



**Mid North  
Coast Joint  
Organisation**

**mncjo**

**Mid North Coast Joint Organisation**

**Board Meeting**

**Business Papers**

**Date:** 11<sup>th</sup> October 2019  
**Location:** Port Macquarie Hastings Council - 17 Burrawan Street, Port Macquarie  
**Time:** 9.30am

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## 1. ACKNOWLEDGMENT OF COUNTRY

We acknowledge that this meeting will be held on the traditional lands of the Birpai people.

## 2. APOLOGIES

## 3. DECLARATION OF PECUNIARY AND NON-PECUNIARY INTEREST

### RECOMMENDATION:

That the Board confirms any Pecuniary and Non-Pecuniary Interests

### REPORT

If a pecuniary or non-pecuniary interest is declared, the Declaration of Pecuniary and non-Pecuniary Interests should be completed. The following would then apply:

- Pecuniary - must leave meeting, take no part in discussion and voting.
- Non-Pecuniary - Significant Conflict - Recommended that Board Member leaves chamber, takes no part in discussion or voting.
- Non-Pecuniary - Less Significant Conflict - Board Member may choose to remain in Chamber and participate in discussion and voting.

A copy of the Declaration of Pecuniary and non-Pecuniary Interests may be found as **Attachment 1**

#### 4. SPEAKERS

##### RECOMMENDATION:

That the following requests to address the Board be acceded to:

Name of Speaker	Organisation	Topic
Dr Stephen Bygraves, Director Climate Resilience and Net Zero Emissions  and  Malcolm Robertson Senior Project Officer, Climate Preparedness, Climate Resilience Programs	Climate Change & Sustainability Division, NSW Department of Planning, Industry and Environment	The Climate Resilience and Net Zero Emissions program, including available support for local government.  The North Coast Enabling Regional Adaptation project with next steps for the region.
Silas Sutherland Area Manager, North Coast	Crown Lands, NSW Department of Planning, Industry and Environment	Crown Lands Reform
Chris Presland, Director  and  David Butt , Senior Manager Emergency Management Preparedness	Office of Emergency , NSW Department of Communities and Justice	Placement of a Regional Disaster Preparedness Officer
Kevin Evans JP Adjunct Lecturer	Charles Sturt University School of Animal & Veterinary Sciences	Great Koala National Park Proposal

#### 5. CONFIRMATION OF PREVIOUS MINUTES

##### RECOMMENDATION:

That the Minutes of the MNCJO Board meeting of 9 August 2019 be confirmed.

##### REPORT

The Minutes may be found as **Attachment 2**

## 6. ITEMS BY EXCEPTION

### RECOMMENDATION:

**That the following items be dealt with by exception:**

REPORT

**Items:** 7, 8, 9, 10, 11, 12, 13

## 7. OFFICE LOCAL GOVERNMENT JO CAPACITY BUILDING FUND GUIDELINES

### RECOMMENDATION:

**That the Board note the OLG has established a Joint Organisation Capacity Building Fund which provides a one-off payment of \$150,000 to each JO that was proclaimed in 2018.**

REPORT

Funds must be spent on a project(s) specifically designed to improve the sustainability of the JO and aligned with the Statement of Strategic Regional Priorities. MNCJO has submitted a project concept proposal to the Office Local Government. Discussions are on-going.

The Joint Organisation Capacity Building Fund guidelines may be found as **Attachment 3**

MNCJO Project Concept Proposal may be found as **Attachment 4**

## 8. RISK MANAGEMENT AND INTERNAL AUDIT FRAMEWORK

### RECOMMENDATION:

**That the Board note a new Risk Management and Internal Audit Framework for Local Councils and Joint Organisations in NSW, has been released by the Office of Local Government.**

REPORT

A meeting comprising GMAC and relevant staff from the MNCJO member Councils, is scheduled for 8 November to explore implications and potential joint actions around the new framework. The Board will be kept informed.

A discussion paper released by OLG may be found as **Attachment 5**

A 'Snapshot' guide to the new Risk Management and Audit framework for Local Government in NSW may be found as **Attachment 6**

## 9. KOALA PROJECT PLAN AND 3 YEAR BUDGET

### RECOMMENDATION:

**That the Board approve the Koala Project Plan and Budget**

### REPORT

The Koala Recovery Partnership recommend the attached Koala Recovery 3-year Project Plan and Budget. The budget amounts and project actions are aligned with the Funding Deed. GMAC reviewed and endorsed the Project Plan and Budget at their last meeting 4 October 2019.

