

Mid North Coast
Joint Organisation

mncjo



Agenda for the MNCJO BOARD MEETING

Date: 2 June 2023
Location: Kempsey Shire Council
Time: 12:00 PM



- 1 ATTENDANCE**
- 2 ACKNOWLEDGEMENT OF COUNTRY**
- 3 APOLOGIES**
- 4 DECLARATION OF PECUNIARY AND NON PECUNIARY INTEREST**
- 5 MINUTES - MNCJO BOARD**
 - 5.1. MINUTES - MNCJO BOARD - 3 MARCH 2023
- 6 MINUTES - MNCJO GMAC**
 - 6.1. MINUTES - MNCJO GMAC 12 MAY 2023
- 7 BUSINESS ARISING**
- 8 MNCJO PROJECT UPDATES**
 - 8.1. SIMTABLE FOR COMMUNITY EMPOWERMENT UPDATE
 - 8.2. JONZA PROJECT UPDATE
 - 8.3. CIRCULAR ECONOMY CENTRE OF EXCELLENCE UPDATE
 - 8.4. DISASTER RISK REDUCTION PROJECT UPDATE
- 9 SPEAKERS**
 - 9.1. JOINT ORGANISATION NET ZERO PROJECT - NOAM BARDEA
- 10 OTHER JO FORUMS**
 - 10.1. JO CHAIRS FORUM - NO MINUTES AT THE TIME OF BUILDING THE AGENDA
- 11 STANDING UPDATES**
 - 11.1. OFFICE OF LOCAL GOVERNMENT - ANITA GAMBHIR
 - 11.2. REGIONAL NSW - LOUISE MCMEEKING
 - 11.3. DESTINATION NORTH COAST - MICHAEL THURSTON

11.4. REGIONAL DEVELOPMENT AUSTRALIA - MADELEINE LAWLER

12 REPORTS FOR THIS MEETING

12.1. LATE REPORT - RECRUITMENT OF EXECUTIVE OFFICER - MID
NORTH COAST JOINT ORGANISATION

13 GENERAL BUSINESS



5 MINUTES - MNCJO BOARD

Item 5.1
Subject Minutes - MNCJO Board - 3 March 2023
Presented by

RECOMMENDATION

That the MNCJO Board adopt the attached Minutes - MNCJO BOARD 3 March 2023

ATTACHMENTS

1. MINUTES - MNCJO BOARD - 3 March 2023

Mid North Coast
Joint Organisation

mncjo



Minutes for the MNCJO BOARD MEETING

Date: 3 March 2023

Location: MS Teams

Time: 9:32 AM





1 ATTENDANCE

Voting Members:

Mayor Leo Hauville, Mayor Kempsey Shire Council,
Mayor Steve Allan Bellingen Shire Council – Joined the meeting at 9:35am
Mayor Peta Pinson, Port Macquarie Hastings Council

Non-Voting Members:

Mark Griffioen, Acting General Manager, Bellingen Shire Council and MNCJO Acting Executive Officer,
Craig Milburn General Manager, Kempsey Shire Council (left at 10am)
Dr Clare Allen, Chief Executive Officer Port Macquarie
Liz Fairweather Project Manager MNCJO

In attendance:

Louise McMeeking, Director Regional North Coast, Regional NSW
Michael Thurston, General Manager, Destination North Coast
Anita Gambhir, Council Engagement Manager, Office Local Government
Kieren Dell, Chair, RDA Mid North Coast
Brad Crispin, Transport NSW
Keary Pearse, Housing Matter Action Group
Rebecca Richarson, Urbanista

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

Nil

4 DECLARATION OF PECUNIARY AND NON PECUNIARY INTEREST

Nil

5 MINUTES - MNCJO BOARD



Item 5.1

Subject MINUTES - MNCJO BOARD - Ordinary Meeting - 25 November 2022
MINUTES - MNCJO BOARD - Extraordinary Meeting - 14 December 2022

Presented by Chair

That the MNCJO Board adopt the attached Minutes for the Ordinary Meeting - 25 November 2022 and the Extraordinary Meeting - 14 December 2022

Resolved: Cr Hauville/Cr Pinson

CARRIED: 3/0
AGAINST: NIL

6 BUSINESS ARISING

Item 6.1

Subject Confidential Report - Role of Executive Officer

Presented by Mark Griffioen, Acting General Manager

That the Board:

1. move agenda item 6.1 to the end of the agenda

Resolved: Cr Hauville/Cr Pinson

CARRIED: 3/0
AGAINST: NIL

7 MINUTES - MNCJO GMAC

Item 7.1

Subject MINUTES - MNCJO GMAC - 10 February 2023

Presented by Chair



That the MNCJO BOARD receive and note that attached MINUTES - MNCJO GMAC - 10 February 2023

Resolved: Cr Hauville/Cr Pinson

CARRIED: 3/0
AGAINST: NIL

8 MNCJO PROJECT UPDATES

Item 8.1

Subject Community Land Trust - Proof of Concept

Presented by Liz Fairweather, Project Manager

Discussion from all Mayors regarding housing crisis and need for this research.
Acknowledgment of Housing Matters and Kerry Pearse's role.

Presentation to GMAC and Board

That MNCJO Board:

1. Adopt the Proof Of Concept, and
2. Make the Proof of Concept publicly available to support its progression and implementation by interested councils, organisations and groups.
3. Request a presentation is made to the GMAC and Board of the MNCJO

Resolved: Cr Hauville/Cr Allan

CARRIED: 3/0
AGAINST: NIL

Rebecca Richardson and Kerrie Pearse left the meeting

Item 8.2

Subject Simtables for Community Empowerment

Presented by Liz Fairweather, Project Manager

That the MNCJO Board note the update report on the Simtable for Community Empowerment project.

Resolved: Cr Hauville/Cr Pinson



CARRIED: 3/0
AGAINST: NIL

9 SPEAKERS

Nil

10 OTHER JO FORUMS

Item 10.1

Subject CONFIDENTIAL (EMBARGO) - Minutes of Funding Advisory Committee

Presented by Liz Fairweather, Project Manager

Cr Pinson noted this item is no longer confidential as the embargo has been lifted.

That the MNCJO Board note the minutes of the inaugural funding Advisory Committee.

Resolved: Cr Hauville/Cr Allan

CARRIED: 3/0
AGAINST: NIL

11 STANDING UPDATES

Item 11.1

Subject Office of Local Government - Anita Gambhir

Presented by Chair - Anita

That MNCJO BOARD receive and note this report.

