



# Local Land Services North Coast

## **North Coast Local Land Services**

### **MINUTES**

#### **MEETING NUMBER 1**

**Boardroom, NCLLS Offices, Coffs Harbour**

**11 February 2014**

**North Coast Local Land Services**  
**Minutes - Meeting Number 1**  
**11 February 2014**

**Time:** Meeting commenced at 10:00 am

**Present:** Kent Lee (Chair), Mark Bulley, Janine Reed, Trevor Wilson, Bruce Brown (GM), Royce Bennett (MLS), Nicole Strehling (MLS), Jo McGoldrick (MB&ES), Grant Lewis (MB&F), Ian Simpson (A/GM), Stephanie Haines (Executive Assistant).

**Chairs Welcome**

Chair welcomed the Board and Executive to the meeting and reviewed the Agenda.

Chair acknowledged the Traditional custodians of the land, and Elders past and present of the Gumbaynggirr nation.

**Declaration of Pecuniary Interests:** None detailed.

**Board In Camera Session:** No items for discussion

**1.0 Apologies**

Nil.

**2.0 Minutes of the Previous Meeting (N/A)**

**2.1 Approval of Minutes**

N/A

**2.2 Updated Actions**

N/A

**3.0 Foreshadowed General Business Items**

Directors noted the following General Business items:

- Voting in forthcoming Director elections and enrolment processes.
- Water Quality in Bellinger River
- Service delivery issues in LLS
- LLS drought relief response

**4.0 Correspondence (1/1/14 to 3/2/14)**

Nil.

**5.0 Financials**

**5.1 Recurrent & Investment MTD, YTD P/L & Balance Sheet**

Manager Business and Finance's (MB&F) previously circulated report was taken as read.

MB&F advised that very limited financial data was available at present and that any meaningful analysis was not possible. He noted that Business Unit staff are still determining how to extract correct data from Sap By Design and that any financial data needs to be validated before distribution to the Board and Executive.

MB&F noted that F15 budgets would not be available until March. Broad discussion took place on need for actual MTD, YTD budget to actual financials (both profit/loss and balance sheet). MB&F stated that the Chair had approved for expenditure (\$65k) relating to the merged Kempsey Office.

- **Action 1.01**

Chair to raise the lack of LLS financial data at the February LLS Board of Chairs meeting.

- **Resolution 1.01**

That the Chair be nominated as Chair of the North Coast LLS Risk and Audit Committee.

**Carried**

## **5.2 Risk & Audit Committee**

Membership to be finalised.

## **5.3 WH&S Matters**

MB&F noted there were no issues to report and that work had commenced on NC LLS WHS documents.

## **6.0 Chair's Report**

The Chair noted his previously circulated report.

Chair advised that he had attended a number of LLS Board of Chairs meetings both before and following 1 January 2014. He noted that the LLS IPART submission on broadening of the LLS rating base to include smaller holdings.

Chair stated that post 1/1/14 the Board of Chairs focus had been on the efficient delivery of the services of the legacy organisations and on the forthcoming LLS Director elections.

The Chair advised that he had been appointed to the NSW Noxious Weeds Advisory Council and has sought further information on his role/responsibilities which he will distribute to Board and Executive staff members when available.

The Chair acknowledged the assistance given to him by the respective General Managers of the legacy organisations, both LHPA's and NRCMA.

- **Action 1.02**

Executive Assistant to draft a letter of thanks for the Chair's signature to be forwarded to Ian Simpson, Brian McInnes and Jo McGoldrick.

Broad discussion took place on currently vacant veterinary positions (2) on the NC LLS organisational structure and the need to fill the positions as soon as possible.

- **Action 1.03**

Chair to pursue approval for the recruitment of two veterinary officers detailed in the NC LLS organisational structure at the next LLS Board of Chairs Meeting as a matter of urgency.

## **7.0 General Manager's Report**

General Manager's (GM) previously circulated paper was taken as read.

GM noted that all historic badging was being removed and replaced with NC LLS branding.

GM indicated that Minister Hodgkinson would be visiting Port Macquarie on 18/2/14 to "open" an artificial reef.

## **8.0 Manager Land Services Report – Royce Bennett**

## **Strategic Unit Report**

Manager Land Services (MLS) spoke briefly to his previously circulated report.

In particular, he noted the partnership activity on the AG funded Climate Change Stream 1 Funding and that the NC LLS Investment Plan (F15) involving both CFOC and CANSW funds would be available for Board approval in May 2014.

MLS spoke briefly to the tabled Community Advisory Group Terms of Reference and this was followed by considerable discussion.

- **Action 1.04**

MLS to provide updated draft of the Community Advisory Group Terms of Reference to Board Members for additional comment. Final approval to be sought via a Flying Minute.

MLS briefly spoke to he previously circulated draft Socio Ecological Community Terms of Reference. This was followed by considerable discussion.

- **Action 1.05**

MLS to update the draft of the NC LLS Socio Ecological Community Collaboration and Engagement Networks Terms of Reference and circulate to Board Members for any additional comment. Final approval to be sought via a Flying Minute.

