to General Fund expenses:

- RAMJO budgeted to spend \$179,602 year to date, and spent \$161,921 at the end of Q2, which is not a material variance, and is due to meetings being held online, and the timing of some staff related costs.

The Energy Project is grant funded, and expenses relate to the Regional Energy Strategy Project Manager.

Recommendation:

- That the RAMJO Board **note** the 2022-2023 Q2 budget versus spend report.

9.2 Audit, Risk and Improvement Committee (“ARIC”)

At the last Board meeting, the Board discussed the impact of the ARIC regulations and significant cost impost on the joint organisation relative to the risk profile. RAMJO received a management letter point from the NSW Audit Office on the progress made, and the Board was comfortable with this going forward.

Council Circular 22-41 ‘Update on the Guidelines for Risk Management and Internal Audit for Local Government in NSW’ was received.

Councils and joint organisations must comply with the Guidelines from 1 July 2024. As of that date all councils and joint organisations will be required to ensure audit risk and improvement committee chairs and members meet the eligibility

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and independence requirements set out in the Guidelines and have a risk management framework and internal audit function in place that complies with the Guidelines.

The final version of the Guidelines will be issued when the supporting Regulation amendments are made. While further minor amendments will be made to the Guidelines to align them with the supporting Regulations as drafted, OLG does not anticipate any significant changes.

The Board has previously resolved to accept Albury City's offer to support the RAMJO ARIC, and the change in Board's intention should be conveyed to Albury City, to avoid wasting staff time and goodwill.

Recommendation:

- That the RAMJO Board **note** the progress on the ARIC.
- That the RAMJO Board **thank** Albury City for their generous offer and advise them that RAMJO is considering alternative options and cannot accept their offer at this stage.
- That the RAMJO Board **request** the General Managers to develop alternative options and report back.

AGENDA ITEM 10 – STRATEGIC PRIORITIES UPDATE

10.1 Cr. Chris Bilkey: Water

Water subcommittee has not met since the last GMs meeting, work updating the paper has continued.

10.2 Mr Phil Stone: Digital Connectivity

No further activity in this space.

10.3 Mr George Cowan: Energy Security

Joint Organisation Net Zero Acceleration fund application covered at confidential section. Currently advertising for a Net Zero Acceleration Project Manager, after our Regional Energy Strategy Project Manager will conclude post adoption of the strategy.

10.4 Mr David Webb: Transport

Consultation is starting on the NSW Transport Regional Transport plan, councils are urged to have input into the consultation process. NSW Transport attended the November Board meeting to discuss how RAMJO can have meaningful input into the Regional Transport plan.

10.5 Mr John Scarce: Health

Work continues on the paper.

Recommendation:

- That the RAMJO Board **note** the strategic priorities updates.

10.6 Housing Sub Committee

Per the RAMJO Statement of Strategic Regional Priorities, adopted at the November 2022 meeting, a RAMJO priority pillar of Housing has been added. RAMJO seeks to adopt a Terms of Reference for the new Health Sub Committee, nominate a membership for the Subcommittee, and elect a Chair. The draft Terms of Reference are at **Attachment D**.

Recommendation:

- That the RAMJO Board **adopt** the terms of reference for the Housing Subcommittee
- That the RAMJO Board **elect** a subcommittee membership for the Housing Subcommittee
- That the RAMJO Board **elect** a Chair for the RAMJO Housing Subcommittee

AGENDA ITEM 11 – OFFICE OF LOCAL GOVERNMENT UPDATE

Mr Cameron Templeton will give an update of the work of the OLG, including an update on the progress of the JO Review action group.

Recommendation:

- That the Board **note** the briefing from the Office of Local Government, and update on the JO Review.

AGENDA ITEM 12 –REGIONAL NSW UPDATE

Mr Giles Butler Director, Riverina Murray, Regional Development - Regional NSW will give an update on Regional NSW.

Recommendation:

- That the Board **note** the presentation by Mr Giles Butler

AGENDA ITEM 13 – PROJECT UPDATES

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

13.1 Contaminated Lands Management – Attachment E

Taken as read.

13.2 Riverina Waste Group & Murray Waste Group – Attachment F

Taken as read.

13.3 Regional Resource Recovery Strategy – Attachment G

Mr. Christian Malins will present the RAMJO Regional Resource Recovery Strategy- Attachment H for adoption by the Board.