Resolved: Cr Allan/Cr Pinson

CARRIED: 3/0
AGAINST: NIL

Item 11.2

Subject Regional NSW - Louise McMeeking

Presented by Louise McMeeking



R NSW open grants programs:

Program name	Closing date
Regional Job Creation Fund – Round 3 EOI	6 March 2023
CLIRP – Community Assets Program (CAP)	27 March 2023 (2pm)
Regional Media Fund	11 April 2023
Growing Regional Economies Fund	23 May 2023
Regional Skills Relocation Grant – Round 2	15 Dec 2023
Regional Investment Attraction Fund (RIAF) – Stream 2	31 Dec 2024

Successful MNCJO Business Case and Strategy Development Fund

2023 Updated REDS for Coffs Coast and Hasting Macleay are on the [NSW Regional website](#)

RL Executive forum to be held 28 May. GMs will be invited

That MNCJO BOARD receive a verbal update

Resolved: Cr Pinson/Cr Allan

CARRIED: 3/0
AGAINST: NIL

Cr Pinson excused herself, Cr Allan assumed the Chair at 10.06am

Cr Pinson resumed the Chair at 10:13am

Item 11.3

Subject Destination North Coast - Michael Thurston

Presented by Michael Thurston

That MNCJO Board receive and note the attached update from Destination North Coast.

Resolved: Cr Pinson/ Cr Hauville

CARRIED: 3/0
AGAINST: NIL

Louise McMeeking left the meeting at 10:19

Item 11.4



Subject Regional Development Australia - Kerry Grace

Presented by Kerry Grace

That MNCJO Board receive and note the attached update from Regional Development Australia - Kerry Grace

Resolved: Cr Allan/ Cr Hauville

CARRIED: 3/0
AGAINST: NIL

12 REPORTS FOR THIS MEETING

Item 12.1

Subject Audit Risk and Improvement Committee Charter and operation

Presented by Liz Fairweather, Project Manager

That the MNCJO Board:

1. Adopt the MNCJO Audit Risk and Improvement Committee Charter
2. Endorse payment of \$2,400 per meeting; and
3. Authorise the MNCJO Executive Officer provide secretariat support to the MNCJO ARIC

Resolved: Cr Allan/ Cr Hauville

CARRIED: 3/0
AGAINST: NIL

6 BUSINESS ARISING

Item 6.1

Subject Confidential Report - Role of Executive Officer

Presented by Mark Griffioen, Acting General Manager

That the Board move into a Confidential meeting pursuant to Section 10A of the Local Government Act (1993).

Resolved: Cr Allan/ Cr Hauville



1. CARRIED: 3/0
AGAINST: NIL

That the Board move out of Confidential meeting pursuant to Section 10A of the Local Government Act (1993).

Resolved: Cr Allan/ Cr Pinson

CARRIED: 3/0

AGAINST: NIL

The Board:

1. note the details of this report in relation to the resourcing required for the Joint Organisation.
2. recruit to the position of Executive Officer on a fix term contract for a period of 1 year at a resourcing level 0.5 Full Time Equivalent.

Resolved: Cr Allan/ Cr Hauville

CARRIED: 3/0

AGAINST: NIL

13 GENERAL BUSINESS

Nil

Meeting Closed 10.51am



6 MINUTES - MNCJO GMAC

Item 6.1
Subject Minutes - MNCJO GMAC 12 May 2023
Presented by

RECOMMENDATION

The Board receive and note that attached Minutes - MNCJO GMAC 12 May 2023

ATTACHMENTS

1. MINUTES - MNCJO GMAC - 12 MAY 2023

Mid North Coast
Joint Organisation

mncjo



Minutes for the MNCJO GMAC MEETING

Date: 12 May 2023
Location: Kempsey Shire Council
Time: 9:00 AM





1 ATTENDANCE

Mark Griffioen, Acting General Manager, Bellingen Shire Council and MNCJO Acting Executive Officer

Craig Milburn General Manager, Kempsey Shire Council

Dr Clare Allen, Chief Executive Officer Port Macquarie Hastings Council

Elizabeth Fairweather Project Manager MNCJO

Louise McMeeking, Director Regional North Coast, Regional NSW

Anita Gambhir, Council Engagement Manager, Office Local Government

Madeleine Lawler, Executive Officer, Mid North Coast RDA

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

Kerry Grace, Mid North Coast RDA

4 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

Nil

5 MINUTES - MNCJO GMAC

Item 5.1

Subject MNCJO GMAC - MINUTES 10 FEBRUARY 2023

Presented by Mark Griffioen, Acting Executive Officer

That GMAC approve the attached Minutes - GMAC 10 February 2023

Resolved: Dr C Allen/C Milburn

Against: Nil

6 BUSINESS ARISING

Nil

7 MNCJO PROJECT UPDATES

Item 7.1

Subject Simtable for Community Empowerment Update

Presented by Linda Villy, Project Officer (Simtable)

That GMAC note the Simtable for Community Empowerment program update and refer to the Board for consideration.

Resolved: C Milburn/ Dr C Allen

Against: Nil



Item 7.2

Subject JONZA Project Update

Presented by Noam Bardea Project Officer (Net Zero Acceleration)

That GMAC note the Joint Organisation Net Zero Acceleration (JONZA) program update and refer to the Board for consideration.

Resolved: Dr C Allen/C Milburn
Against: Nil

Item 7.3

Subject Circular Economy Centre of Excellence Update

Presented by Liz Fairweather, Project Manager

That GMAC note the update on the Circular Economy Centre of Excellence project and refer to the Board for consideration

Resolved: C Milburn/ Dr C Allen
Against: Nil

Item 7.4

Subject Disaster Risk Reduction Project Update

Presented by Liz Fairweather, Project Manager

That GMAC note the update on the Disaster Risk Reduction Project and refer to the Board for consideration.

Resolved: Dr C Allen/C Milburn
Against: Nil

8 OTHER JO FORUMS

Item 8.1

Subject Jo Chairs Forum

Presented by N/A

No meeting conducted.

9 STANDING UPDATES

Item 9.1

Subject Office of Local Government - Anita Gambhir

New Minister

Ron Hoenig. Entered State Parliament in 2012 and was councillor/Mayor of Botany council for 30 years. Currently OLG is briefing the Minister and waiting for the Government and Minister's priorities.

My Team



Su Fei Tan has joined the Principal Project Officer, with a key role in developing workforce planning capacity across local government and improving capability through the identification of training opportunities and knowledge sharing.

The Local Government Remuneration Tribunal

The Tribunal has determined an increase of 3% to mayoral and councillor fees for the 2023-24. It undertook a review of the categories this time as part of its 2023 determination. created two new remuneration categories, 'Metropolitan Major' and 'Rural Large'.

The Tribunal has also varied the criteria of several existing categories. And as a result, the Tribunal has re-categorised twenty-six (26) councils.

