

Steering Committee Meeting Minutes

9:00am Thursday 20th May, 2010, Uralla Shire

Present: Jackie Bowe (SNEL Ltd), Sonia Williams (SNEL Ltd), Kate Boyd (Community Rep), David Steller (Armidale Dumaresq Council), Tom O'Connor (Uralla Shire Council), Gerry Moran (Walcha Shire Council) and Robyn Bartel (UNE).

Ellen Nyberg (SNEL Ltd).

Welcome and Farewells:

T' O'Connor welcomed Ellen Nyberg to the HiCUB team and acknowledged that Jackie Bowe has resigned from the SNELCC and wished her all the best from the committee.

Item 1 Apologies:

None.

Item 2 Confirmation of minutes of previous meeting:

2.1 Confirmation of previous minutes

K Boyd sought clarification of the conclusion on negotiation of M&E contracts. D Stellar clarified that a note was added to the minutes indicating that it was determined after the meeting under section 55 of the Local Government Act that the M&E work must go to open tender. Further discussion deferred to 5 of the Agenda.

Concerns were raised by K Boyd regarding lack of detail about the discussion of NESS II. It was agreed that the reference to the notes in the business papers was sufficient for the minutes.

Motion: That the Minutes of the Steering Committee Meeting held on 14th April 2010 be confirmed as a true and correct record.

Moved: Kate Boyd

Seconded: David Stellar

Item 3 Declaration of interests

Robyn Bartel declared that she had an interest relating to item 5.6, contracts for monitoring and evaluation and that she would first speak to the item and then leave the room.

Item 4 Business Plan Feedback from Trust

J Bowe reported that only the milestone schedule had been confirmed with the Trust. SNELCC is still waiting to hear back from the Trust with a response to our letter sent 15 February 2010 asking the Trust to reconsider their conditions relating to office accommodation in Guyra and CMA representation on the Steering Committee. S Williams noted that we are still waiting for sign off on a significant budget item and suggested that I Steering Committee write to the Trust asking for a reply. The Committee agreed.

Action: J Bowe to draft letter from the Steering Committee to the Trust asking for a response to our letter sent 15th February 2010.

Steering Committee Meeting Minutes

9:00am Thursday 20th May, 2010, Uralla Shire

Item 5 Project Director's Report

5.1 Financial Report

S Williams handed hardcopies of the Financial Report to the SC members. S Williams acknowledged that she had been absent and in her absence Shane Andrews presented the financial interim reports to the end of March. Previous financials of the actual v. budget for Quarter 2 finished on the 31st of December. No changes were made to the interim report and it can be considered final. The Quarter 3 actual vs. budget to the 31st of March has been reconciled. T O'Connor asked for a breakdown of the wage costs per quarter and these will be provided by S Williams via email. S Williams provided a hard copy of the project charge out sheet and ledger for expenditures during the period from the 31st of March to the 7th of May. The charge out sheet covered internal costs and no other payments were made within this period.

G Moran inquired about spending separation per council areas and S Williams said she could do a running balance for each area.

Action: S Williams to keep and report on a running balance for each of the town areas.

5.2 Vehicle Lease

S Williams to follow up. D Stellar said that the vehicle may no longer be available therefore it may be necessary to do a commercial lease. S Williams added that her last conversation with the council contact was that there was plenty of time before council disposes of the vehicle.

5.3 Project Staff

S Williams and J Bowe reported that they had been successful in recruiting four staff members with the assistance of D Stellar and Shane Andrews. The positions are as follows:

- Project Manager: Dave Carr (Part time – 3 days a week)
- Projects Manager (on-ground): Nic Cobcroft (Full time)
- Community Coordinator: Brenda Shepherd (Part time – 4 days a week)
- Administrative Assistant: Ellen Nyberg (Part time – 3 days a week)

J Bowe explained that A Devlin would continue to work with the project (1 day a week), and that various other SNELCC staff would assist in their fields of knowledge to benefit the project. J Bowe and D Stellar said they were very happy with the level of experience and expertise of the new recruits. S Williams thanked J Bowe and D Stellar for selecting the team.

