

**NESAC AND WALCHA COUNCIL - BIODIVERSITY IN HIGH COUNTRY URBAN COMMUNITIES – STEERING COMMITTEE MEETING HELD AT THE URALLA SHIRE COUNCIL CHAMBERS – WEDNESDAY, 13 MAY 2009
A08/4305 (ADC Reference)**

PRESENT: Tom O'Connor (Chairperson and Uralla Shire Council), Jackie Bowe (Project Director – Southern New England Landcare Ltd (SNEL)), Euan Belson and Margaret Schumacher (Armidale Dumaresq Council), Gerry Moran (Walcha Council), Bob Furze (Guyra Shire Council) and Robyn Bartel (UNE – Talloires – from 2.38pm),

ITEM 1

APOLOGIES: David Steller (Armidale Dumaresq Council).

Tom O'Connor welcomed Jackie Bowe to the meeting representing Southern New England Landcare as the recently appointed Project Director.

ITEM 2

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

MOVED GERRY MORAN SECONDED BOB FURZE

That the Minutes of the Steering Committee Meeting held on 8 April 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

T O'Connor questioned the current status of the web page.

G Moran (Walcha) and B Furze (Guyra) advised they were still to provide information to enable their sites to be linked.

Action: Lacey Latham (Walcha) and Leonie Cox (Guyra) to forward information to Tarnia Patton tpatton@armidale.nw.gov.au.

4.2 Changes to Terms of Reference – Steering Committee

The Committee agreed that due to the appointment of Southern New England Landcare as the Project Director it would be necessary to:

- Request a nomination from the Advisory Committee for a representative and alternative representative to join the Steering Committee to represent the community and replace the Southern New England Landcare Coordinating Committee Inc (SNELCC) representatives (Jackie Bowe and Sonia Williams).
- Delete contact details for Margaret Schumacher and John McKinnon and replace with Project Director contact details.

Action: Item 5 Membership and Item 8 – Meetings of the Steering Committee Terms of Reference to be altered to reflect the change in membership and contact officers. Action Officer - Project Director

4.3 Draft Terms of Reference – Advisory Committee

Draft Terms of Reference to be presented to the first meeting of the Advisory Committee for consideration and adoption.

Action: Project Director

4.4 Project Director – Recommendation from Selection Committee

T O'Connor:

- Advised that the interview and selection process for the position of Project Director had been finalised with the appointment of SNEL as the successful applicant.
- Confirmed that he and David Steller had meet with Sonia Williams and Jackie Bowe from SNEL and discussed a number of issues including the structure of the position and contract, the functions of operating and managing the grant funding and timelines.

E Belson enquired as to agreements for performance.

T O'Connor confirmed that the Business Plan would include reporting dates and outcomes.

J Bowe advised that SNEL would submit progress reports to the Steering Committee quarterly and prepare progress reports to be submitted to the trust approximately every six monthly in accordance with the Business Plan.

T O'Connor advised that payment to SNEL would be based on reporting and Business Plan criteria.

J Bowe tabled an Indicative Grant Chart, refer Attachment A.

T O'Connor advised that David Steller, Sonia Williams and Jackie Bowe had also meet with and Kellie Walters from the Environmental Trust and discussed the project including:

- Arrangements for appointment of an organisation vs appointing an individual was received well by the Trust, and viewed as innovative.
- Changes in the project greater than \$50,000 to be presented to the Environmental Trust for agreement and inclusion in Business Plan.
- Agreement that if the outcomes in the business plan are achieved with budget left over, then project activities can be extended rather than sending the funds back.

G Moran presented a question to the Chair regarding management of project resources and the initial payment to SNEL.

T O'Connor advised the Committee that the initial payment was to allow for the preparation of the Business Plan including bringing other project outcomes forward such

as stakeholder consultation and involvement of consultants to enable a comprehensive consultative process for the development of the Business Plan.

4.5 Local Contract and Purchase References for the Project

T O'Connor advised that SNEL would follow Council processes for obtaining tenders, contracts and quotes for the project.

The Steering Committee recommended to the Project Director that the sensitivities of Local Government purchasing be taken into consideration including awareness of political sensitive issues.

