

Mid North Coast  
Joint Organisation

**mncjo**



# Minutes for the MNCJO BOARD MEETING

**Date:** 28 September 2022

**Location:** MS Teams

**Time:** 3:00 PM





**1 ATTENDANCE**

Voting Members:

Mayor Leo Hauville, Mayor Kempsey Shire Council, Mayor Steve Allan Bellingen Shire Council and Mayor Peta Pinson, Port Macquarie Hastings Council

Non-Voting Members:

Liz Jeremy, General Manager, Bellingen Shire Council and MNCJO Executive Officer, Stephen Mitchell, (Acting) General Manager, Kempsey Shire Council and Dr Clare Allen, Chief Executive Officer Port Macquarie Hastings Council and Elizabeth Fairweather, MNCJO Project Manager

In Attendance:

Nil

**2 ACKNOWLEDGEMENT OF COUNTRY**

Mid North Coast Joint Organisation acknowledges the various people as the Traditional Custodians of the land on which we live, work and learn. We pay our respects to Elders past, present and emerging.

**3 APOLOGIES**

Craig Milburn, General Manager Kempsey Shire Council

Kerry Grace, Director Regional Development Australia (RDA) Mid North Coast

**4 DECLARATION OF PECUNIARY AND NON PECUNIARY INTEREST**

Nil

**5 MINUTES**

**Item 5.1**

**Subject MINUTES - MNCJO BOARD - 10 June 2022**

**Presented by Liz Fairweather**

That the MNCJO Board adopt the Minutes of the meeting of the MNCJO board held on 10 June 2022

Resolved: Allan/Hauville

CARRIED: 3/0  
AGAINST: NIL

**6 BUSINESS ARISING**



**7 GENERAL MANAGERS ADVISORY COMMITTEE**

**Item** 7.1

**Subject** GMAC - MINUTES - 16 SEPTEMBER 2022

**Presented by** Liz Fairweather

That the Board receive and note the attached minutes from GMAC - 16 September 2022

Resolved: Hauville/Allan

CARRIED: 3/0  
AGAINST: NIL

**8 CORRESPONDENCE**

**Item** 8.1

**Subject** Outgoing and Incoming Correspondence

**Presented by**

That MNCJO GMAC receive and note the attached incoming and outgoing correspondence as at 14 September 2022

Resolved: Hauville/Allan

CARRIED: 3/0  
AGAINST: NIL

**9 MNCJO PROJECT UPDATES**

Refer to item 12

**10 OTHER JO FORUMS**

**Item** 10.1

**Subject** JO Chairs Forum - Minutes 4 August 2022

**Presented by**

That the Board note the attached Minutes from the JO chairs meeting held on 4 August 2022.

Resolved: Allan/Pinson

CARRIED: 3/0



AGAINST: NIL

**11 STANDING UPDATES**

No standing updates presented.

Refer to GMAC Minutes 16 September 2022

**12 REPORTS FOR THIS MEETING**

**Item 12.1**

**Subject Simtables for Community Recovery**

**Presented by Liz Fairweather - Project Manager**

That MNCJO Board receive and note this report on the Simtable for Community Recovery project

Resolved: Allan/Hauville

CARRIED: 3/0  
AGAINST: NIL

**Item 12.2**

**Subject MNCJO Biodiversity Stewardship Project – next steps**

**Presented by Lucy Menzies, Manager Sustainable Environment and Waste**

That the MNCJO Board receive and note this report including allocation of funding to Kempsey Shire Council to complete a stage two project, with a further report to be presented to the MNCJO at the completion of the stage two work.

Resolved: Allan/ Hauville

CARRIED: 3/0  
AGAINST: NIL

**Item 12.3**

**Subject Business Case for a Circular Economy Centre of Excellence**

**Presented by Liz Fairweather - Project Manager**

That the MNCJO Board:

1. Note and receive this report on the Circular Economy Centre of Excellence Project
2. Ratify the 'Flying Minute' which approved the allocation of \$10,500 from the funds set aside by the MNCJO Board to progress the Circular Economy initiatives and



specifically to fund the engagement of a consultant to assist in preparation of the funding document for subsequent consideration by the Board.

