

# BOARD MEETING

19 November 2021

MEETING:	RAMJO Board Meeting		
DATE:	Friday 19 <sup>th</sup> November 2021		
TIME:	9:00am – 12:00pm		
LOCATION:	Mantra Board room, 524 Smollett St, Albury		
CHAIR:	Cr. Kevin Mack		
ZOOM:	<a href="https://us06web.zoom.us/j/88367371095?pwd=MmZJRDFXaEp6azg3T2taTk5uUVpiQT09">https://us06web.zoom.us/j/88367371095?pwd=MmZJRDFXaEp6azg3T2taTk5uUVpiQT09</a> Meeting ID: 883 6737 1095 Passcode: 584231		
ATTENDEES:	Council / Organisation	Voting Member	Non-Voting Member
	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
RAMJO STAFF	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>		
OTHER ATTENDEES	Name	Organisation	Role
	Mr David Farley	Matrix Commodities	Executive Director
	Ms Jill Ludford	Murrumbidgee Local Health District	CEO

# BOARD MEETING

**19 November 2021**

	Mr Mark Francis	Murray Regional Tourism	CEO
	Ms Erin Cini	DPIE	Director Town Water Risk Reduction Program

## 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> </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>20 August 2021</li> <li>13 October 2021 (extraordinary)</li> </ul>	9:04
5	Minutes from previous Board meeting: <ul style="list-style-type: none"> <li>20 August 2021</li> <li>13 October 2021 (extraordinary)</li> </ul>	9:05
6	<b>Guest Presenter –David Farley</b> <ul style="list-style-type: none"> <li>Off River water storage</li> </ul>	9.10
7	<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>	9.40
8	<b>Guest Presenter – Erin Cini</b> <ul style="list-style-type: none"> <li>Town Water Risk Reduction Program</li> </ul>	10.00
X	<b>Guest Presenter – Mark Francis</b> <ul style="list-style-type: none"> <li>Murray Regional Tourism</li> </ul>	10.15
9	<b>SERVICE DELIVERY MODEL</b> 9.1 <b>Nicola Gleeson Coopes</b> : Shared Services Working group	10:25
	<b>BREAK</b>	10:30
10	<b>GOVERNANCE AND FINANCE</b> <ul style="list-style-type: none"> <li>10.1 <b>Nicola Gleeson Coopes</b>: Q1 2021-2022 Budget Report</li> <li>10.2 <b>Nicola Gleeson Coopes</b>: Performance statement 2020-2021</li> <li>10.3 <b>Nicola Gleeson Coopes</b>: Staffing update</li> <li>10.4 <b>Kevin Mack</b> : Delegation of Chair during election</li> </ul>	10:45
11	<b>OFFICE OF LOCAL GOVERNMENT UPDATE</b> 11.1 <b>Mr. Cameron Templeton</b> : Office of Local Government Update	11:00
12	<b>ADVOCACY</b> <ul style="list-style-type: none"> <li>12.1 OLG Review of Joint Organisations</li> <li>12.2 LGNSW</li> <li>12.3 ARIC</li> <li>12.4 Planning Portal</li> <li>12.5 Through JO Forum:                                     <ul style="list-style-type: none"> <li>Housing</li> </ul> </li> </ul>	11:10

# BOARD MEETING

19 November 2021

Item	Topic	Time
	<ul style="list-style-type: none"> <li>- OLG Review of JO</li> <li>- Compliance levies</li> </ul>	
13	<b>YEAR IN REVIEW</b> 13.1 <b>Nicola Gleeson Coopes / Kirstie Muntz</b> : A review of annual progress 13.2 <b>Board Discussion</b> : Review and debrief	11.20
14	<b>UPDATE ON STRATEGIC PRIORITIES – information only</b> 14.1 <b>Cr. Chris Bilkey</b> : Water Sub-Committee Update 14.2 <b>John Scarce</b> : Digital Connectivity Sub-Committee Update 14.3 <b>George Cowan</b> : Energy Security Sub-Committee 14.4 <b>David Webb</b> : Regional Freight Transport Plan 14.5 <b>Nicola Gleeson Coopes</b> : Best Practice Aggregated Procurement 14.6 <b>Phil Stone / John Scarce</b> : Health Committee Update	11:40
15	<b>PROJECT UPDATES – information Only</b> <i>Written reports, taken as read.</i> 15.1 <b>Matthew Dudley</b> : Contaminated Land Management 15.2 <b>Kirstie Muntz and Andrea Baldwin</b> : Regional Waste Kerbside Contract & Waste Groups 15.3 <b>Nicola Gleeson Coopes</b> : Energy Audit and Strategy	11:55
16	<b>OPERATIONAL MATTERS</b> 16.1 General Managers and Engineers group minutes 16.2 RAMJO Grant Funding Submissions 16.3 Executive Officer recruitment 16.4 Board dates and locations for 2022	12:00
17	<b>GENERAL BUSINESS</b> <ul style="list-style-type: none"> <li>• Acknowledgement and Farewell</li> <li>• Call for general business</li> </ul>	12:15
	Meeting Close	12:30