The Committee agreed that quotes for works above a threshold value were to be referred to the Steering Committee for consideration and agreement.

After discussion the Committee suggested that initial requests would be through Expressions of Interest and then quotes could then be obtained through those businesses that had presented an Expression of Interest.

Action:

- **Project Director to liaise with the Chair of the Steering Committee and Director Engineering and Works for Armidale Dumaresq Council regarding the process.**
- **The Director Engineering and Works for Armidale Dumaresq Council to develop purchasing guidelines including threshold values for Project Director.**

4.6 Business Plan Workshop – Reports by T O'Connor and Jackie Bowe

J Bowe stepped through the notes included in the minutes of the 13 April meeting and highlighted issues including:

- Series of exercises for the Business Plan
- Business Plan Template
- Differences between the NESAC and Walcha Council project between other regions.
- Stakeholder engagement and expectations for our project.

T O'Connor advised that he had addressed the risk for the project at the workshop.

J Bowe noted some issues and expectations for the project including:

- Leads for resources
- Sustainability net
- Evaluation Guide
- Availability of SCAT tool; and
- USSA Workshop scheduled for November, 2009.

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G Moran requested copies of information from the workshop.

Action: G Moran to pass J Bowe’s contact details on to the Project Manager for the Namoi project so she may contact J Bowe to access this information.

E Belson requested clarification for the Business Plan Workshop.

T O’Connor advised that in attendance were the Grant Administrator, Consultant and representatives from the Local Government Shires Association which presented opportunities for networking and making contacts to assist with project outcomes.

J Bowe advised that:

- Attendance at the workshop was an opportunity to enable open relationships between the Environmental Trust and Grant Recipients.
- She had met with the representative from Tweed and Bryon Group at the Workshop. Their project has a similar title to our project with their project being peri-urban.
- The Tweed and Bryon project was less of a community based project.

T O’Connor advised that Tweed and Bryon had established a volunteer work practice that could be adapted as one of our criteria.

2.38pm R Bartel arrived.

T O’Connor confirmed to R Bartel the appointment of the Project Director and the process of reporting and administration of grant funding (held by Armidale Dumaresq Council).

T O’Connor confirmed the Workshop was well presented with positive outcomes for attendees and the project and that attendance at the Workshop was an opportunity to develop networks and make contacts.

E Belson enquired if there were any future meetings scheduled with the Environmental Trust.

J Bowe advised that there was an opportunity to attend a USSA workshop in November, 2009.

Action: Project Director to liaise with Advisory Committee regarding the USSA workshop and attendance.

4.7 Structure of Steering Committee and Advisory Committee (Refer also Item 4.2)

With the appointment of SNEL as the Project Director the Committee agreed that the Advisory Committee be requested to put forward an organisation and names of their representative and alternative representative for the Steering Committee.

Action: Project Director to include as an Agenda Item for the first Advisory Committee Meeting.

E Belson enquired as to the process for engagement of the Advisory Committee with the Steering Committee.

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T O'Connor confirmed that:

- A copy of the minutes from the Steering Committee meetings are forwarded via email to the Advisory Committee.
- The Project Director would be reporting to the Steering Committee, facilitating the function of the Advisory Committee and liaising with Armidale Dumaresq Council regarding administration of the grant funding.

The Committee agreed that it appropriate for an Advisory Committee meeting to be scheduled as a priority.

Action: Project Director to liaise with Advisory Committee and schedule a meeting.

Agenda items to include:

- **Nomination of an Advisory Committee representative and alternative representative and selection and voting process.**
- **Amendment of Terms of Reference for Advisory Committee to include representative on Steering Committee.**
- **Amendment of Steering Committee Terms of Reference.**

R Bartel requested amended copies of Terms of Reference for Steering and Advisory Committees be forwarded to the Steering Committee.

Action: Project Director.

G Moran requested permission from the Steering Committee to use documentation from the project for the Namoi project.

The Committee agreed that G Moran could utilise the information.

Action: G Moran to pass J Bowe's contact details on to the Project Manager for the Namoi project so she may contact J Bowe to access this information.

