



Agenda for the Northern Rivers

Joint Organisation

Extraordinary Board Meeting

Date: 5 October 2018

Location: Lismore City Council Chambers

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1 ACKNOWLEDGEMENT OF COUNTRY

We acknowledge that this meeting is held upon the land of the Bundjalung people who are the Traditional Custodians of this Land. We pay our respects to the elders past, present and future.

2 APOLOGIES

3 DECLARATIONS OF INTEREST

4 ADDRESS BY OFFICIAL VISITOR(S)

5 CONFIRMATION OF MINUTES AND BUSINESS ARISING FROM THE MINUTES

5.1 CONFIRMATION OF MINUTES OF THE ORDINARY MEETING OF THE NORTHERN RIVERS JOINT ORGANISATION HELD 6 AUGUST 2018

The Minutes of the Ordinary Meeting of the Northern Rivers Joint Organisation held Monday 6 August 2018 are attached for information and adoption by the Board.

RECOMMENDATION:

That the Minutes of the Ordinary Meeting of the Northern Rivers Joint Organisation held Monday 6 August 2018 be adopted as a true and accurate record of proceedings of that meeting.

Attachment:

Draft minutes of the ordinary meeting of the Northern Rivers Joint Organisation held 6 August 2018

6 NOTICES OF MOTION

7 REPORTS

7.1 ADOPTION OF NORTHERN RIVERS JOINT ORGANISATION DRAFT CHARTER

At the 6 August 2018 meeting, the Board adopted the Northern Rivers Joint Organisation Charter.

Following discussions with the Office of Local Government, the following amendment is suggested:

5.1 Meeting frequency

The board will meet every 3 months ~~on the first Monday of the months of~~ February, May, August and November at 11:00am. The location of the meetings is to be rotated between the member Councils. The date, time and location of any meeting can be changed by a decision of the Board.

Meetings will be conducted in accordance with the Code of Meeting Practice adopted by the board from time to time. Where necessary, the chair may call further meetings.

RECOMMENDATION

That the revised Section 5.1 of the Northern Rivers Joint Organisation Charter be adopted

7.2 NORTHERN RIVERS JOINT ORGANISATION CODE OF MEETING CONDUCT

At the 6 August 2018 meeting, the Board adopted the Northern Rivers Joint Organisation Code of Meeting Conduct. Following discussions with the Office of Local Government, the following changes are suggested:

Introduction

This code applies to all meetings of the Northern Rivers Joint Organisation of Councils (Joint Organisation) and to committees appointed by resolution of the Joint Organisation.

Consider changing it to:

This code applies to all meetings of Northern Rivers Joint Organisation Board (Joint Organisation) and committees of Joint Organisation **of which all the members are voting members (committees of Joint Organisation). Joint Organisation committees whose members include persons other than voting representatives may adopt their own rules for meetings.**

Representations by members of the public

- 12.9 The Joint Organisation may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.
- 12.10 A representation under clause 12.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 12.11 Where the matter has been identified in the agenda of the meeting under clause 3.20 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 12.9, members of the public must first make an application to the Joint Organisation in the approved form. Applications must be received 2 days before the meeting at which the matter is to be considered.
- 12.12 The Executive Officer (or their delegate) may refuse an application made under clause 12.11.
- 12.13 ~~No more than 2 speakers are to be permitted to make representations under clause 12.9.~~

An unlimited number of speakers are to be permitted to make representations under clause 12.9

- 12.14 ~~If more than the permitted number of speakers applies to make representations under clause 12.9, the Executive Officer or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the Joint Organisation. If the speakers are not able to agree on whom to nominate to make representations under clause 12.9, the Executive Officer or their delegate is to determine who will make representations to the Joint Organisation.~~

Members of the public must address the Committee on matters of regional interest only.

- 12.15 The Executive Officer (or their delegate) is to determine the order of speakers.

12.16 Where the Joint Organisation proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.20 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 12.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than 2 speakers to make representations in such order as determined by the chairperson.

12.17 **Total time allowed for representations to the committee will be limited to 30 minutes.**

Each speaker will be allowed 5 minutes to make representations. Speakers are to confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to so digress. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Out of session decisions

15.11 **Decisions that are required in between meetings may be determined by a 75% majority written response to an email from the Chair. Any out of session decision will be voided unless ratified by the Board at its next meeting.**

RECOMMENDATION

That the revised introduction and Sections 12.13, 12.14, 12.17 and 15.11 of the Northern Rivers Joint Organisation Code of Meeting Practice be adopted

7.3 CHAIR'S REPORT

A verbal report will be provided by the Chair

7.4 EXECUTIVE OFFICER REPORT

REPORT

NRJO Establishment

Work is ongoing to dissolve the NOROC organisation and on 11 September 2018, NRJO received correspondence from NSW Fair Trading advising that NOROC could be deregistered upon evidence that NOROC funds had been transferred to NRJO.

Joint Organisation Network Forum

The 2018 Joint Organisation Network meeting was held Parliament House, Sydney 15-16 August, 2018. The first day was allocated for Executive Officers from all Joint Organisations to discuss:

- Developing a robust Charter
- Working effectively with Boards
- NSW Govt Funding opportunities

This was a good opportunity to network with other EO's and departmental officers. The Chair attended the Cocktail Reception and Chairpersons' Forum held on 16 August.

Renewable Energy Interagency Meeting

NRJO was represented by officers from Tweed Shire and Richmond Valley Council on the Northern NSW Renewable Energy Initiative Interagency meeting held 29 August 2018. Baseline data is now sought from councils to establish renewable energy projects across the region.