19 November 2021

## Agenda Item 1 – Welcome

Chair Kevin Mack to welcome attendees and acknowledgement of country.

## Agenda Item 2 – Apologies and Leave of Absence

Apologies:

- Mr Terry Dodds – Murray River
- Mr Rick Warren - Carrathool

### 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
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	COMPLETED
Interim Executive Officer to circulate Cr Chris Bilkey's written report for Water Strategic Priority update.	COMPLETED
Interim Executive Officer to circulate Local Community Action Plans from Steven Millet to all member councils.	COMPLETED
Government ePlanning Portal submission	COMPLETED

### Recommendation:

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

## Agenda Item 5 – Minutes of 20 August 2021 and 13 October 2021 (extraordinary)

- Draft Minutes of 20 August 2021– Attachment A
- Draft Minutes of 13 October 2021 (extraordinary) – Attachment B

### Recommendation:

That the minutes of the RAMJO Board Meetings held 20 August 2021, and the extraordinary meeting held 13<sup>th</sup> October 2021 be received and the recommendations therein be adopted.

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## Agenda Item 6 – Guest Presenter – David Farley

David Farley is a former Australian Agricultural Company Managing Director and Chief Executive Officer, and currently the Chair of Matrix Commodities, a NSW-based agricultural commodity trading and equity investment company. David will be speaking about off river water storage.

### Recommendation:

That the Board note the presentation by David Farley.

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## Agenda Item 7 – Guest Presenter – Jill Ludford – Murrumbidgee Local Health District

Jill Ludford is the CEO of Murrumbidgee Local Health District, and will give an update on the regional COVID situation.

### Recommendation:

That the Board note the presentation by Jill Ludford.

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## Agenda Item 8 – Guest Presenter – Erin Cini – Town Water Risk Reduction Program

Erin Cini is the Director Town Water Risk Reduction Program at Department of Planning, Industry and Environment– focused on local water utilities collaboration, and state involvement. Looking at pilots and collaboration opportunities in water supply / sewerage services in regional towns.

After Erin's presentation there will be a period of discussion about opportunities for collaboration and potential RAMJO pilot projects.

### Recommendation:

That the Board note the presentation by Erin Cini.

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## Agenda Item 9 – Guest Presenter – Mark Francis – Murray Regional Tourism

Mark Francis is the CEO of Murray Regional Tourism, and will give an update of Murray Regional Tourism's current activities.

Board Chair Cr Kevin Mack is currently the RAMJO delegate for the Murray Regional Tourism Board. He proposed to the General Managers Meeting that Ms Karina Ewer be nominated as RAMJO's next delegate.

### Recommendation

That the Board note the presentation by Mark Francis.

That the Board nominate Karina Ewer as RAMJO's next delegate to the Murray Regional Tourism Board.

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## Agenda Item 10 – Service provision - Shared Services Working group

The project plan for the OLG Capacity Building Funds 2021-2023 calls for a Steering Group, which should report regularly back to the Board. There has been a call for volunteers at a general manager level, and the membership of the group is as follows : Karina Ewer, GM Berrigan, Phil Stone, GM Edward River, Adrian Butler, GM Federation, John Scarce, GM Murrumbidgee, Brett Stonestreet, GM Griffith, Tracey Squires, Deputy CEO AlburyCity.

The draft terms of reference for Board review and endorsement are provided as Attachment C.

### Recommendation:

That the Board note the membership of the Shared Services Working group committee and approve the Terms of Reference for the Shared Services Working Group.

