



MINUTES OF THE INAUGURAL BOARD MEETING OF THE BOARD OF THE RIVERINA AND MURRAY JOINT ORGANISATION HELD IN THE IAN GILBERT ROOM OF THE MURRUMBIDGEE COUNCIL ON FRIDAY 29TH JUNE 2018 AT 10.00 AM

PRESENT

VOTING BOARD MEMBERS

Cr Kevin Mack	Mayor Albury City Council
Cr Matthew Hannan	Mayor Berrigan Shire Council
Cr Norm Brennan	Mayor Edward River Council
Cr Patrick Bourke	Mayor Federation Council
Cr John Dal Broi	Mayor Griffith City Council
Cr Bill Sheaffe	Mayor Hay Shire Council
Cr Paul Maytom	Mayor Leeton Shire Council
Cr Chris Bilkey	Mayor Murray River Council
Cr Ruth McRae	Mayor Murrumbidgee Council

NON VOTING BOARD MEMBER – NSW GOVERNMENT REPRESENTATIVE

Mr James Bolton	Director Riverina Murray - Department Premier and Cabinet
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OTHER NON VOTING BOARD MEMBERS – COUNCIL GENERAL MANAGERS

Mr Frank Zaknich	Albury City Council
Mr Rowan Perkins	Berrigan Shire Council
Mr Adam McSwain	Edward River Council
Mr Adrian Butler	Federation Council
Mr Brett Stonestreet	Griffith City Council
Ms Jackie Kruger	Leeton Shire
Mr Des Bilske	Murray River Council
Mr Peter Chudek (Acting GM)	Murrumbidgee Council

INTERIM EXECUTIVE OFFICER

Mr Ray Stubbs

OBSERVER COUNCILS REPRESENTATIVES

Cr Mick Rutledge	Deputy Mayor Hay Shire Council
Mr George Cowan	General Manager Narrandera Shire Council
Ms Joanne Treacy	General Manager Carrathool Shire Council

OFFICE OF LOCAL GOVERNMENT REPRESENTATIVES

Ms Melissa Gibbs	Director Policy and Sector Development
Mr Cameron Templeton	Joint Organisation and Council Engagement Officer

AGENDA ITEM 1 – WELCOME

The inaugural meeting of the Board was opened by Frank Zaknich General Manager of Albury City Council, under delegation by the OLG Chief Executive.

The meeting opened with the acknowledgment of the original custodians of our land.

Mr Zaknich welcomed Melissa Gibbs (Director Policy and Sector Development) and Cameron Templeton (JO and Council Engagement Officer) from the Office of Local Government, as well as James Bolton recently appointed DP&C Director Riverina Murray, meeting observers Cr Mick Rutledge Deputy Mayor Hay Shire Council, George Cowan General Manager Narrandera Shire Council and Joanne Treacy General Manager Carrathool Shire.

AGENDA ITEM 2 - APOLOGIES

Apologies were received from Amanda Spalding General Manager Hay Shire Council, Craig Moffitt General Manager Murrumbidgee Council, Cr Peter Laird Mayor Carrathool Shire Council and Cr Neville Kschenka Mayor Narrandera Shire Council.

The apologies were received and noted.

AGENDA ITEM 3 – ANNUAL REMUNERATION FOR CHAIRPERSON

RESOLVED that the annual remuneration for the Chairperson position be determined for the two year Chairperson term, prior to the conduct of the election of Chairperson, in accord with the Draft Charter's roles and responsibilities for the position.

FURTHER RESOLVED that the remuneration for the Chairperson position be set at \$10,000 per annum for each of the forthcoming two year Chairperson term.

(Moved Cr Dal Broi and seconded Cr Bourke)

AGENDA ITEM 4 - ELECTION OF CHAIRPERSON

The election of Board Chairperson was carried out by Frank Zaknich, appointed as Returning Officer under delegation by the Chief Executive of the Office of Local Government.

The Returning Officer informed the meeting that he had received one formal nomination in writing, that being in respect of Cr Kevin Mack Mayor of Albury City. The Returning Officer invited any further nominations, however none were forthcoming.

The Returning Officer therefore declared Cr Kevin Mack elected unopposed for the ensuing two year term.

