

BIODIVERSITY IN HIGH COUNTRY URBAN COMMUNITIES – INAUGURAL STEERING COMMITTEE MEETING HELD AT THE ARMIDALE DUMARESQ COUNCIL CHAMBERS – WEDNESDAY 14 JANUARY 2009 (A08/4305)

PRESENT: David Steller, Euan Belson, (Armidale Dumaresq Council), Tom O'Connor, (Uralla Council), Jackie Bowe (SNELCC), Julian Prior (University of New England) and Gerry Moran (Walcha Council).

APOLOGIES: David Cushway (Guyra Council),

ITEM 1 ELECTION OF CHAIRPERSON

Tom O'Connor was nominated by David Steller and seconded by Julian Prior. There being no further nominations Mr O'Connor was elected chair of the Bio-diversity in High Country Urban Communities Steering Committee.

ITEM 2 COMMITTEE STRUCTURE & RELATIONSHIPS

The Bio-diversity in High Country Urban Communities (BDHCUC) Grant will be administered through the Steering Committee. The Steering Committee will be responsible for appointing a project director and will be supported by an Advisory committee comprising of key stakeholders, community interest groups and individuals that will have a valuable input into the project. Figure outlines the relationship.



ITEM 3 TERMS OF REFERENCE

Terms of reference will be drafted for the Steering Committee and the Advisory Committee. The Steering Committee, comprising representatives from four local government Councils, Southern New England Landcare Coordination Committee (SNELCC) and University of New England (UNE), will be generally responsible for administering the grant and financial reporting, ensure the projects run to schedule, give direction to the Advisory Committee and employ the services of a Project Director and other staff to deliver the project.

The Steering Committee will be responsible for the preparation of position description and appointment of the Project Director using NESAC HR recruitment services.

The Advisory Committee, comprising representatives of the stake holder government agencies, New England Credit Union, schools and industry partners, will work with the Project Director to scope the projects and develop work programs that will be delivered to meet the outcomes and goals set out in the grant application. Sub Committees will be formed to develop and monitor projects. Focus Groups should be able to work with the aid of an electronic bulletin board.

Action

Mr Steller to circulate draft terms of reference for discussion.

BIODIVERSITY IN HIGH COUNTRY URBAN COMMUNITIES – INAUGURAL STEERING COMMITTEE MEETING HELD AT THE ARMIDALE DUMARESQ COUNCIL CHAMBERS – WEDNESDAY 14 JANUARY 2009 (A08/4305)

**ITEM 4
PROJECT DIRECTOR JOB DESCRIPTION**

The Steering committee discussed the essential criteria and duties for the Project Director position and listed the selection criteria. A draft position description was prepared and will be circulated before forwarding to NESAC HR for recruitment.

Steering Committee resolved the project planning commence when a project director is appointed to coordinate the planning process and the focus groups. It is proposed that the Advisory Group will meet when the project director position has been fill in April 2009.

Action
Mr Steller to circulate job description

**ITEM 5
PROJECT BUDGET BREAK DOWN**

Tom O'Connor is to confirm that the public liability and volunteers insurance needed for the project are not already covered by councils existing policies.

Project General Administration Costs. Tom O'Connor is to provide details for the \$186,480 costs for Administration Auspicing by NESAC.

Action: Mr Tom O'Connor to provide advice on public liability insurance and further breakdown of the \$186,480 administration charges contained in the grant budget.

Priorities/Actions to Start Project

Action	Action Required	By When
Grant Agreement	• Signed	22 January 2009
Steering Committee	• Committee Formed with Nominated first representative and alternative representative	February 2009
Partnership Agreement		March 2009
Business Plan		March 2009
Project Officer	• Position Description	January 2009
	• Advertising for Appointment	April 2009

The meeting closed at 1.05 pm

Next meeting Wednesday 18 February 2009.

Mr D Steller
Acting Coordinator