Financial Code Working Group expression of interest

OLG has invited Expressions of interest from council staff wanting to be part of the OLG Code Working Group for 2023/24.

The group provides feedback to assist in the preparation of the Local Government Code of Accounting Practice and Financial Reporting.

if you staff is interested, please ask them to email code@olg.nsw.gov.au by Friday 19 May to express their interest.

IPART Rate peg methodology review

Report is expected by the end of August.

Fair Trading

Councils are encouraged to check the [NSW Fair Trading website](#) before engaging individuals or organisations to complete work.

NSW Fair Trading's [Public warnings](#) web page includes a list of warnings about unfair business practices and people who engage in them. Licence and registration details can also be verified via an [online register](#).

Public Spaces (Unattended Property) Act

In November last year the new Public Spaces (Unattended Property) Act was introduced.

The Act puts the onus for unattended property on owners to better manage their items within reasonable timeframes or face stronger penalties.

During the first six months a grace period was in effect for some offences. There was an exemption from fines for leaving certain types of property unattended in public.

From 1 May fines may be issued for all offences under the PSUP Act.

Item 9.2

Subject Regional NSW - Louise McMeeking

Report attached.

Item 9.3

Subject Regional Development Australia – Madeleine Lawler

Working on launch of Regional Strategic Plan.

Kerrie Grace assisting with handover as she transitions out of the organisation.

That MNCJO GMAC note the information and receive the standing updates



Resolved: Dr C Allen/C Milburn
Against: Nil

10 REPORTS FOR THIS MEETING

Item 10.1

Subject Position Description - Mid North Coast Joint Organisation - Executive Officer
Presented by Mark Griffioen, Acting General Manager

Minor amendments suggested to PD.

That GMAC note the attached PD for Mid North Coast Joint Organisation - Executive Officer and refer to the Board for consideration along with a further report from the Acting Executive Officer on the recruitment process.

Resolved: Dr C Allen/C Milburn
Against: Nil

11 GENERAL BUSINESS

Item 11.1

Subject Member Contributions 2022/2023
Presented by Mark Griffioen, Acting General Manager

Member contributions were determined in the 2022-2023 Revenue Policy
Invoices for member contributions have been distributed.
KSC and BSC have processed
Correspondence to be sent to Dr Clare Allen to initiate request for contribution to PMHC Council meeting.

That the 2023 – 2024 Revenue Policy be prepared, with no change to member contributions.

Resolved: Dr C Allen/C Milburn
Against: Nil



8 MNCJO PROJECT UPDATES

Item	8.1
Subject	Simtable for Community Empowerment Update
Presented by	Liz Fairweather, Project Manager Linda Villy Project Officer (Simtable)

RECOMMENDATION

That MNCJO Board note the Simtable for Community Empowerment program update.

EXECUTIVE SUMMARY

Activities February 2023 – May 2023

- Project Control Group meetings conducted.
- Engaged with over 120 people at Simtable demonstrations. Workshops conducted Bellingen Shire Council, Coffs Harbour City and Clarence Valley Council LGAs. Demonstrations of Simtable at Community Festival (BSC), Regional Emergency Management Committee Meeting (Coffs Harbour), Community Resilience Network Meeting (BSC) and public display at Council (BSC).
- Online Training session with Simtable United States attended by 18 participants. Video recording has been made and is available as a training resource for future users of Simtable.
- An operational Project Team established to plan community workshops to roll out from end May to November across all LGAs.
- Project Officer attended Bush Fire Preparedness Workshop held in Failford NSW by Mid Coast Council in conjunction with Hunter Joint Organisation using Simtable.
- Monitoring and Evaluation Plan has been developed.
- Train The Trainer workshop and resources developed. First workshop held on 5 May 2023 Participants were - 1 x Council Staff, 4 x RFS members, 1 x NSWRA staff, and 1 xCommunity Group representative. Workshop held at Ulmarra RFS Base (CVC).

ATTACHMENTS

None



8 MNCJO PROJECT UPDATES

Item	8.2
Subject	JONZA Project Update
Presented by	Liz Fairweather, Project Manager Noam Bardea Project Officer (Net Zero Acceleration)

RECOMMENDATION

That MNCJO Board note the Joint Organisation Net Zero Acceleration (JONZA) program update.

EXECUTIVE SUMMARY

This report provides an update on the Joint Organisation Net Zero (JONZA) program.

The Mid North Coast Joint Organisation successfully received funding through the Office of Environment and Climate Change (OECC) to engage a staff member as Project Officer Net Zero Acceleration for a period of 12 months. The OECC Sustainable Councils' team have oversight of the project.

The project supports JO member councils to reach their emissions targets and provide sustainable cost savings. Research will be conducted into current plans and strategies of member councils and neighboring councils. A Regional Energy Strategy will be developed to ensure collaboration is maximised. Identifying synergies within member councils' current plans would also maximise the opportunity for emissions reductions.

REPORT DETAIL

The new Project Officer (Net Zero Acceleration), Noam Bardea, commenced on Monday 1 May 2023.

A Project Control Group (PCG) has been established including sustainability managers from each of the three-member councils. The next PCG Meeting is scheduled to take place on Monday 15 May with plans for fortnightly meetings to take place thereafter.

A Net Zero Maturity Checklist (devised by the Sustainable Councils team) has been distributed to the member council's Sustainability Managers. The Checklist will highlight each council's status and direct future action.

A Project Management Plan is being developed to guide the projects progress and ensure it meets desired outcomes.

ATTACHMENTS

None



8 MNCJO PROJECT UPDATES

Item	8.3
Subject	Circular Economy Centre of Excellence Update
Presented by	Liz Fairweather, Project Manager

RECOMMENDATION

That MNCJO Board note the update on the Circular Economy Centre of Excellence project.

EXECUTIVE SUMMARY

The MNCJO was successful in receiving funding through the Regional NSW Business Case and Strategy Development Fund to develop a feasibility and business case into the development of a Circular Economy of Excellence for the Mid North Coast region.

This report provides an update on the progress of this project.

REPORT DETAIL

The “Circular Economy Centre of Excellence” (CECoE) will be an innovative solution to several problems whilst creating new innovative business opportunities and jobs across the Mid North Coast Region.

Developing a Feasibility Study and Business Case will determine suitable landfill site/s which embrace the circular economy philosophy. Including, innovative new business opportunities, thus job creation and economic benefits to the Mid North Coast.

As the regional representative body, the Mid North Coast Joint Organisation (MNCJO) is managing this project on behalf of its member councils, Regional Development Australia (RDA), and neighbouring councils.

The CECoE will be tasked with becoming a hub for collaboration fostering new ideas and innovation in how to extract value from waste materials.