Cr Mack took the chair for the remainder of the meeting and he thanked the Board Members for their confidence in electing him as the inaugural Chairperson of the Joint Organisation.

AGENDA ITEM 5 – DEPUTY CHAIRPERSON POSITION

RESOLVED that the Board reaffirm the intention to elect a Deputy Chairperson in accordance with the Draft Charter, which sets out the role and responsibilities of the position.

FURTHER RESOLVED that following the formal adoption of the Draft JO Charter that the Returning Officer undertake the process for election of a Deputy Chairperson.

(Moved Cr Bilkey and seconded Cr McRae)

AGENDA ITEM 6 – PROCLAMATION AND REGULATIONS – RIVERINA AND MURRAY JOINT ORGANISATION

RESOLVED that the Board receive and note both the Joint Organisation Proclamation and the LG Act Regulations.

(Moved Cr McRae and seconded Cr Brennan)

AGENDA ITEM 7 – OFFICE OF LOCAL GOVERNMENT – JOINT ORGANISATION IMPLEMENTATION GUIDANCE AND DELEGATIONS BY THE OLG CHIEF EXECUTIVE

RESOLVED that the Board receive and note the Joint Organisation Implementation Guidance document and the OLG Chief Executive's Delegation of Functions to Mr Frank Zaknich for the calling of the inaugural Board meeting and for the election of Chairperson process.

(Moved Cr Bourke and seconded Cr Maytom)

AGENDA ITEM 8 – DRAFT RIVERINA AND MURRAY JOINT ORGANISATION CHARTER

RESOLVED that the Draft Riverina and Murray Joint Organisation Charter as prepared for the agenda be adopted for consultation with Member Councils for a period of 42 days, and that feedback be sought from Member Councils, including suggestions for any changes to the wording of the "Vision" for the organisation.

(Moved Cr McRae and seconded Cr Maytom)

AGENDA ITEM 9 – ELECTION OF DEPUTY CHAIRPERSON

The Returning Officer informed the meeting that he had received one formal nomination in writing for the position of Deputy Chairperson, that being in respect of Cr John Dal Broi mayor of Griffith City. The Returning Officer invited any further nominations, however none were forthcoming.

The Returning Officer therefore declared Cr John Dal Broi elected unopposed as Deputy Chairperson for the ensuing two year term.

AGENDA ITEM 10 – DISCLOSURES OF INTEREST – BOARD MEMBERS AND DESIGNATED PERSONS

RESOLVED that the Board:

1. note that all Board Members and the Executive Officer are automatically designated persons for the purposes of Section 449 of the Local Government Act;
2. note that as alternates for the Mayor, the Deputy Mayor or other Councillor appointed by a Member Council as an alternate representative, is also a designated person for the purposes of Section 449; and
3. note the responsibility of designated persons to complete the Disclosures of Interest forms.

Footnote: OLG advises that Board Member Mayors, or an alternate Deputy Mayor or Councillor Joint Organisation representative, can simply amend their current Disclosure of Interest Form held by their Member Council, by including on that form reference to it being applicable also to the Riverina and Murray Joint Organisation.

(Moved Cr Sheaffe and seconded Cr McRae)

AGENDA ITEM 11 – APPOINTMENT OF INTERIM EXECUTIVE OFFICER

RESOLVED

1. That Raymond Stubbs be appointed as the Interim Executive Officer of the Riverina and Murray Joint Organisation on a contract basis for the period Monday 2nd July 2018 to

Wednesday 31st October 2018 and thereafter on a month to month basis at the discretion of the Board, pending the advertising and recruitment of a permanent Executive Officer;

2. That the Total Remuneration Package for the Interim Executive Officer be in accordance with the TRP payable under the previous RAMROC contract as applicable at termination on 1st July 2018;
3. That the Chairperson Cr Kevin Mack and Albury City General Manager Frank Zaknich be delegated authority to finalise the Employment Contract documentation with Ray Stubbs.

(Moved Cr Dal Broi and seconded Cr Hannan)

AGENDA ITEM 12 – DELEGATIONS TO THE EXECUTIVE OFFICER

RESOLVED that the delegations to the RAMJO Executive Officer, as set out in the meeting agenda report to the Board, be formally approved.

