



Local Land Services North Coast

North Coast Local Land Services

MINUTES

MEETING NUMBER 2

Boardroom, NCLLS Offices, South Grafton

27 March 2014

North Coast Local Land Services

Minutes - Meeting Number 2

27 March 2014

Time: Meeting commenced at 10:10am.

Present: Kent Lee (Chair), Mark Bulley, Janine Reed, Trevor Wilson, Tom Amey, Neil Summerville, Bruce Brown (GM), Royce Bennett (MLS-S), Nicole Strehling (MLS-NRM&AA), Jo McGoldrick (MB&ES), Grant Lewis (MB&F), Stephanie Haines (Executive Assistant).

Chairs Welcome

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

Pecuniary Interest – Nil declared.

1.0 Apologies

Tom Cooper

2.0 Minutes of the Previous Meeting: 11 February 2014

2.1 Approval of Minutes

- **RESOLUTION 2.01**

That the Minutes from NCLLS Board Meeting 1-14 (11/2/14) be accepted and be uploaded on NCLLS website.

Carried

2.2 Updated Actions

- **Action 1.01** - Progressing. Chair advised that early/mid-April would be the earliest date for the availability of LLS financials. GM advised that he has been appointed a member of the GMs Finance Working Group.
- **Action 1.02** – Completed.
- **Action 1.03** – Completed. Veterinary Officer (2) interviews to be conducted in early April.
- **Action 1.04** – Tabled in Agenda Item 8.0
- **Action 1.05** - Tabled in Agenda Item 8.0
- **Action 1.06** – NSW Crown Lands Review has been recently released for consultation.
- **Action 1.07** – Tabled in Agenda Item 10.1
- **Action 1.09** – Chair received advice at February BoC Meeting that we can recruit to fill vacant positions, with the exception of those affected by the “Change Management Plan” for some ex-LHPA positions.
- **Action 1.10** – Tabled in Agenda Item 6.1
- **Action 1.11 and 1.12** – GM noted ongoing discussions with EPA Regional Director Gary Davey on the Bellinger River pollution issue. GM to continue to provide updates on the issue.

- **Action 1.13** - Ongoing. Continue to monitor the effectiveness of DTIRIS having to approve NCLLS website content and uploads.
- **Action 1.14** – List of acronyms provided to Directors in Board papers and the list is also available on NCLLS Google Splash page.
- **RESOLUTION 2.02**
It was resolved that the NCLLS Board accept the Action Items update.

Carried

3.0 Foreshadowed General Business Items

Directors noted the following General Business items:

- Communication with stakeholders
- Agricultural extension plan
- CAP2 Workshop.

4.0 Correspondence (11/2/14 – 21/3/14)

Board Members reviewed the Correspondence Register.

- **ACTION: 2.01**
Board Members are to advise the Executive Assistant prior to each Board Meeting if they require a copy of any correspondence.

5.0 Financials

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

MB&F advised that there will be templates etc that will ensure commonality across the LLS Regions for BoC Financial Reporting.

He indicated that full financials should be available by the end of April 2014, and if that is the case, full financial data should be available at the next Board Meeting.

MB&F advised that he is unsure if SAP ByDesign will be able to produce monthly Balance Sheets. Broad discussion took place on the current availability of financial data and the fact that the current position was unsatisfactory. MB&F indicated he was investigating this matter further.

MB&F tabled draft F' 14 NCLLS Budget and a YTD expenditure statement.

MB&F noted that NCLLS expenditure appeared “on track” currently and that some staff costs needed to be allocated against other funding sources.

- **RESOLUTION 2.03**
That the NCLLS Chair continue to press the BoC on the need for individual LLS P&L and Balance Sheet (actual to budget) reporting.

Carried

5.2 Risk & Audit Committee

- **ACTION: 2.02**
Risk and Audit Committee membership to be determined at NCLLS May Board Meeting.

5.3 WH&S Matters

MB&F commented that an overall LLS WH&S Operational Plan is currently being drafted, with assistance from DTIRIS.

MB&F noted that no accidents occurred during the month and that the first meeting of the NCLLS WH&S Committee is scheduled for the week beginning Monday 31 March 2014.

- **RESOLUTION 2.04**

That the NCLLS Board accept MB&F Business Unit Report as tabled.

Carried

6.0 Chair's Report

Chair's previously circulated report was taken as read.

Broad discussion took place on the LLS enrolment and election process.

Chair noted that an enrolment form could be forwarded with Landholder Annual Returns, This together with associated press activity should encourage enrolment.

- **ACTION: 2.03**

MB&F to provide an update on the demographics of those who enrolled in the recent NCLLS election.

Chair noted his role as Chair of the BoC Finance and Audit Committee and his presentation on weeds policy/issues.