An Activity Working Group (AWG) has been established to provide strategic direction and project oversight. The AWG is comprised of representatives from Regional Development Australia (MNC), Regional NSW and subject matter experts from all Mid North Coast councils.

A Request For Quotation was sent to suitably qualified consultants and three submissions were

received. At the time of writing the report, the AWG are finalising evaluation of submissions. The successful consultant will work with the AWG and council staff to achieve the following outputs:

- An innovative solution utilising circular economy waste management that transcends local government and regional boundaries
- A model of waste management that aligns with the principles of a circular economy that drives business innovation and fosters employment creation.

ATTACHMENTS

None



8 MNCJO PROJECT UPDATES

Item	8.4
Subject	Disaster Risk Reduction Project Update
Presented by	Liz Fairweather, Project Manager

RECOMMENDATION

That MNCJO Board note the update on the Disaster Risk Reduction Project.

EXECUTIVE SUMMARY

The MNCJO was successful in receiving funding through NSW Reconstruction Authority's, Disaster Risk Reduction Fund (DRRF).

The DRRF project will deliver a MNCJO Resilience Blueprint and achieve several strategic outcomes for the Mid North Coast Joint Organisation, it's member councils and the Mid North Coast region.

MNCJO Resilience Blueprint builds capacity, shares resources, and develops leading practice in Disaster Risk Reduction across 9 participating JOs and neighbouring councils. This will include a systematic collaboration with key State agencies and embedment in IP&R.

This report provides an update on the DRRF project.

REPORT DETAIL

The DRRF project has a number of key projects which have strategic outcomes for the Mid North Coast Joint Organisation, it's member councils and the Mid North Coast region. Attachment 1 outlines the projects to be achieved through the MNCJO Resilience Blueprint.

The MNCJO Project Manager has been project managing and the following outcomes achieved:

1. Project Implementation Plan developed and approved
2. Statewide Regional Resilience Project Advisory Committee representation
3. Monitoring and Evaluation planning
4. Recruitment for Regional Capability Officer
5. Milestone Report to NSW RA

6. Monthly Progress Reports to NSW RA
7. Quarterly Financial Reporting
8. Media Release to NSW RA for approval
9. MNCJO Project Control Group established and meetings held
10. Participation in JOs collaborative working groups: Monitoring & Evaluation, Regional Resilience, Transport, Technology and IP&R

This project includes the recruitment of two staff for twelve months:

1. A Regional Capability Officer to manage the overall project, engage consultants and liaise with other JOs and state agencies; and
2. A Project Officer (Risk Reduction) to deliver the community based projects.

The Regional Capability Officer has been recruited and will commence on Monday 15 May. Advertising for the Project Officer (RR) has commenced.

The DRRF project is on time, on budget and meeting funding agreement requirements.

ATTACHMENTS

1. Project title and overview

Project title:

Mid North Coast Joint Organisation Resilience Blueprint - Collaborating to build capacity, share knowledge to improve disaster risk reduction.

Overview:

MNCJO Resilience Blueprint builds capacity, shares resource, and develops leading practice in Disaster Risk Reduction across 9 participating JOs and neighbouring councils. This will include a systematic collaboration with key State agencies and embedment in IPandR.

1. Engagement of Regional Capability Officer
Employed with each JO, Regional Capability Officers would work across councils participating in the Resilience Blueprint program to complete risk assessment/needs analysis and identify priority areas for improving corporate and community risk preparedness.

Once priorities are identified, the Capability Officer would work with participating councils to adapt and embed policy, systems and practices that are drawn from the outputs of Canberra and Hunter JOs IP&R Disaster Resilience Projects. This will capitalise on the investment already made by Resilience NSW

2. Audit Councils' Risk Assessments
Complete an audit of each council's risk assessments to identify priority areas for improving corporate (council) and community risk preparedness (see item 1)
3. IP&R Action Plan
Develop an action-focussed report enabling councils to imbed Climate Change impacts into IP&R and decision-making processes.
4. Climate Change Impact Assessments
Engage climate change scientists to develop a Climate Change Risk Assessment, identify climate change vulnerabilities, using predictive modelling and innovation, enabling analysis of the highest risk areas to prioritise the need for risk mitigation measures.
5. Transport connectivity
In partnership with TNSW, undertake an assessment of key choke points/disruptions to transport networks across the region arising from natural disaster scenarios, and identifying and prioritising risk management strategies to manage these. Of particular focus is the disruption to all New South Wales, via the West/East connectivity.
6. Disaster Risk Reduction Committee (DRR) and LG Alumni Network
Local government has a history of long-term employees. These employees have a wealth of knowledge about local government process, council operations, technical information and geographical data. A Local Government Alumni would activate when council resources are most impacted e.g. disasters.

Disaster Risk Reduction Committee

Understanding the needs and status of community and business sectors is critical to reducing risk and ensuring preparedness. A Pandemic Response Group was established in Bellingen Shire to manage the COVID outbreak. This group comprised of Chambers of Commerce, community leaders, volunteers, support services and agencies. It is envisaged this successful network could be refined to manage risk reduction processes.

Establishing the local government Alumni Network and building the capability of the DRR Committee would ensure a continuous connection, consistency, and up-to-date knowledge. This would be achieved through the Regional Capability Officer managing an annual program of workshops, networking functions and consistent communications. OEH refer to ensuring "business continuity" during disasters in their Enabling Regional Adaptation Report and these two groups will meet this essential element of risk reduction.



9 SPEAKERS

Item 9.1
Subject Joint Organisation Net Zero project - Noam Bardea
Presented by

RECOMMENDATION

That the MNCJO Board receive a presentation from Joint Organisation Net Zero project - Noam Bardea

ATTACHMENTS

None



11 STANDING UPDATES

Item	11.1
Subject	Office of Local Government - Anita Gambhir
Presented by	

RECOMMENDATION

That MNCJO GMAC receive an update from OLG in this report.

EXECUTIVE SUMMARY

New Minister

The Hon Ron Hoenig, MP is new Minister for Local Government. Minister Hoenig entered the State Parliament in 2012. He was councillor/Mayor of former Botany council for 30 years. We are waiting for the Minister's priorities and currently preparing briefings for the Minister.

New Secretary

Kiersten Fishburn, Deputy Secretary, Cities and Active Transport at Transport for NSW has been appointed as Acting Secretary of the Department of Planning and Environment, until further notice.

The Local Government Remuneration Tribunal

The Tribunal has determined an increase of 3% to mayoral and councillor fees for the 2023-24. It undertook a review of the categories this time as part of its 2023 determination. created two new remuneration categories, 'Metropolitan Major' and 'Rural Large'.

The Tribunal has also varied the criteria of several existing categories. And as a result, the Tribunal has re-categorised twenty-six (26) councils.