5.4 Reporting – New Format

Steering Committee Meeting Minutes

9:00am Thursday 20th May, 2010, Uralla Shire

J Bowe reported that the April milestones have been completed and will be ready to be reported on to the Trust next week. S Williams said that once the April report is completed we can invoice the Trust for our first major payment. D Stellar noted that the Trust require the grant money to be deposited in an interest bearing deposit and that interest be used for project staff to attend Trust meetings and training. The committee agreed that the best interest rate with appropriate access could be achieved if the money was kept in an account based on a floating bank note interest rate. D Stellar confirmed that he would continue to manage the money in this type of account. J Bowe informed the SC that activity on the May Milestones is behind schedule due to late recruitment, and predicted some of the May Milestones won't be completed till late July. D Stellar said that recruitment was attempted in August 2009 however applicants were not suitable and it was necessary to re-evaluate and re-attempt recruitment at a later date. T O'Connor suggested it was necessary that the Trust be advised that the project was behind schedule and provided with approximate timings for the project and reporting.

Action: J Bowe to submit April Milestone report to the Trust by the end of May and to inform the Trust of project delays.

5.5 Project Activities

J Bowe provided the SC with hardcopies of the amended project schedules and talked the SC through the activities. She highlighted that the project was running behind in some areas due to staffing issues but was confident that the completion of recruitment would soon to bring outcomes back on schedule.

J Bowe met with the Northern Rivers CMA Board who are keen to be involved. S Williams will meet with the Border River – Gwyder CMA Board on Friday, she will discuss the project with them.

Action: J Bowe to update coloured project schedule table and send to SC.

5.6 Project Monitoring and Evaluation

R Bartel informed the SC of UNE's position regarding the changes to the M&E work contract from a research grant to a consultancy tender. R Bartel's main points were:

- The existing UNE team was concerned about the changes to the M&E operation and felt that they may not be able to meet project outcomes without compromise.
- There would be further delays in getting a new team together which would also compromise both the scientific and community outcomes therefore they would be less likely to tender.
- She had been informally requested by the project team to complete a cost recovery invoice for work completed on the project by UNE.

Steering Committee Meeting Minutes

9:00am Thursday 20th May, 2010, Uralla Shire

- UNE needs to be removed from the milestone schedule.
- UNE's position on the SC must be re-evaluated.
- UNE EOI's should not have been circulated to the council. These were based on the original expectations and therefore cannot be used by the project. They must be removed from reference in correspondence in agenda as they are not correspondence and any record of EOI from UNE, hardcopy or electronic must be destroyed.

R Bartel left the meeting at 10:35am.

D Stellar and T O'Connor had previously met with D Ryder who shared R Bartel's concerns that changes to the M&E contracting arrangements would compromise UNE's contribution. The M&E contract was discussed and these points were raised:

- Local government practices must be adhered to as stated in the Trust agreement
- We cannot make a grant from a grant.
- Based on council regulations a tender process must occur as the value of the M&E work exceeds \$150,000
- An agreement with UNE must be made regarding payment for past work
- SNELCC will be responsible for calling tenders, but must act in accordance to council rules. This action will be in coordination with ADC, with SNELCC acting as superintendant of the contract and ADC as the principal in the tender.
- D Steller recommended a selective tender process be used.
- A selection panel would be chosen from members of the steering committee
- J Bowe has prepared a draft EOI call, which has been provided to the SC members for examination and discussion.

Break called at 11:10am.

Meeting recommenced at 11:15am.

<p>Motion: SC resolved to go to selective tender subject to confirmation of councils Moved: D Stellar Seconded: G Moran</p>

<p>Action: J Bowe and D Steller work together on the call for EOIs and setting up the selection panel. They are to consult with the Steering Committee by email to do this (excluding the UNE rep who has declared and interest).</p>
--

Item 7 Matters Arising from minutes of Previous Meeting

Robin Bartel rejoined the meeting.

Steering Committee Meeting Minutes

9:00am Thursday 20th May, 2010, Uralla Shire

7.1 Work plan milestone update

Refer to 5.6

7.2 Town Working Group Meetings

Uralla had a working group meeting on Sunday the 16th of May. Further meetings in Uralla and the Guyra meeting dates are TBC.

7.3 Invoice for next payment from the Trust

A Council invoice will be included with the milestone report to the Trust.

Item 8 Correspondence

8.1 Outgoing

- a) To the Trust: Addendum to the Grant Agreement signed by the four partner councils.

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 Wednesday the 9th of June, 2010 at the Uralla Shire Council Chambers in Uralla commencing at 2.30pm.

A meeting of the Advisory Committee will be held on the Tuesday 15th of June, 2010 at the Wicklow Hotel in Armidale commencing at 6:00pm.

Action: Agenda items and apologies to jackie@snelcc.org.au prior to the 31 st June.

Meeting concluded at 11:27am