Website

Final development work is being done on the new NRJO website. It is expected that the website will be accessible by the public early October. Creative and technical development has been undertaken by Tweed Shire Council officers who has also agreed to house the website.

Executive Officer Recruitment

An external consultant, Mike Rayner, has been selected to manage the process to recruit an Executive Officer.

RECOMMENDATION

That Board receives and notes the Executive Officer's Report

7.5 NORTHERN RIVERS JOINT ORGANISATION BANK ACCOUNTS

Bank accounts have been established with Summerland Credit Union, with Chair, Danielle Mulholland, Interim Executive Officer, Tim Williamson, and Kyogle Council General Manager, Graham Kennett as signatories.

In order for Visa debit cards to be issued to the Chair and Executive Officer, further resolutions are required:

RECOMMENDATION

1. That the Board approve Visa debit cards to be issued to Danielle Muholland and Tim Williamson. These cards will be attached to individual Everyday accounts under the Northern Rivers Joint Organisation main account. These accounts will be 'one to sign' only. A limit of \$2000 will apply to each card.
2. That the Board approve Donna McIntyre and Kyllie Walker as authorised representatives to operate the accounts, with the ability to upload and view only.

7.6 NRJO FINANCIAL REPORT TO 30 SEPTEMBER 2018

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Balance Sheet

As of 25/09/2018

NoRJO
PO Box 146
LISMORE NSW 2480
ABN: 68 587 813 167
Email: admin@northernriversjo.nsw.gov.au

Assets	
Summerland Community First	\$271,029.70
Total Assets	\$271,029.70
Liabilities	
Trade Creditors	\$10,671.40
GST Paid	-\$3,603.79
Total Liabilities	\$7,067.61
Net Assets	\$263,962.09
Equity	
Current Year Earnings	\$263,962.09
Total Equity	\$263,962.09

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Profit & Loss Statement

1/07/2018 To 25/09/2018

NoRJO
PO Box 146
LISMORE NSW 2480
ABN: 68 587 813 167
Email: admin@northernriversjo.nsw.gov.au

Income	
Grants	
Office of Local Government	\$300,000.00
Total Income	\$300,000.00
Gross Profit	\$300,000.00
Expenses	
Operational Expenses	
Computer ISP and Registrations	\$373.77
Consultants	\$5,505.00
Stationery	\$30.00
Support services - Admin contr	\$27,900.00
Payroll and Staff Expenses	
Other Staff Expenses	\$401.27
Board and Committee Expenses	
Board Travel (non payroll)	\$1,280.59
Board meeting catering	\$547.28
Total Expenses	\$36,037.91
Operating Profit	\$263,962.09
Net Profit/(Loss)	\$263,962.09

RECOMMENDATION:

That NRJO notes the contents of the NRJO financial report for the period ending 30 September 2018.

7.7 REPORT TO OLG ON EXPENDITURE OF ESTABLISHMENT GRANT

Establishment Funds were provided by the Office of Local Government on the formation of the Northern Rivers Joint Organisation.

Guidelines provided by OLG noted that establishment funds will help joint organisations to cover establishment costs. It is likely these costs will vary between different joint organisations. It will be up to each joint organisation to identify and prioritise the activities for funding.

- Some activities that are eligible for funding include:
- expert establishment and implementation advice
- systems to support operation of the new joint organisation
- information and communications technology, e.g. new website
- capacity-building initiatives
- facilitation services to support establishment of regional priorities
- remuneration of the executive officer and other staff
- grants to member councils

A report to OLG was submitted on 29 September 2018 outlining proposed expenditure and is attached.

RECOMMENDATION

That the report be noted

This report was originally submitted to the Monday August 6, 2018 Ordinary Meeting and it has been reproduced in response to the request from Cr S Richardson during the Strategic Priorities workshop held Wednesday August 22, 2018.

7.7 SUPPORT AND PROGRESSION OF NRJO WASTE MANAGEMENT PRIORITIES

Background

All NRJO Councils have been impacted by the recent issues experienced in the waste and recycling industry (in particular China National Sword Policy and Queensland's Waste Management and Resource Recovery Strategy review). For a region that has critical vulnerabilities in the provision of landfill security, and yet seek to develop innovative job creation and sustainable practices, the current challenges shouldn't be seen as a crisis. More importantly this climate provides an opportunity to again seek regional partnerships, as Northern Rivers council's have recently committed to similar innovative and sustainable outcomes in regard to waste management.

In particular both Tweed and Byron Shire Councils have recently resolved to set zero waste to landfill targets in their forward waste management strategies. Preliminary work conducted as part of Byron Council's Integrated Waste Management and Resource Recovery Strategy has identified that in order to achieve this target, Alternative Waste Treatment technologies for processing residual waste (most likely Energy From Waste) will be required to complement resource recovery and recycling operations. This work noted that many of the proven, available AWT technologies for recovery of residual waste require a larger throughput than what Byron, or any of the NRJO member Councils, can supply on their own. Hence it is accepted that regional collaboration on an AWT solution will likely be necessary to aggregate sufficient volumes of waste to create a viable project.

Recent developments within NOROC further enhance the momentum towards regional collaboration. As directed by the State Government, a key deliverable of the Northern Rivers Joint Organisation is to adopt a statement of Regional Priorities. The statement of strategic regional priorities (statement) should set out a vision for the region and an overview of the joint organisation's strategic work program to deliver this vision. Over the last 6 months, NOROC has developed a set of regional priorities. One of which was determined to be Waste Management. The priority will draw from community strategic plans, regional plans and other strategic documents.

