



RIVERINA AND MURRAY JOINT ORGANISATION

Member Councils: Albury, Berrigan, Edward River, Federation, Griffith, Hay, Leeton, Murray River, Murrumbidgee

MEMBERS ARE ADVISED THAT THE INAUGURAL MEETING OF THE RIVERINA AND MURRAY JOINT ORGANISATION (RAMJO) WILL BE HELD ON FRIDAY 29TH JUNE 2018 IN THE IAN GILBERT ROOM AT THE JERILDERIE ADMINISTRATION CENTRE OF MURRUMBIDGEE COUNCIL COMMENCING AT 10.00 AM (MORNING TEA AT 9.30 AM)

BOARD MEMBERS – MEMBER COUNCIL MAYORS AND DP&C REGIONAL DIRECTOR

Mayors Kevin Mack (Albury), Matthew Hannan (Berrigan), Norm Brennan (Edward River), Patrick Bourke (Federation), John Dal Broi (Griffith), Bill Sheaffe (Hay), Paul Maytom (Leeton), Chris Bilkey (Murray River), Ruth McRae (Murrumbidgee) and James Bolton DPC Regional Director Riverina Murray (non-voting Board Member)

IN ATTENDANCE – MEMBER COUNCILS GENERAL MANAGERS

Frank Zaknich (Albury), Rowan Perkins (Berrigan), Adam McSwain (Edward River), Adrian Butler (Federation), Brett Stonestreet (Griffith), Amanda Spalding (Hay), Jackie Kruger (Leeton), Des Bilske (Murray River) and Craig Moffitt (Murrumbidgee) and Ray Stubbs (Exec Officer RAMROC)

AGENDA ITEMS

The meeting will be opened and initially chaired by Frank Zaknich General Manager Albury City Council, who is the Meeting Convenor and the Returning Officer for the Election of Chairperson, under delegation by the Chief Executive of the Office of Local Government. Following the election of Chairperson, the meeting will then be chaired by the incoming Chairperson

1. Welcome
2. Apologies
3. Annual Remuneration for Chairperson
4. Election of Chairperson (Frank Zaknich is Returning Officer under delegation by OLG)
5. Deputy Chairperson Position
6. Proclamation and Regulation – Riverina and Murray Regional Organisation
7. Office of Local Government - Implementation of Joint Organisation
8. Draft Riverina and Murray JO Charter
9. Election of Deputy Chairperson (Frank Zaknich is Returning Officer)
10. Disclosures of Interests – Board Members and Designated Persons (S.449 of LG Act)
11. Appointment of Interim Executive Officer
12. Delegations to the Executive Officer
13. Code of Conduct and Administrative Procedures
14. Panel of Conduct Reviewers
15. Draft Code of Meeting Practice
16. Draft Expenses and Facilities Policy
17. Privacy Management Plan
18. Joint Organisation Establishment Funds
19. RAMJO Meetings Schedule
20. Administration Matters as follows:-
 - Business Name and Trading Name for operational purposes – ABN Registration
 - Logo and Common Seal
 - Domain Name
 - Headquarters and office accommodation, financial, audit, legal and website
21. Transfer of various RAMROC Functions, Programs and Working Groups

AGENDA ITEMS

Agenda Item 1 – Welcome by Frank Zaknich Meeting Convenor

Agenda Item 2 – Apologies

Agenda Item 3 – Annual Remuneration to Chairperson

In recent years, RAMROC has resolved to pay an Annual Remuneration to the Chairperson, in order to partially cover expenses generally incurred by a Chairperson in fulfilling the role, covering out of pocket expenses incurred at meetings, conferences and delegations etc.

It was resolved at last November's RAMROC AGM to approve an Annual Allowance of \$7,000 for the Chairperson position for the year 2017-2018.

Whilst there is no specific provision in the Joint Organisation legislation to make an annual payment to the Chairperson, the Mayors' implementation workshop on 18th May decided that an annual remuneration is appropriate, based on the additional workload that will be placed on the Chairperson over and above his/her role as a Mayor, and in line with the legislative provisions that already apply to Mayors and County Council Chairpersons.

Recommendation

That an annual remuneration for the Chairperson position be determined for the two year Chairperson term, prior to the conduct of the election of Chairperson

Agenda Item 4 - Election of Chairperson (Frank Zaknich is the Returning Officer under delegation by the OLG Chief Executive)

At the Mayors' implementation workshop on 18th May 2018, it was agreed that the new JO is to have a voting Chairperson.

As indicated above, the OLG Chief Executive has delegated to Mr Frank Zaknich the function of electing the Chairperson at this first meeting of the Joint Organisation.

The procedures for election of the Chairperson are set out on pages 13 to 20 of the Implementation Guidance document

In accordance with the OLG Implementation Guidance, the Returning Officer has given notice to the OLG Chief Executive and to the General Managers of the Member Councils of the vacancy in the office of Chairperson and he has distributed Nomination Papers inviting written nominations for the position.

Additional Nomination Forms will be available on the day of the meeting if required.

In accordance with the Regulation, two or more Mayors of Member Councils may nominate a voting representative of the Joint Organisation who is a Mayor, for the position of Chairperson, one of whom may be the nominee.

The nomination is not valid unless the nominee has indicated his/her consent to the nomination in writing.

Nominations can be received at any time prior to the actual election process by the Returning Officer

If only one voting representative has been nominated for the position of Chairperson, that nominee is elected.

If more than one candidate is nominated, the voting representatives must determine by resolution the method of voting for the position of Chairperson, by one of the following methods:-

1. Open Voting (i.e. by show of hands)
2. Ordinary Ballot (i.e. by secret ballot)
3. Preferential Ballot (i.e. by placing 1,2,3 etc against each candidate – for all candidates)

It is suggested that in the event of a contested election for the position of Chairperson, that the method of voting be by way of Open Voting (i.e. by show of hands) and that this method be embodied in the Joint Organisation's Code of Meeting Practice

Recommendation

- 1. That in the event of an election being required for the election of Chairperson and/or the Deputy Chairperson that the method of voting be by way of Open Voting**

Agenda Item 5 - Deputy Chairperson Position

The Local Government Act does not make provision for the role of a Deputy Chairperson of a Joint Organisation.

However, at the JO implementation workshop held on 18th May, it was decided that the new JO embrace the concept of having a Deputy Chairperson.

To implement that decision, it is firstly necessary to make provision in the JO Charter for the position of a Deputy Chairperson and this has been included in the draft Charter submitted to this meeting for adoption. The Charter specifies the role and responsibilities of the Deputy Chairperson.

However, the Deputy Chairperson role is separate to the function of presiding over a meeting of the Board. The Act still requires that in the absence of the Chairperson at a meeting, that a voting representative be elected at that meeting to chair the Board meeting.

This means that at this first JO meeting it will be necessary for the draft Charter to be formally adopted, which will then allow for the election of a Deputy Chairperson to take place. This function can then be undertaken by Mr Frank Zaknich as the Returning Officer appointed by the OLG Chief Executive.

Recommendation

- 1. 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.**
- 2. That following the formal adoption of the JO Charter that the Returning Officer Mr Frank Zaknich undertake the process for election of a Deputy Chairperson**

Agenda Item 6 - Proclamation and Regulation – Riverina and Murray Joint Organisation

The Riverina and Murray Joint Organisation was formally proclaimed under the Local Government Act by the Governor of New South Wales General The Honourable David Hurley AC DSC (Ret'd) on 11th May 2018 - LW 11 May 2018 (2018 No 192), in pursuance of Section 4000 of the Local Government Act 1993 - Local Government (Regional Joint Organisations) Proclamation 2018, comprising the following Councils:-

City of Albury, Berrigan, Edward River, Federation, Griffith, Hay, Leeton, Murray River and Murrumbidgee

The Local Government (General) Amendment (Regional Joint Organisations) Regulation was made by the Governor with the advice of the Executive Council on 11th May 2018 – LW 11 May 2018 (2018 No 191).

Copies of both the Proclamation and Regulation documents are attached (**Appendices 1 and 2**)

Recommendation

That the Board receive and note both the Joint Organisations Proclamation and Regulation

Agenda Item 7 – Office of Local Government – Implementation of Joint Organisations

The Joint Organisation Implementation Guidance document (84 pages) has been provided by the Office of Local Government. This advice is **Appendix 3** and has informed reports to this meeting.

In accordance with the decision of Mayors' implementation workshop at Jerilderie on 18th May 2018 advice was formally given to the Office of Local Government nominating Mr Frank Zaknich as Returning Officer for the election of Chairperson and for the convening of this first meeting and preparation of the meeting agenda. See **Appendix 4 (Delegation of Functions of the Chief Executive)**

Recommendation

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 processes

Agenda Item 8 - Draft Riverina and Murray JO Charter

The Joint Organisation is required to prepare its own Charter. Under the Local Government Act and Regulation, the prescribed elements for the Charter are as follows:-

- The Board is to prepare and adopt a Charter containing operational principles and governance principles for the Joint Organisation;
- The Charter is to contain the methodology for determining annual financial contributions to the Joint Organisation by the Member Councils;
- The Charter may adopt requirements that are additional or supplementary to, or more significant than, the requirements made by or under the Act, but cannot adopt requirements that are less stringent than Act requirements, or are inconsistent with or contravene the regulations under the Act;
- The Charter must be publicly available on a website administered by the Joint Organisation within 30 days of the adoption of the Charter by the Board.

The following draft Charter is set out on the following pages and has been prepared principally in accordance with the OLG Template.

Attention is drawn to **Section 2.1 Vision**. The words included here are my initial suggestions only for purposes of the draft document, but certainly warrant review and potential amendment at the Board meeting

Recommendation

That subject to any changes made to the draft Charter document at the meeting, that the Board formally adopt the Riverina and Murray Joint Organisation Charter

**RIVERINA
AND MURRAY
JOINT
ORGANISATION**

Draft Charter

Adopted on 29th June 2018

CONTENTS

1. INTRODUCTION

- 1.1 Preamble
- 1.2 Name and legal status
- 1.3 Interpretation
- 1.4 Definitions
- 1.5 Adopting the Charter
- 1.6 Amending the Charter

2. ESTABLISHMENT

- 2.1 Vision
- 2.2 Principles
- 2.3 Principal functions
- 2.4 Other functions

3. MEMBERSHIP

- 3.1 Voting Members
- 3.2 Non Voting Members
- 3.3 Changes in membership
- 3.4 Financial Contributions
- 3.5 Decision resolution
- 3.6 Dispute resolution

4. THE BOARD

- 4.1 Governing Board and Role
- 4.2 Chairperson and Role
- 4.3 Deputy Chairperson and Role
- 4.4 Powers of the Board
- 4.5 Exercise of the Board's powers
- 4.6 Power to delegate
- 4.7 Acceptance of delegations
- 4.8 Executive Officer

- 4.9 Alternate Representatives
- 4.10 Advisory Committees and Working Groups
- 4.11 Common Seal

5. MEETINGS

- 5.1 Meeting frequency
- 5.2 Use of technology
- 5.3 Participation and Quorum
- 5.4 Voting and decision making
- 5.5 Annual General Meetings

6. CONSULTATION AND PUBLICATION

7. OTHER MATTERS

- 7.1 Records
- 7.2 Insurance
- 7.3 Indemnity
- 7.4 Policies

8 TRANSITIONAL ARRANGEMENTS

1. INTRODUCTION

1.1 Preamble

The operation of, and governance principles for, the Riverina and Murray Joint Organisation are guided by this Charter, which has been adopted by resolution of the Board.