Chair stated that the recent Appreciative Inquiry Summit attended by NCLLS staff and some Board Members had been highly successful.

- **RESOLUTION 2.05**

That the NCLLS Board accept the Chair's Report as tabled.

Carried

6.1 Overview of NCLLS Election Process (including Media activities)

MB&F's previously circulated Paper was taken as read.

MB&F discussed key problems/issues associated with the election and solutions for the future. MB&F reported that the BoC is also undertaking a full review of the LLS election process.

Broad discussion took place on the long enrolment period, but short voting period, with no time to meet the candidates.

Directors asked if full polling information and statistics was available to candidates. MB&F clarified that all requests for this information are to be forwarded to Jess Brown (Manager-Policy, Planning and Relationships) and she will contact the candidate direct.

- **RESOLUTION 2.06**

That NCLLS support the future full disclosure of LLS election results.

Carried

A brief discussion took place on whether the creation of "local wards" would improve the geographic spread of elected Directors at future LLS elections.

- **RESOLUTION 2.07**

That the NCLLS Board accept the MB&F's Election Process Report.

Carried

7.0 GM's Report

GM spoke to his tabled report.

GM noted that the NCLLS's C4OC F'15 allocation may not be known until after the Federal Budget in May.

GM briefly discussed the new Seasonal Condition reporting guidelines and noted that the old terminology in relation to “drought declarations” no longer existed. Additionally, he noted that the new RAA could do more to publicise the new terminology.

It was also noted that the Seasonal Condition reporting on the DPI website needed to be improved.

- **ACTION 2.04**

Copies of the NCLLS Seasonal Condition Reports be circulated to Board Members.

- **ACTION 2.05**

MB&ES to develop a media release explaining the new Seasonal Condition reporting guidelines.

GM spoke briefly on the revised NCLLS Organisational Structure. Additionally, he noted the need for a full-time Communications Officer in F’15.

- **RESOLUTION 2.08**

That the NCLLS Board accept the GM’s Report.

Carried

8.0 MLS-S Report

MLS-S spoke briefly to his previously circulated Report.

8.1 NCLLS Stakeholder Engagement Framework

Board Members noted the NCLLS Engagement Framework.

- **ACTION 2.06**

NCLLS to seek Community Advisory Group (CAG) Members via an Expression of Interest (EOI), supported by a press release.

It was noted that the NCLLS Chair would Chair the CAG.

- **ACTION 2.07**

MLS-S to edit the Community Advisory Groups (CAG) Terms of Reference (TOR) to reflect that NCLLS Board Directors can attend CAG and SEL meetings in ex-officio roles.

- **RESOLUTION 2.09**

It was resolved that Directors Reed, Amey and Summerville and the MLS-S be on the CAG Selection Committee.

Carried

8.2 F’15 Investment Strategy Development

MLS-S spoke to his previously circulated paper and broad discussion followed.

- **RESOLUTION 2.10**

That the NCLLS Board endorse the Investment Strategy scoping framework and timeframe as presented.

Carried

8.3 NCLLS Response to NRC Weeds Review

MLS-S spoke to the previously tabled NCLLS Response.

MLS-S noted that an LLS Taskforce had been established to develop an LLS position paper for BoC discussion. Final date for submissions on the NRC Review is 6/4/14.

- **ACTION 2.08**

EA to provide copies of the NRC Weeds Review document “Time To Get Serious” to all NCLLS Board Members.

Janine Reed declared a conflict of interest before noting that nursery registration had been put in place but had been subsequently dropped for market competitiveness reasons.

Following discussion, the Board indicated it did not support the NRC recommendation 6(c).

The Board noted care needed to be taken with the definition of “widespread” and/or “regionally significant” weeds.

Following discussion, Board Members indicated that under “neutral tenure” individual LLS’s may not be able to meet their weed control obligations on TSR’s without rate increases.

In reference to the NRC recommendation 5(a) on penalties, Members thought the penalty should include the “cost of weed removal”. On NRC recommendation 6(b), Members questioned how timely “certification” processes could be put in place for small landholders.

- **ACTION 2.09**

MLS-S to incorporate NCLLS Board Members comments into the submission to the LLS BoC.

- **RESOLUTION 2.11**

That the NCLLS Board accept the MLS-S’s Report.

Carried

8.4 Native Vegetation Report

MLS-S spoke to previously circulated paper and noted that the trial of both the “paddock trees” and “thinning” Codes of Practice would take place within the NCLLS over the next couple of weeks. Additionally, he noted that the consultation process closes on 26/5/14.

Chair noted that a Board Members property (Trevor Wilson) was involved in one of the trials of NV Regulation Codes of Practice on Wed 2/4/14 and noted that there was no “conflict of interest” involved.

