



STRATEGIC PLAN
2016 TO 2019
**Manning Coastcare
Group**

What Manning Coastcare Group wants to achieve and how we will go about it over the next few years

Adopted: 15 November 2016

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1 INTRODUCTION

This Strategic Plan has been developed by Daintry Gerrand and Pieta Laing in order to provide a disciplined approach to the management of Manning Coastcare Group over the next three years. Daintry Gerrand (daintry.gerrand@gmail.com) is the Chair/Coordinator/Secretary of Manning Coastcare Group and has been in this position since the Group's inception. Pieta Laing (pieta.manningcoastcare@gmail.com) has been employed one day a week from March 2016 as a Local Landcare Coordinator for Manning Coastcare Group under the NSW Local Landcare Coordinator Initiative.

Who we are

In 2006 Manning Coastcare was incorporated as Manning Coastcare Group Inc - a not-for-profit legal entity # 9885445 under the Associations Incorporation Act of NSW (ABN 73302754263). Manning Coastcare Group's Constitution is attached as Appendix 1.

Our Aims

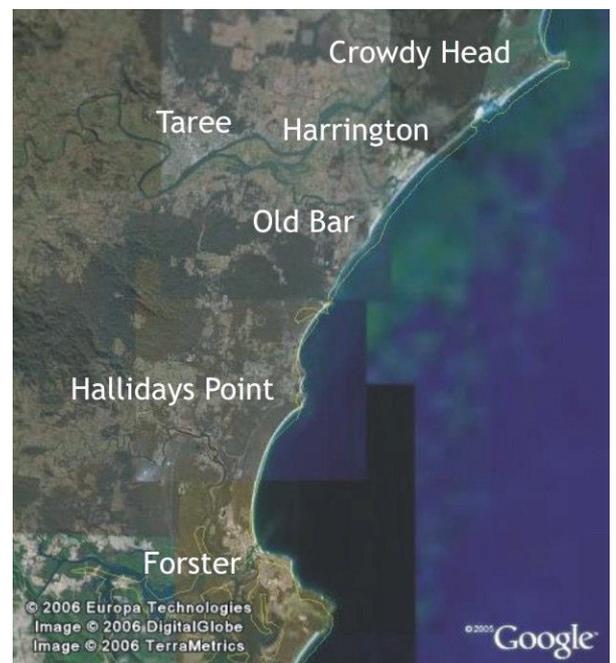
Our work in the coastal area of NSW between Crowdy Head and Hallidays Point has two main aims:

- the conservation of the biodiversity of the coastal wildlife and habitat corridor to achieve a state where natural regenerative processes are 'winning the battle' against weed infestations
- the development of our skills for efficient and cost effective control techniques of high priority weeds such as Asparagus weed and Bitou Bush.

Office Bearers

Manning Coastcare Group has the following Executive Board (May 2016):

Coordinator/Secretary:	Daintry Gerrand, Johns River
Treasurer:	(currently vacant)
Public Officer:	Daintry Gerrand
Member and signatory	Genevieve Godwin, Harrington
Member and signatory	Barbara Fogarty, Old Bar
Member and Signatory	Diane Seaghers, Od Bar



Background/history

A strategic approach to weed control

Manning Coastcare was formed in **1996**. Our focus has been the strategic management of weeds in the coastal zone.

The initial target was 8 pockets of significant 'littoral rainforest' vegetation remnants and this expanded to cover some 80% of the 40 km long coastline from Crowdy Head to Hallidays Point on the NSW Mid North coast. Our work now covers an area of about 200 hectares.

In 1998 some 51 coastal localities, of which 29 were littoral rainforest communities, were surveyed in detail, and the diversity and abundance of weeds encountered at each site were recorded. Funding was from the State Government's Coastcare Program. Restoration Action Plans for 8 areas of Littoral Rainforest were also prepared in 1998 (with funding from the NSW Environmental Trusts). Regeneration work started in 1998 as funding for on-ground works by contract regenerators and 'volunteer workers' was sourced.

In 2009 the same 51 sites were re-surveyed with funding support for this monitoring and evaluation being provided by Hunter Central Rivers Catchment Management Authority (CMA). In the period between these surveys and since that time, Manning Coastcare has systematically worked on priority sites as identified by the surveys.