1.2 Name and legal status

- (a) The name of the Organisation is Riverina and Murray Joint Organisation.
- (b) The Riverina and Murray Joint Organisation is a body corporate proclaimed on 11 May 2018 under the *Local Government Act 1993* (the Act) with the legal capacity and powers of an individual.
- (c) While the principal functions of the Joint Organisation are provided for in the Act and through this Charter, powers are also conferred on the Joint Organisation as a statutory corporation under Section 50 of the *Interpretation Act 1987*

1.3 Interpretation

This Charter is to be interpreted in accordance with the *Local Government Act 1993* and *Local Government (General) Regulation 2005* and the *Interpretation Act 1987*.

1.4 Definitions

In this Charter, the following terms are used, as below:-

Act means the *Local Government Act 1993*.

Board means the Joint Organisation Board, consisting of the Mayors of each Member Council, any additional voting representatives of the member Councils appointed under Section 400T of the Act, and any other non-voting representatives who may attend a Board meeting, but who are not entitled to vote.

Charter means this document, outlining the operational and governance principles for the Joint Organisation and any other agreed matters, consistent with the Act and other laws.

Chairperson means the person, who is a Mayor, elected to the office of Chairperson by the voting representatives on the Board, from among the voting representatives who are Mayors.

Councillor means a person elected or appointed to civic office and includes a Mayor.

Deputy Chairperson means the person, who is a Mayor, elected to the position of Deputy Chairperson by the voting representatives on the Board, from among the voting representatives who are Mayors

Executive Officer means the person employed by the Joint Organisation to conduct the day to day management of the Joint Organisation in accordance with strategic regional priorities and other plans, programs, strategies and policies of the Joint Organisation and to implement without delay the lawful decisions of the Joint Organisation.

General Manager means the person employed by a Council to conduct the day to day management of the Council in accordance with strategic plans, programs, strategies and policies of the Council and to implement without delay the lawful decisions of the Council.

Joint Organisation means an organisation established under Part 7 Chapter 12 of the *Local Government Act 1993*.

Member Councils means those Councils proclaimed under the Act to be part of the Riverina and Murray Joint Organisation.

Mayor means the person elected or appointed to civic office, who is the leader of the Council.

Non-Voting Member means those Councils and other organisations or individuals that are Members of the Joint Organisation but do not have the right to vote.

Non-Voting Representative means the chosen representative of a non-voting member of the Board (sometimes referred to an "Associate Member"). This includes the following:-

- an employee of the Public Service nominated by the Secretary of the Department of Premier and Cabinet;
- any other individual or representative of a Council or other organisation invited by the Board to represent a non-voting member of the Board;
- any other person or a member of a class of persons prescribed by the Regulation

Other Functions means the functions approved by the Board under clause 2.4 of this Charter.

Principal Functions means the functions set out in clause 2.2 of this Charter, or as otherwise prescribed by the Act or Regulations.

Regulation means the *Local Government (General) Regulation 2005*.

Voting Representative means a representative of a Member Council on the Board.

1.5 Adopting the Charter

- (a) This Charter was formally adopted by the Riverina and Murray Joint Organisation on 29th June 2018
- (b) This Charter will be publicly available via the website administered by the Joint Organisation within 30 days of adoption.

1.6 Amending the Charter

This Charter will be reviewed, amended or re-adopted every 4 years following the General Election of Councils.

This Charter may also be reviewed and amended from time to time by resolution of the Board.

2. ESTABLISHMENT

2.1 Vision

The vision of the Joint Organisation is as follows:-

“An enterprising, collaborative and productive region, providing quality environmental, lifestyle and infrastructure, with strong economic and social opportunities that ensure ongoing community wellbeing”

2.2 Principles

- (a) The principles by which the Joint Organisation will operate are as follows:-
 - (i) be owned by and accountable to the Member Councils;
 - (ii) not impose significant red tape cost or risks on Member Councils;
 - (iii) ensure that benefits delivered for the region outweigh any costs and risks;
 - (iv) work collaboratively with other levels of government, other partners and stakeholders;
 - (v) enable significant projects and initiatives, with associated funding and assets, to be managed regionally, where doing so is consistent with the shared vision for the region;
 - (vi) ensure good governance;
 - (vii) serve the best interests of the region and its communities.

2.3 Principal functions

The principal functions of the Joint Organisation will be:-

- (a) to establish strategic regional priorities for the joint organisation area and to establish strategies and plans for delivering these priorities;
- (b) to provide regional leadership for the joint organisation area and to be an advocate for strategic regional priorities; and
- (c) to identify and take up opportunities for inter-governmental cooperation on matters relating to the joint organisation area.

2.4 Other functions

The Organisation may perform other functions, supplementary or ancillary to its Principal Functions, if:

- (a) the objective of undertaking those functions is to provide support for the operations of the Member Councils aimed at strengthening local government in the joint organisation area, for example delivery of a service to member councils, delivery of a service to the community, sharing of a resource or resources, or enhancing the capacity of members.
- (b) the Board may from time to time determine whether and how to undertake any other functions

3. MEMBERSHIP

3.1 Voting Members

The following are Member Councils of the Joint Organisation:-

- (a) Albury City Council
- (b) Berrigan Shire Council
- (c) Edward River Council
- (d) Federation Council
- (e) Griffith City Council
- (f) Hay Shire Council
- (g) Leeton Shire
- (h) Murray River Council
- (i) Murrumbidgee Council

3.2 Non-voting Members

The following organisations are non-voting members of the Joint Organisation:-

- (i) The NSW Government, as represented by a nominee of the Secretary of the Department of Premier and Cabinet, currently being the Department of Premier and Cabinet's Director for the Riverina Murray Region.

3.3 Changes in membership

- (a) A Proclamation is required for the Joint Organisation to change the Voting Members.
- (b) Any Voting Member proposing to withdraw from the Joint Organisation must give six (6) months written notice.
- (c) This Charter may be amended to change non-voting Members of the Board. In deciding whether to propose or support a change in membership, the Joint Organisation will:-
 - (i) at the request of a Member, consider a draft resolution seeking membership change, and
 - (ii) following a resolution in support, amend this Charter as set out in Section 1.6, to change membership as set out in Section 3.2

3.4 Financial Contributions

- (a) Each Member Council is to contribute a monetary payment or equivalent contribution, based on the following methodology;-

The annual financial contribution required to be made by each Member Council is to consist of:

- (i) a base contribution of an equal amount for each Member, plus
 - (ii) a tiered per capita contribution, based on the annual population estimate of each Member Council (i.e. per capita up to 10,000 in population and a lesser per capita for population over 10,000).
- (b) Member Councils will be consulted about the proposed contributions during the course of the Joint Organisation's Annual Budget preparation processes, prior to final adoption of the Annual Budget by the Board.

3.5 Decision resolution

In the event of an equality of votes in relation to a critical matter to be determined by the Board the resolution is LOST.

Critical matters to be determined by the Board include:-

- Adoption of a Statement of Regional Priorities;
- Adoption of the Annual Performance Statement and Financial Statements
- Decisions to commit financial contributions from Member Councils over \$50,000

The mechanism for the Board to move forward is as follows:-

- (a) Step 1a – internal resolution using one or more of the following:-

- Take into account Board Members' views and rework the proposal
- Establish a specific sub-committee to review and rework the proposal
- Set aside time for the Board to discuss the proposal prior to the next Board meeting
- Obtain and present to the Board advice of an expert or an independent report

Alternative Step 1b – refer decision to Member Councils to resolve in the following circumstances

- Decisions in relation to independent Member Council financial contributions over \$50,000

- (b) Step 2 – independent mediation (may include using any of the processes outlined in Step 1a or Step 1b)

- Board resolves to work with an independent mediator to support Board to resolve the decision
- Where a mediator cannot be agreed, the Board to request OLG to appoint a mediator

- (c) Step 3 – appoint an independent arbitrator

- Board resolves to appoint an independent arbitrator to support Board to resolve the decision
- Where the arbitrator cannot be agreed, the Board to request OLG to appoint an arbitrator.

3.6 Dispute resolution

In the event of a dispute between Board Members that arises from or relates to the Joint Organisation, the following steps will be taken to resolve that dispute:-

- Relevant Members will advise the Joint Organisation prior to taking legal action
- Relevant Members will give notice to the Board Members specifying the nature of the dispute
- On receipt of notice, Member Councils must endeavour in good faith to resolve the dispute promptly using informal dispute resolution techniques such as mediation, expert evaluation or determination or similar techniques, as agreed by those Members

4. THE BOARD AND MANAGEMENT

4.1 Governing Board and Role

- (a) The Board of the Riverina Murray Joint Organisation consists of:-
- (i) The Mayors of each Member Council
 - (ii) Any additional voting representatives of the Member Councils
 - (iii) A representative of the NSW Government, nominated by the Secretary of the Department of Premier and Cabinet, who is the Regional Director for the Riverina Murray region (a non-voting representative)
 - (iv) The General Managers of the Member Councils (non-voting representatives)
- (b) The role of the Board is to direct and control the affairs of the Joint Organisation. The Board is to consult with the Executive Officer in directing and controlling the affairs of the Joint Organisation.
- (c) The Joint Organisation Executive Officer may attend meetings in an advisory capacity and may be permitted to speak, but does not have a vote.
- (d) A Member Council shall appoint an alternate representative from its Councillors. This may or may not be the Deputy Mayor.

4.2 Chairperson and Role

- (a) The Chairperson is to be elected for a two year term by the voting representatives of the Board, from one of the Mayoral representatives.
- (b) In the absence of the Chairperson at a Board meeting, a person elected by the representatives at the meeting of the Board is to preside at the meeting.
- (c) The Chairperson or other person presiding at the meeting is responsible for the conduct of the meeting, but does not have a casting vote.
- (d) The Chairperson is the Joint Organisation's spokesperson on strategic matters and will represent the Joint Organisation at regional forums wherever possible.
- (e) The Joint Organisation has determined that an annual remuneration will be paid to the Chairperson, payable on a monthly basis. The amount of the annual remuneration will be determined by resolution of the Board prior to the election of the Chairperson.

4.3 Deputy Chairperson and Role

- (a) This Joint Organisation Charter provides for a Deputy Chairperson position.
- (b) The Deputy Chairperson is to be elected by the voting representatives of the Board, from one of the Mayoral representatives. The term of the Deputy Chairperson position is the same as for the Chairperson.

- (c) In the absence of the Chairperson, the role of the Deputy Chairperson is the same as that of the Chairperson, noting that the legislation requires the voting representatives to specifically elect a person to preside at any Board meeting at which the Chairperson is not in attendance.

4.4 Powers of the Board

Except as otherwise required by the Act, any other applicable law or this Charter, the Board:

- (a) has power to direct and control the affairs of the Organisation in carrying out its functions, in consultation with the Executive Officer; and
- (b) may exercise every right, power or capacity of the Organisation.

4.5 Exercise of the Board's powers

A power of the Board can be exercised only:

- (a) by resolution passed at a meeting of the Board; or
- (b) in accordance with a delegation of the power under clause 4.6

4.6 Power to delegate

- (a) The Board may delegate any of its powers.
- (b) The Board may revoke a delegation previously made, whether or not the delegation is expressed to be for a specified period.
- (c) A delegation of powers may be made:
 - (i) to the Executive Officer, to a committee established under clause 4.9, to a Member Council or to any other person or body;
 - (ii) for a specified period or without specifying a period; and
 - (iii) on the terms (including power to further delegate) and subject to any restrictions the Board decides.
- (d) A document of delegation may contain provisions for the protection and convenience of those who deal with the delegate that the Board thinks appropriate.