(Moved Cr Maytom and seconded Cr Bilkey)

AGENDA ITEM 13 – CODE OF CONDUCT AND ADMINISTRATIVE PROCEDURES

RESOLVED

1. That the Board formally adopt the current *Model Code of Conduct for Local Councils in NSW* (the Model Code) and the *Procedures for the Administration of the Model Code of Conduct for Local Council in NSW* (the Procedures);
2. That the Board note that the Interim Executive Officer will take prompt action to formally appoint a Code of Conduct Complaints Coordinator and Disclosures Coordinator;
3. That the Board adopt the Public Interest Disclosures (Protected Disclosures) Policy as set out in the agenda report.

(Moved Cr Bourke and seconded Cr McRae)

AGENDA ITEM 14 – PANEL OF CONDUCT REVIEWERS

RESOLVED

That the Board endorse the appointment of a Joint Organisation Panel of nine (9) Conduct Reviewers for a three (3) term expiring on 30th June 2021, comprising the following:-

1. The Centium Group, Level 8, 66 Goulburn Street, Sydney
2. Harris Wheeler Lawyers, Level 3, 175 Scott Street, Newcastle
3. Sinc Solutions Strategic Independent Consulting (Kath Roach) – PO Box 455 Glebe NSW
4. Mediate Today Pty Ltd, PO Box 4191, Shellharbour, NSW
5. HWL Ebsworth Lawyers, Level 14 Australia Square 264-278 George Street, Sydney NSW
6. Prevention Partners, 19 Sutherland Road, North Parramatta NSW
7. O'Connell Workplace Solutions – 6 O'Connell Street, Sydney
8. Workplace Investigation Services – 4 Rowell Marine, 1 Queens Parade, Newport NSW
9. BAL Lawyers (Bradley Allen Love), Level 9, Canberra House, 40 Marcus Street, CANBERRA ACT 2601.

(Moved Cr Dal Broi and seconded Cr Maytom)

AGENDA ITEM 15 – DRAFT CODE OF MEETING PRACTICE**RESOLVED**

1. That the draft Code of Meeting Practice as set out in the agenda report be now referred to Member Councils for their comment for a period of 42 days.
2. That the draft Code of Meeting Practice and feedback comments from Member Councils be referred to a future meeting of the Board for consideration and final adoption of the policy as amended (if required).

(Moved Cr McRae and seconded Cr Bourke)

AGENDA ITEM 16 – DRAFT EXPENSES AND FACILITIES POLICY**RESOLVED**

1. That the draft policy for the payment of expenses and the provision of facilities to Board Members and the Chairperson be referred to Member Councils for their comment for a period of 42 days.
2. That the draft policy and comments from Member Councils be referred to a future meeting of the Board for consideration and adoption of the policy as amended (if required).

(Moved Cr Bilkey and seconded Cr McRae)

AGENDA ITEM 17 – PRIVACY MANAGEMENT PLAN

RESOLVED that the Joint Organisation Board adopt the Privacy Management Plan as per the OLG Model, under the Privacy and Personal Protection Act (1998).

(Moved Cr Hannan and seconded Cr McRae)

AGENDA ITEM 18 – JOINT ORGANISATION ESTABLISHMENT GRANTS**RESOLVED**

- (1) That the Board resolve to support the inclusion of Carrathool and Narrandera Shire Councils in the Riverina and Murray Regional Joint Organisation;
- (2) That the Chairperson and Executive Officer be authorised to sign the RAMJO Funding Agreement to be lodged with OLG by 29th June 2018;
- (3) That the resolution of the RAMROC meeting on 18th May in relation to the suggestion that Member Councils contribute back their share of surplus RAMROC funds as at time of wind up be noted and agreed to in principle, for review in due course when the financial affairs of RAMROC have been finalised.

(Moved Cr Dal Broi and seconded Cr Bilkey)

AGENDA ITEM 19 – RAMJO MEETINGS SCHEDULE

RESOLVED that at this stage the ensuing RAMJO Board Meetings be scheduled for Wednesday 8th August 2018, Wednesday 14th November 2018, Wednesday 13th February 2019 and Wednesday 8th May 2019.