A collaborative approach

The work has been undertaken in collaboration with Mid Coast Council NSW (previously Greater Taree City Council), the Crown Lands section of the Department of Primary Industry (DPI – Lands) and the National Parks and Wildlife Service; and has complemented the activities of Hallidays Point Landcare Group which works in the area of Diamond Beach, Red Head and Hallidays Point.

On ground works

The on-ground works have been undertaken by:

1. **Specialist bush regenerator contractors** targeting sensitive vegetation and difficult to control weed species, and
2. **The volunteer worker program** targeting Bitou Bush and other select weed species comprises some 30 people in the over 55 age category as part of a Centrelink program, working 15 hours per week (two days) under a supervisor. This program has been funded in the past with assistance from Council as well as Manning Coastcare funds. The work has been undertaken at three sites:
 - Crowdy Head to Harrington
 - Manning Point/ Old Bar and
 - Hallidays Point.



In addition, there was a fourth volunteer group working at

- the community nursery at Kolodong to supply local provenance plants for specific regeneration projects.



Excellent results achieved

One hundred percent of the high priority sites surveyed in 1998, all of which contain Littoral Rainforest, have been worked on with excellent results in the reduction in weed infestation levels. More than 70% of all sites surveyed have been worked on to some degree as well as additional sites not part of the original survey. In a few sites where our limited resources have meant work is species specific or inconsistent, the weed infestation level has worsened.

Other projects

Our working in the Manning coastal area is varied and has included the following projects:

- In 2000 we participated in the development of Bitou Bush Control Strategy for the Local Government Area (LGA), funded by Coastcare.
- We have supported endangered shore birds programs through 'Mates of the Manning'.
- We have partnered with Hastings Landcare in the delivery of two Green Army programs working on the coastal corridor between Dunbogan and Harrington.
- We have undertaken a range of activities through the Crowdy Head School focussed on Aboriginal Cultural Heritage and coastline vegetation and weeds of National Significance (Bitou Bush and Asparagaceae).
- We have integrated our work with the NPWS Discovery Ranger to complement activities and we have produced a DVD set of information.

Where relevant we work with the indigenous community. For example, we have engaged the TIDE Green Team Rangers to undertake some components of our weed control works. A recent Green Army Program Team comprised 7 indigenous participants out of the total of 9, and this team has been able to roll over into a 2nd 22-week program.

**MCCG won the Australian Government
National COASTCARE Award in 2006.**

Our Landcare relationships

Manning Coastcare is part of the State-wide Landcare Network. Landcare is a community-based approach to managing and restoring Australia's natural environment, improving the sustainability of agricultural activities, and building the resilience of communities.

Manning Landcare Network – Mid Coast 2 Tops Landcare Connection

There are four Landcare network groups working in the Greater Manning area and these groups have joined together to form Midcoast 2 Tops Landcare Connection (MC2T) – see map below.

The groups which comprise MC2T are:

- Manning Landcare
- Manning Coastcare Group
- Karuah and Great Lakes Landcare, and
- Johns River part of Hastings Landcare



More information may be found at www.midcoast2tops.org.au

Part of Hunter Region Landcare Network

Manning Coastcare Group is part of the area covered by the Hunter Landcare Region. There are 11 Landcare regions in NSW based on local government boundaries. Nev Reis is the Hunter Landcare Coordinator employed by Hunter Local Land Services. Nick McGrath is the Local Land Services Coordinator in Taree for the Mid Coast to Tops Landcare Connection.

Local Landcare Coordinators

In 2016 the NSW State Government provided \$15 million over three and a half years for Local Landcare Coordinators to be employed across the State to work with their host organisations to increase the capacity of the group to, among other things, support and increase community engagement, undertake planning, develop partnerships and secure resourcing through project grants and other sources, and link to programs of Local Land Services and other organisations to develop on-ground natural resource management projects in line with regional and state strategies.

