

**NESAC AND WALCHA COUNCIL - BIODIVERSITY IN HIGH COUNTRY URBAN COMMUNITIES – STEERING COMMITTEE MEETING HELD AT THE URALLA SHIRE COUNCIL CHAMBERS – FRIDAY, 4 SEPTEMBER 2009
A08/4305 (ADC Reference)**

Meeting Commenced at 12:00pm

PRESENT: Tom O’Connor (Chairperson and Uralla Shire Council), Jackie Bowe (SNEL Ltd), Robyn Bartel (UNE – Talloires), Sonia Williams (SNEL Ltd), David Steller (Armidale Dumaresq Council), Kate Boyd (Community Rep), Gerry Moran (Walcha Council), Bob Furze (Guyra Shire Council), Alice Devlin (SNEL Ltd).

Guest – Darren Ryder UNE

ITEM 1

APOLOGIES: nil.

ITEM 2

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

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| <p>Motion: That the Minutes of the Steering Committee Meeting held on 24 July 2009 be confirmed as a true and correct record.</p> |
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| <p>MOVED: David Steller</p> | <p>SECONDED: Bob Furze</p> |
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ITEM 3

DECLARATION OF INTEREST

Kate Boyd asked whether this section included interest in future project works. Tom O’Connor explained the Declaration of Interest for the benefit of the Committee.

ITEM 4

PROJECT DIRECTORS REPORT

4.1 Project Activities

Jackie Bowe read from the Project Director’s Work Plan and provided the following verbal update on activities:

| Item | Status / notes | Action required |
|---------------------------|---|---|
| Info for the Trust | - amended admin budget and Year 1 budget sent to Trust | -wait to hear back from Kellie discuss changes with SC via email |
| recruitment | -position offered, but declined | -re-advertise position -discuss with Kellie when this should happen |
| Purchasing procedures | -procedures defined in Business Plan -ongoing liaison with ADC | -Advertise for EOIs |
| TRIM procedure | - ongoing with ADC | -email docs to Records (ongoing) -liaise with Stephen K (ongoing) |
| Cluster meeting | -direct link about Cluster meetings from Trust has been established | -Follow-up on resources of USSA |
| Contract with UNE for M&E | -UNE drafted the outline of a contract, not yet finalised -Susen Smith back -met with UNE team 3 rd Sept | -work with UNE over coming weeks to complete M&E strategy -draft contract with UNE |

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| | -will be a 2 phase contract -Darren Ryder will be main contact | |
| Com Strategy | -Strategy in progress -Media release and email update | -finalise strategy -SC media release still to come |
| Business Plan | -Draft Business Plan sent to SC prior to meeting | -complete sections that require more detail -amend according to SC suggestions -present to AC and receive suggestions from the AC |
| Guyra project | - JB and Kate Boyd met with Ben Harris -bring Tingha into communications network -met with Banbai rep and discussed their EEC project – already has funding, but can be linked in | -Banbai rep coming to AC meeting -JB to make contact with Tingha group |
| Armidale projects | -met with Lawrence Raddin NRCMA about TAS/YCW area -CMA said not a viable unit, but could maybe link with Narwan site -met with Kathy Martin (ADC Strategic Planning) | -Follow-up input from Kathy Martin |
| Uralla projects | -CMA offered support in advisory capacity | -meet with Nanette and Kath Little Monday 14 th Sept |
| Walcha projects | -Lawrence Raddin NRCMA came to Walcha, supportive of project, possible support in advisory capacity | -continue liaison with stakeholders -persist with contacting schools -liaise waterfall way walking track |
| SLEX | -devise a plan for display -display will be used at other Expos/Festivals -Malpas tour link directly to this project | -call for ideas and volunteers at Advisory Committee meeting Monday 7 th Sept |
| Outcome 5 | -strategies under NESS, SLA, LGAs -Community grant | -workshop with NESS, SLA and LGA staff |
| AC mtg | -notice sent for Monday 7 th Sept -Julian Prior facilitating -UNE had input | -email agenda prompting RSVPs |
| AC ToR | -not finalised | -resolve at AC meeting |

4.2 Financial Report

The committee reviewed the financial report that had been emailed prior to the meeting. Sonia Williams explained that the financial report is in the same format as at the last meeting. The summary sheet is built from cashbook and the charge out sheet consists of costs incurred by SNEL and other staff members.

The Committee reviewed the financial report.

T O'Connor queried the fact that the period for year 1 is 5 weeks. S Williams clarified that this is up to the end of the Business Plan development period.

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K Boyd raised the previously discussed accommodation of SNELCC being omitted from the budget. S Williams explained that accommodation was provided within existing offices up until the end of the Business Plan development period.

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| Motion: | To accept the project activities and financial report. | | |
| MOVED | David Steller | SECONDED | Kate Boyd |

ITEM 5

PRESENTATION FROM DARREN RYDER (UNE)

Darren Ryder showed a presentation titled “Dumaresq Creek – Disturbance, Current Condition and Future for Restoration”.

The Committee had a short discussion about the WetNet website.

ITEM 6

REVIEW OF DRAFT BUSINESS PLAN

J Bowe referred to the Draft Business Plan, which was sent to all Committee members prior to the meeting.

The Business Plan was presented in a Project Diagram format (attached to the email with these minutes) to provide an overview of the logic of the Grant. This could be thought of as an Executive Summary.

T O’Connor asked whether a copy of the Draft Business Plan had been sent to the Environmental Trust. J Bowe explained that it would have been desirable for this to happen this week, but Kellie Walters has not been available. JBowe said she would send the Plan to Kellie on Monday with amendments from this meeting.

J Bowe went through the Business Plan and asked for comments and suggestions. These were noted and to be added to the Draft.

D Ryder, David Steller and Robyn Bartel left the meeting at 2.35pm.

It was agreed that the committee should meet again before the end of September and defer the review of the Plan till then. SNEL should continue liaison with the Trust and communicate via email with the committee regarding feedback from the Trust.

ITEM 7

TIME AND DATE FOR NEXT MEETING

A meeting of the Steering Committee will be held on the 22nd September 2009 at the Uralla Shire Council Chambers in Uralla commencing at 2.00pm.

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| Action: | Agenda items and apologies to jackie@snelcc.org.au prior to the 15 th September 2009. |
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