Fair Trading

Councils are encouraged to check the NSW Fair Trading website before engaging individuals or organisations to complete work. NSW Fair Trading's Public warnings web page includes a list of warnings about unfair business practices and people who engage in them. Licence and registration details can also be verified via an online register.

Public Spaces (Unattended Property) Act

In November last year the new Public Spaces (Unattended Property) Act was introduced.

The Act puts the onus for unattended property on owners to better manage their items within reasonable timeframes or face stronger penalties.

During the first six months a grace period was in effect for some offences. There was an

exemption from fines for leaving certain types of property unattended in public.
From 1 May fines may be issued for all offences under the PSUP Act.

ATTACHMENTS

None



11 STANDING UPDATES

Item 11.2
Subject Regional NSW - Louise McMeeking
Presented by Louise McMeeking

RECOMMENDATION

That MNCJO Board receive the attached update from Regional NSW

ATTACHMENTS

1. NC GMAC 12 May 2023

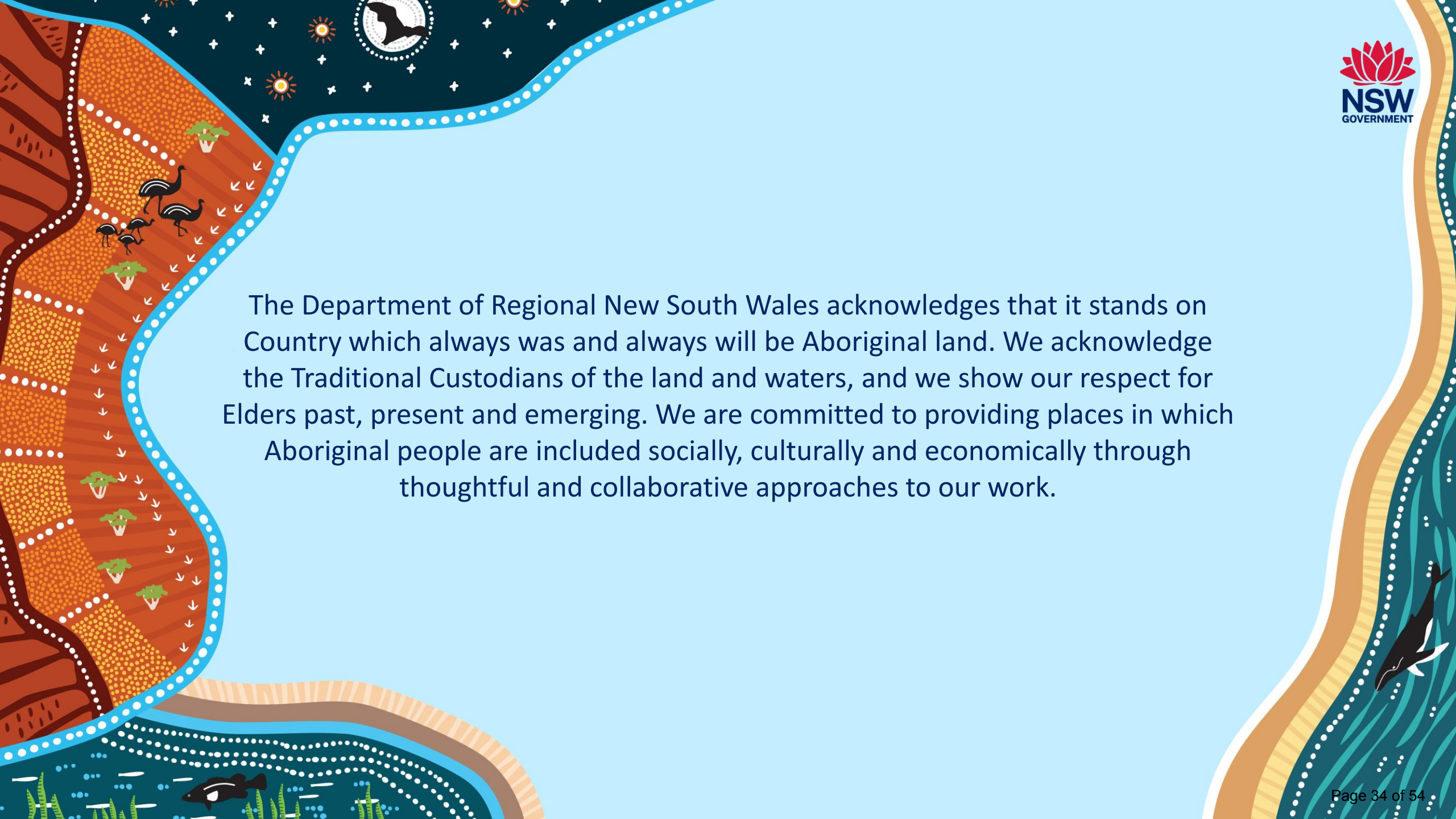
Regional NSW

Update from North Coast Regional Development

Louise McMeeking
Director, Regional Development North Coast
04 0883 5647

May 2023

regional.nsw.gov.au

A decorative border on the left and bottom of the page. It features a dark blue night sky with white stars and a crescent moon. Below the sky is a brown and orange patterned area representing land, with a path of white arrows leading from the top left towards the center. There are several emus and small green plants along this path. At the bottom, there is a blue area representing water, with a white and black orca swimming. The entire border is framed by a blue and white dotted line.

The Department of Regional New South Wales acknowledges that it stands on Country which always was and always will be Aboriginal land. We acknowledge the Traditional Custodians of the land and waters, and we show our respect for Elders past, present and emerging. We are committed to providing places in which Aboriginal people are included socially, culturally and economically through thoughtful and collaborative approaches to our work.