4.7 Acceptance of delegations

The Organisation may not accept the delegation to it by a Member Council of a function of that Member Council, except in accordance with the terms and conditions set out in a resolution.

4.8 Executive Officer

The Board must appoint an Executive Officer in accordance with the Act and Regulations.

4.9 Alternate Representatives

Member Councils shall notify the Joint Organisation of the name and position of the alternate representative appointed by the Council (refer to Clause 4 (1) (d) above)

4.10 Advisory Committees and Working Groups

For the purpose of carrying out its functions, the Organisation may by resolution of the Board establish:

- (a) standing committees or divisions within the Organisation;
- (b) ad hoc advisory committees; and
- (c) working groups,

and determine their Membership and Terms of Reference.

4.11 Common Seal

- (a) The Joint Organisation shall have a Common Seal.
- (b) The Common Seal may only be used with the authority of the Board.
- (c) The fixing of the Common Seal to a document must be witnessed and signed by the Chairperson and the Executive Officer.
- (d) In the absence of either or both the Chairperson and/or Executive Officer, the witnessing can be carried out by one or two other Voting Representatives of the Board

5. MEETINGS

5.1 Meeting frequency

The Board will meet:

- (a) at least once in each quarter on such date and at such place and time as the Board decides; and
- (b) where necessary, the Chairperson may call further meetings

Meetings will be conducted in accordance with the Code of Meeting Practice adopted by the Board from time to time

5.2 Use of technology

A Board meeting may be held using any means of audio or audio visual communication by which each Board member participating can hear and be heard by each other Board member participating.

A Board meeting held solely or partly by technology is treated as held at the place at which the greatest number of the Board members is present or, if an equal number of Board members are located in each of two or more places, at the place where the Chairperson of the meeting is located.

5.3 Participation and Quorum

The quorum for a meeting of the Board is a majority of voting representatives entitled to vote under this Charter being at the meeting.

No business may be transacted at a meeting of the Board without a quorum being present at the time the business is transacted.

5.4 Voting and decision making

Decisions about Principal Functions and Other Functions are as follows:-

- (i) A decision of the Board supported by a majority at which a quorum is present is a decision of the Joint Organisation;
- (ii) Each Voting Member of the Board has one vote each in relation to decisions taken about principal and other functions;
- (iii) A motion at a meeting of the Board is taken to be defeated in the event of equality of votes. The Chairperson, or the person presiding at that meeting of the Board, does not have a casting vote.

5.5 Annual General Meetings

The Joint Organisation shall hold an Annual General Meeting in the second week of November in each year to present the Annual Report, Audited Financial Statements and where applicable to review the Charter.

6. CONSULTATION AND PUBLICATION

The Joint Organisation will consult with all Members in preparing the following documents required under the Act and will publish the adopted versions on the Joint Organisation website:-

- (a) Statement of Strategic Priorities
- (b) Annual Revenue Statement
- (c) Audited Financial Reports

The Joint Organisation will also publish an Annual Performance Statement on its website

7. OTHER MATTERS

7.1 Records

The Joint Organisation will keep records and provide access to relevant information, in accordance with legislative requirements.

7.2 Insurance

Subject to the Act and any other applicable law, the Joint Organisation will ensure appropriate insurance arrangements in respect of the following:-

- (i) Workers Compensation and WC Top Up
- (ii) Liability (Public Liability, Professional Indemnity and Products Liability)
- (iii) Property and Assets
- (iv) Crime (Fidelity Guarantee)
- (v) Councillors and Officers
- (vi) Personal Accident and Business Travel
- (vii) Motor Vehicle
- (viii) Others as required

7.3 Indemnity

Members of the Board, other representatives and staff of the Joint Organisation are to be protected from liability for functions and duties carried out or omitted honestly, in good faith and with due care and diligence

7.4 Policies

The Joint Organisation has adopted the following policies which are published on the Joint Organisation website:-

- (i) Expenses and Facilities
- (ii) Code of Meeting Practice
- (iii) Code of Conduct (including a Public Interest (Protected Disclosures) Policy and the Panel of Conduct Reviewers)

Further policies may be adopted by the Board from time to time and will be published on the Joint Organisation website.

8. TRANSITIONAL ARRANGEMENTS

The Board has agreed that functions and activities of the former Murray Regional Organisation of Councils (RAMROC) will be transferred to the Joint Organisation.

The transfer of these functions and activities will be considered by the Board based on reports and recommendations made by the Joint Organisation Executive Officer.

End of Draft Charter document

Agenda Item 9 - Election of Deputy Chairperson (Frank Zaknich is the Returning Officer under delegation by the OLG Chief Executive)

Recommendation

For election of Deputy Chairperson – refer to Agenda Item 5 above

Agenda Item 10 - Disclosures of Interests – Board Members and Designated Persons (S.449 of LG Act)

Section 449 (*Returns disclosing interests of councillors and designated persons*) applies to Joint Organisations as it is part of Chapter 14 (*Honesty and disclosure of interests*), which is not an excluded provision. The Returns therefore need to be completed by representatives on the board, who are taken to be councillors for the purposes of Section 449 – as per Section 400ZH(1)(b) (*Application of Act to Joint Organisations*)

This includes alternates while acting in the place of the voting representative. The Deputy Mayor or another Councillor should be appointed by the Member Council as the alternate for the Mayor and is taken to be a representative while acting in the place of the voting representative. It would therefore be prudent for the Deputy Mayor or Councillor as the alternate representative to also sign a declaration, in instances where they attend and vote at any Joint Organisation meeting.

Set out on the following pages is a Disclosure of Interest form for the Riverina and Murray Joint Organisation. Additional copies of the Forms are available on request.

Subsequent to the resolution of the JO, the Interim Executive Officer will arrange to receive Disclosure Forms from Mayors and Deputy Mayors of the Member Councils.

Recommendation

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.**

DISCLOSURES BY BOARD MEMBERS AND DESIGNATED PERSONS RETURN

1. *The pecuniary interests and other matters to be disclosed in this return are prescribed by Part 8 of the Local Government (General) Regulation 2005.*
2. *If this return is the first return required to be submitted by you after attaining the position of board member or designated person, do not complete parts C, D and H of the return. All other Parts of the return should be completed with appropriate information as at the return date, that is, the date on which you attained that position.*

If this return is not the first return required to be submitted by you after attaining that position, all Parts of the return should be completed with appropriate information for the relevant return period since the last return, that is, the period from the return date of the last return to 30 June in this year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).

OFFICE USE ONLY

Date Received:

Received By:

3. *The particulars required to complete this form are to be written in block letters or typed.*
4. *If any space is insufficient in this form for all the particulars required to complete it, an appendix is to be attached for that purpose which is properly identified and signed by you.*
5. *If there are no pecuniary interests or other matters of the kind required to be disclosed under a particular main heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.*
6. *"*" means delete whichever is inapplicable.*

IMPORTANT INFORMATION

This information is being collected for the purpose of compliance with section 449 of the Local Government Act 1993. You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred to the Local Government Pecuniary Interest Tribunal.

The information collected on this form will be kept by the Executive Officer at the main office in a register of returns. Everyone is entitled to inspect the register of returns free of charge. You may correct or update the information contained in this register of returns by submitting a fresh return at any time.

DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS

By _____ *as at _____
(full name of board member or designated person) (return date)

*in respect of the period from _____ to _____
(return period)

(board member's or designated person's signature)

(date)

A. REAL PROPERTY

Address of each parcel of real property in which I had an interest at the return date/* at any time during the return period	Nature of interest

B. SOURCES OF INCOME

1. *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June:

* Source of income I received from an occupation at any time during the return period:

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)

2. * Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June:

* Sources of income I received from a trust during the return period:

Name and address of settler	Name and address of trustee

3. * Sources of income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June:

* Sources of other income I received at any time during the return period:

(include description sufficient to identify the person from whom, or the circumstances in which, that income was received)

C. GIFTS

Description of each gift I received at any time during the return period	Named and address of donor

D. CONTRIBUTION TO TRAVEL

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Names of States, Territories of the Commonwealth and overseas countries in which travel undertaken

E. INTERESTS AND POSITIONS IN CORPORATIONS

Name and address of each corporation in which I had an interest or held a position *at the return date /*at any time during the return period	Nature of interest (if any)	Description of position (if any)	Description of principal objects of corporation (except in case of public company)

F. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the return date / *at any time during the return period	Description of position

G. DEBTS

Name and address of each person to whom I was liable to pay any debt *at the return date / *at any time during the return period.

H. DISPOSITIONS OF PROPERTY

1. Particulars of each disposition of real property by me at any time during the return period whereby I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time.

2. Particulars of each disposition of property to a person by any other person under arrangements made by me, being dispositions made at any time during the return period, whereby I obtained, either wholly or in part, the use and benefit of the property.

I. DISCRETIONARY DISCLOSURES

The information on this form is being collected to allow the Riverina and Murray Joint Organisation to process your application and/or carry out its statutory obligations. All information collected will be held by the Riverina and Murray NSW Joint Organisation and will only be used for the purpose for which it was collected. An individual may view their personal information and may correct any errors.

Agenda Item 11 - Appointment of Interim Executive Officer

All Joint Organisations are required to appoint an Executive Officer, who performs the same role in a Joint Organisation that a General Manager performs in a Council. The Executive Officer must be a natural person and not a corporation or other entity.

Following establishment, Joint Organisations may appoint an Interim Executive Officer for up to 12 months without advertising for a fixed term performance based appointment in accordance with the Act requirements. During the term of an Interim Executive Officer position, the Joint Organisation needs to commence the recruitment process in time to ensure that a permanent appointment can be made before the 12 month anniversary of the appointment of an Interim Executive Officer.

It is a matter for each Joint Organisation to determine the Executive Officer's remuneration. Executive Officers may be remunerated at a level below the minimum remuneration package payable to senior executives whose positions are graded Band 1 under the *Government Sector Employment Act 2013* (currently \$183,300 TRP per annum).

For comparison purposes the TRP for the RAMROC Executive Officer position as at 1st July 2018 is \$169,435.

At the 18th May meeting of RAMROC meeting, it was resolved

- ***To propose to the new Riverina and Murray Joint Organisation (RAMJO) that the remaining period of the Executive Officer's RAMROC Employment Contract, scheduled to terminate on 1st October 2018, be replaced by the appointment of the RAMROC Executive Officer as the Interim Executive Officer of the new Joint Organisation from 1st July 2018 to 31st October 2018 under the same employment remuneration and performance provisions as currently apply. Thereafter that the Interim Executive Officer position be continued on a month to month basis at the discretion of the JO Board, pending the advertising and appointment of a new fixed term Executive Officer position.***

At the subsequent Joint Organisation Mayors' implementation workshop on 18th May, it was decided to recommend to the first meeting of the Joint Organisation that Raymond Stubbs be appointed as Interim Executive Officer of Riverina and Murray Joint Organisation, in accordance with RAMROC resolution set out above

This means that the RAMROC Executive Officer position and employment contract (currently administered by Murray River Council) will formally terminate on 1st July 2018 and Annual Leave and Long Service Leave accruals will be paid out as at that date.

In anticipation that the Joint Organisation Board will re-affirm the appointment as a Joint Organisation Interim Executive Officer position, there will be no redundancy payment provided for under the RAMROC contract, because Mr Stubbs will instead have a new contract in place with the Joint Organisation as from 2nd July 2018 through to 31st October 2018 and month to month thereafter at the discretion of the Board.

