

BOARD MEETING AGENDA

16 August 2024 – Griffith

MEETING	RAMJO Board Meeting			
DATE	Friday 16 August 2024			
TIME	9:30am – 1:00pm			
LOCATION	Griffith Regional Theatre, Burley Griffin Room - 1 Neville Place. Griffith NSW			
CHAIR	Cr. Kylie King (Deputy Chair)			
MICROSOFT TEAMS LINK	Microsoft Teams Join the meeting now Meeting ID: 485 235 964 822 Passcode: 2YQMPE			
ATTENDEES	Council / Agency	Voting Member (Mayor)	Non-Voting Member (GM)	
	Albury City Council	Cr. Kylie King	Mr. Frank Zaknich	
	Berrigan Shire Council	Cr. Julia Cornwell-McKean	Mrs. Karina Ewer	
	Carrathool Shire Council	Cr. Darryl Jardine	Mr. Rick Warren	
	Edward River Council	Cr. Peta Betts	Mr. Gary Arnold	
	Federation Council	Cr. Pat Bourke (apology)	Mr. Adrian Butler	
	Griffith City Council	Cr. Doug Curran	Mr. Brett Stonestreet	
	Hay Shire Council	Cr. Carol Oataway	Ms. Kirstyn Thronder	
	Leeton Shire Council	Cr. Tony Reneker	Mrs. Jackie Kruger	
	Murray River Council	Cr. Frank Crawley	Mr. Terry Dodds	
	Murrumbidgee Council	Cr. Ruth McRae	Mr. John Scarce	
	Narrandera Shire Council	Cr. Neville Kschenka	Mr. George Cowan	
	Associate Members			
	Balranald Shire Council	Mr. Glen Carroll (Acting General Manager)		
	Wagga Wagga City Council	Cr. Dallas Tout Mr. Peter Thompson		
	Wentworth Shire Council	Cr. Daniel Linklater Mr. Ken Ross		
	State Agency Representatives			
Office of Local Government	Mr. Cameron Templeton			
Dept. of Primary Industries & Regional Development	Mr. Giles Butler			
RAMJO STAFF	Ms. Yvonne Lingua - Executive Officer			
	Mrs. Susan Escott – Administration Officer			
OTHER ATTENDEES	Name	Role		
	Mr. Bola Oyetunji	NSW Auditor-General – NSW Audit Office		

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Item	Topic	Time
	OPENING	9:30
1	WELCOME Acknowledgement on Country	9:30
2	Apologies and Leave of Absence	9:31
3	Declaration of Items of Pecuniary or Other Interest – Board Members / Designated Persons	9:32
4	MINUTES FROM PREVIOUS MEETINGS: 17 May 2024 Board meeting – <i>Attachment A</i>	9:33
5	Matters and action items arising from previous Board meeting	9:34
6	GUEST SPEAKERS 6.1 Mr. Bola Oyetunji – NSW Auditor-General 6.2 Mr. Steve Tinkler and Mr. Chris Taylor – Telstra	9:35
7	GOVERNANCE, FINANCE AND OPERATIONS 7.1 Executive Officer’s Report – <i>Attachment B</i> 7.2 2023/2024 Q4 Budget Review and Contract Liabilities as at 30 June 2024 – <i>Attachment C</i> 7.3 Tabling of Draft RAMJO Policies - Round Three – <i>Attachment D</i> 7.4 Audit Risk and Improvement Committee – <i>Attachment E</i> 7.5 Draft Minutes - General Managers Advisory Committee 19 July - <i>Attachment F</i> 7.6 Service Level Agreement for Regional Resource Recovery Services - <i>Attachment G</i>	10:45
BREAK		11:30
8	UPDATE ON STRATEGIC PRIORITIES AND ADVOCACY 8.1 Progress and status of Sub-Committee’s and working groups - <i>Attachment H</i> 8.2 Advocacy Activities – <i>Attachment I</i> 8.3 Regional Express in Voluntary Administration 8.4 Advocacy on NSW GST Distribution – <i>Attachment J</i>	11:45
9	DEPT. OF PRIMARY INDUSTRIES & REGIONAL DEVELOPMENT 9.1 Mr. Giles Butler – General Update	12:10
10	OFFICE OF LOCAL GOVERNMENT 10.1 Mr. Cameron Templeton – General Update	12:20
11	PROJECT UPDATES 11.1 Best Practice in Aggregated Procurement Program – Attachment K 11.2 Housing Support Program – Stream 1 11.3 Disaster Ready Fund – Round 2 11.4 Joint Organisation Net Zero Acceleration – <i>Attachment L</i> 11.5 Regional Resource Recovery – <i>Attachment M</i>	12:30
12	GENERAL BUSINESS 12.1 Call for general business by the Chair.	12:45

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Item	Topic	Time
	12.2 MRT Board – Murray River	
Meeting Close		1:00pm



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AGENDA ITEM 1 – WELCOME, ACKNOWLEDGEMENT OF COUNTRY

Chair to welcome attendees and acknowledgement of country.