(Moved Cr Hannan and seconded Cr Dal Broi)

AGENDA ITEM 20 – ADMINISTRATION MATTERS

Item 20.1 – Business Name and Trading Name for Operational Purposes – ABN and Taxation Registration

RESOLVED

1. That the Business Name “Riverina and Murray Joint Organisation” and Trading Name “RAMJO” as proposed in the agenda report be adopted and that action be taken by the Interim Executive officer to implement the registration processes;
2. That the OLG Implementation Actions and Timeline be received and noted and that the steps be adopted for implementation purposes.

(Moved Cr Hannan and seconded Cr Bourke)

Item 20.2 – Logo and Common Seal

RESOLVED That the Riverina and Murray Joint Organisation:-

- (a) Adopt a Logo and Seal of the JO which contains the wording “*Riverina and Murray Joint Organisation*” within a tricoloured arc representing the land, environment and water as indicated in the report;
- (b) Resolve that the Seal be kept by the Executive Officer ;
- (c) Resolve that the use of the Seal be in accordance with the provisions of Clause 400 of the *Local Government (General) Regulation (2005)*.

(Moved Cr Brennan and seconded Cr Dal Broi)

Item 20.3 – Domain Name

RESOLVED that the Board adopt www.ramjo.nsw.gov.au as the official Domain Name and that the Interim Executive Officer proceed to complete the registration process.

(Moved Cr Hannan and seconded Cr Dal Broi)

Item 20.4 (a) – Headquarters and Office Location

RESOLVED that the headquarters and office location be established in Albury within the Albury City Council offices and that the Interim Executive Officer liaise with the ACC General Manager to finalise office lease and IT arrangements.

(Moved Cr McRae and seconded Cr Maytom)

Item 20.4 (b) – Financial Management

RESOLVED that the Murray River Council be engaged to undertake the day to day financial management on behalf of the Joint Organisation and that the Interim Executive Officer liaise with the MRC General Manager to finalise administrative, banking and audit arrangements.

(Moved Cr McRae and seconded Cr Dal Broi)

Item 20.4 (c) – Legal Services

RESOLVED that the Interim Executive Officer invite Expressions of Interest from reputable legal firms with the appropriate Local Government experience for the provision of legal advice and services for the Joint Organisation and that the Interim Executive Officer be delegated authority to negotiate an arrangement.

(Moved Cr Bourke and seconded Cr Maytom)

Item 20.4 (d) – Website

RESOLVED that the Interim Executive Officer invite Expressions of interest for the development of the Riverina and Murray Joint Organisation (RAMJO) website and that he be delegated authority to negotiate an arrangement.

(Moved Cr Brennan and seconded Cr Sheaffe)

AGENDA ITEM 21 – TRANSFER OF VARIOUS RAMROC FUNCTIONS, PROGRAMS AND WORKING GROUPS**Item 21 (a) – Officer Working Groups**

RESOLVED

That the following RAMROC Working Groups and Councils' representation thereon continue to operate and be under the Riverina and Murray Joint Organisation's control and management:-

- General Managers Group
- Engineers Group
- Environmental Services / Planners Group
- Records Management Group
- Integrated Planning and Reporting Group
- Procurement Group
- Economic Development Group
- Others - as may be established from time to time.

(Moved Cr Brennan and seconded Cr Dal Broi)

Item 21 (b) – Regional Waste Management

RESOLVED

1. That both Murray Region Waste Management and Riverina Region Waste Management continue to operate in their present format and membership and that they be under the Riverina and Murray Joint Organisation's control and management;
2. That the Waste Management Funding arrangements with the NSW Environment and Protection Authority (EPA) now be controlled and managed by the Joint Organisation;
3. That the contractual arrangements with the Murray Waste Coordinator and Riverina Waste Coordinator become the responsibility of the Joint Organisation and managed by the Executive Officer.