Recommendations

1. **That Raymond Stubbs be appointed as the Interim Executive Officer of the Riverina and Murray Joint Organisation on 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.**

Agenda Item 12 - Delegations to the Executive Officer

Under the Act, Executive Officers have the following functions:

- (i) conduct the day-to-day management of the joint organisation in accordance with the strategic regional priorities and other plans, programs, strategies and policies of the organisation;
- (ii) implement without delay, lawful decisions of the joint organisation.

Further, if the joint organisation determines an organisation structure requiring other staff, the Executive Office may also:

- (i) appoint staff in accordance with the organisation structure and the resources approved by the joint organisation;
- (ii) direct and dismiss staff.

The Joint Organisation Board can delegate any of the functions of the Joint Organisation to the Executive Officer, other than those identified in clause 397K of the *Local Government (General) Regulation 2005* (the Regulation)

At the first meeting of the Joint Organisation, Boards must make a delegation to the Executive Officer to enable them to exercise the functions of the joint Organisation.

The Executive Officer may, in turn, delegate any of the JO functions, and sub-delegate any function delegated to them by the Board of the Joint Organisation

Section 400ZE of the LG Act (Delegations) provides as follows:-

- (1) A Joint Organisation may delegate to the executive officer, a committee of the board of a joint organisation or any other person or body (not including another employee of the joint organisation) any of the functions of the joint organisation, other than a function prescribed by the regulations for the purposes of this section.
- (2) A joint organisation may sub-delegate to the executive officer, a committee of the board of the joint organisation or any other person or body (not including another employee of the joint organisation) any function delegated to a joint organisation by the Departmental Chief Executive or a council, except as provided by the regulation or the instrument of delegation to the joint organisation
- (3) The executive officer may delegate any of the functions of the executive officer, other than this power of delegation
- (4) The executive officer may sub-delegate a function delegated to the executive officer by the joint organisation to any person or body (including another employee of the joint organisation)
- (5) Subsection 4 extends to a function sub-delegated to the executive officer under subsection 2

For the purpose of Section 400ZE (1) of the Act, the following functions must not be delegated by the joint organisation:-

- (a) the appointment of an executive officer
- (b) the fixing of a fee
- (c) the borrowing of money
- (d) the voting of money for expenditure on its works, services or operations
- (e) the purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment)
- (f) the acceptance of tenders to provide services currently provided by members of staff of the joint organisation
- (g) the fixing of an amount for the carrying out by the joint organisation of work on private land

- (h) the power of a joint organisation to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194 of the Act
- (i) the making of an application, or the giving of a notice, to the Governor or Minister
- (j) any function under this or any other Act that is expressly required to be exercised by resolution of the joint organisation
- (k) the power of delegation conferred by section 400ZE (1) of the Act
- (l) any function under clause 397H, 397I or 397J

Despite subclause 1, a joint organisation may delegate its functions relating to the granting of financial assistance if:

- (a) the financial assistance is part of a specified program, and
- (b) the program applies uniformly to all persons within the joint organisation area or to a significant proportion of all the persons within that area

DRAFT DELEGATIONS TO THE JOINT ORGANISATION EXECUTIVE OFFICER

A. GOVERNANCE

1. Conduct the day to day management of the Joint Organisation in accordance with the strategic regional priorities and other plans, programs, strategies and policies of the Joint Organisation
2. Make application on behalf of the Joint Organisation for the registration of an Australian Business Number (ABN) and Taxation Registrations (GST, PAYG, FBT and other)
3. Sign and Execute Documents under the Common Seal
4. Sign Contracts, Deeds and Agreements that do not require the Common Seal
5. Sign funding applications
6. Make or authorise Public and Media Statements involving the Joint Organisation
7. Determine matters to be included in Board Business Papers, Committees and Working Groups
8. Invite in consultation with the Chairperson groups or individuals to address Board Meetings
9. Reply to and sign correspondence and other forms
10. Act as the Joint Organisation's Public Officer
11. Approve the destruction of corporate documentation in accordance with legislative requirements
12. Manage the renewal and maintenance of Domain Names and IP addresses
13. Respond to and liaise with the Minister for Local Government, the Department of Premier and Cabinet and the Office of Local Government
14. Determine applications under the Government Information (Public Access) Act 2009
15. Appoint a Code of Conduct Complaints Coordinator and Disclosures Coordinator

16. Receive and investigate complaints and authorise action to be taken to comply with any Policy of the Joint Organisation, or any provision of the Local Government Act or any other law, statutory or otherwise, affecting the Joint Organisation
17. Disclose Joint Organisation records in accordance with legal obligations of any Act or Regulation, or any resolution of the Joint Organisation
18. Initiate and carry on any proceedings and represent the Joint Organisation in Court on any matter

B. FINANCIAL

1. Award contracts, obtain quotations and authorise purchases in accordance with the LG Act
2. Authorise payments of salaries and wages of the JO staff within the amounts voted by the JO
3. Approve payments to Contractors and other Creditors
4. Check and certify the Annual Statutory Accounts
5. Authorise expenditure within the amounts allocated in the JO Budget
6. Authorise expenditure for urgent works outside the JO Budget and report thereon to the Board
7. Negotiate any JO Overdraft Limit as required
8. Sell or dispose of old materials, spoilt or obsolete equipment
9. Engage Consultants to assist with JO projects
10. Authorise the investment of funds not immediately required for operational purposes by the Joint Organisation
11. Refund overpayments
12. Complete all financial certifications
13. Authorise the release of any bond or bank guarantee where the required works have been completed in accordance with requirements
14. Sell surplus Joint Organisation property which has an estimated value of not greater than \$10,000 on the condition that any property with an estimated value of \$5,000 or more is first offered for sale by advertisement
15. Accept payment of charges due by an entity in accordance with any agreement made with the entity and to write off or reduce interest on those charges if the entity has complied with the agreement
16. Take legal action as necessary to recover any unpaid charges

C. STAFF AND EMPLOYMENT

1. Appoint staff in accordance with the Joint Organisation's structure and approved resources
2. Control, direct and dismiss staff
3. Approve any recruitment action, salary progression or other employment entitlements and benefits, including flexible working arrangements

4. Approve Professional Development for staff members
5. Approve Staff Leave
6. Approve Overtime, Staff Travelling and Subsistence Expenses
7. Approve or refuse applications for secondary employment outside of the Joint Organisation
8. Approve re-classification of staff and higher grade salary for short term needs
9. Deal with industrial matters and disputes
10. Hear appeals by employees regarding employee relations issues
11. Engage staff to fill short term vacancies
12. Authorise and co-authorise Tax File Number (TFN) Declaration Forms

Recommendation

That the Delegations to the Executive Officer as proposed in the report be approved.

Agenda Item 13 - Code of Conduct and Administrative Procedures

Joint Organisations are required to adopt a Code of Conduct based on the *Model Code of Conduct for Local Councils in NSW* and procedures for dealing with code of Conduct complaints based on the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*.

Joint Organisation Board Members and staff that are designated persons under Section 449 of the Act must submit returns of their interests (refer Agenda Item 8 above).

The current Model Code of Conduct and the procedures are currently under review by the Office of Local Government. The new 2018 versions of both will be adapted to reflect the establishment of Joint Organisations.

Pending that review, this first meeting of the Joint Organisation should adopt the current Model Code of Conduct and the Procedures for the Administration of the Code, copies of which are separately attached **(Appendices 5 and 6)**

In relation to the appointment of a Complaints Co-ordinator, the Executive Officer is not permitted to undertake this role. As there are currently no other staff members of the Joint Organisation, the Executive Officer may appoint a staff member from one of the other Member Councils, with the consent of the General Manager of that Council.

The role of the Complaints Coordinator is to:-

- coordinate the management of complaints
- liaise with and provide administrative support to a conduct reviewer
- liaise with OLG
- arrange the annual reporting of code of conduct complaints statistics

The new 2018 Procedures will also be designed to allow Member Councils to centralise management of code of conduct complaints through a Joint Organisation. For example, this could be done by establishing a broader Internal Ombudsman function in Joint Organisations to service all of the Member Councils.

This is a matter that can be addressed in the future. However, at this stage the Interim Executive Officer will liaise with General Managers with a view to appointing a Complaints Co-ordinator at an early date.

The person appointed as Complaints Coordinator must also be the nominated Disclosures Coordinator appointed for the purpose of receiving and managing reports of wrongdoing under the Public Interest Disclosures Act 1994.

The nominated Disclosures Co-ordinator will be appointed by the Executive Officer. To facilitate this, the JO needs to adopt a policy **PUBLIC INTEREST DISCLOSURES (PROTECTED DISCLOSURES)**. A draft Policy is set out below.

Recommendations

- 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 below.**

POLICY: PUBLIC INTEREST DISCLOSURES (PROTECTED DISCLOSURES)

DATE ADOPTED:

OBJECTIVE: The aim of this policy is to establish guidelines to facilitate the introduction of an effective internal reporting system, which enables the Joint Organisation (JO) to acknowledge and act upon reports of corruption, maladministration and serious and substantial waste. These guidelines are to serve as the JO's internal system for the purpose of the Public Interest Disclosures Act 1994. The Public Interest Disclosures Act 1994 aims to encourage and facilitate disclosures in the public interest.

1. PURPOSE AND CONTEXT OF THE POLICY

The aim of this policy is to establish guidelines to facilitate the introduction of an effective internal reporting system, which enables the JO to acknowledge and act upon reports of corruption, maladministration, serious and substantial waste, government information contravention and/or local government pecuniary interest contravention. These guidelines are to serve as the JO's internal system for the purpose of the Public Interest Disclosures Act 1994 (PID Act). The Public Interest Disclosures Act 1994 aims to encourage and facilitate disclosures in the public interest by:

- enhancing and augmenting established procedures for making disclosures,
- protecting persons from reprisals that might otherwise be inflicted on them because of these disclosures, and
- providing for those disclosures to be properly investigated and dealt with.

The JO is committed to providing an appropriate avenue for staff and other parties to make Public Interest Disclosures and to provide a safe working environment for any person who makes a Public Interest Disclosure.

2. ROLES AND RESPONSIBILITIES OF STAFF

This policy will apply to:

- both JO staff and representatives
- all permanent employees, whether full-time or part-time
- temporary or casual employees
- consultants
- individual contractors working for the JO.

The policy may also apply to other people who perform public official functions and their conduct and activities could be investigated by an investigating authority. This can include volunteers and those contracted to work for the JO.

3. WHAT SHOULD BE REPORTED?

You should report any wrongdoing you see relating to the work of the JO. Reports about the four categories of serious wrongdoing – corrupt conduct, maladministration, serious and substantial waste of public money, government information contravention, and also local government pecuniary interest contravention – will be dealt with under the PID Act as public interest disclosures and according to this policy.

(a) Corrupt conduct

Corrupt conduct is the dishonest or partial exercise of official functions by a public official.

For example, this could include:

- the improper use of knowledge, power or position for personal gain or the advantage of others
- acting dishonestly or unfairly, or breaching public trust
- a member of the public influencing a public official to use their position in a way that is dishonest, biased or breaches public trust.

For more information about corrupt conduct, see the NSW Ombudsman's guidelines on what matters can be reported

(b) Maladministration

Maladministration is conduct that involves action or inaction of a serious nature that is contrary to law, unreasonable, unjust, oppressive or improperly discriminatory or based wholly or partly on improper motives.

For example, this could include:

- making a decision and/or taking action that is unlawful
- refusing to grant someone a licence for reasons that are not related to the merits of their application.