Recommendation:

That the Board **adopt** the RAMJO Regional Resource Recovery Strategy.

13.4 Halve Waste project update

Ms. Andrea Baldwin will give an update on the Halve Waste project.

13.5 Karina Ewer: Shared Services

Mapping of demand is in progress, as below:

Council	Contact	Mapping scheduled / completed	Progress
Albury	Kate de Hennin, Service Leader Engagement Tracey Squires, Deputy CEO Business, Growth & Community	Mapping template completed and returned to RAMJO.	
Berrigan	Karina Ewer, GM	Mapping template completed and returned to RAMJO.	
Carrathool	Rick Warren, GM	Mapping template completed and returned to RAMJO.	
Edward River	Belinda Perrett, Executive Assistant	Template sent, initial meeting held, mapping being completed.	
Federation	Robyn Beveridge	Template sent, meeting not booked, staff member has left.	

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Griffith	Annie Featherstone, Workforce Planning Administrator	Template returned	
Hay	David Webb, GM.	Mapping template completed and returned to RAMJO.	
Leeton	Gary Taylor, Manager People & Organisation Development	Mapping template completed and returned to RAMJO.	
Murray River	Stephen Fernando, Director Corporate Services Sandy Paterson, Manager of Business Intelligence	Template sent, initial meeting held, mapping being completed.	
Murrumbidgee	Sarah Gurciullo, People and Culture Officer	Template returned	
Narrandera	Michael Pieper, HR Manager	Template sent, initial meeting held, mapping being completed.	

Ms. Karina Ewer and the EO have received a business proposal from the consultant who undertook the work for the Northern Rivers JO, after meeting and discussing the shared learnings and outcomes from that business case. The EO has spoken to the OLG regarding an extension to the initial 30 June 2023 acquittal date for the Capacity Building grant funding, due to flooding and staffing constraints at some member councils, and this has been acknowledged as reasonable, given the volume of work so far undertaken. The Shared Services Committee will meet before the third quarter Board meeting.

Meeting moves into confidential

Recommendation:

The RAMJO Board **move** into Confidential, as the grant discussed is still subject to embargo until Ministerial announcements, the dates of which are unknown.

13.6 Disaster Risk Reduction

RAMJO applied for Resilience NSW's Disaster Risk Reduction Fund as one of the eight project proposals from Joint Organisations / Regional Organisations of Councils to undertake related strategic planning work that will integrate data and insights from regional risk assessments and climate projections. **Attachment H** is a project report and update.

Recommendation:

1. RAMJO to invite nominations, including a GM Chair, from members to establish a Project Control Group for the RAMJO individual project, and **adopt** the Terms of Reference at **Appendix A**
2. RAMJO appoint the EO to take the Lead Representative role working with the DRRF Program Advisory Committee, overseeing all 8 JO projects, which will meet monthly until June 2024.

Meeting moves out of confidential

Recommendation:

The Board **move** out of Confidential.

13.7 Joint Organisation Net Zero Acceleration

RAMJO applied for a grant from the Joint Organisation Net Zero Acceleration ("JONZA") program, run by the Office of Energy and Climate Change's Sustainable Councils programs. **Attachment I** is a project report and update of next steps.

Recommendation:

1. That the board **note** the announcement of the minister of the JONZA Grant of \$155,000.
2. That the board **note** the appointment of the Project Manager due to commence mid-March 2023.

Recommendation:

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

AGENDA ITEM 14 – ADVOCACY

Carried forward from prior meeting :

14.1 ePlanning Portal

An update on the ePlanning API project is at **Attachment J**.

Recommendation:

- That the Board **note** the update on the ePlanning portal project.

14.2 RFS Assets

RAMJO, member councils and other JOs have put out media related to the ongoing RFS assets issue. Board to consider if further advocacy is needed in this issue

Recommendation:

- That the Board **note** the update on the RFS assets and consider further advocacy is appropriate.

14.3 IPART Review of the rate peg methodology

RAMJO has made representation to the IPART review, and was previously urging councils to attend the November workshops with IPART to continue to advocate.

Recommendation:

- That the Board **note** the IPART review process.

New items

14.4 Country University Centre

RAMJO Board to discuss ongoing advocacy regarding additional Country University Centres in the RAMJO footprint.