The Waste Management priority, as currently drafted, identifies three opportunities, to,

1. Adopt collaborative, innovative approaches to waste management to increase recycling and improve cost effective service delivery to Northern Rivers residents and visitors.
2. Advocate for changes to NSW waste management regulation including a regulatory intervention to create a market for recycled product and review of the waste levy to facilitate increased funding available for local initiatives.
3. Conduct a Northern Rivers pilot of innovative waste processing and/or waste to energy technology

The draft also identifies success in this priority area as, 'Agreement between NOROC councils to proceed with and complete a detailed feasibility study for a regional AWT facility. "

As an indication of Byron Council's commitment to the NRJO Waste Management priority objectives, the subsequent sections of the abovementioned zero waste target resolution (Res 18-149) adopted by Council on 21 June have been reproduced below:-

- *Seek regional support, through the Northern Rivers Joint Organisation, and other regional waste bodies, to encourage or incentivise businesses that will manufacture or create product from the recycled product in the region and to develop a region wide zero waste target.*
- *Support the Northern Rivers Joint Organisation identified priority in waste management to proceed with and complete a detailed feasibility study for a regional AWT facility.*
- *Write to the Relevant Minister, requesting:*
 - a) That the NSW Government investigate further options for reforming the waste levy grant system, including providing greater flexibility in the grant guidelines for waste management projects.*
 - b) That the NSW Government investigate opportunities to enhance the collaborative powers of Regional Organisations of Councils to encourage investment in waste facilities, to be funded by the waste levy.*
 - c) That the NSW Environment Protection Authority provide additional support to local councils and resource recovery organisations to meet recycling targets and manage issues such as stream contamination, bureaucratic barriers, lack of product stewardship, and limited market opportunities.*
 - d) That the NSW Environment Protection Authority urgently investigate, identify and implement alternative solutions to the ban on the importation of recyclable plastics by China*
 - e) That the NSW Environment Protection Authority, in collaboration with stakeholders, investigate opportunities to embed zero waste strategies and the circular economy in New South Wales.*
- *Write to Tamara Smith MLA and Ben Franklin MLC seeking their support and advocacy within NSW Parliament*

RECOMMENDATION

That the relevant dot points one (1) and two (2) be received and noted.

7.9 JOINT ORGANISATIONS AND LGNSW: CO-DESIGN AND COLLABORATION

At the recent meeting at Parliament House on Thursday 16th August, Cr Linda Scott, LGNSW President expressed a commitment to present options for collaboration and codesign with LGNSW for JO consideration.

A draft proposal was received via email on 26 September 2018 and is attached to the meeting papers.

Feedback is required by 22 October 2018.

RECOMMENDATION

That the proposal be reviewed by members and feedback to admin@northernriversjo.nsw.gov.au by 22 October 2018

8 URGENT BUSINESS

9 CONFIDENTIAL REPORTS

10 CORRESPONDENCE

- 10.1 Byron Shire Council
- 10.2 Office of Fair Trading
- 10.3 Mid North Coast Joint Organisation



31 August 2018

Cr Simon Richardson
Mayor
Byron Shire Council
PO Box 219
MULLUMBIMBY NSW 2482

Dear Cr Richardson

At the 6 August, 2018 Committee meeting of the Northern Rivers Joint Organisation, the Committee received and noted your letter outlining Byron Shire Council's commitment to a zero waste to landfill target and its efforts to secure support from other regional waste bodies. In particular, your letter drew attention to your Council's resolution (Res 18-149) adopted by your Council on 21 June, 2018.

(to) "Seek regional support, through the Northern Rivers Joint Organisation, and other regional waste bodies, to encourage or incentivise businesses that will manufacture or create product from the recycled product in the region and to develop a region wide zero waste target."

As a regional body, I believe the Joint Organisation is most effective when it works across Councils identifying collaborative projects and opportunities to provide efficiency of service delivery. To this end, the Joint Organisation will be taking an interest in any opportunities that arise that achieve these aims in the waste management area. This includes driving the current Waste Management priority as you describe in your letter. As you know, Waste Management has been identified as one of the Joint Organisation's regional priorities.

The Northern Rivers Joint Organisation will be looking forward to collaborating with you and your Council to achieve these important waste management goals. As the Joint Organisation establishes its priorities and engages a permanent Executive Officer, I will encourage a closer involvement with your activities.

I wish you success with your projects

Yours sincerely

A handwritten signature in black ink, appearing to read "Danielle".

Cr Danielle Mulholland
Chair
Northern Rivers Joint Organisation



**Fair
Trading**

Our Ref: N4637584

Registry Services
PO Box 22
Bathurst NSW 2795

Toll Free 1800 502 042 Ph 6333 1400
TTY 1300 723 404

ABN 81 913 830 179

Email: registryinquiries@finance.nsw.gov.au
www.fairtrading.nsw.gov.au

MS DONNA MCINTYRE
PO BOX 146
LISMORE NSW 2480

By Email: admin@northernriversjo.nsw.gov.au

Dear Client

Re: NORTHERN RIVERS REGIONAL ORGANISATION OF COUNCILS INC - Y0450938

I refer to the Application for voluntary cancellation of registration of an association received by NSW Fair Trading on 30 August 2018.