For more information about maladministration, see the NSW Ombudsman's guidelines on what matters can be reported.

(c) Serious and substantial waste in local government

Serious and substantial waste is the uneconomical, inefficient or ineffective use of resources that could result in the loss or wastage of local government money. This includes all revenue, loans and other money collected, received or held by, for or on account of the JO.

For example, this could include:

- poor project management practices leading to projects running over time
- having poor or no processes in place for a system involving large amounts of public funds.

For more information about serious and substantial waste, see the NSW Ombudsman's guidelines on what matters can be reported.

(d) Government information contravention

A government information contravention is a failure to properly fulfil functions under the *Government Information (Public Access) Act 2009* (GIPA Act).

For example, this could include:

- destroying, concealing or altering records to prevent them from being released
- knowingly making decisions that are contrary to the legislation
- directing another person to make a decision that is contrary to the legislation.

For more information about government information contravention, see the NSW Ombudsman's guidelines on what matters can be reported.

(e) Local Government pecuniary interest contravention

A local government pecuniary interest contravention is a failure to fulfil certain functions under the *Local Government Act 1993* relating to the management of pecuniary interests. These include obligations to lodge disclosure of interests returns, lodge written declarations and disclose pecuniary interests at council and council committee meetings. A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person.

For example, this could include:

- a senior JO staff member recommending a family member for a JO contract and not declaring the relationship
- a general manager holding an undisclosed shareholding in a company competing for a council contract

For more information about local government pecuniary interest contravention, see the NSW Ombudsman's guidelines on what matters can be reported.

(f) Other wrongdoing

Although reports about the previous five categories of conduct can attract the specific protections of the PID Act, you should report all activities or incidents that you believe are wrong.

For example, these could include:

- harassment or unlawful discrimination
- reprisal action against a person who has reported wrongdoing

- practices that endanger the health or safety of staff or the public.

These types of issues should be reported to a supervisor, in line with the JO's policies. Copies of the policies are available from the Executive Officer of the JO

Even if these reports are not dealt with as public interest disclosures, the JO will investigate and consider each matter and make every attempt to protect the staff member making the report from any form of reprisal.

4. WHEN WILL A REPORT BE PROTECTED?

The JO will support any staff who report wrongdoing. For a report to be considered a public interest disclosure, it has to meet all of the requirements under the PID Act. These requirements are:

- The person making the disclosure must honestly believe on reasonable grounds that the information shows or tends to show wrongdoing.
- The report has to be made to one or more of the following:
 - o a position nominated in this policy – see section 8 below
 - o the Executive Officer
 - o one of the investigating authorities nominated in the PID Act – see section 9 below

Reports by staff and councillors will not be considered to be public interest disclosures if they:

- mostly question the merits of government policy, including the policy of the governing body of the council.
- are made with the sole or substantial motive of avoiding dismissal or other disciplinary action.

5. HOW TO MAKE A REPORT

You can report wrongdoing in writing or verbally. You are encouraged to make a report in writing as this can help to avoid any confusion or misinterpretation.

If a report is made verbally, the person receiving the report must make a comprehensive record of the disclosure and ask the person making the disclosure to sign this record. The staff member should keep a copy of this record.

If you are concerned about being seen making a report, ask to meet in a discreet location away from the workplace.

6. CAN A REPORT BE ANONYMOUS?

There will be some situations where you may not want to identify yourself when you make a report. Although these reports will still be dealt with by the JO, it is best if you identify yourself. This allows us to provide you with any necessary protection and support, as well as feedback about the outcome of any investigation into the allegations.

It is important to realise that an anonymous disclosure may not prevent you from being identified. If the JO does not know who made the report, it is very difficult to prevent any reprisal action.

7. MAINTAINING CONFIDENTIALITY

The JO realises many staff will want their report to remain confidential. This can help to prevent any action being taken against you for reporting wrongdoing.

The JO is committed to keeping your identity confidential, in the light of you having reported wrongdoing. However there may be situations where this may not be possible or appropriate. The JO will discuss with you whether it is possible to keep your report confidential.

If confidentiality cannot be maintained, the JO will develop a plan to support and protect you from risks of reprisal. You will be involved in developing this plan. You will also be told if your report will be dealt with under the JO's Code of Conduct, as this may mean certain information will have to be tabled at a Board meeting.

If you report wrongdoing, you should only discuss your report with those dealing with it. This will include the Disclosures Coordinator and the Executive Officer. If you discuss your report more broadly, you may affect the outcome of any investigation.

8. WHO CAN RECEIVE A REPORT WITHIN THE RIVEINA AND MURRAY JO?

You are encouraged to report general wrongdoing to your supervisor. However the PID Act requires that – for a report to be a public interest disclosure – it must be made to a public official in accordance with the JO's disclosure procedures. For the JO, this means this policy and any supporting procedures.

Any supervisor who receives a report that they believe may be a public interest disclosure must refer the staff member making the report to one of the positions listed below. The broader responsibilities of these positions are outlined below.

If you are Joint Organisation staff and your report involves a councillor, you should make it to the Executive Officer or the Chairperson.

The following table provides

- (a) for internal disclosures:- a list of JO representatives to whom a Public Interest Disclosure can be made and
- (b) for External disclosures: - a list of bodies to whom a Public Interest Disclosure can be made.

The following positions are the only staff within the JO who can receive a public interest disclosure.

(a) Executive Officer

You can report wrongdoing directly to the Executive Officer. The Executive Officer is responsible for:

- deciding if a report is a public interest disclosure
- determining what needs to be done next, including referring it to other authorities
- deciding what needs to be done to correct the problem that has been identified.

The Executive Officer must make sure there are systems in place in the JO to support and protect staff who report wrongdoing.

The Executive Officer is also responsible for referring actual or suspected corrupt conduct to the Independent Commission Against Corruption. The Executive Officer can be contacted via the Executive Officer's office.

(b) Chairperson

If you are making a report about the Executive Officer, you should make your report to the Chairperson, who is responsible for:

- deciding if a report is a public interest disclosure
- determining what needs to be done next, including referring it to other authorities
- deciding what needs to be done to correct the problem that has been identified.

The Chairperson must make sure there are systems in place in the JO to support and protect staff who report wrongdoing.

If the report is about the Executive Officer, the Chairperson is also responsible for referring actual or suspected corrupt conduct to the Independent Commission Against Corruption. The Chairperson may be contacted via the Chairperson's office.

(c) Disclosures Co-ordinator

The Disclosures Co-ordinator for the JO is appointed by the Executive Officer

9. WHO CAN RECEIVE A REPORT OUTSIDE OF THE JO?

Staff are encouraged to report wrongdoing within the JO, but internal reporting is not the only option. If you follow the guidance below, your report can still be a public interest disclosure.

You can choose to make your report to an investigating authority. You can do this first, or at any stage after your initial report to the JO. If your report is about the Executive Officer or the Chairperson, you should consider making it to an investigating authority.

You can also choose to make a report to a Member of Parliament or a journalist, but only in limited circumstances.

(a) Investigating authorities

The PID Act lists a number of investigating authorities in NSW that staff can report wrongdoing to and the categories of wrongdoing each authority can deal with.

In relation to the Joint Organisation, these authorities are:

- the Independent Commission Against Corruption (ICAC) — for corrupt conduct
- the Ombudsman — for maladministration
- the Office of Local Government, Department of Premier and Cabinet — for disclosures about local government agencies
- the Information Commissioner — for disclosures about a government information contravention.

You should contact the relevant authority for advice about how to make a disclosure to them. Contact details for each investigating authority are provided at the end of this policy.

You should be aware that it is very likely that the investigating authority will discuss the case with the JO. The JO will make every effort to assist and cooperate with the investigating authority to ensure the matter is dealt with appropriately and there is a satisfactory outcome. The JO will also provide appropriate support and assistance to staff who report wrongdoing to an investigating authority.

(b) Members of Parliament or journalists

To have the protections of the PID Act, staff reporting wrongdoing to a Member of Parliament (MP) or a journalist must have already made substantially the same report to one of the following:

- the Executive Officer
- a person nominated in this policy
- an investigating authority in accordance with the PID Act.

Also, the JO or investigating authority that has received the report must have either:

- decided not to investigate the matter
- decided to investigate the matter, but not completed the investigation within six months of the original report
- investigated the matter but not recommended any action as a result
- not told the person who made the report, within six months of the report being made, whether the matter will be investigated.

Most importantly – to be protected under the PID Act – if you report wrongdoing to an MP or a journalist you will need to be able to prove that you have reasonable grounds for believing that the disclosure is substantially true, and that it is in fact substantially true.

If you report wrongdoing to a person or an organisation that is not listed above, you will not be protected under the PID Act. This may mean you will be in breach of legal obligations or the Riverina and Murray Joint Organisation's Code of Conduct – by for example disclosing confidential information.

For more information about reporting wrongdoing outside the JO contact the Disclosures Coordinator or the NSW Ombudsman's Public Interest Disclosures Unit. Their contact details are provided at the end of this policy.

10. FEEDBACK TO STAFF WHO REPORT WRONGDOING

Staff who report wrongdoing will be told what is happening in response to their report.

When you make a report, you will be given:

- an acknowledgement that your disclosure has been received
- the timeframe for when you will receive further updates
- the name and contact details of the people who can tell you what is happening.

The PID Act requires that you are provided with an acknowledgement letter and a copy of this policy within 45 days after you have made your report. The JO will attempt to get this information to you within seven working days from the date you make your report.

After a decision is made about how your report will be dealt with, you will be given:

- information about the action that will be taken in response to your report
- likely timeframes for any investigation
- information about the resources available within the JO to handle any concerns you may have
- information about external agencies and services you can access for support.

This information will be given to you within 10 working days from the date you make your report.

During any investigation, you will be given:

- information on the ongoing nature of the investigation
- information about the progress of the investigation and reasons for any delay
- advice if your identity needs to be disclosed for the purposes of investigating the matter, and an opportunity to talk about this.

At the end of any investigation, you will be given:

- enough information to show that adequate and appropriate action was taken and/or is proposed to be taken in response to your disclosure and any problem that was identified
- advice about whether you will be involved as a witness in any further matters, such as disciplinary or criminal proceedings.

11. PROTECTION AGAINST REPRISALS

The PID Act provides protection for people reporting wrongdoing by imposing penalties on anyone who takes detrimental action substantially in reprisal for them making the public interest disclosure.

The JO will not tolerate any reprisal action against staff who report wrongdoing. The criminal penalties that can be imposed include imprisonment or fines. Detrimental action is also misconduct that justifies disciplinary action. People who take detrimental action against someone who has made a disclosure can also be required to pay damages for any loss suffered by that person.

Detrimental action means action causing, comprising or involving any of the following:

- injury, damage or loss
- intimidation or harassment
- discrimination, disadvantage or adverse treatment in relation to employment
- dismissal from, or prejudice in, employment
- disciplinary proceedings.

(a) Responding to reprisals

The JO will act to protect staff who report wrongdoing from reprisals.

When a report is received, the JO will ensure that a thorough risk assessment is conducted. This will identify any risks to the member of staff who reported the wrongdoing, as well as strategies to deal with those risks.

If you believe that detrimental action has been or is being taken against you or someone else who has reported wrongdoing in reprisal for making a report, you should tell your supervisor, the Disclosures Coordinator or the Executive Officer immediately.

All supervisors must report any suspicions they have that reprisal action against a staff member is occurring, or any reports that are made to them, to the Disclosures Coordinator or the Executive Officer.