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DRNSW Programs

Open DRNSW Grant Programs

Program name	Closing date
Growing Regional Economies Fund	23 May 2023
Northern Rivers Commercial Property Return to Business Support Grant	30 June 2023
Primary Industry Support Package – Critical Producer Grant	30 June 2023
Northern Rivers Small & Medium Size Business Grant	30 June 2023
Regional Skills Relocation Grant – Round 2	15 Dec 2023
Regional Investment Attraction Fund (RIAF) – Stream 2	31 Dec 2024
NRRC – Resilient Homes Program	

NSW Government Grants and Funding Portal

Find a government initiative, grant or funding program to support your business, project or community

Open DRNSW Grant Programs

Program name	Closing date
<u>Growing Regional Economies Fund</u>	23 May 2023
<u>Community Local Infrastructure Recovery Program – Aboriginal Owned Assets Program (AOAP)</u>	25 May 2023
<u>Primary Industry Support Package – Early Needs Recovery Program</u>	23 June 2023
<u>Primary Industry Support Package – Critical Producer Grant</u>	30 June 2023
<u>Northern Rivers Business Support – Medium sized business grant</u>	30 June 2023
<u>Storm and Flood Industry Recovery Program – NSW Softwood Timber Haulage Subsidy Program</u>	22 Dec 2023
<u>Regional Investment Activation Fund (RIAF) Stream 2</u>	31 Dec 2024

New Ministers

Regional NSW Portfolio Ministers

**The Hon. Tara
MORIARTY, MLC**



Minister for:

- **Regional NSW**
- **Agriculture**
- **Western NSW**

**The Hon. Ryan
PARK, MP**



Minister for:

- **Illawarra and South Coast**
- Health
- Regional Health

**The Hon. Timothy
CRAKANTHORP, MP**



Minister for:

- **Hunter**
- Skills TAFE & Secondary Education

**The Hon. David
HARRIS, MP**



Minister for:

- **Central Coast**
- Gaming & Racing
- Veterans
- Medical Research
- Aboriginal Affairs & Treaty

**The Hon. Rose
JACKSON, MLC**



Minister for:

- **North Coast**
- **Youth**
- Housing
- Homelessness
- Mental Health
- Water

**The Hon. Courtney
HOUSSOS, MLC**



Minister for:

- **Natural Resources**
- Finance

The Regional NSW portfolio largely unchanged

Lead minister	The Hon. Tara Moriarty MLC, Minister for Regional NSW	
Ministers	The Hon. Tara Moriarty MLC <ul style="list-style-type: none"> • Minister for Agriculture • Minister for Western NSW • Minister for Regional NSW The Hon. Courtney Houssos MLC <ul style="list-style-type: none"> • Minister for Natural Resources 	The Hon. Rose Jackson MLC, <ul style="list-style-type: none"> • Minister for the North Coast • Minister for Youth The Hon. Ryan Park MP, Minister for the Illawarra and South Coast The Hon. Tim Crakanthorp MP, Minister for the Hunter The Hon. David Harris MP, Minister for the Central Coast
Department	Department of Regional NSW	
Agencies	Local Land Services	
State-owned corporation	Forestry Corporation NSW	

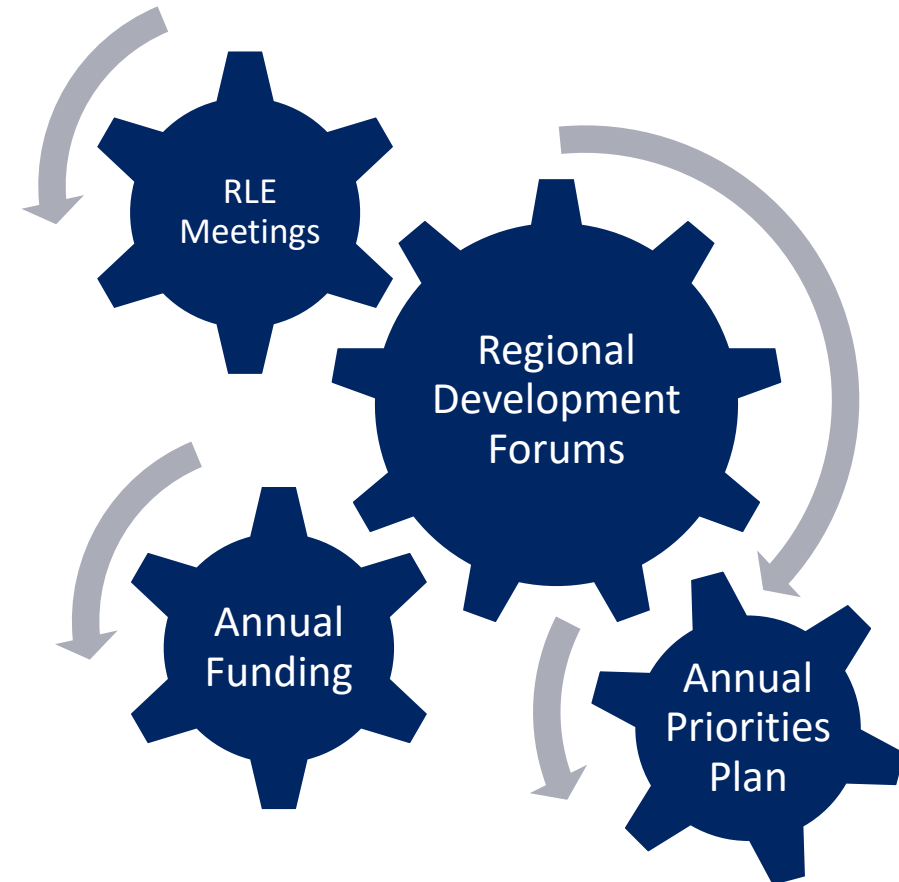
Regional Leadership Executive

Regional Development Forums

Bi-Annual Regional Development Forums

Each RLE region will host bi-annual Regional Development Forums:

- Postpone at this time
- Next RLE Meeting 25 May 2023



Quick questions....

Louise McMeeking
Director, North Coast Regional Development

May 2023



11 STANDING UPDATES

Item 11.3
Subject Destination North Coast - Michael Thurston
Presented by Michael Thurston

RECOMMENDATION

That MNCJO GMAC receive the attached update from Destination North Coast.

ATTACHMENTS

1. DNC MNC JO Update June 23

Destination North Coast – Mid North Coast, Joint Organisation of Councils Update

Market Conditions

Anecdotal feedback indicates that booking levels remain relatively healthy based on historical demand for the period, indicating that we continue to edge back to traditional seasonality. The booking window remains frustratingly short for operators with a key accommodation provider advising that they are still experiencing lead times of 7-10 days when historically this metric was circa 45 days. The shortened lead booking times are consistent across most sectors of the visitor economy with accommodation, experiences and events all experiencing similar issues. Accessing staff has improved with the return of the backpacker and working holiday maker markets.

Positively international visitors continue to return at an increasing rate. For March 2023 visitor arrivals returned to 73 per cent, compared to the same month in 2019, and this is up from 65 per cent in February 2023, compared to February 2019.

North Coast Tourism Symposium & North Coast Tourism Awards

The 2023 North Coast Tourism Symposium & North Coast Tourism Awards will be held in the Tweed on the 27th July. The theme of the Symposium will be 'Redefining Normal' with the event aiming to explore the demographic, economic, generational, and consumer changes now evident and how this demands immense adaptability from local businesses and visitor economy stakeholders. Both events will incorporate wellness and sustainable themes

The North Coast is the only NSW region that is currently running a tourism awards program and we have developed a simplified pilot event with Business NSW to increase business participation. Visitor economy businesses will have the opportunity to enter 17 different categories with the event and application process a key ingredient in ensuring a critical mass of North Coast operators feature in and win state and national awards, helping to build the brand of the region.