The following documents are required to be submitted prior to the Application being processed:

1. The Delegate of the Commissioner, NSW Fair Trading, has given approval for the distribution of the Association's assets to the following:

NORTHERN RIVERS JOINT ORGANISATION - ABN 68 587 813 167

When all the funds have been transferred, please close the Association's bank account/s and submit to NSW Fair Trading:

- a. A receipt or letter confirming that the recipient(s) have accepted the assets and/or liabilities of the Association;
- b. A copy of the Association's bank statement(s) confirming closure of the bank account(s).

PLEASE NOTE: The association remains registered until all requirements have been met and a Notice of cancellation has been published in the NSW Government Gazette. The association will be advised when the Notice has been published.

If the requested information is not received by 10 December 2018, the document(s) will be withdrawn and the Association will be required to re-lodge the form(s).

If you require any further information please review the fact sheets on the Fair Trading website www.fairtrading.nsw.gov.au/ftw/Cooperatives_and_associations.page prior to contacting Registry Services.

Department of Finance, Services and Innovation

PLEASE RETURN ALL DOCUMENTS BY EMAIL TO
registrylodgements@finance.nsw.gov.au OR THE POSTAL ADDRESS SHOWN ABOVE.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Emma-Jane Day', with a large circular flourish at the start and a long horizontal stroke extending to the right.

Emma-Jane Day
Senior Customer Service Officer
11 September 2018

11 September 2018

Ref:JO:TSA
keo

Rebel Thomson
Executive Officer
Namoi Unlimited
r.thomson@namoiunlimited.nsw.gov.au

Paul Henry
Executive Officer
New England Joint Organisation
executive.officer@nejo.nsw.gov.au

Tim Williamson
Executive Officer
Northern Rivers Joint Organisation
execofficer@northernriversjo.nsw.gov.au

TROPICAL SODA APPLE

At the 17 August 2018 Mid North Coast Joint Organisation (MNCJO) Board meeting, the Board resolved the following:

Item: 6.10 TROPICAL SODA APPLE

RESOLVED: Pinson/King

That the Board:

- 1. Liaise with neighbouring JOs i.e. the New England JO, the Northern Rivers JO and the Namoi JO that are impacted by the infestation of TSA, to develop a united approach to garner support to address this issue.*
- 2. Seeks representation with relevant State and Federal Agricultural Ministers, the Deputy Premier and the Federal National Party Leader and to LGNSW to advocate for funding to address the TSA issues being faced by the JO Councils.*

CARRIED: 3/0
FOR: Pinson, King, Campbell
AGAINST: Nil

The MNCJO is proposing the establishment of a joint project team to determine;

- The scale of the issue affecting our agricultural and environmental communities.
- The impacts if TSA is not addressed in terms of loss of productive land including quantifying the economic and environmental damage if no further funding is forthcoming.
- What on ground works need to be implemented to control the spread and eradicate the weed.
- The funds needed to carry out such works with a corresponding timeframe for the program.
- A business case on projected outcomes and the return on investment in attracting funding for these works.

A brief background paper is attached to provide you an overview of the current situation experienced in the Macleay Valley.

We thank you for your consideration in this matter and look forward to your support in nominating a representative that can participate in this joint project team and work towards securing additional financial resources to eliminate this environmental threat.

Your sincerely

A handwritten signature in black ink, appearing to be 'KO' followed by a long horizontal stroke.

Kathy Oliver,
Executive Officer

TROPICAL SODA APPLE BACKGROUND

Tropical Soda Apple (TSA), first identified on the Upper Macleay in August 2010, has been an introduced disaster in a number of areas of Northern NSW for many lands owners and managers.

The Biosecurity breach of allowing TSA to be present in Australia, particularly the targeted area of the North Coast, requires additional and significant funding to decrease its numbers with the aim of eradication, it cannot be left to local communities, farmers, landowners and land managers to protect the rest of New South Wales, Queensland, Victoria and the rest of Australia.

TSA invades properties quicker than most other weeds, northern NSW has proven to be well liked by this highly invasive plant. The plants quickly grow, flower and fruit in a matter of months. The fruit creates seeds as soon as they begin to form, they have 200 to 400 seeds per fruit and it is said 45,000 seeds can be produced per plant. It can potentially generate a monopoly on pastures resulting in zero carrying capacity.

TSA is a native of north eastern Argentina, south eastern Brazil, Paraguay and Uruguay. It was first recorded in Florida in 1987 and was known to infest 10,000 hectares by 1990 and half a million hectares by 1995.

In 2011, it was identified in areas on the North Coast of NSW with infestations of TSA such as Upper Macleay (Armidale Shire and Kempsey Shire), Coffs Harbour, Clarence, Rous County Council area in the Far North Coast, cattle tracked through the National Livestock Identification System (NLIS) from those areas potentially went to 7500 properties in NSW, QLD and VIC.

The funding to date has had a significant impact in reducing TSA from riparian areas, however, the nature of this plant is unpredictable and relentless. It has now been proven that the seed of this plant survives for up to or more than five (5) years, information from USA studies indicated approximately 26 months, however in Australia with studies carried out by DPI, it could be estimated to be up to 10 years.

Additional and ongoing funding is urgently required from all levels of government to assist in the eradication of TSA, to enable a sustainable on-ground programs ideally over five (5) years and to support the ongoing viability of agricultural land.

This commitment will have positive follow on effects such as:

- Reduced fruiting plants
- Less plants producing fruit
- Reduced number of plants and fruit will lessen the number of animals feeding on fruit becoming carriers
- Governments will be assisting and supporting the Biosecurity (Tropical Soda Apple) Control Order 2017
- Maintain the carrying capacity of valuable grazing lands on the North Coast
- Prevent this highly invasive weed being introduced to other areas.