## Agenda Item 11 – Governance and Finance

### 11.1: Quarterly Budget vs Spend Review Q1 2021-2022

Please find at **Attachment D** a report documenting Q1 spend to date against budgeted items for FY2021-2022. The format has been changed slightly, to introduce a year to date cycled budget column, and a variance column against this cycled budget. The final two columns are the same, the full year budget, and a variance column for this full year budget against year to date actuals. No further changes will be made until there is a new board in place in the 2022 year. The budget has been cycled in line with actuals where this is known, otherwise quarterly evenly.

Relating to income:

- RAMJO budgeted to receive \$221,710 year to date, and \$220,327 has been received. This is not a material variance.

RAMJO has not recognised the \$150k from OLG NSW received in late June 2021 for capacity building funds yet, it is currently on the balance sheet as unearned income in advance.

Relating to expenses:

- RAMJO budgeted to spend \$130,094 year to date, and spent \$79,694 at the end of Q1.
- This variance is due to:
  - Salary and wages are \$37,849 less than budget, due to the resignation of the Executive Officer, and the office manager acting in this role at a lower rate, part time. Additionally, there has been no invoice from Albury City for the Stakeholder and Project Manager year to date. There will be an overall underspend in salaries due to this.
  - Timing differences due to even cycling, Q1 has been quiet due to COVID meaning meetings are online.

### Recommendation:

That the RAMJO Board **note** that the 2021-2022 Q1 budget versus spend report.

### 11.2: RAMJO Performance Statement draft 2020-2021

Within 5 months from the end of each year, a Joint Organisation must prepare a report (Annual Performance Statement) for that year reporting as to its progress in implementing its strategies and plans for delivering its strategic regional priorities.

In accordance with this requirement, at **Attachment E** is the draft RAMJO 2020-2021 Annual Performance Statement. This report meets requirements under the NSW *Local Government Act (1993)* and will be presented to the Minister for Local Government, The Hon Shelley Hancock MP *Act s 428(5)*.

Once endorsed by the Board, the Joint Organisation's Annual Performance Statement will be posted on the JO website: [www.ramjo.nsw.gov.au](http://www.ramjo.nsw.gov.au).

### Recommendation:

That the RAMJO Board **receive** and **endorse** the RAMJO 2020 – 2021 Annual Performance Statement.

### 11.3: Staffing Update

### Recommendation:

That the Board **note** the staffing updates.

### 11.4: Delegation of the Board Chair

Between election day on 4<sup>th</sup> December 2021 and the first RAMJO meeting of the new Board in February 2022, there will be no RAMJO Chair. We do not foresee any issues with this, as public comment is unlikely, the Interim Executive Officer has the General



**19 November 2021**

Managers Executive group for reference with any issues, and the only significant decision is likely to be the hiring of the new Executive Officer, which is accounted for in agenda item **16.4**. Other JOs have delegated the Chair's role formally to a General Manager until the next Board meeting, but RAMJO's preference is to note the General Manager Executive Group will have oversight in this period and not make formal delegation.

**Recommendation:**

That the Board **notes** there will be no RAMJO Chair from 4<sup>th</sup> December 2021 to February 2022, and that the General Manager Executive Group will have oversight during this period.

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## Agenda Item 12 – Office of Local Government Update

### 12 .1 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.

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## Agenda Item 13 – Advocacy

### 13.1 OLG Review of Joint Organisations

Interim Executive officer will give a verbal update on the OLG Review of Joint Organisations.

**Recommendation:**

That the Board **note** the update on the OLG Review of Joint Organisations.

### 13.2 LGNSW

There have been some issues raised around how LGNSW arrives at policy positions they are publicly advocating on RAMJO member councils' behalf of, e.g. seeking amendment to the Local Government Act referring to senior staff.

**Recommendation:**

That the Board make submission to LGNSW regarding how policy positions are arrived at.

### 13.3 ARIC

The General Managers group resolved to make further submission on the revised Risk Management and Internal Audit Framework, by individual council and at a RAMJO level. Mr David Webb, Ms Jackie Kruger and Mr Phil Stone met with the Interim Executive Officer to review the guidelines and write RAMJO's submission. This is **Attachment E**.

**Recommendation:**

That the Board **note** the RAMJO submission regarding the revised Risk Management and Internal Audit Framework.