AGENDA ITEM 2 – APOLOGIES AND LEAVE OF ABSENCE

Mr. Patrick Bourke and Mr. David Webb, represented by Mrs. Krystyn Thronder.

Recommendation:

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

A warm welcome also to our Associate Members from Balranald Shire, Wentworth Shire and Wagga Wagga City Councils.

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

- Attendees to note any declarations.

AGENDA ITEM 4 – MINUTES OF PREVIOUS MEETINGS

Tabling of Draft minutes of 17 May Board Meeting – *Attachment A*

Recommendation:

- That the minutes of the RAMJO Board Meeting held 17 May be **received** and the recommendations therein **adopted**.

AGENDA ITEM 5 – MATTERS ARISING FROM PREVIOUS RAMJO BOARD MEETINGS

ACTION ITEMS FROM 17 MAY BOARD MEETING

AGENDA ITEM	ACTION	STATUS
7.2 2024/2025 Operational budget	Continue with a focus on improving RAMJO's long-term Financial Sustainability	ONGOING
7.4 Tabling of Draft Policies – Round Two	Credit Card Use Policy – Amendments	COMPLETE

FROM EARLIER BOARD MEETINGS

ITEM	STATUS
Invite Water NSW Director to RAMJO Water Security Sub Committee meeting to seek clarity on planned infrastructure changes. Update: Two meetings have been had to date between Jane Sheppard (NSW Water Director) and RAMJO i.e. the LWU Working Group.	COMPLETE
Board to consider coordinating a regional list of events so councils are not competing with each other for attendances. Update: Events will be noted in the RAMJO E-Bulletin. Councils Events and Communications teams are being liaised with here.	IN PROGRESS
Circulate for the boards review, the final draft of the updated Water Position Paper	COMPLETE

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<p>Update: This Action was discussed at the last Water sub-committee meeting held in December 2023, with required tweaks discussed and drafted.</p>	
<p>Item 10.1 - Invite Wentworth, Balranald and Wagga Councils to join RAMJO as Associate Members</p> <p>Update: Balranald are tabling the invite at their May council meeting. Wagga have bene invited to join as Associate members.</p>	<p>COMPLETE</p>
<p>Recommendation:</p> <ul style="list-style-type: none">That the RAMJO Board note the status of matters arising from previous Board meetings.	

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AGENDA ITEM 6 – PRESENTATIONS

6.1 NSW Auditor General Mr. Bola Oyetunji will address the RAMJO board.

6.2 Telstra: Mr Steve Tinkler – General Manager Telstra Country Wider and Mr Chris Taylor Regional General Manager ACT and Southern NSW will address the RAMJO Board.

Recommendation:

- That the Board **note** the presentation by the NSW Auditor General and Telstra.

AGENDA ITEM 7 – GOVERNANCE, FINANCE AND OPERATIONS

7.1 Executive Officers Report

Attachment B notes the Executive Officers report, providing a written update on operations and focus areas.

Recommendation:

- That the Board **note** the Executive Officers report.

7.2 2023/2024 Q4 Budget Review and Contract Liabilities as at 30 June 2024

Attachment C contains two (2) attachments as follows:

- The 2023/2024 FY Q4 budget review with YTD Actuals; and
- Contract Liabilities Review i.e. RAMJO run programs and projects as at 30 June 2024, in preparation for the Annual Audit.

End of year figures for the 2023/2024 Financial Year ended better than the projected \$80,000 deficit forecast, due to:

- Sale of RAMJO owned vehicle not originally included in the 2023/2024FY Budget
- Ensuring that Project/Program Administration and Management fees were charged where possible, and that rental assistance and other costs were claimed where a straight Administration Fee of Management fee was not allowed i.e. DRRF
- The adjustment of an aged creditor figure from previous years that had been carried forward in the financials.
- Generous EO and then Officer Manager forecast on-costs.

This improved outcome is welcome, however is not an indication of longer-term financial sustainability, as the sale of asset and aged creditor adjustment were one off income streams.

Recommendation:

- That the Board **note** the Q4 budget review with YTD actuals and Contract Liabilities for the 2023/2024 FY.

7.3 Tabling of Draft Policies - Round Three

Attachment D notes three (3) policies for the Boards endorsement and adoption, which have been reviewed by the General Managers Advisory Committee (**GMAC**). All policies that will help ensure RAMJO's overall compliance and improved operations will be developed and shared with the GMAC for their review and input, prior to a request for adoption by the RAMJO board.

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Round three of required policies are as follows:

1. *Budget and Statement of Review Policy*: Provides structure on how Membership Fee's are to be calculated and used for operational budgeting.
2. *Cyber Security Policy*: Defines how Cyber Security is managed and is to be prevented, alongside RAMJO's current IT service provider AlburyCity.
3. *Fraud and Corruption Prevention*: Outlines the high standards of ethical behaviour expected by RAMJO and introduces a Fraud and Corruption Control Framework to ensure appropriate mechanisms are in place to prevent, deter, detect and respond to fraud and corruption.

