

**NESAC AND WALCHA COUNCIL - BIODIVERSITY IN HIGH COUNTRY URBAN COMMUNITIES – STEERING COMMITTEE MEETING HELD AT THE URALLA SHIRE COUNCIL CHAMBERS – THURSDAY, 26 FEBRUARY 2009
A08/4305 (ADC Reference)**

PRESENT: Tom O'Connor (Chair and Uralla Shire Council), Robyn Bartel (UNE – Talloires) David Steller and Margaret Schumacher (Armidale Dumaresq Council), Jackie Bowe (SNELCC), Bob Furze (Guyra Shire Council) and Gerry Moran (Walcha Council),

ITEM 1

APOLOGIES: Nil.

ITEM 2

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

MOVED GERRY MORAN SECONDED JACKIE BOWE

That the Minutes of the Steering Committee Meeting held on 14 January 2009 be confirmed as a true and correct record.

The Motion on being put to the vote was CARRIED.

ITEM 3

DECLARATION OF INTEREST

J Bowe declared an interest in discussions relating to the recruitment of a Project Director as SNELCC were considering applying for the position.

ITEM 4

MATTERS ARISING

4.1 Name of Project

T O'Connor referred to notification from Walcha Council of their withdrawal from NESAC.

The Committee noted that the project and committees would now be referred to as *NESAC and Walcha Council – Biodiversity in High Country Urban Communities*.

Action: All future documentation to recognise the change to *NESAC and Walcha Council – Biodiversity in High Country Urban Communities*.

4.2 Grant Agreement

G Moran advised that at the meeting held on the 23rd December 2008 he raised a question concerning the signing of the Grant Agreement by all member Councils and questioned the current status.

D Steller advised that in consultation with the NSW Environmental Trust the Agreement had been amended to enable signing by representatives from all Councils and the signed documentation had been forwarded to the NSW Environmental Trust on the 30 January 2009.

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**ITEM 5
CORRESPONDENCE**

5.1 Letter from NSW Environmental Trust (TRIM I/2009/03126)

Advising to support the business planning process and assist in meeting the associated costs, the full amount of the first year payment will now be paid on receipt of an invoice.

M Schumacher confirmed that a Debtors invoice for Payment 2 had been forwarded to the NSW Environmental Trust.

5.2 Email from Julian Prior – 20 February 2009 (TRIM I/2009/03931)

T O'Connor welcomed Robyn Bartel to the meeting.

T O'Connor referred to the email from Julian Prior and issues raised.

Action: M Schumacher to arrange a letter of appreciation to J Prior for raising these significant issues.

Administration Support to Steering Committee

Administration support to be provided by Margaret Schumacher, Armidale Dumaresq Council with back up from John McKinnon, Uralla Shire Council when required.

Steering Committee Meetings to be held on the 2nd Wednesday of each month commencing at 2.00pm at the Uralla Shire Council Chambers. Due to the closeness of this meeting and the next 2nd Wednesday of the month, being the 11 March, the 8th April 2009 is the next scheduled meeting.

Should the need arise for a meeting before the 8th April, the Chair will advise the Committee Members.

The Committee noted that T O'Connor would be on leave from 27 March to 27 April 2009.

Agenda Items for meetings to be forwarded via email to toconnor@uralla.nsw.gov.au with copies to mschumacher@armidale.nsw.gov.au and jmckinnon@uralla.nsw.gov.au at least ten days before the meeting.

Action: Steering Committee representatives.

Agenda to be forwarded via at least five days before the meeting via email to Steering Committee Members with a copy to alternative representatives as per the following table.

Action: M Schumacher.