Business Events

The prospectus for the 2023/24 DNC North Coast Business Events program has been distributed to all stakeholders in mid-May. Throughout the life of the program, we have aimed to grow sustainably endeavoring to ensure that we deliver value to our stakeholders. During challenging periods, we have waived participation fees, and the cost to participate in the program has not increased since its inception in 2019 as we recognise the challenges our stakeholders have faced and the opportunities that lie ahead. Moving forward we will look to build on the results achieved thus far in FY22/23:

- 15 events secured, generating 4,467 delegate nights and an economic impact of \$2.2M
- 85 active leads being pursued with the potential to deliver over 26K visitor nights and an economic impact of over \$11M

Research Projects

The appointed consultancies who are undertaking the following research projects are nearing the completion of the desktop research component and will soon engage relevant stakeholders.

- Feasibility study into the viability of a North Coast Convention & Exhibition
- Feasibility study into the development of a Great North Coast Trail from Newcastle to the Queensland border linking existing trail networks



11 STANDING UPDATES

Item 11.4
Subject Regional Development Australia - Madeleine Lawler
Presented by Madeleine Lawler

RECOMMENDATION

That MNCJO GMAC receive an update from Regional Development Australia - Madeleine Lawler

ATTACHMENTS

None



12 REPORTS FOR THIS MEETING

Item	12.1
Subject	Late Report - Recruitment of Executive Officer - Mid North Coast Joint Organisation
Presented by	Mark Griffioen, Acting General Manager

RECOMMENDATION

1. The Board note the details of this report in relation to the resourcing required for the Joint Organisation.
2. That the Board approve the recruitment to the role of Executive Officer for a 12 month period on a part time basis with the Board and the Acting Executive Officer being appointed as the selection panel.
3. That this appointment be in line with section 338 of the Local Government Act 1993 which requires General Managers and Executive Officers to be employed under contracts with terms of between 12 months and 5 years based on the standard contracts approved by the Departmental Chief Executive of the Office of Local Government.

EXECUTIVE SUMMARY

Introduction

This report relates to the operational arrangements for the Mid North Coast Joint Organisation (MNCJO) and proposes a way forward for 2023/24.

Background

The MNCJO was established In June 2018 and thereafter appointed an Executive Officer in keeping with the guidance documents provided by the NSW Government. After an initial period of around 18 months the MNCJO Board accepted the resignation of the Executive Officer and arrangements were made for the General Manager of Port Macquarie Hastings Council to execute the role.

Around July 2020 the General Manager of Port Macquarie Hastings Council resigned from the role and the MNCJO Board resolved to appoint the General Manager of Bellingen Shire Council to the role of Executive Officer in addition to engaging a Project Manager, and these arrangements have been in place since that time. The General Manager of Bellingen Shire Council has executed the Executive Officer role at no cost to the Joint Organisation. The member Councils's have 'shared the load' in terms of administrative and governance support, financial management, ITS etc. The Project Manager incumbent has changed in the intervening period

and is currently engaged until the end of March 2023.

The MNCJO has successfully executed its governance functions and carried out a range of important and innovative projects, particularly over the past couple of years. It is well regarded within the state JO framework. In addition, the MNCJO has successfully secured funding recently from the Disaster Risk Reduction Fund (approximately 800k), has funding pending regarding a circular economy business case, has submitted an application for a net-zero initiative, (150k) and continues to proactively seek additional grant funding. The MNCJO works collaboratively within the JO network, an example of which is the DRRF funding, and is expected that this approach will continue including identifying other funding project and grant opportunities.

Both the General Managers Advisory Committee to the MNCJO and the MNCJO Board has had ongoing discussions regarding resourcing and options regarding the business model moving forward and agreed in Quarter 4 2022 to revisit the resourcing arrangements.

The purpose of this report is to propose to recruit for an Executive Officer on a part-time basis for an initial period of one year in order that the MNCJO may determine the appropriate and sustainable way forward.

MNCJO priorities for 2023/24

In terms of priorities moving forward, the following is of importance:

- Detailed consideration of the business model
- Development of a governance and financial sustainability framework for the MNCJO
- Development of a resourcing/business plan for the MNCJO given the projects underway, secured and still to be finalised as outlined above
- Revision of the statement of strategic regional priorities
- Development of an engagement plan including ongoing updates to the recently relaunched website for the MNCJO, ongoing engagement with key stakeholders, promotion of the good work of the MNCJO, participation in external forums including the recently revamped Regional Leadership Executive, JO Chairs,
- Measurement and evaluation of initiatives and projects
- Consideration of future opportunities regarding shared servicing and other initiatives amongst member councils
- Proactively focusing on other funding opportunities
- Development of other initiatives of importance to the region.

Given the funding secured, there is clearly a renewed opportunity to consider the role of a regional organisation that maybe sustainable, value adds, and supports the work of local government in the region. There are also projects to be delivered which are considered important for the region including sustainability, resilience, the circular economy, and moving forward other resourcing initiatives such as shared services, plant and equipment etc. This will all require investment in appropriate resourcing to carry out that work.

Legislative Requirements

The NSW Office of Local Government Circular 22-25 issued 31 August 2022 provides advice regarding standard contracts and arrangements for the employment of General Managers and Executive Officers and in summary provides as follows:

Under section 338 of the Act, general managers and executive officers must be employed under contracts with terms of between 12 months and 5 years based on the standard contracts approved by the departmental chief executive of OLG.

When appointing a new general manager or executive officer or renewing their contract, councils and joint organisations must use the new approved standard contracts.

Current and proposed staffing arrangements.

Current and proposed arrangement for the Executive Officer.

As the Board would be aware the Acting General Manager of Bellingen Shire Council has executed this role since December 2022 at no cost to the MNCJO.

The Members of the General Managers Advisory Committee to the MNCJO Board have met to discuss the current circumstances and determined that appropriate resourcing needs to be engaged as soon as possible. It is considered that the three Board Members, with the assistance of the current Acting Executive Officer undertake the recruitment process for the position with the assistance of the Port Macquarie Hastings Council Human Resources team.

Current arrangements for employment of the Project Manager.

As outlined above the Mid North Coast Joint Organisation procured the services of a Project Manager post the July 2020 resolution of the Board. Since that time the incumbent has changed and the current arrangement sees the incumbent engaged for up to 20 hours per week at \$100 per hour (maximum of \$2000 per week). Currently the Project Manager is engaged until 7 April 2024.

