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HiCUB – High County Urban Biodiversity A08/4305 (ADC Reference)
Guyra, Armidale Dumaresq, Uralla and Walcha Councils

Steering Committee Meeting Minutes

2:30pm Wednesday 14th April, 2010, Uralla Shire

Present: Jackie Bowe (SNEL Ltd), Kate Boyd (Community Rep), Shane Andrews (SNEL Ltd), David Steller (Armidale Dumaresq Council), Tom O'Connor (Uralla Shire Council) and Gerry Moran (Walcha Shire Council). Adam Blakester joined the meeting for Item 6.

Janet Carter (SNEL Ltd).

Item 1 Apologies:

Robyn Bartel and Julian Prior (UNE), Bob Furze and David Cushway (Guyra Shire Council) and Sonia Williams (SNEL Ltd).

Item 2 Confirmation of minutes of previous meeting:

G Moran sort clarification on the final recommendation agreed upon in item 5.1, about the offer of free accommodation from Guyra. T O'Connor clarified that after the committee reviewed the cost benefit analysis prepared by Sonia Williams, the committee decided to recommend to the Trust that the project team not be required to take up the offer of accommodation at Guyra. T O'Connor added that the original application included an amount for administration to be paid to council for housing project staff, and now that SNEL has been engaged, council will not be charging the project for this amount, the overall amount for administration has been reduced and SNEL will be claiming rent from the administration money that was allocated.

G Moran raised concerns with item 7.4, especially the 2nd paragraph. G Moran said that to comply with local government legislation, the M&E work should go to open tender because the total value of the work will be above \$150,000. T O'Connor said that it was resolved at the last meeting that SNEL would negotiate contracts with UNE and others to perform the various aspects of M&E and that SNEL would use a competitive process to select contractors. He added that the minutes don't fully reflect this. J Bowe said that her understanding of the discussion at the last meeting was as is written in the minutes. She said she had already begun direct negotiation with UNE staff to draft contracts for M&E work and it would be difficult to go back now and ask them to participate in a competitive process. **(Subsequent to the meeting it was determined that section 55 of the Local Government Act precludes direct negotiation in this case).**

Motion: That the Minutes of the Steering Committee Meeting held on 15th February 2010 be confirmed as a true and correct record.

Moved: David Steller **Seconded:** **Kate Boyd**

Item 3 Declaration of interests

No interests were declared.

Item 4 Business Plan Feedback from Trust

No response, waiting to hear from the Trust.

Item 5 Project Director's Report

5.1 Financial Report

A copy of the Financial Report was provided with the agenda.

Motion: That the Financial Report of 14th April 2010 be accepted as a true and correct record.

Moved: Kate Boyd **Seconded:** **David Steller**

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5.2 Vehicle Lease

Moved to next meeting

Action: Vehicle Lease to be on agenda 12th May, 2010.

5.3 Project Staff

J.Bowe informed the meeting that J. Carter is a casual. The applications for the 3 jobs advertised closed on 12th April & the response has been positive, next progress is to sort through the applications and to conduct interviews.

5.4 Reporting – New Format

J Bowe reported that the Trust accepted the amended milestone schedule that she sent to them.

Action: J.Bowe: Whole project work plan to be updated with new milestones before the next meeting.

5.5 Project Activities

J.Bowe informed the meeting they are in the process of recruiting more staff.

Meetings have been held in Walcha & Armidale, response from both meeting was positive. Gerry mentioned National Parks are very keen and are willing to provide assistance; representative from CMA was also in attendance as well as other local government representatives.

Uralla & Guyra are planning to hold their meeting in May

Action: J.Bowe: Confirm dates of meetings in Uralla & Guyra during May.

5.6 Project Monitoring and Evaluation

Refer to item 2.

Item 6 Synergies with NESS II

Adam Blakester joined the meeting.

A Blakester referred to the notes given in the business papers. HiCUB synergies with NESS II. He said that the NESS II & HiCUB projects teams intend to work together to reduce duplication and to present a united and streamline front to stakeholders to reduce confusion.

There was discussion about the NESS II and HiCUB synergies. The following points were made:

- Need to identify how we can reduce the work rather than increase the work, so we can benefit from one another.
- Both NESS II and HiCUB are funded by the Environmental Trust, so the funding body would look favourably on efficiencies and reduction in duplication.
- Need to monitor the content of postings on the website

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- The HiCUB Community Coordinator would have a role supporting the website and community use of it.

It was agreed that the synergies between the two projects should be fostered. J Bowe is already involved in the NESS executive, it was agreed that A Blakester attend every second HiCUB Steering Committee meeting to provide updates.

Tom thanked Adam for his presentation.

Motion: Invite Adam Blakester back for the June meeting.

Moved: Gerry Moran **Seconded:** David Steller

Item 7 Matters Arising from minutes of Previous Meeting

7.1 Town Working Group Meetings

Refer to 5.5

7.2 Invoice for next payment from the Trust

Action: D Steller and J Bowe to arrange an invoice for the next payment from the Trust.

Item 8 Correspondence

8.1 Incoming

- a) Email from Kellie Walters: Changes to reporting format
- b) Job applications
- c) Letter from the Trust: Addendum to the Grant Agreement with changes to the reporting format

8.2 Outgoing

- d) Response to Kellie Walters: Changes to reporting format, amended milestone schedule.

Item 9 General Business

No General Business

Item 10 Time and date for next meeting

A meeting of the Steering Committee will be held on the 12th May 2010 at the Uralla Shire Council Chambers in Uralla commencing at 2.30pm.

Advisory Committee Meeting Tuesday 8th June, 2010 at the Wicklow Hotel in Armidale commencing at 6 pm.

Action: Agenda items and apologies to jackie@snelcc.org.au prior to the 1st May, 2010

Meeting concluded at 4.17pm