## **Native Vegetation Report**

MLS's previously circulated report was taken as read.

MLS noted that the revised Codes of Practice are still not available. Additionally he noted that the NC LLS was still rebuilding its native vegetation expertise. Currently two staff members were Accredited Officers and could "sign off" on PVP's and if required an Accredited Expert from NT LLS would be utilised. He noted the intention to upgrade staff skills to Accredited Expert status.

## **9.0 Manager Biosecurity and Emergency Services Report**

Manager Biosecurity and Emergency Services (MB&ES) spoke briefly to her previously circulated report, and this was followed by broad Board discussion.

MB&ES noted that the merger of two LHPA's (and CMA) into the NC LLS had highlighted the need to review the differentials in a range of service charges.

### **Topic Paper: Travelling Stock Reserves**

MB&ES spoke briefly to her previously circulated paper.

- **Resolution 1.02**

That the NC LLS pursue a state wide approach on managing Travelling Stock Reserves (TSR's) via the LLS Board of Chairs as a matter of priority, pursuant to the outcomes of the NSW Crown Lands Review.

**Carried**

- **Action 1.06**

The Chair raise with the LLS Board of Chairs the current status of the NSW Crown Lands Review.

## **10.0 Investment/Operations Report – Manager Land Services (Nicole Strehling)**

Manager Land Services (MLS) spoke briefly to her previously circulated report.

### **Topic Paper: Clarification of Agricultural Advice Issues**

MLS noted that issues existed relating to clarification of NC LLS role in horticulture, cannabis identification and potential partnerships with R&D activities.

Broad discussion took place on the decision by DPI to retain significant agricultural industry extension capacity in Development Officer roles.

- **Action 1.07**

MLS (NS) to develop a position paper on matters relating to DPI's retention of agricultural extension expertise in Development Officer roles.

- **Action 1.08**

Chair to utilise MLS' position paper to open up discussions with LLS Board of Chairs on agricultural extension issues.

**Topic Paper: Approval To Fill Vacant Positions.**

It was noted that there were 22 agricultural extension positions currently unfilled across the State.

MLS noted a number of unfilled NC LLS positions currently needed to fill.

Chair noted that he had been advised that the Chair of the Board of Chairs would be endorsing the recruitment action for the vacant NC LLS veterinary positions today.

- **Action 1.09**

Chair to follow up with the Chair of the Board of Chairs approval to fill remaining vacant NC LLS positions.

**Topic Paper: Application of NSW Government Procurement Reform to NRN Programs**

Manager Land Services (MLS) spoke briefly to her previously circulated paper that "grants" had not previously been subject to Agency Procurement Policies, but that no consistent advice had been received as to what constitutes a "grant". Thus the need exists to define what constitutes a grant to enable staff to negotiate contracts, etc.

- **Resolution 1.03**

That the NC LLS adopt the following definition of a "grant" for delivery of the F15 NRM Investment Program and applies the DTIRIS Procurement Framework accordingly:

*For the purposes of 2014/15 NRM investment delivery, a "grant" includes any funding delivered to a landholder or contractor to achieve natural resource management or sustainable agriculture outcomes. This may include planning, community capacity building, on-ground or resource condition monitoring activities.*

*Grants shall be administered in accordance with the NSW Department of Premier and Cabinet "Good Practice Guide to Grants Administration".*

*Good and services procured for the benefit of or to support the operations of North Coast LLS shall be procured in accordance with the DTIRIS Procurement Framework.*

*All grants and procurement will be delivered according to best-practice governance standards.*

**Carried**

## **11.0 General Business**

### **11.1 Voting and enrolments**

Board members critically reviewed the enrolment registration process and expressed concern on the current low level of registrations.

The Chair noted he was emailing the thirty enrolled candidates for the forthcoming election encouraging them all to encourage ratepayer enrolment. He indicated that there had been significant media activity at both the State and individual LLS level aimed at encouraging ratepayers to register.

- **Action 1.10**

Chair and MB&F to develop a listing of the media and other activities that have been undertaken to encourage ratepayer enrolment for the forthcoming LLS election(s).

- **Resolution 1.04**

That the NC LLS seek the support of the LLS Board of Chairs for an extension of the ratepayer enrolment process to 5pm, 21 February 2014.

**Carried**

## 11.2 Water Quality Issues in Bellinger River

Mark Bulley provided background information on the water quality issues and sought guidance as to whether this was an LLS issue.

- **Action 1.11**

Management to develop a briefing paper for the Board outlining the Bellinger River water quality issues and provide recommendations on a suggested course of action.

- **Action 1.12**

Chair and Mark Bulley to discuss the Bellinger River pollution issue direct with the Mayor/General Manager of the Bellinger River Shire.

Janine Reed asked if the Board needed to establish a procedure on how to handle these issues in the future.

- **Resolution 1.05**

It was resolved that “one-off” environmental issues which are brought to the attention of individual Directors are to be raised directly with the Chair who, at his discretion, will raise the issue with the General Manager to facilitate the preparation of a briefing note to the Board.

**Carried**

## 11.3 Service Delivery

Board discussion took place on the NC LLS website and possible inclusions and improvements.