The experience in Macleay River system is that flooding or river rise events have proven to be a significant vehicle to spread the TSA down-stream to properties along the riparian zone and into some areas of the floodplain. This has also been the case in other areas of Northern NSW.

Weather events and the palatable nature of TSA for animals and birds exacerbate the proliferation of this invasive species. It is a direct threat to the agricultural industry and requires a whole of government response. The eradication of this pest cannot be borne by the local farming communities and Councils alone.

11 ATTACHMENTS

MINUTES OF THE ORDINARY MEETING OF NORTHERN RIVERS JOINT ORGANISATION

HELD IN THE BALLINA SHIRE COUNCIL CHAMBERS

40 CHERRY STREET BALLINA,

ON MONDAY 6 AUGUST 2018 AT 11.00 AM

ATTENDANCE

Cr Danielle Mulholland (Chair), Cr David Wright, Cr Simon Richardson, Cr Isaac Smith, Cr Robert Mustow, Cr Katie Milne.

Tim Williamson (Interim Executive Officer), General Managers Paul Hickey, Graham Kennett, Mark Arnold, Troy Green, Vaughan MacDonald, Scott Turner (A/g GM).

Louise McMeeking (Dept Premier and Cabinet), Anita Gambhir (OLG), Cr Keith Williams (Rous County Council)

1. ACKNOWLEDGEMENT OF COUNTRY

At the meeting was opened by the Chair who provided an Acknowledgement of Country.

2. APOLOGIES



**NORTHERN
RIVERS**
JOINT ORGANISATION

1. Apologies were received from Peter Petty, Terry Dodds (Tenterfield Shire Council); Virginia West (Scenic Rim Council)

2.

3. DECLARATIONS OF INTEREST

No Declarations of Interest were noted

4. ADDRESS BY OFFICIAL VISITORS

5. CONFIRMATION OF MINUTES

5.1 Confirmation of Minutes – NRJO meeting 22 June 2018

060818/1 RESOLVED

(Cr Milne /Cr Smith)

That Joint Organisation confirms the Minutes of the Ordinary Meeting of Northern Rivers Joint Organisation held on Monday 22 June 2018.

3. CARRIED

FOR VOTE - All Councillors voted unanimously.

5.2 Confirmation of Minutes – NOROC meeting 22 June 2018

060818/2 RESOLVED

(Cr Wright /Cr Mustow)

That Joint Organisation confirms the Minutes of the Ordinary Meeting of Northern Rivers Regional Organisation of Councils held on Monday 22 June 2018.

FOR VOTE - All Councillors voted unanimously.

6. NOTICES OF MOTION

NIL

7. REPORTS

7.1 Adoption of Northern Rivers Joint Organisation Draft Charter

An Update to the Report 7.1 *Adoption of Northern Rivers Joint Organisation Draft Charter* was tabled by Interim Executive Officer. The Update acknowledged member Council resolutions made after the Agenda papers were circulated.

060818/3 RESOLVED

(Cr Smith /Cr Richardson)

Moved that the draft Northern Rivers Joint Organisation Charter be adopted

Amendment 1:

Cr Isaac Smith moved an amendment:

That the Joint Organisation include the Mayor and another councillor as voting members of each council

Amendment lapsed due to lack of second

Amendment 2:

Cr Katie Milne moved an amendment:

That the Joint Organisation Charter be adopted with a Voting Structure that reflects the Fee Structure or that where another tier of Government provides funding through the JO for distribution to member council's this is distributed according to the same formula as contributions

Amendment lapsed due to lack of second

4. CARRIED

FOR VOTE - All Councillors voted unanimously.

7.2 Northern Rivers Joint Organisation Code of Meeting Conduct

060818/4 RESOLVED

5. (Cr Smith /Cr Mulholland)

Moved:

that the draft Northern Rivers Joint Organisation Draft Code of Meeting Conduct be amended as follows:

- *that the code at point 12.13 include unlimited public access*
- *that the code include a point allowing unlimited public access at meetings*
- *that all meetings are audio recorded*

Amendment 1

Cr Smith moved an amendment:

- *that the code include public access to address the Committee on matters of regional interest.*
- *total time allowed will be limited to 30 minutes with speakers allowed 5 minutes each to address the committee.*
- *that all meetings are audio recorded*

CARRIED

FOR VOTE – Cr K Milne, Cr D Mulholland, Cr Mustow, Cr S Richardson, Cr I Smith

AGAINST - Cr D Wright

7.3 Adoption of Northern Rivers Joint Organisation Expenses and Facilities Policy

060818/5 RESOLVED

(Cr Milne /Cr Richardson)

That the draft Northern Rivers Joint Organisation Expenses and Facilities Policy be adopted

- 6. CARRIED**
FOR VOTE - All Councillors voted unanimously

7.4 Statement of Strategic Regional Priorities

060818/6 RESOLVED

(Cr Richardson /Cr Mustow)

That Muller Enterprise be engaged to undertake the work proposed under Option 4, plus one extra workshop if required, beginning August 22, 2018.

- 7. CARRIED**
FOR VOTE - All Councillors voted unanimously

7.5 Northern Rivers Joint Organisation Associated Membership

060818/7 RESOLVED

(Cr Mustow /Cr Wright)

That the report on the Northern Rivers Joint Organisation Associate Membership be received and noted.