If the Disclosures Coordinator becomes aware of reprisal action against a person who has made a disclosure, he/she will:

- ensure a senior and experienced member of staff, who has not been involved in dealing with the initial disclosure, will investigate the suspected reprisal
- give the results of that investigation to the Executive Officer for a decision

- give the results of that investigation to the Chairperson for a decision if the allegation of reprisal action is about the Executive Officer
- if it has been established that reprisal action is occurring against someone who has made a disclosure, take all steps possible to stop that activity and protect the member of staff who made the disclosure
- take appropriate disciplinary or criminal action against anyone proven to have taken or threatened any action in reprisal for making a disclosure.

If you report reprisal action, you will be kept informed of the progress of any investigation and the outcome.

The Executive Officer may issue specific directions to help protect against reprisals. These may include:

- issuing warnings to those alleged to have taken reprisal action against the member of staff who made the disclosure
- relocating the member of staff who made the disclosure or the subject officer within the current workplace
- transferring the member of staff who made the disclosure or the staff member who is the subject of the allegation to another position for which they are qualified
- granting the member of staff who made the disclosure or the subject officer leave of absence during the investigation of the disclosure.

These directions will only be taken if the member of staff who made the disclosure agrees to it. The Disclosures Coordinator will make it clear to other staff that this action was taken in consultation with the staff member and with management support – and it is not a punishment.

If you have reported wrongdoing and feel that any reprisal action is not being dealt with effectively, contact the Ombudsman or the ICAC – depending on the type of wrongdoing you reported. Contact details for all these investigating authorities are included at the end of this policy.

(b) Protection against legal action

If you make a disclosure in accordance with the PID Act, you will not be subject to any liability and no action, claim or demand can be taken against you for making the disclosure. You will not have breached any confidentiality or secrecy obligations and you will have the defence of absolute privilege in defamation.

12. SUPPORT FOR THOSE REPORTING WRONGDOING

The JO will make sure that staff who have reported wrongdoing, regardless of whether they have made a public interest disclosure, are provided with access to any professional support they may need as a result of the reporting process – such as stress management, counselling services, legal or career advice.

The JO has staff that will support those who report wrongdoing. They are responsible for initiating and coordinating support, particularly to those who are suffering any form of reprisal.

All supervisors must notify the Disclosures Coordinator if they believe a staff member is suffering any detrimental action as a result of disclosing wrongdoing.

13. SANCTIONS FOR MAKING FALSE OR MISLEADING DISCLOSURES

It is important that all staff are aware that it is a criminal offence under the PID Act to wilfully make a false or misleading statement when reporting wrongdoing.

14. SUPPORT FOR THE SUBJECT OF A REPORT

The JO is committed to ensuring staff who are the subject of a report of wrongdoing are treated fairly and reasonably. If you are the subject of a report, you will be:

- treated fairly and impartially
- told your rights and obligations under our policies and procedures
- kept informed during any investigation
- given the opportunity to respond to any allegation made against you
- told the result of any investigation.

15. REVIEW

This policy will be reviewed by the JO every two years. For any advice or guidance about this review, contact the NSW Ombudsman's Public Interest Disclosures Unit.

16. MORE INFORMATION

More information around public interest disclosures is available from the NSW Ombudsman's website at www.ombo.nsw.gov.au.

17. RESOURCES

The contact details for external investigating authorities that staff can make a public interest disclosure to or seek advice from are listed following.

For disclosures about corrupt conduct:

Independent Commission Against Corruption

(ICAC) Phone: 02 8281 5999

Toll free: 1800 463 909

Tel. typewriter (TTY): 02 8281 5773

Facsimile: 02 9264 5364

Email: icac@icac.nsw.gov.au

Web: www.icac.nsw.gov.au

Address: Level 21, 133 Castlereagh Street, Sydney NSW 2000

For disclosures about maladministration:

NSW Ombudsman

Phone: 02 9286 1000

Toll free (outside Sydney metro): 1800 451 524

Tel. typewriter (TTY): 02 9264 8050

Facsimile: 02 9283 2911

Email: nswombo@ombo.nsw.gov.au

Web: www.ombo.nsw.gov.au

Address: Level 24, 580 George Street, Sydney NSW 2000

For disclosures about breaches of the GIPA Act:

Information Commissioner

Toll free: 1800 463 626

Facsimile: 02 8114 3756

Email: oinfo@oic.nsw.gov.au

Web: www.oic.nsw.gov.au

Address: Level 11, 1 Castlereagh Street, Sydney
NSW 2000

For disclosures about local government agencies:

Office of Local Government in the Department of
Premier and Cabinet

Phone: 02 4428 4100

Tel. typewriter (TTY): 02 4428 4209

Facsimile: 02 4428 4199

Email: olg@olg.nsw.gov.au

Web: www.olg.nsw.gov.au

Address: 5 O'Keefe Avenue. Nowra. NSW 2541

End of Protected Disclosures Policy

Main agenda continues on following page

Agenda Item 14 - Panel of Conduct Reviewers

Joint Organisations must appoint a Panel of Conduct Reviewers, whose role will be undertake preliminary assessments and investigations of code of conduct complaints about Board Members of Joint Organisations (including the Chairperson) and the Executive Officer, where the complaint has not been declined or resolved at the outset.

OLG has advised that where a Regional Panel of Conduct Reviewers has been selected by a former Regional Organisation of Councils, it will be in order for the new Joint Organisation to adopt that Regional Panel.

In April 2017, RAMROC invited Expressions of Interest for the appointment of a Regional Panel of Conduct Reviewers for a four (4) year period commencing 1st July 2017. In total, 22 EOIs were received, from which 10 were recommended and subsequently endorsed for appointment at the RAMROC Board meeting in May 2017, as follows:-

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. Charlton Consulting Pty Ltd (Judith Charlton), 1 Como Court, Wodonga, Vic
6. Tress Cox Lawyers, Level 16, MLC Centre, 19 Martin Place, Sydney NSW (*noting that Tress Cox Lawyers have recently merged with HWL Ebsworth Lawyers*)
7. Prevention Partners, 19 Sutherland Road, North Parramatta NSW
8. O'Connell Workplace Solutions – 6 O'Connell Street, Sydney
9. Workplace Investigation Services – 4 Rowell Marine, 1 Queens Parade, Newport NSW
10. BAL Lawyers (Bradley Allen Love), Level 9, Canberra House, 40 Marcus Street, CANBERRA ACT 2601

All of the above have been contacted and all but one (Charlton Consulting has advised of a conflicting interest) are available and have agreed to be included in a Riverina and Murray Joint Organisation Panel of Conduct Reviewers.

As indicated above Tress Cox Lawyers have merged with HWL Ebsworth Lawyers and accordingly that firm has now been recommended for inclusion in the Panel.

Recommendation

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**

Agenda Item 15 – Draft Code of Meeting Practice

It is a requirement that the Joint Organisation adopt a Code of Meeting Practice. The State Government has provided Guidance to assist in Joint Organisations' deliberations.

The policy is to be developed in consultation with all Member Councils and is to comply with the Local Government Act (1993) and the Local Government (General) Regulation (2005). The main variations to the protocols that have generally been adopted by Member Councils are:

- (i) The board of a joint organisation may transact any of its business at a meeting at which representatives (or some representatives) participate by telephone or other electronic means, but only if the representative who is speaking can be heard by all other representatives;
- (ii) A motion at a joint organisation board meeting is taken to be defeated in the event of an equality of votes – in other words, unlike Councils, the Chairperson of a Joint Organisation Board does not have a casting vote;
- (iii) To allow non-voting representatives to participate in debate, non-voting representatives can be permitted to speak (but not move, second, amend or vote) on motions.

A draft Code of Meeting Practice Policy is set out below for referral to Member Councils for their consideration and acceptance.

Recommendation:

- 1. That the draft Code of Meeting Practice as set out on the following pages be now referred to Member Councils for their comment for a period of 42 days.**
- 2. That the draft Code of Meeting Practice and 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).**

See Code of Meeting Practice text on following pages

**RIVERINA AND
MURRAY JOINT
ORGANISATION**

**CODE OF MEETING
PRACTICE**

Date Policy adopted:

Introduction

This Code of Meeting Practice has been established by the Joint Organisation pursuant to Section 360(2) of the Local Government Act 1993 (The Act). The Code is supplementary to the Act and Regulations, which cover most aspects of meeting procedure.

1. Board Meetings

Ordinary meetings of the Joint Organisation will commence at 10.00am. At least four meetings per annum will be held.

The Joint Organisation may change the time or date of any particular meetings, by resolution at a preceding meeting, without prior notice being given.

The normal meeting schedule shall be as follows:

January	
February	Meeting Board
March	
April	
May	Meeting Board
June	
July	
August	Meeting Board
September	
October	
November	Meeting Board
December	

The Board of a Joint Organisation may transact any of its business at a meeting at which representatives (or some representatives) participate by telephone or other electronic means, but only if the representative who is speaking can be heard by all other representatives.

2. Notice of Meeting

- (a) the Executive Officer must send to each Board Member, at least five days before each meeting of the Joint Organisation, a notice specifying the date, time and place at which the meeting is to be held and the business proposed to be transacted at the meeting.
- (b) The meeting notice, agenda and business paper may be given to Board Members in electronic form, but only if all Board Members have facilities to access the meeting notice, agenda and business papers in that form.
- (c) Subsequent to circulation to Board Members the Agenda will be placed on the JO website.

3. Extraordinary Meetings

- (a) if the Chairperson receives a request in writing signed by at least two Board Members, the Chairperson must call an extraordinary meeting of the Board to be held as soon as practicable but in any event within 14 days after receipt of the request
- (b) not less than 3 working days may be given of an extraordinary meeting called in an emergency

4. Quorum

- (a) JO Board meetings – The quorum for a meeting of the board is a majority of voting representatives entitled to vote under the JO Charter.
- (b) Non-voting Representatives in attendance – The following are non-voting representatives of the Joint Organisation:
 - (i) The NSW Government, as represented by a nominee of the Secretary of the Department of Premier and Cabinet.
 - (ii) General Managers of Member Councils
- (c) A meeting of a JO must be adjourned if a quorum is not present:
 - (i) within half an hour after the time designated for the holding of the meeting;
 - (ii) at any time during the meeting.

In either case, the meeting must be adjourned to a time, date (including later that day) and place fixed:

- (i) by the Chairperson; or,
- (ii) in his or her absence – by the majority of the Members present; or
- (iii) failing that, by the Executive Officer.

The Executive Officer must record in the JO's Minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the JO, together with the names of the Board Members present.

5. Voting Entitlements

- (a) JO meetings – There is one voting representative for each Member Council.
- (b) A motion at a meeting of the Board of a JO is taken to be defeated in the event of an equality of votes.
(In effect, this means that, unlike Councils, the Chairperson of the Joint Organisation Board does not have a casting vote.)

(c) Non-voting representatives are entitled to participate in debate and speak on motions, but are not entitled to move, second, amend or vote on motions.)

6. Rescinding or Altering Resolutions

- (a) A resolution passed by the JO Board may not be altered or rescinded, except by a motion to that effect of which notice has been given.
- (b) If notice of motion to rescind a resolution is given at the Board meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.
- (c) If a motion has been negatived by the Board, a motion having the same effect must not be considered unless notice has been duly given
- (d) A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been negatived by the Board, must be signed by at least three Board Members, if less than 3 months has elapsed since the resolution was passed, or the motion was negatived, as the case may be.
- (e) If a motion to rescind a resolution has been negatived, or if a motion which has the same effect as a previously negatived motion, is negatived, no similar motion may be brought forward within 3 months. This subsection may not be evaded by substituting a motion differently worded, but in principle the same

7. Lodgement of Notices of Motion

Form of giving Notice of Motion

Every Notice of Motion relating to any new subject or matter not already before the JO distinctly stating the precise object proposed, shall be submitted in writing to the Executive Officer duly signed by the voting representative of the Member Council giving Notice of at least fourteen days before the meeting at which the matter is to be taken into consideration.