- **Action 1.13**

Management to review the NC LLS website information and seek to update more frequently and improve user friendliness.

## 11.4 Acronyms

Janine Reed asked if there could be a list of common acronyms provided.

- **Action 1.14**

MB&F to develop a list of common acronyms utilised by NC LLS.

## 11.5 Drought Response

The LLS Board of Chairs briefing note entitled “*NSW extraordinary seasonal conditions – LLS priority response*” was tabled by the Chair. This was followed by broad discussion.

Board Members noted and supported the strategic approach developed in the LLS Board of Chairs briefing paper.

GM noted the intention to run a number of “seasonal conditions” workshops across the NC LLS Region in March 2014. He noted a team had been established to develop the workshop agenda and planning was well underway.

## 12.0 Next Board Meeting Date

Next Board Meeting: Port Macquarie (venue tbc) on Thursday 27 and Friday 28 March 2014.

Meeting closed at: 3:45 pm



Kent Lee  
Chair North Coast LLS



Bruce Brown  
GM North Coast LLS

# RESOLUTIONS

## Meeting Number 1

<b>Res No</b>	<b>Resolutions</b>
<b>R1.01</b>	That the Chair be nominated as Chair of the North Coast LLS Risk and Audit Committee. <b>Carried</b>
<b>R1.02</b>	That the NC LLS pursue a state wide approach on managing Travelling Stock Reserves (TSR's) via the LLS Board of Chairs as a matter of priority, pursuant to the outcomes of the NSW Crown Lands Review. <b>Carried</b>
<b>R1.03</b>	That the NC LLS adopt the following definition of a "grant" for delivery of the F15 NRM Investment Program and applies the DTIRIS Procurement Framework accordingly: <i>For the purposes of 2014/15 NRM investment delivery, a "grant" includes any funding delivered to a landholder or contractor to achieve natural resource management or sustainable agriculture outcomes. This may include planning, community capacity building, on-ground or resource condition monitoring activities. Grants shall be administered in accordance with the NSW Department of Premier and Cabinet "Good Practice Guide to Grants Administration".</i> <i>Good and services procured for the benefit of or to support the operations of North Coast LLS shall be procured in accordance with the DTIRIS Procurement Framework.</i> <i>All grants and procurement will be delivered according to best-practice governance standards.</i> <b>Carried</b>
<b>R1.04</b>	That the NC LLS seek the support of the LLS Board of Chairs for an extension of the ratepayer enrolment process to 5pm, 21 February 2014. <b>Carried</b>
<b>R1.05</b>	It was resolved that "one-off" environmental issues which are brought to the attention of individual Directors to be raised directly with the Chair who, at his discretion, will raise the issue with the General Manager to facilitate the preparation of a briefing note to the Board. <b>Carried</b>

# ACTIONS

## Meeting Number 1

Action Number	Action	Who
<b>A1.01</b>	Chair to raise the lack of LLS financial data at the February LLS Board of Chairs meeting.	Chair
<b>A1.02</b>	Executive Assistant to draft a letter of thanks for the Chair's signature to be forwarded to Ian Simpson, Brian McInnes and Jo McGoldrick.	Exec Asst
<b>A1.03</b>	Chair to pursue approval for the recruitment of two veterinary officers detailed in the NC LLS organisational structure at the next LLS Board of Chairs Meeting as a matter of urgency.	Chair
<b>A1.04</b>	MLS (RB) to provide updated draft of the Community Advisory Group Terms of Reference to Board Members for additional comment. Final approval to be sought via a Flying Minute.	MLS (RB)
<b>A1.05</b>	MLS (RB) to update the draft of the NC LLS Socio Ecological Community Collaboration and Engagement Networks Terms of Reference and circulate to Board Members for any additional comment. Final approval to be sought via a Flying Minute.	MLS (RB)
<b>A1.06</b>	Chair raise with the LLS Board of Chairs the current status of the NSW Crown Lands Review.	Chair
<b>A1.07</b>	MLS (NS) develop a position paper on matters relating to DPI's retention of agricultural extension expertise in Development Officer roles.	MLS (NS)
<b>A1.08</b>	Chair to utilise MLS' position paper to open up discussions with LLS Board of Chairs on agricultural extension issues.	Chair
<b>A1.09</b>	Chair to follow up with the Chair of the Board of Chairs approval to fill remaining vacant NC LLS positions.	Chair
<b>A1.10</b>	Chair and MB&F to develop a listing of the media and other activities that have been undertaken to encourage ratepayer enrolment for the forthcoming LLS election(s).	Chair MB&F
<b>A1.11</b>	Management to develop a briefing paper for the Board outlining the Bellinger River water quality issues and provide recommendations on a suggested course of action.	Management
<b>A1.12</b>	Chair and Mark Bulley to discuss the Bellinger River pollution issue direct with the Mayor/General Manager of the Bellinger River Shire.	Chair Mark Bulley
<b>A1.13</b>	Management to review the NC LLS website information and seek to update more frequently and improve user friendliness.	Management
<b>A1.14</b>	MB&F to develop a list of common acronyms utilised by NC LLS.	MB&F