

**NESAC AND WALCHA COUNCIL - BIODIVERSITY IN HIGH COUNTRY URBAN COMMUNITIES – STEERING COMMITTEE MEETING HELD AT THE URALLA SHIRE COUNCIL CHAMBERS – WEDNESDAY, 8TH APRIL 2009
A08/4305 (ADC Reference)**

PRESENT: David Steller (Acting Chairperson) and Margaret Schumacher (Armidale Dumaresq Council), Nanette Lamrock and John McKinnon (Uralla Shire Council) Robyn Bartel (UNE – Talloires) and Gerry Moran (Walcha Council),

ITEM 1

APOLOGIES: Tom O'Connor (Uralla Shire Council), Bob Furze (Guyra Shire Council) and Jackie Bowe (SNELCC),

David Steller welcomed John McKinnon (Uralla Shire Council) to the meeting and advised that in the absence of Margaret Schumacher on leave, John would be assisting with administration issues for the Steering Committee and also participating as a member of the Interview Panel for the Project Director position.

ITEM 2

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

MOVED D STELLER SECONDED G MORAN

That the Minutes of the Steering Committee Meeting held on 26 February 2009 be confirmed as a true and correct record.

The Motion on being put to the vote was CARRIED.

ITEM 3

DECLARATION OF INTEREST

Nil.

ITEM 4

MATTERS ARISING

4.1 Linking information - Council, UNE and SNELCC Websites

M Schumacher advised that the Biodiversity page was now available for access and linked to UNE, SNELCC and Uralla Shire Council's web pages.

Walcha and Guyra Council's are still to provide information to enable their sites to be linked.

www.armidale.nsw.gov.au

Click on: Environmental Services (left hand side of screen)
Biodiversity

Information available includes a brief outline and photographs of the project, the Minutes of the Steering Committee, contact details of the Steering Committee, copy of the Grasn Application and the recruitment package for the Project Director Position.

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As the project progresses then photos and details of individual projects can be added with regular updates as required.

Until the appointment of the Project Director, Margaret Schumacher will liaise with Tarnia Patton to ensure approved and/or relevant documentation is added.

Action: M Schumacher and Project Director.

4.2 Adoption of Terms of Reference – Steering Committee

MOVED D STELLER SECONDED G MORAN

That the Terms of Reference for the Steering Committee be adopted.

The Motion on being put to the vote was CARRIED.

4.3 Review of Draft Terms of Reference – Advisory Committee

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

Action:

- **M Schumacher to make changes and send revised copy to Steering Committee and Advisory Committee via email.**
- **Advisory Committee to adopt Terms of Reference at their first meeting.**

4.4 Recruitment – Project Director

D Steller advised that:

- The position had been advertised with the closing date and time being 12N Thursday, 9 April 2009.
- Packages for the position had been forwarded via email to the Steering and Advisory Committee email contact list.
- After the closing date, the applications will be forwarded to the Interview Committee Members for consideration and a date set for interviews.
- Interview Committee would be finalising the interview questions after this meeting.

Action: Steering Committee to be advised of outcomes of recruitment at the next meeting.

**ITEM 5
CORRESPONDENCE**

5.1 Incoming Letter and brochure from Niki Carey, Urban Sustainability Support Alliance Project Manager (TRIM I/2009/04388). Circulated via email 5 March 2009

Letter of congratulations and advising of support services that are offered by the Urban Sustainability Support Alliance.

M Schumacher advised that she had acknowledged the letter and brochure (TRIM O/2009/01611) advising that the information had been forwarded to the Steering Committee and Advisory Committee for consideration.

For notation.

5.2 Outgoing Letter of Appreciation to Julian Prior

M Schumacher advised that a letter, signed by T O'Connor was posted to Julian Prior on the 4 March 2009 (TRIM O/2008/01513)

For notation.

5.3 Late Item – Incoming Correspondence

N Lamrock tabled a letter and brochure from the Kentucky Tree Nursery advising of their products and prices. (Uralla TRIM Reference UI/09/1324)

Action: J McKinnon to send a copy to Margaret Schumacher and TRIM to A08/4305 for future reference by the Project Director and Steering Committee.

**ITEM 6
GENERAL BUSINESS**

6.1 Business Planning Workshop – Coffs Harbour – 27 February 2009

D Steller advised that:

Two members of the Steering Committee, Tom O'Connor (Chair) and Jackie Bowe (SNELCC) had attended the Business Planning Workshop held in Coffs Harbour on the 27 February.

Jackie Bowe had reported that attendance at the workshop was worthwhile.

Note: Draft notes by J Bowe from the Workshop are included below. Jackie will expand on her notes and the Workshop at the next Steering Committee Meeting.

Opportunities for Project

- **Workshop notes** – project director to work through template (workshop sections with committee(s) where appropriate)
- Contact David Roser (UNSW) **WQ monitoring** and management with community engagement
- **Sustainablenet** – yahoo group for local government sustainability support
- **Evaluation guide** from DECC “Does your project make a difference?”, on website or ring for hardcopy
- **SCAT CMA M&E tool** for recording works done, mapping etc
- **USSA** (Urban Sustainability Support Alliance) workshop in November 2009, newsletter and other support
- **Tweed / Byron Project** –
 - less of a multi stakeholder nature than NESACW project, council driven, biodiversity surveys for prioritisation of works and then engage bush regen teams,
 - potential for collaboration on OH&S for volunteers
 - potential for collaboration on monitoring and evaluation, data management

Group Work on Governance

Actions to follow-up on:

- Councillor and GM briefings to build ownership of the project
- Need to consider
- What lasting effect can this project have on Councils?
- How can this project be used to build the capacity of council? (Develop NESSie, regional biodiversity fund with NECU)

N Lamrock advised that T O’Connor had requested her to set up a template and commence the Business Plan.

Action:

M Schumacher to forward a copy of the templates for the Business Plans via email to N Lamrock.

Draft Business Plan(s) to be included as an Agenda Item for discussion at the next meeting.

N Lamrock advised that T O’Connor had met with a representative from the Tweeds and Bryon Shires at the Coffs Harbour Workshop and that the projects did not appear to be parallel.

D Steller advised that it was a requirement to link our project to the 2008/USM/0037 project by Tweed and Byron Shires, Improving Urban & Peri-Urban Bushland

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Sustainability and suggested that the Work Induction program from the Tweed and Bryon Shires Project may be useful.

Action: Project Director to liaise with Tweed and Bryon Shire and report on linking of projects to the Steering Committee.

6.2 Membership – Advisory Committee

N Lamrock advised that she had received a telephone request from Paul Hutchens, Border River's CMA for his details to be added to the Advisory Committee email list.

Action: N Lamrock to forward contact details for Paul Hutchens details to M Schumacher.

6.3 Spelling of Biodiversity

N Lamrock advised of the importance of ensuring that Biodiversity was spelt correctly in all documentation and correspondence.

Action: J McKinnon to enquire with IT if Biodiversity can be added to the TRIM Dictionary for all users, NESAC and Walcha Council.

ITEM 7 NEXT MEETING

A meeting of the Steering Committee will be held on the 13 May 2009 at the Uralla Shire Council Chambers in Uralla commencing at 2.00pm.

Action: Agenda items and apologies to mschumacher@armidale.nsw.gov.au prior to 28 April 2009.

The meeting closed at 2.50pm.

David Steller
Acting Chairperson