ITEM 5

CORRESPONDENCE

Nil incoming or outgoing correspondence to report.

The Committee discussed the definition of correspondence and records.

M Schumacher confirmed that all documentation regarding this project was available on A08/4305.

Action: Project Director to ensure that all relevant documentation and correspondence was forwarded to Council via mschumacher@armidale.nsw.gov.au for TRIMMING as an electronic record.

ITEM 6

GENERAL BUSINESS

6.1 Project Director Report

J Bowe tabled a list of items for discussion, the following was resolved by the Committee:

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Project documentation:

- Steering Committee minutes and business papers will in future be compiled by SNEL in consultation with the Chair. Minutes to be recorded and distributed by SNEL.
- All project records to be stored in the NESAC electronic records management system, TRIM. SNEL to send records to Margaret Schumacher for TRIMMING.

Current Project Management priorities for SNEL:

Item	Issues/ discussion	Action required
Detailed Plan of Activities, Budget and Schedule for the period covering preparation of the Business Plan	-Needs doing ASAP - Preparation of the Business Plan is now the responsibility of SNEL, so SNEL should now be responsible for compiling this report	-Jackie to contact the Trust to check on urgency -Jackie and Sonia to prepare the plan, Steering Committee to ratify at next meeting (or by email if time constrains requires). -SNEL to submit to the Trust
NESAC induction	- Council purchasing guidelines -TRIM	-Jackie to liaise with David Steller to organise this
Communication Strategy	-Needs doing ASAP	-Jackie to facilitate development of the Project Communication Strategy with the Advisory Committee. -Jackie to produce media release for the first Advisory Committee meeting. With the following points >appointment of SNEL as project manager >date of Advisory Committee meeting >invitation for interested parties to contact Jackie
Convene meeting of the Advisory Committee (AC)	-Needs doing ASAP -Need to insure key people can attend -requires at least 21 days notice -Evening meeting is best for volunteers to attend -Date set for Tue 9 th June	-Jackie to review list and send invitations -First AC meeting objectives: >nominate community representative for Steering Committee >review and adopt terms of reference for the Advisory Committee >build understanding of scope of grant >form working groups >develop priority actions in-line with objectives of the grant >develop preliminary methods and schedules >develop understanding of information required for the business plan >exchange ideas between groups >begin developing ideas for the project communication strategy
Liaise with	-Ideally UNE contract	-Jackie to begin liaison with UNE, Robyn,

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Item	Issues/ discussion	Action required
UNE to develop contract for M&E plan and implementation	sorted in time for the first AC meeting so UNE can be contribute to the M&E and education process at the beginning	Darren, Susen and others. -Jackie to work with UNE to prepare brief and contract.
Further Actions		
Coordinate working groups		-SNEL to facilitate the working groups -SNEL to engage coordinating staff, consultants and agency input as required.
Draft business Plan		- Jackie to coordinate input from Working Groups and UNE to draft the Business Plan

6.2 Guyra Projects

B Furze raised issues regarding Malpas Dam and Gross Pollutant Traps projects in the Tingha Area.

Actions:

- **B Harris to liaise with Project Director regarding projects.**

6.3 Administration Support to Steering Committee

M Schumacher advised that due to the appointment of the Project Director this would be her last meeting.

T O'Connor thanked Margaret Schumacher and John McKinnon for their support to the Steering Committee.

Action: T O'Connor to arrange letters of appreciation to Margaret Schumacher and John McKinnon.

6.4 Travel Expenses

T O'Connor approved the reimbursement of travel expenses for R Bartel to attend the Steering Committee meeting.

Action: M Schumacher to arrange reimbursement of expenses.

ITEM 7

NEXT MEETING

A meeting of the Steering Committee will be held on the 17 June 2009 at the Uralla Shire Council Chambers in Uralla commencing at 2.00pm.

Action: Agenda items and apologies to jackie@snelcc.org.au prior to 8th June 2009.

The meeting closed at 3.50pm.

Tom O'Connor
Chairperson

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ATTACHMENT A

Indicative Gant Chart

**Project management and procurement of resources to achieve the project outcomes for the
Biodiversity in High Country Urban Communities Project**