One coordinator, four people

Mid Coast 2 Tops Landcare Connection has been successful in obtaining one Local Landcare Co-ordinator Position for the Area. (There are another 1.5 positions in the Upper and lower Hunter.) The MC2T Local Landcare Coordinator position has been allocated to the 4 member groups as follows:

Manning Landcare Inc (Lead organisation)	2 days /week	Lyn Booth/Alison Allan
Manning Coastcare Group Inc	1 day/week	Pieta Laing
Karuah & Great Lakes Landcare	1 ½ days/week	Joel Dunn
Part of Hastings Landcare Inc	½ day/week	Daintry Gerand

As part of the funding agreement, an annual plan for each group or network is required. Reporting on this plan is required by 31 May and 15 December each year. The six-monthly reports include activities for the period, progress of the project and funding expenditure to date. An annual report for each group, including six case studies, is required by 1 October each year. The annual report needs to include case studies, a governance 'health check', a group 'health check', collation of investment, leverage and partnerships; and collation of activities undertaken.

Our Funding

As a not-for-profit incorporated association, Manning Coastcare Group is reliant on grant funding and donations to undertake the work we do.

Since 1996, 25 grants have been received representing:

Total cash grants of \$827,897

Total community in-kind contributions of just over \$3,734,307

OVERALL total project cost of \$4,562,204

In the 18 years between 1996 and 2014 MCCG has leveraged \$1,016,000 in grants funds (NSW & Aust Govt), plus \$329,000 from Council, and contributed some \$480,000 in-kind co-ordination and \$7,383,000 through the 'volunteer worker program' (15-30 people working 15 hrs /week since 2001).

In 2006, we received \$187,000 over 5 years under a Land Management Tender with the Hunter Central Rivers CMA to continue work in high conservation value vegetation (\$30,000 p/a).

Greater Taree City Council provided annual funding from 2001 to 2015 for the 'volunteer worker program' through Centrelink of approximately \$16,000 in cash and approximately \$5,000 in-kind contribution for chemicals, other materials and the spray-trailer maintenance. This funding has now ended and Manning Coastcare, as a priority, is looking for alternate funding so this program which provides a reliable labour force of 15-30 people can continue.

Relationship to external agencies

Manning Coastcare has the following relationships with external agencies:

Agency	Involvement
Manning Entrance State Park Trust	<ul style="list-style-type: none"> • The Trust acts as owner of the land on which Manning Coastcare group works and thus is a key partner in all our work. The Trust is jointly managed by Council and Crown Lands. • Work is undertaken under agreed plans and/or approach to achieve coordinated environmental outcomes • On a day-to-day basis, on-grounds works are undertaken under the Authority of Council. • We work with and Liaise with relevant staff to ensure our strategic plan and associated works delivery is consistent with the Trust's goals and objectives • We work within consistent data and information protocols where coordinated weed program planning and data sharing opportunities arise • We obtain information about relevant on-ground works or programs by Lands so we can build on or contribute to key outcomes
Manning Estuary, Coastline & Catchment Committee	<ul style="list-style-type: none"> • Manning Coastcare Chair/Coordinator is a member of this committee of Council
Mid North Coast Weeds Advisory Committee	<ul style="list-style-type: none"> • We liaise with members to build relationships with Local Government Area Weeds Officers
Hunter Local Land Services	<ul style="list-style-type: none"> • Manning Coastcare Chair/Coordinator is a member of Manning Great Lakes Landscape Community Advisory Group which develops 'District delivery plans' which provide funding and support for Manning Coastcare projects.
Mid North Coast National Parks Association (MNC NPA)	<ul style="list-style-type: none"> • Manning Coastcare works with the MNC NPA work to attract funding resources to complement weed management priorities in the national park estate, especially the significant Crowdy Bay National Park. This is across LGA boundary partnership.
Hastings Landcare	<ul style="list-style-type: none"> • Manning Coastcare has partnered with Hastings Landcare in a number of funding applications including the successful 'Greater Hastings high conservation value ecosystems coastal corridor' project for two on-ground teams working in 2015-16.
NSW National Parks & Wildlife Service (NPWS)	<ul style="list-style-type: none"> • We have partnered with NPWS in funding applications for endangered shorebirds programs • We have jointly supported 'Mates of Manning Volunteers'
Crowdy Head Environment and Cultural Heritage Centre 'Working Group'	<ul style="list-style-type: none"> • Manning Coastcare is a member of and co-ordinator of this group.