Order of Notices of Motion

All Notices of Motion shall be dated and numbered as received and shall be entered by the Executive Officer, subject to Local Government (General) Regulation Clause 240, upon the agenda paper in the order in which they are received and except by the permission of the JO, all such Notices of Motion shall be taken and considered in the order in which they appear on the agenda paper.

The Chairperson may call over the Notices of Motion on the business paper in the order in which they appear thereon; and if objection not be taken to a Motion being taken as a formal Motion, it may, without discussion, be put to the vote.

Limitation of Notices

A Board Member shall not have more than three Notices of Motion on the Agenda Paper at the same time.

8. Questions Without Notice

- (a) A Board Member may through the Chairperson, put a question to another Board Member or to the Executive Officer.

- (b) A Board Member or the Executive Officer, to whom a question is put, is entitled to be given reasonable notice of the question and in particular sufficient notice to enable reference to be made to other persons or to documents

9. Standing Orders

The general order of business at every Ordinary Meeting of the JO Board shall be:

1. Meeting commences at 10 am
2. Apologies
3. Speakers (invitation to be approved by Chairperson or Executive Officer)
4. Confirmation of Minutes and Business Arising from Minutes
5. Declaration of Interests
6. Correspondence
7. Reports
8. Late Reports
9. Matters raised by Voting and Non-Voting Representatives
10. Resolve into Confidential Committee of the Whole to deal with Confidential Reports
11. Resolve into Open meeting
12. Adopt report of Confidential Committee
13. Close

Provided that the JO may, after the confirmation of the Minutes of the previous meeting, make a variation of the order of the business to accord precedence to any matter set down on the business paper for consideration.

10. Speaking to Motions

Voting and Non-Voting representatives may always speak to a Motion. No debate is allowed on any item without a motion having first been moved and seconded.

11. Motions of Dissent

- (a) A Board Member can, without notice, move to dissent from the ruling of the meeting chairperson on a point of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent
- (b) If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been discharged as out of order, the chairperson must restore the motion or business to the agenda, and proceed with it in due course.
- (c) Only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion of dissent does not have a right of general reply

12. News Media and public attendance at JO Board and Committee Meetings

The news media and members of the public are invited to attend all JO Board and Committee meetings, subject to the right of the Board and Committees, pursuant to Section 10A, to resolve to exclude the news media and public during consideration of any particular item or items on the business paper. All resolutions to exclude press and public from meetings shall state the reason for the resolution and this must be recorded in the minutes.

Prior to distributing the business paper for any JO Board or Committee meetings, the Executive Officer will determine, in accordance with the Local Government (General) Regulation, Clause 240 if any items in the business paper come within the provisions of this Section and will mark

any such items "CONFIDENTIAL".

Business papers for all JO and Committee meetings will be made available for public perusal upon request (following distribution to the Board members). Business papers made available to the public will exclude those reports marked "Confidential".

13. Tape recording of JO or Committee meeting

The Executive Officer may use a tape recorder, or any other electronic recording device, to record the proceedings of a meeting of the JO or a committee for the purpose of ensuring that the minutes accurately record the proceedings.

The Executive Officer will, if he/she proposes to use a tape recorder, or any other recording device, inform the person presiding at the meeting who will, immediately after the opening of the meeting, tell the meeting that the proceedings are to be recorded.

Any electronic recording made by the Executive Officer of the proceedings of a meeting of the Council or a Committee, and any copy of such a recording, will be obliterated by the Executive Officer as soon as possible after the Minutes of the meeting are confirmed.

With the exception of the Executive Officer, no person may use a tape recorder, or any other electronic recording device, to record the proceedings of a meeting of the JO or a committee unless the JO has so resolved, and the use is in accordance with the conditions of use specified in the resolution. In any resolution allowing the use of tape recorder or any other electronic recording device, the JO shall specify the meeting, or meetings, to which the resolution is to relate and the conditions, if any, subject to which the use is permitted.

14. Participation by members of the public

Official visitors are persons that the JO has invited to attend a meeting.

The Chairperson, Executive Officer or the person presiding at a meeting will determine the time to be allocated for an official visitor to address a meeting of the JO, including the time to be allocated for questions by representatives to the official visitor.

Members of the public wishing to address a meeting of the JO will give their names and details of the item of business on which they wish to address the meeting to the Executive Officer, prior to the commencement of the meeting.

The Chairperson or the person presiding at a meeting will determine by reference to the list prepared by the Executive Officer prior to the commencement of the meeting, what members of the public will be permitted to address a meeting of the JO.

The Chairperson or the person presiding at a meeting will announce the name of any person who is to be permitted to address the meeting at the start of the meeting.

A person permitted to address the meeting will be allowed 3 minutes, without interruption by representatives, to do so. At the end of the 3 minutes, if the person indicates that he/she wishes to continue, the Chairperson or the person presiding at the meeting may allow an additional 2 minutes. No further additional time will be allowed unless the JO so resolves.

15. Election of Chairperson, Deputy Chairperson and Members of Committees

The election of the JO Chairperson and Deputy Chairperson (if required) will be by the voting representatives of the Member Councils.

If an election for the position of Chairperson and/or Deputy Chairperson is required, the method of ballot for such election shall be by Open Voting (i.e. by show of hands)

The election of the Chairperson and Deputy County Chairperson will be considered as an agenda

- (a) at the first meeting of the JO after an ordinary election of Members of the JO, and
- (b) at the first meeting of the JO after each two year anniversary of that ordinary election until the next ordinary election of members of the JO is held.

16. Pecuniary Interest – Representatives and Staff

Voting and Non-Voting representatives or staff, in matters before the JO or Committee meetings, who have a pecuniary interest must disclose the interest and the nature of the interest to the meeting when the declarations of interest are requested.

Voting and Non-Voting representatives or staff must, when the matter is being considered, re-declare their interest and the nature of the interest and leave the room while the matter is being determined.

Voting and Non-Voting representatives and staff should refer to the JO's Code of Conduct for further information.

17. Committees

17.1 Appointment and Purpose (Charter)

A JO Board may appoint or elect such Committees as it considers necessary (Section 355(b) and (c) Local Government Act and Local Government (General) Regulation, Clause 260). The JO Board will specify the Charter of each of its Committees when the committee is appointed or elected, but may from time to time amend those charters.

Note:- Committees are an extension of the JO into a specialised area. They derive any powers they may have from the JO and can exercise these powers through the JO by making recommendations which the JO can adopt, or by acting in accordance with a specific delegation of powers..

Each Committee shall regulate its own procedures, subject to compliance with the Local Government Act 1993, Local Government (General) Regulation and the Code of Meeting Practice

17.2 Responsibilities

- (i) to consider agenda items, and make recommendations to the JO Board (or decisions, if holding delegated authority from the JO);
- (ii) to observe requirements of The Local Government Act (1993), Local Government (General) Regulation (2005) and the Code of Meeting Practice;
- (iii) to observe requirements of the Charter given by the JO Board;
- (iv) to represent the views of the organisations (if any) on the JO's Committee.

Note: Should a Committee wish to recommend to the JO Board on a matter outside its Charter, it should do so by acknowledging this, then recommend the JO refer such matter to the appropriate Committee, for consideration and recommendation.

17.3 Procedural Matters

(i) Agendas for Committee meetings will be circulated to members and all voting and non-voting representatives at least three days before the meeting.

(ii) Committees having citizen representatives as members will have listed on agendas, a report of the last meeting of the Committee, for noting.

(iii) The Agenda will include advice as to whether such previous report was adopted by the JO Board, amended and adopted, or rejected.

(iv) Advice – an appropriate employee will attend Committee meetings to advise on agenda matters, if required.

18. Absence from Committee meetings

In accordance with Clause 268 of the Local Government (General) Regulation 2005.

19. Election of Chairs of Committees

(a) In accordance with Clause 267 of the Local Government (General) Regulation 2005

(b) The Chair's responsibility is to ensure that the Committee's charter is implemented and to chair meetings in accordance with the Act, Regulations and Code. The Chair is accountable to the JO Board through the JO Chairperson.

20. Record of Meetings

The Executive Officer or his/her representative will attend all meetings and will keep an accurate record of proceedings in accordance with section 375(1) of the Local Government Act and the Local Government (General) Regulation, Clause 254 for:

(i) JO Board meetings;

(ii) JO Committees (Local Government (General) Regulation, Clause 266).

Minutes are to be kept and presented to the JO Board for all meetings of Committees.

21. Reports by Voting Representatives of Member Councils to Meetings

All reports by Voting Representatives of Member Councils to the JO meeting must be with the Executive Officer by 4.30 pm on the Wednesday of the week prior to the meeting and any reports received after that time, will be held over to the next meeting.

22. Closed meetings – Public Submissions

The JO Board or a Committee of the JO of which all the members are Voting Representatives, may close to the public parts of the meeting of the JOs or committees in accordance with Sections 10A, 10B, 10C and 10D of the Local Government Act.

Members of the public must be given the opportunity immediately after a resolution to refer the matter into Confidential Committee has been moved or seconded, to make representations on whether a matter should be dealt with in Confidential Committee or not. The time permitted for each speaker will be one minute and an overall maximum of five minutes (five speakers).

End of Code of Meeting Practice

Agenda Item 16 - Draft Expenses and Facilities Policy

It is a requirement that the Joint Organisation adopt an Expenses and Facilities Policy, refer Fact Sheet Attachment 2 Joint Organisation Implementation Guidance 2.6 Page 25.

The policy is to be developed in consultation with Member Councils. The policy must comply with the Office of Local Government's Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW; refer <https://www.olg.nsw.gov.au/strengthening-local-government/supporting-and-advising-councils/directory-of-policy-advice/councillor-expenses-and-facilities>

A draft Policy is set out below for referral to Member Councils for consideration.

The required funding for Board Member Expenses and Facilities will be provided for in Annual Budgets.

Recommendations

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).**

RIVERINA AND MURRAY JOINT ORGANISATION

POLICY ON PAYMENT OF EXPENSES AND PROVISION OF FACILITIES

TO MEMBERS OF THE JOINT ORGANISATION

Date Policy Adopted:

Date Due for Revision:

Preamble

The Joint Organisation Expenses and Facilities Policy is designed to cover any needs associated with the exercise by Board Members and the Chairperson of their joint organisation functions that are not otherwise covered under member Council's Expenses and Facilities policies.

Board Members and the Chairperson are not entitled to make a claim under a Joint Organisation's expenses and facilities policy where a claim has been covered under a Member Council's Policy and vice versa.

1. EXPENSES

(a) Annual Remuneration to Chairperson

The joint Organisation will pay an annual remuneration to the Chairperson, payable on a monthly basis, and to be determined by the Board at a meeting prior to the election of the Chairperson and reviewed on an annual basis thereafter.

(b) Conferences, Seminars and Inspections – Reimbursement of Costs

Subject to JO Board approval, or approval by the Chairperson or Deputy Chairperson if there is insufficient time for JO Board approval.