- 8. CARRIED**
FOR VOTE - All Councillors voted unanimously

7.6 Support and Progression of NRJO Waste Management Priorities

060818/8 RESOLVED

(Cr Smith /Cr Richardson)

That the report on waste management priorities be received and noted

- 9. CARRIED**
10. FOR VOTE - All Councillors voted unanimously

7.7 Executive Officer Report

060818/9 RESOLVED

(Cr Mulholland /Cr Wright)

That Board receives and notes the Executive Officer's Report

- 11. CARRIED**
FOR VOTE - All Councillors voted unanimously

7.8 COMMUNICATION AND ENGAGEMENT PLAN

060818/10 RESOLVED

(Cr Smith /Cr Mustow)

That the Draft Communication and Engagement Plan be adopted.

12. CARRIED

13. FOR VOTE - All Councillors voted unanimously

7.9 Statement of Revenue Policy and Budget

060818/11 RESOLVED

(Cr Smith /Cr Richardson)

That the Draft Statement of Revenue Policy and Budget be adopted and referred to each member council to give public notice of the draft for not less than 28 days.

14. CARRIED

FOR VOTE - All Councillors voted unanimously

7.10 Executive Officer and Forward Financial Plan

060818/12 RESOLVED

(Cr Mustow /Cr Smith)

1. *That the NRJO Executive Officer be recruited on a part-time basis (i.e. 21 to 24 hours per week – equivalent to three days).*
2. *That the NRJO adopts the financial plan as outlined in Tables One and Two of this report for the 2018/19 financial year.*

CARRIED

FOR VOTE - All Councillors voted unanimously

7.11 Opening and Management of Bank Accounts

060818/13 RESOLVED

(Cr Smith /Cr Mustow)

1. *That the Chair and the Executive Officer are regarded as the “Beneficial Owners” of the Joint Organisation.*
2. *That required bank accounts be established at Summerland Credit Union.*
3. *That two of following three signatories be required to sign and approve payments: The Chair, the Executive Officer and the General Manager of the Council to which the Chair belongs.*

4. *That the Chair and the Executive Officer be issued with Summerland Credit Union Debit Cards.*
5. *That the Secretariat be approved to process all banking transactions.*

CARRIED

FOR VOTE - All Councillors voted unanimously

7.12 Council Regional Capacity Building (CRCB) Program

060818/14 RESOLVED

(Cr Mustow /Cr Richardson)

That the Northern Rivers Joint Organisation supports a grant application for the Council Regional Capacity Building Program – Contaminated Land Management, with that application to be lodged by Ballina Shire Council on behalf of the Joint Organisation.

15. CARRIED

FOR VOTE - All Councillors voted unanimously

7.13 NOROC Financial Report to 30 June 2018

060818/15 RESOLVED

(Cr Wright /Cr Milne)

That NRJO notes the contents of the NOROC financial report for the period ending 30 June 2018.

16. CARRIED

FOR VOTE - All Councillors voted unanimously

8. URGENT BUSINESS

Cr Richardson requested a review of forward meeting dates, with a preference for Fridays over Mondays.

The Statement of Revenue Policy needs to be submitted to the Office of Local Government by 31 August 2018 following 28 days of public notice. Given that the next Board meeting is not until November, the following resolution was required:

060818/16 RESOLVED

(Cr Mulholland/ Cr Smith)

That the Board authorise the Chair to adopt the Statement of Revenue Policy following the 28 day public notice period.

9. CONFIDENTIAL REPORTS

No confidential reports were received.

Meeting closed 12.09

Plan to Allocate Office of Local Government Funding: Northern Rivers Joint Organisation

Joint Organisations are required to provide advise the OLG how they plan to allocate establishment funding, including providing information on governance arrangements, key milestones, benefits and the budget of projects or activities. The below table outlines the key activities and allocated funding.

To date, the Strategic Priorities are yet to be finalised and it is anticipated that key regional activities will be identified and agreed by the Joint Organisation Membership. \$60,000 has been allocated to these future projects. One key project The Northern Rivers Freight and Supply Chain Project has been allocated.

NRJO Establishment Funding Plan

ITEM	Cost	Responsibility	Milestone	Benefits
Facilitation services to support establishment of regional priorities Workshop design <ul style="list-style-type: none"> ▪ Development of agenda, methodology and activities ▪ Design and supply of resources Workshop facilitation x2 <ul style="list-style-type: none"> ▪ 2 x consultants ▪ 4 x hours plus set up, pack down and travel time (date TBC) ▪ Regional location TBC Documentation of workshop outputs <ul style="list-style-type: none"> ▪ Strategic action plan 	12950	Chair/Exec Officer	30-Nov-18	Critical activity to provide strategic direction to NRJO's future activites

<p>Collaboration with NRJO Acting Executive Officer regarding format and content of statement</p> <p>Desktop research</p> <p>Copywriting short introductory statement</p> <p>Document formatting in word or PPT</p> <p>Copywriting 16-18 pages of content Incorporation of one round of consolidated client feedback</p> <p>Brief, engage and oversee graphic designer</p> <p>Graphic design to develop document style and apply to 16-18 pages of content</p>				
Recruitment and remuneration of the executive officer				
Recruitment Costs	4,000	Chair/EO/GM's	30-Nov-18	External recruitment will provide professional expertise
Remuneration Costs		Chair	Annual	Exec Officer fulfils the key leadership role for the organisation
EO Salary	80,000			
EO Superannuation and On-costs	10,000			
EO Vehicle	8,000			
EO Administrative Support (RDA)	50,000			
EO Office Space (Rous)	25,000			
Total Annual Estimate	173,000			
Regional Projects				a) Regionally important study undertaken in collaboration with RDA and DPC
a) Freight and Supply Chain Study	50,000	EO/GM's	31-Dec-18	
b) Future Projects from Strategic Priorities	60,000		30 Jun 2019	
TOTAL	299,950			

Joint Organisations and LGNSW: Co-design and Collaboration

October 2018

Consultation Draft

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Purpose:

The purpose of this paper is to seek feedback from Chairs and Executive Officers of the new Joint Organisations (JOs) regarding the way we work together. Comments on the opportunities and operating framework outlined in this paper will form the basis of an ongoing conversation regarding future collaborations. We are keen to develop a relationship that is sustainable and productive into the future, and put forward a range of issues to support an ongoing discussion in the spirit of co-design and collaboration.