2 WHAT WE WANT TO DO

The guiding principles, organisational beliefs and behaviour creed for Manning Coastcare are as follows:

Organisational vision

A local community which values and protects the coastal environment ensuring limited negative environmental impacts and high quality natural coastal vegetation which is biodiverse, weed-free and sustainable against encroaching urbanisation.

Our Mission statement

A healthy coastal system and an empowered local community.

Our Values

Manning Coastcare:

- ✓ believes in the importance of protecting and enhancing the natural environment in which we live
- ✓ believes in low impact and natural approaches to reducing beach erosion
- ✓ believes farming and other activities that impact on the natural environment should be sustainable
- ✓ encourages innovation in the way we interact with the environment
- ✓ respects the views of others even if they differ from our own
- ✓ is honest in its business dealings
- ✓ values the input of its members, local community and key stakeholders

SWOT analysis

<p>Strengths</p> <ul style="list-style-type: none"> • 20 years of protecting and enhancing the Manning coastal area • Members with excellent natural resource management credentials and experience • Part of State and National Landcare Network with 25-year history • Successful in grant applications • Local knowledge of members 	<p>Weaknesses</p> <ul style="list-style-type: none"> • Relatively low number of members and volunteers • Inadequate funding and reliance on uncertain grant funding • Communicating with our members and local community • Promotion of our programs and engaging volunteers • Focus mainly on the coastal weed program
<p>Opportunities</p> <ul style="list-style-type: none"> • One day a week paid coordinator for 3.5 years • Goodwill generated by Landcare badging • Leveraging work of our key stakeholders • Fostering sustainable behaviour in the community through our projects and programs 	<p>Threats</p> <ul style="list-style-type: none"> • Inadequate knowledge in the community about what we do • Negative perceptions by some in the community that Landcare is a bunch of Greenies who just want to 'lock up' the environment • Committee burn out

<ul style="list-style-type: none"> • Indigenous engagement in programs • Marketing of activities to the community 	<ul style="list-style-type: none"> • Holding onto our core purpose while adding new business opportunities • Trying to do too much with inadequate resources. • Increasing pressure on the coastal environment through increased tourism and extreme weather events
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Major Goals / Objectives

The specific objectives of Manning Coastcare Group are to:

1. have a strategic approach to the sustainable management of the Manning coast – **strategic approach**
2. reduce or cease negative environmental impacts on Manning coast – **reduce negative impacts**
3. empower local community to manage Manning coast – **empower local community**
4. work with major partners and other land managers to maximise the use of available funds and reduce duplication of effort – **work with partners**
5. have good governance – **governance**
6. have financial security to achieve environmental outcomes – **financial security**
7. promote sustainable land management and support of regional Landcare initiatives – **promote and support Landcare**

3 HOW WE WILL ACHIEVE OUR OBJECTIVES

The activities and tasks that will enable our objectives to be met are outlined in the following table:

<i>Objective</i>	<i>Activities to achieve this objective</i>	<i>Task #</i>	<i>Tasks</i>
1. Strategic approach	Activity 1.1: Have a Strategic Plan which is relevant and up-to-date	1.1a	Develop Action Plan
		1.1b	Finalise Draft Strategic Plan (which includes Action Plan)
		1.1c	Review Action Plan in Sep/Oct each year prior to AGM and update as necessary
		1.1d	Review Strategic Plan in 3 years
	Activity 1.2: Understand environmental issues in Manning Coastcare Group work area	1.2a	Undertake at least one field inspection per year and document current status of land/projects/issues etc