- **ACTION 2.10**

MLS-S to forward Board Members details of the dates/location of NV Regulation Code of Practice trials and also OEH website details.

MLS-S noted that the low level of PVP activity.

- **RESOLUTION 2.11**

That the NCLLS Board accept the MLS-S’s Native Vegetation report.

Carried

9.0 Biosecurity and Emergency Services Report

MB&ES’s previously circulated Report was taken as read.

MB&ES commented that Seasonal Condition Reporting is taking up a considerable amount of staff resources. GM noted that NCLLS had been proactive in supplying additional reports in support of NCLLS community requests.

MB&ES noted the NCLLS’ increased role in emergency management.

Chair and Board Members commented that good feedback had been received on both the Seasonal Conditions Workshops, and Rolland's plains cattle field day.

Neil Summerville commented that MP Thomas George had made enquiries in regard to Seasonal Condition reporting. This discussion was referred to General Business.

- **RESOLUTION 2.13**

That the NCLLS Board accept the MB&ES's report.

Carried

10.0 Investment/Operations Report

MLS-NRM&AA's previously circulated Report and Agricultural Extension Paper were taken as read.

MLS-NRM&AA noted that very positive feedback had been received from the Seasonal Conditions Workshop participants (86 people attended the 5 workshops). A media release will be prepared to promote the workshop outcomes.

MLS-NRM&AA noted the establishment of the Tweed Focus Group (Beef) with some 20 members.

The first NCLLS Fact Sheet "Pasture & Forage Crop Sowing & Management Guide" went 'live' on the NCLLS website on 27/3/14.

10.1 Extension partnership with DPI

MLS-NRM&AA spoke to previously circulated paper and noted the NCLLS need for horticultural and agronomic expertise. She noted that DPI will continue to service the macadamia and blueberry industries, with the former employing it's own extension officer.

NCLLS is still working on the agricultural extension transition and developing key messages for front line staff.

MLS-NRM&AA noted on 3/4/14 there will be a meeting of the North Coast Rural Producers Group and that this meeting will be a good opportunity to continue to build relationships and networks.

A brief discussion took place on regional water sharing plans.

- **ACTION 2.11**

MLS-NRM&AA to send Board Members information on NC Water Sharing Plans as they come to hand.

MLS-NRM&AA noted that cannabis identification is likely to be a shared role between DPI and NCLLS and that this lends itself to a possible "fee for service" activity.

Trevor Wilson tabled a CD entitled "Mate Helping Mate", produced by DPI, and suggested that copies be made available as a staff resource.

- **RESOLUTION 2.14**

That the NCLLS Board accept the MLS-NRM&AA's report.

Carried

11.0 General Business

Members noted the "in-house" induction session for elected Directors will be held on 28/3/14.

Broad discussion took place on the need for Board Member CAP training.

- **ACTION 2.12**

MLS-S to draft an agenda for a forthcoming Board Member CAP training day.

Chair advised that he intends to host a weekly teleconference for Board Members.

Brief discussion occurred on future Board Meetings dates/locations.

- **ACTION 2.13**

EA to provide Chair with a list of the currently proposed Board Meeting dates/locations for his review.

- **ACTION 2.14**

Chair to follow-up with Tim Ferraro (LLS Executive Officer) on whether Board Members need LLS email addresses.

Following a brief discussion on the IPART report, the MB&ES noted the different rating bases that exist across the NCLLS following its creation. She noted that these differentials would continue to exist until the new rating methodology was put in place.

- **ACTION 2.15**

MB&ES to develop a brief note for Board Members and Executive Team on the reasons for the rating differentials and the timeframes involved in the establishment of a new rating methodology.

- **ACTION 2.16**

EA to email out to Board Members a listing of all Board Member and Executive team telephone numbers and email addresses.

Janine Reed will be an apology for the Board Member inductions on 9-10 April 2014 in Dubbo.

Property Vegetation Training has been offered to LLS GM's and Board Members on 8 April 2014 in Dubbo.

The Chair noted the need to develop KPI's for the NCLLS.

Brief discussion took place on a previously circulated Australia Institute paper on CSG.

- **ACTION 2.17**

GM to develop a draft NCLLS policy on extractive industries for consideration at the next Board Meeting.

Brief discussion took place on the mix of ways to best communicate with stakeholders.

Given the need to avoid "conflicts of interest" it was noted that any Board Members and/or NCLLS staff that had entered into Annual Grazing Permits on TSR's should immediately surrender them. It was noted no Board Members currently have Annual Grazing Permits.

Tom Amey asked if there was any information available on Theileria Tick Disease.

- **ACTION 2.18**

MB&ES to forward information on Theileria Tick Disease direct to Tom Amey.