Koala Project Plan and Budget may be found as **Attachment 7**

## 10. PAYMENT OF EXPENSES POLICY

### RECOMMENDATION:

**That the Board adopt the revised Policy-*Payment of Expenses and Provision of Facilities to Members of the Board***

### REPORT

The revised Policy-*Payment of Expenses and Provision of Facilities to Members of the Board*, was placed on public exhibition for a period of 28 days, which expired on the 30 August 2019.

No submissions were received by the MNCJO during the exhibition period.

The revised Policy-*Payment of Expenses and Provision of Facilities to Members of the Board*, may be found as **Attachment 8**

## 11. NOTIFICATION OF DELEGATES

### RECOMMENDATION:

**That the Board note the nominations of delegates for appointment to the following RLE subcommittees:**

- The North Coast Strategic Working Group
- DPC North Coast Female Leadership Forum Working Group

### REPORT

Melissa Watkins, Director Development and Environment, Port Macquarie Hastings Council, has been nominated to represent the MNCJO as delegate on the Transition North Coast Strategic Working Group. The purpose of the Transition North Coast Strategic Working Group is to drive coordination, collaboration and implementation of North Coast Enabling Regional Adaptation projects across North Coast Agencies and Councils.

Jayne Bourke, Senior HR Officer, Kempsey Shire Council, has been nominated for appointment to the DPC North Coast Female Leadership Forum Working Group. This group will collaborate on

staging the proposed North Coast Female Leadership Forum - March 2020.

The terms of reference for the Transition North Coast Strategic Working Group may be found as **Attachment 9**

## **12. CORRESPONDENCE**

### **RECOMMENDATION:**

**That the Board note the September 2019 Incoming and Outgoing Correspondence Register**

### **REPORT**

The Correspondence In and Out Register for September 2019 may be found as **Attachment 10**

## **13. MINUTES OF THE GENERAL MANAGERS ADVISORY COMMITTEE MEETING**

### **RECOMMENDATION:**

**That the Board note the minutes from the General Managers Advisory Committee (GMAC) meeting held on the 6<sup>th</sup> September 2019 and on the 4 October 2019**

### **REPORT**

There were two (2) MNCJO General Managers Advisory Committee meetings in the period since the previous Board meeting:

- 6 September 2019
- 4 October 2019

The minutes of the 6 September 2019 meeting may be found at **Attachment 11**

The minutes of the 4 October 2019 meeting may be found at **Attachment 12**

## 14. FINANCIAL STATEMENT MNCJO 2018-2019

### RECOMMENDATION:

**That the Board endorse the 2018-2019 Mid North Coast General Purpose Financial Statements**

### REPORT

The financial audit of the MNCJO was completed on Friday 4<sup>th</sup> October. At the time of writing the audited Financial Statements have not yet been released. A variation is not anticipated. It is a requirement that the Audited Financial Statements be lodged with Office of Local Government by 31<sup>st</sup> October (\$417.5).

A copy of the unaudited financial statements may be found as **Attachment 13**

## 15. PLACEMENT OF A REGIONAL DISASTER PREPAREDNESS OFFICER

### RECOMMENDATION:

That the Board note the information provided by Chris Presland, Director and David Butt, Senior Manager Emergency Management Preparedness on the regional placement of a Regional Disaster Preparedness Officer

### REPORT

- It is proposed that a Regional Disaster Preparedness Officer, funded by NSW Office of Emergency Management, be placed in this region for 2 years.
- The exact location for placement of the Officer is still being considered
- Officers are being placed in regions with high impact of disaster and where there is a good level of engagement, such as the Mid North West Hunter and the South East NSW
- The Officers will lead development of a pilot program in partnership with the MNCJO. In our region the pilot will cover an area that crosses the boundaries of 6 Local Councils being Clarence Valley Council, Nambucca Shire Council, Port Macquarie-Hastings Council, Kempsey Shire Council, Bellingen Shire Council and Coffs Harbour City Council
- David Butt will line manage the pilot program
- The Pilot's objective will be to deliver a Regional Disaster Preparedness program, from initial risk assessment, right through to community engagement and the post disaster recovery phase.
- The Pilot will be benchmarked and evaluated, with a view to using the learnings to rollout a similar program in other areas of NSW.
- Recruitment process to be completed by end December, with a view for Officer to start in January 2020
- A Steering Committee is to include members from MNCJO, MIDROC, OEM, RLE and Regional NSW
- \$1.3 million has been obtained from Commonwealth- \$400,000 assigned to each of the 3 selected regions to cover salary costs and approx. \$100,000 for seed funding /other costs.