		1.2b	Liaise with State Park reserve trust (Council and Crown Lands) in order to understand their priorities and any issues which arise; and identify existing data/knowledge Council or Lands have to avoid duplication and provide direction
	Activity 1.3: Ensure changes in weed invasion over time are documented	1.3a	Update existing mapping, especially for highest priority sites (eg find existing GIS data files; work out how to use ArcGIS files and where point data in Google Earth Pro) and Import existing info to Google earth pro, ensuring data is stored in a way accessible to Council and Lands, using agreed metadata and storage requirements
		1.3b	Get electronic copies of Council and Crown Lands mapping of State Park and integrate with existing mapping, especially for highest priority sites
		1.3c	Resurvey for weeds at least every 10 years according to need (ie not required if done by others) and resources available, as update from the 2009 survey
		1.3d	Apply for grant funding for resurvey of weeds
		1.3e	Keep a photographic record of regeneration works in the littoral forest at Old Bar over time (preferably with established photographic monitoring stations using previously used GPS coordinates)
	Activity 1.4: Prioritise manning Coastcare Group projects and work required	1.4a	Keep a list of all major projects in priority order
	Activity 1.5: Employ Local Landcare Coordinator (LLC) under Local Landcare Coordinator Initiative (LLCI) program (0.2 EFT) and ensure work is strategic and prioritised	1.5a	Complete a six-monthly contractual report by 31 May and 15 Dec each year until 2019
		1.5b	Complete annual report card by 1 Oct each year until 2019 on work of LLC, host group and funding received from

			State Govt; including 1 or more case studies (6/EFT).
2. Reduce negative impacts	Activity 2.1: Gain appropriate approvals for on-ground works in Manning Entrance State Park	2.1a	Obtain Reserve Trust approval for works in the State Park
		2.1b	Liaise with NPWS and, if required, obtain a scientific licence from NPWS for Coastcare Groups to work in Sepp areas.
	Activity 2.2: Undertake on-ground works by contractors in priority areas	2.2a	Complete and report on current grant-funded contract with bush regenerator contractors working at Crowdy Head
		2.2b	Complete and report on current grant-funded contract with bush regeneration contractors working at Manning Point
		2.2c	Apply for grant funding for weed removal in sensitive areas at Harrington rainforest
		2.2d	Meet regularly with contractors to check progress of work and to ensure work is in line with scope of works and priorities
	Activity 2.3: Support on-ground works by volunteers at Old Bar in conjunction with Council (Dan Love) and Crown Lands (Tina Clemens)	2.3a	Assist Old Bar group to continue program of hand-weeding of Bitou Bush and other weeds, and planting of native species, particularly in the littoral forest areas adjacent to the school and Racecourse Creek; as well as sand-trapping work on the sand-dunes; providing relevant supervision and ensuring work is within relevant approvals
	Activity 2.4: Support Crowdy Head Education Group	2.4a	Assist Crowdy Head Education group where necessary, particularly with gaining access to the old school for environmental events
	Activity 2.5: Continue work by Centrelink over 55 volunteers supervised by bush regenerator	2.5a	Apply for new grant funding from Council to enable the continuation of Bitou Bush hand clearing by the over 55 volunteer program

	Activity 2.6: Inform community on local negative environmental impacts and invite them to become involved in sustainable land management	2.6a	Convene a workshop or information day at Old Bar, on work in coastal forest area and sand-dunes; and how they can get involved
		2.6b	Convene a workshop or information day at Harrington/Crowdy Head on environmental issues there and how they can get involved
		2.6e	Assist Old Bar Group to install educational Littoral Rainforest signs (one in David St and one on beach side) with agreed key educational messages (consistent with other State Park signage).
3. Empower local community	Activity 3.1: Engage, connect and interact with local community to achieve shared goals	3.1a	Establish an email list for members and friends of Manning Coastcare Group, and contact members on regular basis
		3.1b	Make regular posts to Facebook page
		3.1c	Provide base information on Manning Coastcare for MC2T website
		3.1d	Hold at least one field day a year for community members to inspect works and hear about what we are doing
		3.1f	Update 'interpretation education materials' (walk notes) for Littoral Rainforest sites (project funded by Hunter LLS)
		3.1g	Run workshop on birds of the rainforest
	Activity 3.2: Build community capacity and reduce 'burden of responsibility' on volunteers	3.2a	Provide technical information on the website eg links to Landcare Factsheets such as 'How to start up a Landcare Group'; info from National Landcare Directory; and Landcare Gateway site
		3.2b	Provide information on the MC2T website on major weeds in the area (using existing local weed resources, Royal Botanic Gardens, Sea Acres Port Macquarie NPWS, Gwen Harden