Janine Reed asked about the status of the draft NSW Agricultural Industry Action Plan.

- **ACTION 2.19**

Chair to follow up with LLS BoC on whether LLS would be making a submission on the draft NSW Agricultural Industry Action Plan.

A brief discussion took place on the NCLLS policy in regard to media activity.

- **RESOLUTION 2.15**

That all NCLLS media activities be conducted by the Chair and/or General Manager unless this authority was delegated to other Board Members and/or staff.

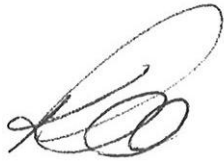
Carried

Kent closed the meeting by thanking GM and staff.

12.0 Next Board Meeting Date

Next Board Meeting to be held on 8-9 May 2014 – location to be determined.

Meeting closed at: 4:25pm



Kent Lee, Chair



Bruce Brown, General Manager

RESOLUTIONS

Board Meeting No. 2-14

Res No	Resolutions
R2.01	That the Minutes from NCLLS Board Meeting 1-14 (11/2/14) be accepted and be uploaded on NCLLS website.
R2.02	That the NCLLS Board accept the Action Items Update.
R2.03	That the NCLLS Chair continue to press the BoC on the need for individual LLS P&L and Balance Sheet reporting.
R2.04	That the NCLLS Board accept MB&F Business Unit Report as tabled.
R2.05	That the NCLLS Board accept the Chair's Report as tabled.
R2.06	That NCLLS support the future full disclosure of LLS election results.
R2.07	That the NCLLS Board accept the MB&F's Election Process Report.
R2.08	That the NCLLS Board accept the GM's Report.
R2.09	It was resolved that Directors Reed, Amey and Summerville and MLS-S be on the CAG Selection Committee.
R2.10	That the NCLLS Board endorse the Investment Strategy scoping framework and timeframes as presented.
R2.11	That the NCLLS Board accept the MLS-S's Report.
R2.12	That the NCLLS Board accept the MLS-S's Native Vegetation report.
R2.13	That the NCLLS Board accept the MB&ES's report.
R2.14	That the NCLLS Board accept the MLS-O's report.
R2.15	That all NCLLS media activities be conducted by the Chair and/or General Manager unless this authority was delegated to other Board Members and/or staff.

ACTIONS

Meeting Number 2-14

Action Number	Action	Who
A2.01	Board Members are to advise the Executive Assistant prior to each Board Meeting if they require a copy of any correspondence.	Board Members/EA
A2.02	Risk and Audit Committee membership to be determined at NCLLS May Board Meeting.	Board Members
A2.03	MB&F to provide an update on the demographics of those who enrolled in the recent NCLLS election.	MB&F
A2.04	Copies of the NCLLS Seasonal Condition Reports be circulated to Board Members.	MB&ES
A2.05	MB&ES to develop a media release explaining the new Seasonal Condition reporting guidelines.	MB&ES
A2.06	NCLLS to seek Community Advisory Group (CAG) candidates via an Expression of Interest (EOI), supported by a press release.	MLS-S
A2.07	MLS-S to edit the Community Advisory Groups (CAG) Terms of Reference (TOR) to reflect that NCLLS Board Directors can attend CAG and SEL meetings in ex-officio roles.	MLS-S
A2.08	EA to provide copies of the NRC Weeds Review document – “Time To Get Serious” - to all NCLLS Board Members.	EA
A2.09	MLS-S to incorporate NCLLS Board Members comments into the NRC Weeds Review submission to the LLS BoC.	MLS-S
A2.10	MLS-S to forward Board Members details of dates/location of NV Regulation Code of Practice trials and also OEH website details.	MLS-S
A2.11	MLS-O to send Board Members information on NC Water Sharing Plans as they come to hand.	MLS-O
A2.12	MLS-S to draft an agenda for a forthcoming Board Member CAP training day.	MLS-S
A2.13	EA to provide Chair with a list of the currently proposed Board Meeting dates/locations for his review.	EA
A2.14	Chair to follow-up with Tim Ferraro (LLS Executive Officer) on whether Board Members need LLS email addresses.	Chair
A2.15	MB&ES to develop a brief note for Board Members and Executive Team on the reasons for the rating differentials and the timeframes involved in the establishment of a new rating methodology.	MB&ES
A2.16	EA to email out to Board Members a listing of all Board Member and Executive team telephone numbers and email addresses.	EA
A2.17	GM to develop a draft NCLLS policy for consideration at the next Board Meeting.	GM
A2.18	MB&ES to forward information on Theileria Tick Disease direct to Tom Amey.	MB&ES
A2.19	Chair to follow up with LLS BoC on whether LLS’ would be making a submission on the draft Agricultural Industry Action Plan.	Chair