Resourcing Plan and Financial Impacts

Recently released guidelines by the NSW Office of Local Government require engagement of Executive Officers under the Standard contract of employment for General Managers and Executive Officers. Information can be found here - [A812271-OLG-Standard-contract-of-employment-executive-officers-of-joint-organisations-final.docx \(live.com\)](#). The Executive Officers may be engaged for a minimum period of one year.

The Total Remuneration Package for an Executive Officer are able to be negotiated depending on the calibre of the applicant. It is proposed that this be covered from the administrative fees available via the numerous grant funded projects as previously outlined to the Board. These administrative amounts equate to \$237,000 which provides plenty of scope for negotiation.

ATTACHMENTS

1. Position Description - Executive Officer - Mid North Coast Joint Organisation V2



Position Description

Position Title:	Executive Officer		
Position Type:	Contract – Part time		
Location:	Bellingen, Kempsey or Port Macquarie		
Hours per week:	21	Award Classification:	
FTE	0.6	Salary Classification	

Joint Organisation overview

The Mid North Coast Joint Organisation was proclaimed under the Local Government Act 1993 on 11 May 2018. It comprises three (3) member Councils.

Primary purpose of the position

The primary purpose of the position is to fulfil the obligations of the executive officer as defined by the Local Government Act 1993 and its associated.

Regulation and any other responsibilities delegated by the joint organisation board.

This position will help set the pace by driving success and explore ways of working between communities and local and State government to promote regional leadership and cooperation.

The Executive Officer will also:

- lead management of the Mid North Coast Joint Organisation
- be directly accountable to the board for the performance of the Mid North Coast Joint Organisation
- progress regional strategic planning and priority setting
- drive improvements to the way local and State governments work together
- provide regular reports to the board on current regional matters
- ensure efficient collaboration and engagement with State government agencies to deliver on strategic regional planning priorities.

Key accountabilities

The Executive Officer will work with the board by:

- providing high quality executive management, leadership and professional advice on organisational planning and development
 - providing advice to the board on emerging issues with significant regional impacts
 - identifying and escalating issues to the board where required to ensure they receive appropriate and timely attention
 - advising the board and the chair on policy matters
- providing an interface between the board and employees.

Manage the Organisation

The executive officer will:

- provide strategic input and facilitate the development of strategic planning and prioritisation
- ensure that the Mid North Coast Joint Organisation complies with its legislative responsibilities
- manage the organisation in a cost-effective and operationally efficient manner consistent with the Joint Organisation's policies and strategic plans
- provide financial management, including proper management of the Joint Organisation assets
- manage people and staff.
- be responsible for oversight and delivery of projects in compliance with appropriate funding deeds.

Stakeholder management

The Executive Officer will:

- develop, manage and maintain strong partnerships with key regional contacts and stakeholders to ensure delivery of the Joint Organisation's strategic regional priorities
- maintain a high level of knowledge of regional issues and priorities to facilitate communication and negotiation with key agencies, and anticipate and respond to problems
- facilitate and foster cooperation, information exchange and resource sharing among the Joint Organisation's member councils
- provide informed advice to board members and member councils on issues that have significant regional impacts
- support development of policies and strategies to capture opportunities and achieve a positive outcome for the region
- be the spokesperson for the Joint Organisation, subject to relevant policies and in consultation with the Chairperson of the Board
- develop and maintain board contacts with government agencies, funding bodies and other organisations relevant to achieving the Joint Organisation's objectives.

Advocacy and collaboration

The Executive Officer will:

- ensure that the Joint Organisation maintains a regional profile as the leading local government advocate for the region
- maintain diplomatic, constructive and positive relationships and partnerships with Joint Organisation Members, Members of Parliament, Parliamentary Secretaries, Ministers, government agencies and the wider regional community
- collaborate and engage with agencies to ensure that the Joint Organisation is an effective forum to work with State and local government to deliver core strategic regional priorities, infrastructure and services that matter most to the community
- liaise with agencies on issues of regional significance as needed to gain State and Federal government commitment to the Joint Organisation's strategic regional priorities.

Role dimensions

Decision making

The Executive Officer operates at a high level of intergovernmental engagement, collaboration and advocacy and is fully accountable for the accuracy, validity, balance and integrity of professional advice and the role performed on behalf of the Joint Organisation and its Member councils.

Reporting Line

The Executive Officer reports to the Chairperson between Board Meetings and Board Members at bi-monthly Board Meetings.

Budget/expenditure

- Expenditure that is identified within the annual budget adopted by the board or variations to the budget approved by the board or project committees.
- Expenditure not identified in the budget, subject to report to the next Board Meeting

Key challenges

- Building and maintaining strong working relationships with internal and external stakeholders in a new and evolving political framework for regional cooperation.
- Building a regional profile and achieving and sustaining measurable regional outcomes consistent with the joint organisation's adopted strategies.
- Identifying future development opportunities for the Joint Organisation.
- Maintaining diplomatic, constructive and positive relationships and partnerships with member councils, Members of Parliament, Parliamentary Secretaries, Ministers, government agencies, the wider regional community and other joint organisations.

Role requirements

Essential





- Appropriate tertiary qualifications or equivalent in a related discipline and/ or an alternative qualification with extensive relevant work experience.
- Proven leadership and management experience within the public, private or not-for-profit sectors.
- Knowledge and understanding of the financial, economic, environmental, and social regional issues and drivers facing joint organisation member councils, governments, agencies, and communities.
- Experience working in a complex political environment.
- Class C driver's license.

Capabilities for the Role of Executive Officer

The Local Government Capability Framework describes the core knowledge, skills and abilities, and other attributes that provide a common foundation for developing position descriptions, recruitment, managing performance, capability development, career planning and more broadly workforce planning in the sector

It sets out clear expectations about performance by identifying what applicants need to do to succeed in the role. It can also build on organisational values and create a common sense of purpose for those employed in local government (as well as elected members) and therefore applies to all levels of the workforce. It is available at <https://www.lgnsw.org.au/capability>.

Local Government Capability Framework

Capability Group	Capability Name	Level
 Personal attributes	Manage self	Highly Advanced
	Display resilience and adaptability	Advanced
	Act with integrity	Highly Advanced
	Demonstrate accountability	Highly Advanced
 Relationships	Communicate and engage Community and customer focus	Highly Advanced Advanced
	Work collaboratively Influence and negotiate	Highly Advanced Highly Advanced
 Results	Deliver results	Highly Advanced
	Finance	Advanced
	Assets and tools	Advanced
 Resources	Technology and information	Advanced
	Procurement and contracts	Highly Advanced
	Manage and develop people	Highly Advanced
	Inspire direction and purpose Optimise workforce contribution	Highly Advanced Highly Advanced
Workforce Leadership Lead and manage change	Highly Advanced	