			Publications and other information online)
		3.2c	Provide information on the website on common native plants on the coast – both common and special interest plants
		3.2d	Provide insurance for volunteers as appropriate
		3.2e	Ensure member community groups understand their insurance and WHS requirements
	Activity 3.3: Value the contributions of volunteer members, who provide direction, organisation, labour, ideas, experience and other skills	3.3a	Celebrate successes through newspaper reports, website, emails, Facebook and case-studies etc
	Activity 3.4: Ensure Strategic Plan has 'ownership' by the members by ensuring members have input to the Plan as well as opportunities to contribute to prioritisation of projects	3.4a	Ask members for feedback/contributions on Strategic Plan
	Activity 3.5: Establish relationships with neighbours	3..5a	When starting work in a new area, communicate with 'close' neighbours via letterbox drops regarding work that is being undertaken and why
	Activity 3.6: Increase membership of Manning Coastcare Group	3..6a	Undertake workshops and field days on site for general public
	Activity 3.7: Provide value-added information for community	3.7a	Update "Walknotes" for Harrington rainforest and the littoral rainforests at Crowdy, Old Bar and Manning Point
4. Work with partners	Activity 4.1: Work with the effective 'Owner' of the land - Manning Entrance State Park Trust (joint management by Council and Crown Lands)	4.1a	Engage with Manning Entrance State Park Trust – both Council and Lands as appropriate, to ensure work is appropriate, in line with their priorities, and approved

		4.1b	Encourage Council (and/or Crown Lands) to install fencing around all sand dune and littoral forest areas to reduce pedestrian and other access; and develop a list of priority areas to be addressed first
		4.1c	Request Council use environmental levy funds for additional work in Manning Entrance State Park, particularly regeneration work in high priority rainforest areas.
	Activity 4.2: Work with LLS	4.2a	Liase with Mitch McGrath, LLS Taree, regarding how we can gain more grant funding
		4.2b	Continue representation of Manning Coastcare Group on LLS Manning Great Lakes Community Advisory Group
	Activity 4.3: Work in partnerships with other key stakeholders in management of coastal zone/area	4.3a	Establish and keep updated list of key stakeholders
		4.3b	Participate in coastal weed control and rainforest rehabilitation working groups
		4.3c	Involve Manning birdwatchers in workshops such as birds of the rainforest - see 3.1h
5. Governance	Activity 5.1: Appropriate and well documented governance of Manning Coastcare Group	5.1a	Undertake Landcare organisational health check
		5.1b	Address gaps arising from organisational health check
		5.1c	Update constitution
		5.1d	Develop annual budget, in October each year for the next calendar year, which is agreed by members at AGM, and which identifies all currently planned projects and sources of income

		5.1e	Update annual budget when new funds become available or expenditure is excessive
		5.1f	Keep list of members
		5.1g	Ensure all contractors have public liability insurance and workers' compensation insurance or private accident insurance
	Activity 5.2: Use best practice in project management to ensure projects are delivered on time and on budget	5.2a	Establish a task/project management spreadsheet
	Activity 5.3: Comply with State and Federal legislation	5.3a	Hold AGM in November, provide annual report, elect office, etc
		5.3b	Provide information on legislative framework for natural resource management on the MC2T website
		5.3c	Ensure all Association and Fair Trading requirements are met eg BAS
		5.3d	Ensure contractors have appropriate work safety documentation in place eg safe work method statements, material safety data sheets, site induction checklist
	Activity 5.4: Provide member services	5.4a	Ensure volunteer insurance is in place and volunteers are aware of and adhere to its requirements
		5.4b	Ensure volunteer workers comply with work health and safety guidelines and legislation (eg site induction and making list of on-site hazards as well as taking due care with respect to such things as ticks and sunburn) by providing information as well as sunscreen, personal insecticides and other items necessary for on-site safety
	Activity 5.5: Monitoring and evaluation of programs and strategies	5.5a	Document all field visits and what is discussed/found as a means of monitoring and evaluating projects
		5.5b	Ensure evaluation is a component of all project reports and use project evaluation to influence future strategies and actions

6. Financial security	Activity 6.1: Actively seek and ensure resources available for on-ground work in high priority sites as well as network support and other specific projects	6.1a	Apply for other grant funding as appropriate
7. Promote and support Landcare	Activity 7.1: Support Midcoast2Tops Landcare connection	7.1a	Assist in developing integrated MC2T website
	Activity 7.2: Participate in Landcare NSW/LLS activities	7.2a	Provide feedback on discussion papers as requested from LLS/Landcare NSW
		7.2b	Ensure MC2T website is linked to the Landcare Gateway website

4 EVALUATION AND REPORTING ON STRATEGIC PLAN

The means by which this Strategic plan is achieved is outline in the separate Action Plan which is reported on twice yearly to Landcare NSW. In addition, Manning Coastcare submits an annual report to both its members and Landcare NSW.