Recommendation:

- That the Board **decide** on further advocacy or action regarding the Country University Centre in the RAMJO footprint

14.5 Speak Up Campaign

RAMJO Board to discuss advocacy regarding Speak Up Campaign - **Attachment K**

Recommendation:

- That the Board **note** the Speak Up Campaign.

AGENDA ITEM 15– OPERATIONAL MATTERS

Carried forward from prior meeting :

15.1 General Managers' meeting 14 October 2022

The General Managers met on Friday 14 October 2022, minutes can be found at **Attachment L**

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15.2 Murray Regional Tourism report

Attachment M has the report from Ms Karina Ewer on the previous meeting of MRT, to be taken as read.

15.3 JO Chairs' Forum - 28 March 2022

Minutes attached at **Attachment N**.

15.4 Administration of Councils' September 2024 elections

Ms Karina Ewer will speak to the OLG Circular 22-35 "Councils' decisions on the administration of their September 2024 ordinary elections" regarding Administration of Councils' September 2024 Elections.

New Items :

15.5: Thank you certificate for Mr Ray Stubbs

Attachment O is a certificate of appreciation for the service of Mr Ray Stubbs.

15.6 Executive Officer recruitment

Update from the Chair.

15.7 General Managers' meeting 3 February 2022

The General Managers met on Friday 3 February 2023, minutes can be found at **Attachment P**

15.8 Murray Regional Tourism

Attachment Q has the report from Ms Karina Ewer on the latest meeting of MRT, to be taken as read.

15.9 JO Chairs' Forum - 17th November 2022

There are not currently minutes for the meeting held 17 November 2022, attended by the EO and RAMJO Chair. These will be circulated when they are available. The new JO Chairs' convenor elected was Mayor Russell Fitzpatrick of Bega Valley Shire Council, Chair of Canberra Region JO. Deputy Convenor is Mayor Paul Harmon of Inverell Shire Council, Chair of New England JO.

15.10 Statutory Obligations

Per calendar for JOs :

15.10.1 Policy on the payment of expenses and provision of facilities to the chairperson

Joint Organisations must adopt a policy on the payment of expenses and provision of facilities to the chairperson within 12 months of an election [LGA s252]. **Attachment R** has the draft policy, which it is recommended is readopted.

15.10.2 Organisation structure

Joint Organisation must review their organisation structure within 12 months of an election [LGA s333] . As the Statement of Strategic Regional Priorities has been recently adopted, and the Executive Officer has changed, it's recommended this is deferred until the new EO can assess the future direction. The EO network has done work reviewing ideal structures at their 19th and 20th January meetings, and this work will be invaluable.

15.10.3 Code of meeting practice

Joint Organisations must adopt a code of meeting practice within 12 months of an election [LGA s360] **Attachment S** has the proposed code of meeting practice, which it is recommended is adopted.

15.10.4 Codes of Conduct

Joint Organisations must review their adopted codes of conduct within 12 months of an election [LGA s440(7)] **Attachment T** has the 2020 code of conduct, which it is recommended is readopted.

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15.10.5 Code of conduct complaint statistics

Joint organisations must report to the JO Board [MCCP cl 11.2] and OLG [MCCP cl 11.2] on code of conduct complaint statistics. RAMJO notes there have been no code of conduct complaints.

Recommendation:

- That the RAMJO Board **adopt** :
 - Policy on the payment of expenses and provision of facilities to the chairperson
 - Organisation structure review deferral
 - Code of meeting practice
 - Codes of Conduct
- That the RAMJO Board **note** : here have been no Code of conduct complaints

15.11 RAMJO calendar for 2023 – Attachment U

Draft calendar for RAMJO's meetings for the Board and the GMs is at **Attachment U**.

Board to consider the location of the next meetings of the year.

RAMJO BOARD DATE	LOCATION
Friday 12 May 2023	Tocumwal
Friday 11 August 2023	Moama
Friday 10 November 2023	Narrandera

Extraordinary board meeting – to sign 2022/2023 financial statements, Thursday 12 October.

Recommendation:

- That the RAMJO Board **adopt** the calendar for the 2023 meetings, including the locations.

AGENDA ITEM 16 – GENERAL BUSINESS

A call for General Business items will be made by the Chair.

MEETING CLOSE