Background:

LGNSW is absolutely committed to working closely with and supporting the Joint Organisation (JOs). LGNSW is the peak body for local government in NSW and we are here to support councils individually and collectively. The introduction of the JOs ushers in a new era for local government in NSW. It is important that we work together locally, regionally and at a state-wide level to take advantage of this opportunity to improve the outcomes for councils and the communities they represent.

LGNSW has always promoted regional collaboration and consequently, we have supported the JO concept from the outset. LGNSW was actively engaged in the development of the JO model and our submissions and representations advocated the design criteria supported by councils.

This proposal suggests various ways in which LGNSW and JOs can work together to achieve positive outcomes for all our communities. The proposal provides a high degree of flexibility as the future engagement of individual JOs with LGNSW is likely to vary considerably.

LGNSW will continue to serve and engage with individual council members in the way that it does now. Individual councils will have access to all current services regardless of whether or not their JO chooses to become an Associate member of LGNSW.

Opportunities for Collaboration:

Co-design principles

We propose that the following principles guide the collaboration between LGNSW and JOs:

- Clear communication, cooperation and a combined purpose
- Trust and goodwill
- Willingness to compromise or accept that some issues will not be appropriate for collaboration
- Creative and lateral thinking
- Political will and willingness to try

Areas for collaboration

There are four key areas where JOs and LGNSW could work together in support of each other. These are:

- Advocacy and leadership
- Strategic planning
- Service delivery; and
- Strategic capacity building.

Advocacy and Leadership

Advocacy is perhaps the most obvious opportunity for collaboration between LGNSW and JO's. LGNSW has a key role in advocacy, and JOs have already commenced advocating for their regions. There is an opportunity for LGNSW to reinforce and back in the messages that JOs are giving at a regional level, but also for JOs to provide support for state-wide advocacy by galvanising their communities and lobbying at the regional and local levels.

We see opportunities for stronger and more effective local government advocacy through collaboration between LGNSW and JOs.

LGNSW has an extensive network of contacts within the NSW State government. We have strongly established links at both the departmental and political levels, that enable access to decision-makers at crucial times. JOs also have their own relationships with politicians and departmental staff and will also have the advantage of having Department of Premier and Cabinet representatives at their meetings.

Ways in which JOs and LGNSW could work together on policy and advocacy include (but are not limited to):

- Consultation in policy development
- Working together on advocacy on significant policy issues
- Understanding each other's policy positions and coordinating advocacy strategies
- Understanding the priorities for each region, and aligning advocacy between regions where possible
- Joint delegations to meet with Ministers, Government and other politicians and/or sharing feedback from such meetings
- Identifying specific projects upon which to work optimising the use of expert resources in JOs and LGNSW.

It would be expected that collaboration would be limited to policy positions that are consistent with LGNSW policy principles, policy statements and priorities as determined by the LGNSW Annual Conference from time to time.

Strategic Planning

Whilst LGNSW does not ordinarily play a role in strategic planning at a regional level, it is suggested that LGNSW could be helpful in advocating where necessary to ensure that the legislation and process is right, so that strategic planning can occur in an efficient and appropriate manner. LGNSW may also be able to work with regions to support the achievement of their regional priorities, where they fit within a state-wide priority being progressed by LGNSW for the sector. LGNSW also plays a role in influencing strategic planning at the state level.

Service Delivery and Strategic Capacity Building

Aggregated service delivery by JOs is a clear initiative from which councils would benefit, and an area where LGNSW could work to support the JOs. Subject to their delegations, JOs have the scope to choose to deliver no services to their councils through to delivering a comprehensive range of shared services to their member councils and beyond.

LGNSW has a strong track record in the provision of professional development through training courses, forums, conferences, and there are potential mutual benefits from collaboration.

LGNSW often has the expertise or capacity to develop other specific workforce-related services but may not always have the reach into individual councils to promote their uptake. Conversely, JOs may not have the internal expertise or interest in focusing on workforce development services but would benefit from outsourcing this function to LGNSW.

Where JOs do not intend to support their own in-house training coordination function, LGNSW could act as a broker of training, where training is sourced and customised for JO members. Such training could include e-learning packages, webinars, accredited and non-accredited training, leadership and development programs, in-house courses for members, forums and seminars on technical areas of interest.

Where JOs might want to act as a broker for their councils, JOs could:

- Source training, forums and seminars for JO members from LGNSW
- Contract LGNSW to develop and customise e-learning packages for the region, for on-selling to JO members.

LGNSW is also able to offer JOs a range of other workforce management services, including:

- Recruitment of executive and senior staff
- Coordination of secondments or locums within and across JOs, particularly in occupations experiencing skills shortages
- Support in implementing the Local Government Capability Framework across JO member councils
- Conduct of research in areas such as regional workforce planning, regional service delivery models, regional training needs analysis etc.