Resolved: Allan/ Hauville

CARRIED: 3/0  
AGAINST: NIL

**Item 12.4**  
**Subject Circular Economy Stage 1 and IGNITE 2022**  
**Presented by Liz Fairweather - Project Manager**

That MNCJO Board:

1. Note and receive this report
2. Endorse the funding allocations as outlined in this report.

Resolved: Allan/ Hauville

CARRIED: 3/0  
AGAINST: NIL

**Item 12.5**  
**Subject Koala Recovery Partnership**  
**Presented by Liz Fairweather, Project Manager**

That MNCJO Board

1. Receive and note this report.
2. Endorse the Koala Recovery Partnership program remaining funds being transferred to Koala Conservation Australia in accordance with the advice of the NSW Department of Planning and Environment (DPIE) as outlined in this report.

Resolved: Pinson/Allan

CARRIED: 3/0  
AGAINST: NIL

Discussion from Board on issues faces Koalas including road strikes, land clearing and stress in respective LGAs. Recovery strategy is big task and partnerships are vital.

Cr Allan requested further investigation into opportunities for funding

**Item 12.6**



**Subject**            **Audit Risk and Improvement Committee**

**Presented by**   **Liz Fairweather - Project Manager**

That the MNCJO Board:

1. Note and receive this report regarding the Audit Risk and Improvement Committee
2. Endorse an Audit Risk and Improvement Committee sharing arrangement with Kempsey Shire Council with a further report to be submitted to the MNCJO providing more detailed arrangements including fees post further discussions.

Resolved: Allan/ Hauville

CARRIED: 3/0  
AGAINST: NIL

**Item**                **12.7**

**Subject**            **Annual Financial Statements - Audit**

**Presented by**   **Liz Fairweather - Project Manager**

That MNCJO Board note and receive this report regarding Annual Financial Statements

Resolved: Allan/ Hauville

CARRIED: 3/0  
AGAINST: NIL

**Item**                **12.8**

**Subject**            **Payment of Expenses and Provisions of Facilities**

**Presented by**   **Liz Fairweather**

That the Board

1. Place the updated draft Payment of Expenses and Provisions of Facilities Policy on public exhibition for 28 days.
2. If no comments/feedback is received, the Policy be adopted.

Resolved: Hauville/Allan

CARRIED: 3/0  
AGAINST: NIL

**13      GENERAL BUSINESS**



13.1 Disaster Risk Reduction Fund – Update on the DRRF application submitted by MNCJO

13.2 MidWaste

The EO advised that significant progress had been made with arrangements to auspice Midwaste post advice that the coordinator had resigned and that most Councils no longer wished to carry out the role. This included preparation of PD, agreement for PMHC to carry out the finances, liaison with existing contractors, and CHCC signing funding agreement with EPA on behalf of Midwaste.

EO also advised that CHCC had now indicated a varied position regarding hosting and funding. Detailed discussions ensued with GMAC requesting that a meeting of the Midwaste Councils be convened in early November to discuss the matter.

Question – Mayor Hauville requested an update on Nambucca and Coffs Harbour joining the MNCJO.

Response – EO updated on actions taken to-date. Coffs Harbour GM is still settling into the role therefore no decision at this stage.

13.3 Extra-ordinary Meeting

A meeting will need to be held to ensure we meet Office of Local Government compliance. Reports to be presented:

- Annual Financial Statements
- Statement of Revenue Policy
- Disclosure of Interest and Related Parties returns
- Community Land Trust presentation – Councillors from all member councils to be invited and representatives of the Housing Matters Action Group

Meeting Closed – 03:58pm