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Organisation	Representative	Alternative Representative
Armidale Dumaresq Council	David Steller Director Engineering and Works dsteller@armidale.nsw.gov.au	Euan Belson Environmental Health Manager ebelson@armidale.nsw.gov.au
Guyra Council	Bob Furze Director Development Environmental Services bfurze@guyra.nsw.gov.au	David Cushway General Manager dcushway@guyra.nsw.gov.au
Uralla Shire Council	Tom O'Connor General Manager toconnor@uralla.nsw.gov.au	Nanette Lamrock Project Officer nlamrock@uralla.nsw.gov.au
Walcha Council	Gerry Moran Director of Environmental Services gmoran@walcha.nsw.gov.au	Jack O'Hara General Manager johara@walcha.nsw.gov.au
Southern New England Landcare Coordinating Committee (SNELCC)	Jackie Bowe Community Support Officer jackie@snelcc.org.au	Sonya Williams Executive Officer sonya@snelcc.org.au
University of New England	Robyn Bartel Chair of Talloires Group rbartel@une.edu.au	Julian Prior Senior Lecturer Ecosystem Management jprior@une.edu.au

Distribution of Minutes

Minutes of the Steering Committee meetings to be distributed within five days of the meeting to Steering Committee and Advisory Committee Members as per the Contact List.

Action:

- **M Schumacher to forward a copy of the Contact List to Steering Committee and Advisory Committee representatives.**

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- **Steering Committee and Advisory Committee representatives to advise M Schumacher via email mschumacher@armidale.nsw.gov.au of any discrepancies in the Contact List.**

Communication Strategy

D Steller advised that a communication strategy would develop overtime and as the project developed.

Action: Project Director

The Committee agreed that:

Circulation of the minutes to Steering Committee and Advisory Committee Representatives and linking information on the project through the Council, UNE and SNELCC websites would be beneficial in improving the communication.

Action: M Schumacher to discuss the process required to link the information from Council's website to other sites.

Code of Conduct and Terms of Reference

The Draft Terms of Reference for the Steering Committee previously circulated via email were discussed and adopted with recommended changes.

J Bowe tabled a copy of SNELCC's – Roles of Steering Committees for information.

Action: M Schumacher to make changes and send revised copy to Steering Committee via email.

D Steller advised he was currently finalising the Draft Terms of Reference for the Advisory Committee.

Action:

- **D Steller to finalise and circulate a copy for discussion at the next meeting.**
- **M Schumacher to list Review of Advisory Committee Draft Terms of Reference as an Agenda item for the next meeting.**

T O'Connor advised that both Committees would follow the Department of Local Government Model Code of Conduct and the Code of Meeting Practice for Local Councils in NSW

T O'Connor provided copies of these documents to R Bartel and J Bowe for information.

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Action: Committee members requiring copies of these Codes are to contact
M Schumacher mschumacher@armidale.nsw.gov.au

2.40pm Jackie Bowe departed the meeting.

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**ITEM 6
GENERAL BUSINESS**

Recruitment of Project Director

The Committee:

- Discussed the draft Position Description and suggested relevant changes.
- Agreed that the position should be open to individuals and organisations to apply.
- Suggested that the position be advertised as soon as possible and that appropriate forms of advertising to be used to attract quality applications

Mr Steller advised that the position would be advertised for 21 days; culling would occur the week of 30 March to 3 April with interviews scheduled for the week of 6 April 2009.

In the absence of the Chair, T O'Connor on leave it was agreed that D Steller would Chair the Interview Committee with other Interview Panels Members being R Bartel, G Moran and M Schumacher.

Action: M Schumacher to make identified changes to the Position Description, liaise with HR Staff regarding sizing and advertising of the position as a priority.

**ITEM 7
NEXT MEETING**

A meeting of the Steering Committee will be held on the 8th April 2009 at the Uralla Shire Council Chambers in Uralla commencing at 2.00pm.

Should the need arise for a meeting before the 8th April, the Chair will advise the Committee Members.

Action: Agenda items to mschumacher@armidale.nsw.gov.au prior to 31 March 2009.

The meeting closed at 3.45pm.

Tom O'Connor
Chairperson