(Moved Cr McRae and seconded Cr Maytom)

Item 21 (c) – Current RAMROC Programs and Agreements

RESOLVED

That the Joint Organisation accept transfer and responsibility for the following current programs and agreements:-

- (i) Procurement - Group Rebate Schemes Memoranda of Understanding with Local Government Procurement and with Procurement Australia;
- (ii) Solar Saver Renewable Energy Program for RAMJO Councils and Communities;
- (iii) NSW Container Deposit Scheme – consultancy program for negotiations of revenue sharing with Material Recovery Facilities (MRFs) and for kerbside recycling contracts;
- (iv) The Southern Lights LED and Smart Controls Street Lighting Joint JO Project with Central NSW JO, Riverina JO, Canberra Region JO and Broken Hill City Council.

(Moved Cr McRae and seconded Cr Bourke)

Item 21 (d) – Representation on External Stakeholder Organisations

RESOLVED

That the Board note the current RAMROC representation of a range of stakeholder organisations and that they be continued as Riverina and Murray Joint Organisation (RAMJO) representatives:-

1. Executive Officer

- Murray Hume and Riverina Business Enterprise Centres
- NSW Regional Organisation of Councils Network - Executive Officers Group
- Regional Leadership Executive (RLE) Riverina Murray Region - coordinated by NSW Department of Premier and Cabinet – Regional Directors and Managers of NSW Agencies
- NSW Cross Border Commissioner’s Southern Region Business Advisory Group
- Murray Local Land Services - Travelling Stock Reserves Steering Committee
- Murray Local Land Services – Pest Management Advisory Group
- Murray and Murrumbidgee Environmental Watering Advisory Committees (EWAGs)
- REROC and RAMROC Biodiversity Support Program

2. Other Representatives

- Cr Chris Bilkey (Mayor of Murray River Council) - Murray Lower Darling Water Resource Plan – Stakeholder Advisory Group
- Cr Paul Maytom (Mayor of Leeton Shire Council) – Murrumbidgee Customer Advisory Group
- Cr Henk Van de Ven (Councillor on Albury City Council) – Murray Lower Darling Customer Advisory Group
- Ms Tracey Squire (Director Economic Development and Tourism at Albury City Council) – Murray Region Tourism Board
- Mr Brad Ferris (Director Engineering at Albury City Council) – Southern Lights LED and Smart Controls Street Lighting Project
- Ms Jackie Kruger – Department of Planning - Riverina and Murray Regional Plan Implementation Committee

(Moved Cr Dal Broi and seconded Cr Brennan)

AGENDA ITEM 22 - GENERAL BUSINESS MATTERS

Item 22.1 – Engagement with Member Councils

Cr Dal Broi raised the importance of strong RAMJO engagement with Councils and Councillors across the region. It was agreed that the Interim Executive Officer write to the Member Councils and extend an offer for the Chairperson and Interim Executive Officer to make a presentation to Councillors in relation to the establishment, role and functions of the Riverina and Murray Joint Organisation.

Item 22.2 – Proposed Qantas Pilot Training Academy

Cr Mack advised that Wagga has been shortlisted by Qantas for more detailed consideration for the establishment of a Qantas Pilot Training Academy and that the Wagga Mayor has asked RAMJO to provide a letter of support for the Wagga Wagga City bid.

RESOLVED that RAMJO write a letter of support for the Pilot Training Academy to be located at Wagga.

(Moved Cr Dal Broi and seconded Cr Bourke)

Item 22.3 – Condolences to Narrandera Shire Council Mayor

Cr Mack referred to the recent death of the mother of Cr Neville Kschenka Mayor of Narrandera Shire.

RESOLVED that RAMJO Member Councils convey their sincerest sympathy to Cr Neville Kschenka and family,

(Moved Cr Mack and seconded Cr Brennan)

Item 22. 3 – Appointment of Tim Hurst as Chief Executive of the Office of Local Government

Melissa Gibbs informed the meeting that Mr Tim Hurst has now been officially confirmed as the Chief Executive of the Office of Local Government.

Melissa also advised that two Far West Joint Organisations will be proclaimed in early July. Balranald and Wentworth Shires will be Members of the South Far West JO with Broken Hill City and Central Darling Shire Councils.

RESOLVED that the Interim Executive Officer convey RAMJO's congratulations to Tim Hurst on confirmation of his appointment as Chief Executive of the Office of Local Government.

(Moved Cr Dal Broi and seconded Cr Sheaffe)

There being no further business, the meeting concluded at 11.15 am.