### 13.4 Planning portal

At the RAMJO meeting 20<sup>th</sup> August the Board resolved to make submission about the issues encountered by councils with the new eplanning portal. This submission is at **Attachment G**.

**Recommendation:**

That the Board **note** the RAMJO submission regarding the planning portal.



**19 November 2021**

## 13.5 Advocacy through JO Forum:

Following the most recent JO Chairs' Forum on 4<sup>th</sup> November 2021, there are several items for which the JO network is collectively advocating. Please find at [Attachment H](#) a copy of the recent JO Chair's Forum papers, including briefings and recommendations on the following matters:

- NSW Regional Housing Taskforce
- OLG Review of Joint Organisations
- Compliance levies

Minutes from the meeting are at [Attachment I](#).

## Recommendation:

That the Board **note** the progress regarding collaborative advocacy via the JO Chairs' Forum.

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## Agenda Item 13 – Year in Review

### 13.1 Nicola Gleeson Coopes / Kirstie Muntz : A review of annual progress

The Interim Executive Officer and Stakeholder and Project Manager will provide a presentation on a review of the year and achievements to date.

### 13.2 Board discussion

The outgoing Board is invited to provide feedback from their terms, and guidance for the incoming Board.

- What worked well?
- What could be improved or done better?
- What was unexpected or interesting about working with RAMJO?
- What should RAMJO prioritise in 2022?

## Recommendation:

That the Board **note** the RAMJO achievements in 2021.

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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

14.2 John Scarce: Digital Connectivity

14.3: George Cowan: Energy Security

14.4: David Webb: Regional Freight Transport Plan

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

BPAP Stage 6 report provided at [Attachment J](#).

14.6: Phil Stone & John Scarce: Health

## Recommendation:

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

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## Agenda Item 15 – Project Updates

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

19 November 2021

- 15.1: Contaminated Lands Management – [Attachment K](#)
- 15.2: Riverina Waste Group & Murray Waste Group – [Attachment L](#)
- 15.3: Energy Audits and Strategy – verbal update

## Recommendation:

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

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## Agenda Item 16 – Operational Matters

### 16.1 – General Managers and Engineers Group Meeting Minutes

The General Managers met on Friday 16<sup>th</sup> October 2021, minutes can be found at [Attachment M](#). The Engineers Group met on Thursday 3<sup>rd</sup> November 2021, minutes will be a late paper.

### 16.2 – RAMJO Grant Funding Submissions

RAMJO's grant submissions for the Murray Darling Basin Economic Development Program under the following categories, Waste, Energy, Water/Digital Connectivity were unsuccessful. This is disappointing, but the work done for these will be useful for other applications going forward.

### 16.3 Executive Officer recruitment

The Chair will give a verbal update, with RAMJO staff leaving the meeting at this point.

Applications for the next Executive Officer closed on 14<sup>th</sup> November, with shortlisting and interviews taking place in the following weeks.

The Interim Executive Officer has a contract finishing 31 December 2021, with options to roll month by month should recruitment not be completed. Albury City have kindly agreed to include the next Executive Officer in their incoming councillor induction program, so this will assist in upskilling and induction into the region and local government.

## Recommendation

That the RAMJO board **delegate** the hiring of the next Executive Officer to the General Managers Executive, led by Mr David Webb, if the Executive Officer is not hired by Friday 3<sup>rd</sup> December.

### 16.4 Board dates and locations for 2022

The 4<sup>th</sup> December council elections mean that member councils will be adopting their meeting schedule for the 2022 year in January 2022, and the definitive calendar for RAMJO meetings cannot be adopted at this meeting. It is proposed that the date be set as Thursday 22<sup>nd</sup> February in Jerilderie with the remainder of the calendar set by the new board. A draft calendar is provided at [Attachment N](#).

## Recommendation

That the RAMJO board **note** the draft meeting schedule for 2022, for adoption by the incoming RAMJO board, and **resolve** to set the first meeting of RAMJO for 2022 as **22 February in Jerilderie**.

That the RAMJO Board **note** the operational updates.

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## Agenda Item 17 – General Business

Retiring Board members are invited to address the Board if they wish.

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

# BOARD MEETING

**19 November 2021**

Next meeting date to be confirmed at agenda item 16.7.

MEETING CLOSE