- (i) Registration: including official luncheons, dinners and tours relevant to the conference.
- (ii) Accommodation (country areas) - \$ 200 (per day)
Accommodation (capital city) - \$ 400 (per day)
Accommodation for the night before or after the conference where necessary.
- (iii) Meal allowances (dinner and lunch) - \$100 per day
- (iv) Reasonable telephone costs
- (v) Delegates accompanied by spouse/partner.
Equivalent of single accommodation cost to be met by the JO with additional accommodation cost to be met by delegate/spouse.
All additional costs to be met by spouse/partner unless such is related to the official capacity of the delegates partner (eg conference dinner).

(c) Travel Expenses

- (i) Members cover their own costs for accommodation and travel to and from meetings of the Board and its Committees.
- (II) Expenses for use of a private motor vehicle to be based on the relevant kilometre rate in the Local Government Award.
- (ii) Attendance at meetings representing the JO in capacity of Chairperson of a JO Committee.
Expenses for representing the region will be considered by the Board if sufficient time allows or by the Chair where the request is made before the expense is incurred.
- (iii) Conferences and Seminars.

Members using private vehicles to be reimbursed according to the relevant kilometre rate in the Local Government Award as was previously the case, where not already covered by the Member Council.

Subject to the total cost not exceeding the economy class airfare as applicable and appropriate.

Travel by air (when required) to be by economy class.

2. FACILITIES

(a) Members

The Board Members are to receive the benefit of the following JO facilities:

- (i) Meeting Meals and Refreshments – provision of meals and refreshments associated with JO, Committee and Working Parties/Special Committee meetings.
- (ii) Travel – provision of JO motor vehicle (when available) for travel to Conferences, Seminars, etc when on official JO business, where not already covered by a Member Council.
- (iii) Meeting Rooms – Provision of meeting facilities for the purpose of JO, Committee and Working Parties/Special Committee meetings (and for meeting with constituents), where available.
- (iv) Photocopiers – provision of photocopying facilities at the JO's Office for official purposes.

(b) Chairperson

In addition to those facilities provided to the Board Members, the Chairperson is to receive the benefit of:

- (i) Secretarial Services – administrative support provided by the Executive Officer
- (ii) Administrative Support – assistance with functions, organisation, meetings and the like for official purposes.

(c) Deputy Chairperson

In addition to those facilities provided to the Members, the Deputy Chairperson is to receive the benefits of the Chairperson when acting in the office of JO Chairperson.

(d) Arbitration of Claims

The Chairperson, (the Deputy Chairperson when the claim is made by the Chairperson) and the Executive Officer will be responsible for determining whether all claims are reasonable and within the guidelines as set by the policy adopted by the Joint Organisation. Any person dissatisfied with the determination can request the matter be submitted to the Joint Organisation for consideration.

End of Draft Expenses and Facilities Policy

Agenda Item 17 - Privacy Management Plan

The Privacy and Personal Information Protection Act (1998) requires the JO to have a Privacy Management Plan (the Plan). The Plan sets out the commitment to respecting the privacy rights of clients, employees and members of the public.

The Office of Local Government has released a Model Privacy Management Plan for Local Government to assist the Joint Organisation to comply with the Privacy and Personal Information Protection Act requirements. A copy is attached (**Appendix 7**)

Recommendation

That the Joint Organisation adopt the OLG Model Privacy Management Plan

Agenda Item 19 - Joint Organisation Establishment Funds

All Joint Organisations proclaimed under the *Local Government Amendment (Regional Joint Organisations) Act 2017* are eligible for funding from the \$3.3 million made available by the NSW State Government. Establishment funds will assist JOs to cover a range of establishment costs. The Funding Agreements must be returned to OLG by the due date of 29th June 2018.

The Guidelines indicated that maximum funding would be provided to Joint Organisations whose membership comprises all Councils in a specified region. Whilst the Riverina and Murray Joint Organisation proclamation of 11th May 2018 comprises nine (9) Member Councils, Carrathool and Narrandera Shires may decide to pass the appropriate resolutions to also become RAMJO Members .

However, advice from OLG on 4th June is that in any event all of the Joint Organisations as proclaimed on 11th May will receive an equal Establishment Grant of \$300,000.

Nevertheless, it would be appropriate for this Board meeting to also pass a resolution that supports the inclusion of Carrathool and Narrandera Councils in the Riverina and Murray Joint Organisation.

In relation to establishing RAMJO on a sound financial basis in the first year, the RAMROC Board meeting on 18th May 2018 passed the following resolution:-

“RESOLVED that in relation to the Executive Officer’s report regarding the distribution of net assets to the RAMROC Member Councils under the Section 355 Agreement, that it be recommended to each of the RAMJO Member Councils that they consider contributing those distribution funds back to RAMJO in order to supplement the funding of RAMJO operations commencing on 1st July 2018”

As discussed at the RAMROC meeting, indications are that when the affairs of RAMROC are wound up, probably by the end of August, it is anticipated that there should be a net cash surplus of around \$150,000, which in context represents about 75% of the 2017-2018 total membership contributions. Allowing for the fact that Wentworth and Balranald Shires are not part of RAMJO, if in practice all of the remaining Member Councils agreed to contribute those funds back to RAMJO (in addition to their 2018-2019 Budget membership Contribution), the cash injection would be in the order of \$143,000.

Recommendations

- (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 be noted and agreed to in principle, for review in due course when the financial affairs of RAMROC have been finalised**

Agenda Item 19 - RAMJO Meetings Schedule

The Board needs to determine a meetings Schedule for the forthcoming year. In the past RAMROC has generally met on the 2nd Wednesday of February, May, August and November, as this day doesn’t conflict with meeting schedules for the Member Councils. The meetings have generally been held at Jerilderie, being a reasonably central location.

Recommendation

That at this stage RAMJO Board Meetings be set for Wednesdays 8th August 2018, 14th November 2018, 13th February 2019 and 8th May 2019 and that the venue be at Jerilderie

Agenda Item 20 - Administration Matters as follows:-

1. **Business name and Trading Name for operational purposes – ABN and Taxation Registration**
2. **Logo and Common Seal**
3. **Domain Name**
4. **Headquarters location, office accommodation, financial, audit, legal arrangements**

Item 1 Business Name and Trading Name for Operational Purposes – ABN Registration and Taxation Registration

Joint Organisations are required to make application to the Australian Taxation Office for an Australian Business Number (ABN) and Taxation Registration (TFN)

The name of the Business is **“Riverina and Murray Joint Organisation”** and the Trading Name for registration purposes is proposed to be **“RAMJO”**

Set out below is an action list and implementation timeline as provided by the Office of Local Government for the implementation of Joint Organisations.

At the time of writing, investigations on relevant insurances and workers’ compensation are underway in accordance with the insurance matters set out in the draft Charter.

Regarding opening a bank account, the National Australia Bank (NAB) (who are the current Murray River Council Bankers) has been approached and briefed on the JO requirements.

Action	By
<ul style="list-style-type: none"> • Communicate effectively with Member Councils and their staff, the community and other key stakeholders • Obtain relevant insurances and workers compensation coverage • Hold the first meeting of the joint organisation board • Adopt a code of conduct • Appoint an interim executive officer • Obtain an ABN and TFN • Reserve a domain name 	First month
Return signed funding agreement to OLG	29 June 2018
<ul style="list-style-type: none"> • Adopt a charter—and publish on website • Adopt an expenses and facilities policy • Prepare a communication and engagement plan • Organise for any relevant regional organisation of councils grants and contracts to be transferred to the joint organisation 	First three months

Action	By
Adopt a statement of revenue policy for 2018/19, including budget	31 August 2018
Submit a plan to OLG for the expenditure of the Establishment Fund, noting key milestones to be met	28 September 2018

Adopt a statement of regional strategic priorities	30 December 2018
Adopt a logo and other key elements of visual identity Deliver a website featuring the adopted visual identity	First six months
Submit six-monthly progress and expenditure report to OLG on the Establishment Funds	28 February 2019
Adopt statement of revenue policy for 2019/20, including budget	30 July 2019
Submit six-monthly progress and expenditure report to OLG on the Establishment Funds	31 August 2019
Prepare an annual performance statement	30 November 2019
Prepare audited financial reports for the period ending on the last day of the financial year after the year in which the joint organisation is established	31 October 2019

Recommendations

1. That the Business name “Riverina and Murray Joint Organisation” and Trading Name “RAMJO” as proposed in the 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.

Item 2 Logo and Common Seal

Following the proclamation of the Riverina and Murray Joint Organisation dated 11 May 2018, it is necessary to adopt a Logo and Seal for the Joint Organisation.

It is suggested that RAMJO adopt (at least in the immediate term) a similar logo to that used by RAMROC for many years and which is well recognised, although using the new words “Riverina and Murray Joint Organisation”, within the tricoloured arc representing the land, environment and water, as follows:-



The use of the Seal is governed by Clause 400 of the Local Government (General) Regulation (2005)

(1) the Seal of a joint organisation must be kept by the Executive Officer, as the joint organisation determines;

(2) the Seal of a joint organisation may be affixed to a document only in the presence of:

- (a) the Chairperson and the Executive Officer, or
- (b) at least one Board Member (other than the Chairperson) and the Executive Officer, or
- (c) the Chairperson and at least one other Board Member, or
- (d) at least 2 Board Members other than the Chairperson.

(3) the affixing of the Joint Organisation Seal to a document has no effect unless the persons who were present when the Seal was affixed, (being persons referred to in subclause (2), attest by their signatures that the Seal was affixed in their presence.

(4) the Seal of the Joint Organisation must not be affixed to a document unless the document relates to the business of the Joint Organisation and the Joint Organisation has resolved (by resolution specifically referred to the document) that the Seal be so affixed.

(5) for the purposes of subclause (4), a document in the nature of a reference or certificate of service for an employee of the Joint Organisation does not relate to the business of the Joint Organisation.

It is suggested that the Seal for the Riverina and Murray JO be in the following format:-



Recommendation

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)***

Item 3 Domain Name

The Joint Organisation is required to determine a domain name, which needs to comply with national policies and guidelines for NSW Government Agencies.

The domain name must be unique and easy to learn, recognise and remember. It is suggested that the domain name be www.ramjo.nsw.gov.au

The suggested name has been checked through Ausregistry and is available.

Subject to Board’s approval of the suggested domain name, the necessary action will then be taken to formally register the domain name.

Recommendation

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 processes.

Item 4 Headquarters and office accommodation, financial, audit, legal and website

The following recommendations are made for the Board's consideration:-

a. Headquarters and office location

Recommendation

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

b. Financial Management

Recommendation

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.

c. Legal services

Recommendation

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.

d. Website

Recommendation

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.

Agenda Item 21 Transfer of various RAMROC Functions, Programs and Working Groups

a. Officer Working Groups

Recommendation

That the following RAMROC Working Groups and Councils' representation thereon continue to operate and be under the 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

b. Regional Waste Management

Recommendations

1. That both Murray Region Waste Management and Riverina Region Waste Management continue to operate in their present format and membership and be under the 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.

c. Current RAMROC Programs and Agreements

Recommendation

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

d. Representation on External Stakeholder Organisations

Recommendation

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 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**

APPENDICES

- Appendix 1 – Local Government (Regional Joint Organisations) Proclamation 2018**
- Appendix 2 - Local Government (General) Amendment (Regional Joint Organisations) Regulation**
- Appendix 3 - Joint Organisation Implementation Guidance**
- Appendix 4 - Appendix 4 (Delegation of Functions of the Chief Executive of OLG)**
- Appendix 5 - Model Code of Conduct for Local Councils in NSW**
- Appendix 6 - Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW.**
- Appendix 7 - Model Privacy Management Plan for Local Government***

END OF MEETING AGENDA