The evaluation of what we have undertaken will in general be subjective but will influence the amendment of this strategic plan and future strategic plans.

Many of the actions to be undertaken as part of this Plan are ongoing. Successful outcomes will thus be cumulative in nature as there is progressive achievement.

Sometimes, discrete projects will be undertaken which may be additional to this plan, often in response to grant funding that has been received. The reporting on these projects will also influence the evaluation of this plan.

APPENDIX 1

MANNING COASTCARE GROUP

CONSTITUTION

(Adopted 16th September 2009)

1 NAME

The name of the organisation will be MANNING COASTCARE GROUP Inc.

2 OBJECTIVES

- (a) To manage the promotion, conservation and regeneration of the natural environment of the Greater Taree City Council LGA Coastline, with particular emphasis on significant ecological communities (e.g. Littoral rainforest) and a holistic approach to conservation of the 'coastal wildlife and habitat corridor'.
- (b) To increase awareness and promote positive attitudes towards the environment by actively involving people from all sections of the community including the management and oversight of volunteers undertaking conservation and regeneration works for Greater Taree City Council and other agencies.
- (c) To work co-operatively with land managers and land owners i.e. Greater Taree City Council, NSW Dept of Environment and Climate Change and NSW Land and Property Management Authority (formerly Dept of Lands).

3 MEMBERSHIP

Shall be open to individuals accepting the objectives of the Manning Coastcare Group Inc. and who agree to abide by this Constitution.

4 OFFICE BEARERS

The Office Bearers of the Manning Coastcare Group shall be the Co-ordinator / Secretary and the Treasurer.

The Co-ordinator will be responsible for keeping all transaction records for quarterly review by the Treasurer.

A Public Officer is also required to undertake all requirements associated with Dept of Fair Trading and the incorporation of the organisation.

5 CASUAL VACANCIES

A Casual Vacancy in the office of Office Bearer or elected member of the Management Committee shall occur if the member:

- a) Dies,
- b) Resigns his or her office in writing,
- c) Is removed from Office by disciplinary action in accordance with Clause 12 of this Constitution.

The Casual Vacancy shall be filled by an election at a General Meeting of the Group.

6 ANNUAL GENERAL MEETING

The AGM shall be held annually in the month of November. The Secretary will give at least two weeks notice, to members, in writing or by electronic means and will promote the meeting via the City News and through Notices to the local Landcare networks.

The purpose of the AGM shall be to:

- Receive an Activity Report from the Co-ordinator on the concluding year;

- Receive a Financial Report from the Treasurer on the concluding year;
- Elect Office Bearers and elected members of the Management Committee for the ensuing year;
- Fix Membership Fees for the ensuing year, and
- Discuss any other business as required.

Annual Reports shall be forwarded to Greater Taree City Council.

7 GROUP GENERAL MEETINGS

The Group shall hold at least 5 General Meetings between February and November of each year. The purpose of General Meetings shall be to:

- a) Fill, by election, any vacancies in the Office Bearers.
- b) Receive a financial report on the Groups receipts and payments.
- c) Determine appropriate actions and strategies for achieving on-ground works and obtaining funding and other resources.

Notice of Group General Meetings shall be given in the same way as for the Annual General Meeting.

A Special Group General Meeting may be called by five Members giving notice in writing to the Co-ordinator / Secretary of their desire to call a Special Group General Meeting and giving the reason and business to be discussed and the Co-ordinator / Secretary shall call such Special Group General Meeting within a period of such weeks of having received such notice.

In periods between Group general meetings, the Co-ordinator will liaise between Group members as deemed necessary to continue implementation of on-ground works and obtain funding and other resources.