LGNSW and JOs could collaborate on the implementation of changes to the Local Government Act, such as the establishment of Audit and Risk Committees within councils. One option includes sharing of an independent person on the committee, especially in areas where councils are struggling to attract appropriately qualified people.

Opportunities for Membership:

LGNSW would like to work with all JOs as important organisations in the NSW local government sector. This paper also proposes the creation of a new category of Associate membership for JOs and suggests some membership benefits for the consideration of the JOs who would like to consider membership and access to services. Feedback on this proposal from the JOs will then inform a proposal to the LGNSW Board to create a new category of Associate membership for the JOs. According to the LGNSW Rules the fees must be approved by the LGNSW Board.

Under LGNSW's Rules, JOs are defined as Related Local Government Bodies (RLGBs) and are entitled to join LGNSW as Associate members.

Associate members may submit motions to the LGNSW's Annual Conference and can vote on motions where Associate members have one vote each. Financial Associate members are entitled to the benefits and privileges of membership. If JOs are not financial Associate members they could still access some of LGNSW's services on a fee for service basis. It should be noted that associate members are not entitled to vote for LGNSW officers and Board members.

Proposed Fee Structure

Currently Associate member fees are based on a proportion of the base fee paid by Ordinary members (and which is reviewed annually by the LGNSW Board). This paper proposes that, in order to ensure that we are able to support free access to our core services, this needs to be scaled for the JOs as they grow in size and number of staff. We are also able to offer the JOs nominal membership fees and access to core services on the basis that our core support base comes from the ongoing support and participation of our Ordinary members.

We would therefore like to propose the following fee structure for category of Associate members for JOs and subject to LGNSW Board approval:

- 1) Where all councils that belong to the Joint Organisation are Ordinary members of LGNSW, the Joint Organisation would pay:
 - a) a **base fee** of \$3,593.00 plus GST; plus
 - b) a **supplementary fee** based on the number of full time equivalent (FTE) employees, according to the following scale:

Number of FTE employees	Supplementary fee
0 – 10 employees	\$0
For each additional 10 employees	\$3,593.00, plus GST

- 2) Where not all councils that belong to the Joint Organisation are Ordinary members of LGNSW, the Joint Organisation would pay:
 - a) a **base fee** of \$14,372.00 plus GST; plus
 - b) a **supplementary fee** based on the number of full time equivalent (FTE) employees, according to the following scale:

Number of FTE employees	Supplementary fee
0 – 10 employees	\$0
For each additional 10 employees	\$3,593.00, plus GST

Services

For the purposes of industrial relations and legal advice, Associate members enjoy an equivalent service to Ordinary members. LGNSW's industrial and legal services are not available to non-members.

LGNSW industrial services include representation in industrial disputes and other employment matters, specialist industrial advice on policy and legislation, making and varying industrial

awards and/or agreements, and assistance with general workplace matters (such as drafting contracts of employment, policies and procedures, and conducting workplace investigations).

LGNSW legal services offer high level advice on legal matters and legal policy across a wide range of matters. The Legal Officer manages applications under LGNSW's Legal Assistance Policy and coordinates confidential mentoring services for mayors, chairpersons and councillors.

Access to the variety of professional networks hosted by LGNSW are free for Associate members, but not available to non-members.

LGNSW offers subsidised user-pays services to members. Services in this category include executive recruitment and performance, training and management consulting. LGNSW would welcome opportunities for Joint Organisations who are not members to provide our user pays services, however user-pays services are charged at premium rates for non-members.

The following table summarises our service offerings for JOs as either Associate members or non-members:

Proposed Services and Entitlements	Associate Member JO	Non-Member JO
Advocacy	Yes	Yes
Policy Information and Advice	Yes	Yes
Co-ordinating training for Member Councils	Yes	Yes
Industrial Advice	Yes	No
Legal Support	Yes	No
Free networks eg HR, L&D, Comms, GMs, Planning, Environment etc	Yes	No
Training for JO staff	Subsidised member rates	Non-member rates
Executive Recruitment and Performance	Subsidised member rates	Non-member rates
Management Consulting	Subsidised member rates	Non-member rates

Information Sharing and Communication:

Sharing of information will be crucial for effective LGNSW and JO engagement. Information could be shared by mechanisms such as:

- JO and LGNSW staff and Board members to attend key meetings by invitation

- LGNSW inviting JOs to present to LGNSW Board meetings or participate in campaign development
- Regular meetings between LGNSW and JO Chairs (and Executive Officers)
- JOs resolving to write to LGNSW on issues of key importance so that LGNSW is aware of the positions being adopted. This would include sharing the Statements of Strategic Regional Priorities, once adopted
- LGNSW holding regional meetings to align with JO meetings
- JOs providing regional examples of issues upon which LGNSW advocacy is occurring, to use as case studies in support; and
- LGNSW supporting the network of JOs.

Questions for Discussion:

This paper seeks feedback from JOs in the spirit of co-design and collaboration. Your input is invited on the following:

- Do you agree with our co-design principles in order to guide a productive and collaborative working relationship?
- Have we identified the areas in which you would most like to work with LGNSW?
- Would your JO be interested in exploring Associate membership of LGNSW? Why, or why not?
- Do you think the proposed fee structure is fair?
- Do you think the proposed benefits for Associate members is fair for JOs?
- How do you think that LGNSW and JOs can best communicate and share information?

Feedback from JO Chairs and Executive Officers is invited on this paper by contacting Sarah Artist, Senior Manager Innovation & Capacity on 9242 4182 or sarah.artist@lgnsw.org.au.