- Outputs might include the *Get Ready* Collateral, Emergency Risk Assessment tools, a range of training products, a Disaster Preparedness Website, all of which may perhaps be branded by the MNCJO

Notice regarding the Regional Disaster Preparedness Program, released by Office Emergency Management may be found as **Attachment 14**

## **16. CLIMATE RESILIENCE AND NET ZERO EMISSIONS PROGRAM - ENABLING REGIONAL ADAPTATION**

### **RECOMMENDATION:**

**That the Board consider the information provided by Dr Stephen Bygraves, Director, Climate Resilience and Net Zero Emissions, and Malcolm Robertson, Senior Project Officer, Climate Preparedness, Climate Resilience Programs**

### **REPORT**

Dr Stephen Bygraves will provide an update on the Climate Resilience and Net Zero Emissions program, including available support for local government.

Malcolm Robertson will discuss the North Coast Enabling Regional Adaptation project and outline potential next steps.

The discussions are related to the North Coast Enabling Regional Adaptation report which has been made available on the *Adapt NSW* website .

The report contains a collective understanding of the likely vulnerability to climate change of the North Coast region and identifies pathways and potential projects to respond.

For the North Coast, nine regional systems were identified as particularly vulnerable and in need of change to ensure effective ongoing government service planning and delivery:

- Settlements and land-use planning
- Resilient communities
- Cultural heritage
- Biodiversity
- Emergency management
- Food and agriculture
- Infrastructure and water
- Energy
- Tourism.

A copy of the North Coast Enabling Regional Adaptation report may be found as **Attachment 15**

## **17. GREAT KOALA NATIONAL PARK PROPOSAL**

### **RECOMMENDATION:**

**That the Board consider the proposal to potentially establish a Great Koala National Park on the Mid North Coast NSW**

### **REPORT**

The National Parks Association of NSW, and other Groups, are promoting a proposed Great Koala National Park on the Mid North Coast of NSW, which will accommodate regional recreational planning like the NZ and Canadian Models. Kevin Evans, Adjunct Lecturer Charles Stuart University has been invited to provide further information.

## **18. CROWN LANDS**

### **RECOMMENDATION:**

**That the Board consider the information provided in relation to Crown Lands Reform**

### **REPORT**

Silas Sutherland, Area Manager, North Coast will provide awareness of recent Crown Lands Reform

## **19. STANDING UPDATE -DESTINATION NORTH COAST -UPDATE**

### **RECOMMENDATION:**

**That the Board consider the information provided in the Destination North Coast standing update**

### **REPORT**

It was resolved in the Board meeting of 6 August 2019 that an update on items of interest be provided by Destination North Coast, as a standing item each Board meeting

## **20. STANDING UPDATE -DPC - REGIONAL**

### **RECOMMENDATION:**

**That the Board consider the information provided in the DPC- Regional /RLE standing update**

### **REPORT**

It was resolved in the Board meeting of 6 August 2019 that an update on items of interest be provided by DPC - Regional /RLE as a standing item each Board meeting, which will include Information on the Blueprint for Renewable Energy for Local Government

A copy of the Northern NSW Blueprint for Renewable Energy for Local Government may be found as **Attachment 16**

## **21. STANDING UPDATE - OFFICE OF LOCAL GOVERNMENT**

### **RECOMMENDATION:**

**That the Board consider the information provided in the Office of Local Government standing update**

### **REPORT**

It was resolved in the Board meeting of 6 August 2019 that an update on items of interest be provided by the Office of Local Government, as a standing item each Board meeting, which will include information pertaining to the timing of the OLG assessment of effectiveness of Joint Organisations.

## **22. MNCJO TIMBER BRIDGES RENEWAL PROJECT**

### **RECOMMENDATION:**

That the Board note progress in relation to MNCJO Timber Bridges Renewal

### **REPORT**

Roy Wakelin-King, Executive Director, Regional & Outer Metropolitan Division of the RMS, met with GMAC and key Council officers, on Tuesday 17<sup>th</sup> September 2019, to explore further the extent of the scope, the proposed engineering solution and the costs estimates provided in the Timber Bridges Renewal Prospectus.

A copy of the Timber Bridges Renewal Prospectus may be found as **Attachment 17**

## **23. INQUIRY INTO SUPPORT FOR DROUGHT AFFECTED COMMUNITIES IN NSW**

### **RECOMMENDATION:**

**That the GMAC consider making a submission to the inquiry into support for drought affected communities in NSW**

### **REPORT**

The Legislative Assembly Committee on Investment, Industry and Regional Development is conducting an inquiry into support for drought affected communities in NSW. MNCJO has been invited to make a submission. The closing date for submission is the **29 November 2019**

A copy of the invitation to submit may be found as **Attachment 18**

## **24. GENERAL BUSINESS**

## **25. CONFIDENTIAL MATTERS**

**NEXT MEETING DATE: 6<sup>TH</sup> DECEMBER 2019 9.30AM KEMPSEY SHIRE COUNCIL**