8 SPECIAL RESOLUTIONS

A Special Resolution shall only be passed at a Group General Meeting or Annual General Meeting of the Manning Coastcare Group. Notice of such proposed Special Resolution shall be included in the Notice of Meeting given in accordance with this Constitution. (The Co-ordinator / Secretary will give at least two weeks notice, to members, and promote the meeting via the City News and through Notices to the local Landcare networks.)

A Special Resolution shall be required to:

- Amend this Constitution;
- wind up the Manning Coastcare Group;
- change the name of Manning Coastcare Group;
- amalgamate the Manning Coastcare Group with another Group; or
- incorporate the Manning Coastcare Group.

9 LIABILITY

The members of the Manning Coastcare Group will have no liability to contribute towards the payment of debts and liabilities of the Manning Coastcare Group or the costs, charges and expenses of the winding up of the Manning Coastcare Group, other than in respect of the value of any outstanding membership fees.

10 DISCIPLINE

The Management Committee shall have the power to discipline members, either by expulsion or suspension of membership for a fixed period of time. Any expulsion or suspension action will be subject to appeal by such member disciplined at a Special General Meeting called to discuss such action.

11 QUORUM

A quorum for the AGM and Group General Meetings shall be four members at least one office bearer (i.e Co-ordinator / Secretary and / or Treasurer) and three other members.

A quorum for meetings of the Management Committee will be three members of the Management Committee (being the Co-ordinator, Secretary, Treasurer and the two other elected members.)

All resolutions at the Annual General Meeting and Group General Meetings and Management Committee Meetings, except for Special Resolutions, shall be passed by a simple majority of those present in person and voting.

Special Resolutions shall be passed by at least 75% of those present in person and voting in favour of the Special Resolution.

12 SUBSCRIPTIONS

Membership Fees shall be fixed at the Annual General Meeting of the Group. Members who have outstanding membership fees shall be ineligible to vote at meetings of the Group.

13 FUNDS

The funds of the Manning Coastcare Group shall be derived from grants, fundraising and donations as authorised and agreed by the General meetings. Funds allocated to specific projects shall be documented in the minutes.

The Co-ordinator / Secretary or Treasurer will bank all funds received into a bank or financial institution account opened in the name of Manning Coastcare Group Inc..

All payments made from such account shall be made by cheque or withdrawal signed by at least two members of the Management Committee appointed for the purpose at the Annual General Meeting or in the event of a Casual Vacancy occurring at a Group General Meeting.

14 MINUTES

The Co-ordinator / Secretary shall keep minutes of all Annual and General Meetings and such minutes shall be made available for inspection by any member of the Manning Coastcare Group Inc.

15 GENERAL

The assets of the Manning Coastcare Group shall be used only for the achievement of the objectives of the Manning Coastcare Group and none will be paid to members by way of divided, profit or bonus.

In the event of a Special Resolution being passed in accordance with this Constitution to wind up the Manning Coastcare Group, any assets remaining after the meeting of obligations will be paid to an organisation or organisations with similar objectives to the Manning Coastcare Group. No assets will be distributed to members save for the reimbursement of any expenses properly incurred on behalf of the Manning Coastcare Group.

All Manning Coastcare Group Inc. projects on Greater Taree City Council Managed Lands are to be undertaken with appropriate liaison with and approval from the land managers and in accordance with an adopted Management or Action Plan. Activities on Crown Land or within NSW NPWS Estate require appropriate agreements with NSW Land and Property Management Authority or Dept of Environment, Climate Change and Water.

The Manning Coastcare Group Inc. has received a 377 Delegation from the Greater Taree City Council to be a delegated authority under the Local Government Act to undertake the objectives of the Group on Greater Taree City Council controlled land in accordance with the Constitution and will adhere to any such rules and guidelines as directed by the Council.

APPENDIX 2



APPLICATION for INDIVIDUAL MEMBERSHIP

I.....(full name),

of.....

..... (address),

hereby apply for membership of Manning Coastcare Group Incorporated.

My Contact Details:

Name

Ph.....Mobile

Email

Mailing Address.....

I declare that I will abide by the rules set out in the Constitution of Manning Coastcare Group Incorporated.

Signed Date

ANNUAL MEMBERSHIP FEE - \$1 (per Financial Year July- June)

Please return to Daintry Gerrand, 120 Wharf Road, Johns River 2443