Recommendation:

- That the Board **endorse** and **adopt** the third round of RAMJO policies.

7.4 Audit Risk and Improvement Committee (ARIC)

Attachment E provides a copy of the Minutes from the last ARIC meeting held in May and notes the agenda for the August ARIC meeting held on Wednesday 14 August. A verbal update will also be provided by the Executive Officer.

Recommendation:

- That the Board **note** the update provided on ARIC operations.

7.5 Draft Minutes – General Managers Advisory Committee Meeting – 19 July 2024

Attachment F notes the meeting minutes from the GMAC meeting held 19 July 2024.

Recommendation:

- That the Board **note** the draft minutes from General Managers Advisory Committee Meeting held 19 July.

7.6 Service Level Agreement for Regional Resource Recovery Services

Attachment G notes a draft version of the Service Level Agreement currently being finalised for the delivery of Regional Resource Recovery Services per recommendations adopted at the February 2024 board meeting, intended to provide structure and clarity on the roles and responsibilities of both parties.

As at 12 August, the final legal reviewed version with final costs for service delivery have not yet been received by RAMJO, thus the draft version tabled for the GMAC is shared here.

Recommendation:

- That the Board **endorse** the draft tabled Service Level Agreement, pending:
 - Approval by AlburyCity senior staff;
 - Finalised version with any included amendments as advised by legal; and
 - Final costing of service delivery as provided by AlburyCity.

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AGENDA ITEM 8 – STRATEGIC PRIORITIES

8.1 Progress and status of sub-committee's and working groups

Attachment H notes progress made and the current position of RAMJO's sub-committee's, which directly link to RAMJO's *Statement of Strategic Regional Priorities*.

Recommendation:

- That the Board **note** the update provided on RAMJO sub-committees and working groups

8.2 Advocacy Activities

Attachment I provides an update on recent Advocacy Activities pursued by RAMJO.

Recommendation:

- That the Board **note** the update provided on Advocacy Activities.

8.3 Regional Express in Voluntary Administration

Mr. George Cowan will provide a verbal update regarding Regional Express Airlines going into voluntary administration.

8.4 Advocacy on NSW GST Distribution

Attachment J notes a letter prepared by the Canberra Region Joint Organisation calling for a fairer distribution of GST for NSW with Cr. Kylie King to speaking further to this point.

Recommendation:

- That the Board **endorse** RAMJO writing a letter to the NSW Premier on this matter.

AGENDA ITEM 9 – DEPT. OF PRIMARY INDUSTRIES AND REGIONAL NSW UPDATE

9.1 Mr Giles Butler Director – Director, Regional Coordination - South | Delivery and Engagement Group, NSW Premier's Department

Recommendation:

- That the Board **note** the briefing by the Dept. of Primary Industries and Regional Development.

AGENDA ITEM 10 – OFFICE OF LOCAL GOVERNMENT UPDATE

10.1 Mr Cameron Templeton, Council Engagement Manager - Riverina and Far South-West

Recommendation:

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

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AGENDA ITEM 11 – PROJECT UPDATES

11.1 Best practice in Aggregated Procurement Program

Attachment K is a proposal for the pursual of a *Best Practice in Aggregated Procurement (BPAP)* Program for RAMJO member councils, intended to provide cost savings for participants and allow the Joint Organisation to further build its capacity.

Recommendations:

- **Note** the proposal provided by the EO;
- **Endorse** the recruitment a RAMJO employed *Regional Procurement Project Manager*, paid for by utilising the remainder of the afore mentioned OLG's capacity building funds i.e. \$150,000 to cover wages and oncosts once contracts have been identified; and
- **Endorse** that the EO and RAMJO Shared Services Working Group pursue a RAMJO led BPAP program, for pursual ASAP.

11.2 Housing Support Program – Stream 1

The Executive Officer will provide a verbal update on the status of an application made to this Commonwealth funded program, by the Joint Organisation network.

11.3 Disaster Ready Fund – Round 2

RAMJO awaits a response to its formal application to Round Two of the *Disaster Ready Fund*, which has progressed to the final stages of assessment. Applicants have been advised they can expect to know the outcome of their applications by August. RAMJO's application sought funds to conduct for all full-member councils:

- Critical infrastructure assessments with supporting action plans; and
- Land use planning maturity assessments and supporting action plans for use in strategic land-use planning updates and forthcoming Disaster Adaption Plans.

11.4 Joint Organisation Net Zero Acceleration Program

Attachment L provides an update on the Joint Organisation Net Zero Acceleration Program (**JONZA**) which is the vehicle for pursuing RAMJO's broader Energy Security and Affordability objectives per the Regional Energy Strategy.

11.5 Regional Resource Recovery Projects

Attachment M provides an update on activities pursued by the Regional Resource Recovery team.

Recommendations:

- That the Board **note** the updates provided on current RAMJO projects.

AGENDA ITEM 12 – GENERAL BUSINESS

12.1 Murray Regional Tourism – Board Vacancy

12.2 Call from chair for any General Business.

MEETING CLOSE