

# UPPER TORRENS LAND MANAGEMENT PROJECT

Project Manager: Gerry Butler

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## MINUTES STEERING COMMITTEE MEETING Thursday 14 August 2014 9.30-11.30am

Mt Pleasant Natural Resource Centre  
132 Melrose Street, Mount Pleasant

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### 1 Attendees (Hardcopy of Agenda Papers were available at the meeting):

- 1.1 **Steering Committee members:** Councillor Michael Seager and Ian Baldwin (TBC), Cr Malcolm Herrmann [AHC], Rick Gladigau (Chairperson), Bronwyn Mudge, Julianne Troup, David Bradley (Project Management Working Group), Ken Craig (Chairman GGRP Technical Steering Committee)
- 1.2 Invited Guests: **Piers Brissenden** (Adelaide & Central Hills NRM District Manager)
- 1.3 **Project Staff:** Gerry Butler [Project Manager], Kim Thompson and Andrew Fairney [Project Officers] and Masuma Akther [Administration Support], Amelie Jeanneaux (work experience)
- 1.4 Minute Secretary: Kim Thompson
- 1.5 Apologies: Bryn Troath (Adelaide & Central Hills NRM Operations Manager), Stephen Anderson [Community/URTLG], Steve Brooks [AHC]. Tania Drever,

### 2 Declaration of interest

Nil

### 3 Acceptance of Minutes: Minutes of the UTLMP meeting 12/6/14 and Action Items.

#### 3.1 Amendment to minutes:

Conversations with Emily Moskwa:

1. Discussion with Ian Baldwin – reference to Bushfire Management Committee and the zoning provided within the Development plan. Suggested that she speak with the reps from both Councils.

Minutes moved: David Bradley, Ken Craig

#### 3.2 Business Arising:

Received formal resignation from David Eastham (by email) and David Bradley (see letter - to finish in November 2014). D Eastham has declined the offer to come onto the PMWG.

Michael Seager advised there is a book just released about the Eden Valley fires.

GGRP – major contracts re weed control



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The Upper River Torrens Landcare Group,  
The Barossa Council - The Adelaide Hills Council

ACTION Item (page 4) Bradley provided quotes to G Butler and he has had discussions with I Baldwin etc., hasn't been circulated to date.

3.3 Review of Action Items: see attached

#### **4 Correspondence Incoming and Outgoing (list to be tabled)**

##### 4.1 Incoming

- Letter of resignation from David Bradley – happy to mentor staff and volunteers and he would prefer to work outside, but just won't be involved in the committees. Rick G read one paragraph from the letter congratulating the Project Staff and volunteers.  
Rick Gladigau thanked David Bradley for his contribution on behalf of the committee.
- Adelaide Brighton Cement are taking over Southern Quarries and Penrice.
- AHC Community Forum – July in Cudlee Creek.

#### Correspondence moved by David Bradley and seconded by Ken Craig

4.2 Outgoing - Nil

4.3 Business arising from Correspondence - Nil

#### **5 Budget**

**G Butler**

5.1 Financial Statements to 31/7/14

No documentation from AHC for this meeting. We have requested a financial statement to the end of June 2014 and July 2014.

Therefore GB has yet to prepare the budget for this financial year. These documents will be forwarded ASAP.

5.2 Financial Statement FY 2013-2014 (attached) – see above

5.3 Proposed budget for 2014-15 (attached).- Not available

#### **6 UTLMP Committee Governance:**

**GB/Ian Baldwin**

6.1 Current term of the UTLMP Steering Committee concludes in November with the Council elections

Would like to have ongoing participation from those on the Committee, although we do accept this is an opportunity for people to step down if necessary. Currently we will have two vacancies on our committee, including the Acting Chairperson.

GB is happy to continue to rotate the Chairperson as this doesn't change how the staff interact with the committee. IB mentioned that with every committee there is always a challenge to find someone who is able to spend the time necessary. It will be up to the Committee to decide how this works. If this project moves to a Section 43 committee, there will be some changes, however, this won't change for the timebeing.

6.2 Discussion about the potential improvements to current Section 41 status including S43

IB has provided some documentation to advise the Committee on the processes for forming of a subsidiary under the Local Government Act 1999. This project has developed so that it forms a risk for both Councils, and this new Section 43 will add an administrative

burden for the UTLMP which will put most of the risk (and liability) back on the incorporated body, and therefore remove it from Council. We do need to continue to explore other options, although if we cannot find an alternative solution, we may need to pursue this.

TBC have looked at Community Committees to take on the roles of most of the S41 Committees (unlike the UTLMP & BBG). These investigations have meant that many of the 23 Section 41 committees will move to being incorporated and reduce the risk to Council. IB has provided the UTLMP committee with the relevant sections of the Local Government Act that refers to this. Under Section 43 it gives the Council the opportunity to form a subsidiary (between two Councils). Approvals from the Minister, preparation of the Charter, Board Members duty of care and administration & financial management are all explained in this document. TBC will remain in control, but essentially it is driven by the Board of the subsidiary – Council will have representation on the board, but there would be wider community participation. The Corporate Body would be subject to audits, responsibilities to the Board members including the duty of honesty, disclosures regarding business & financial interests, Common Seals, insurance for protection from liability.

MS made the comment that this is on the agenda for next Tuesday (19<sup>th</sup> August, 2014) and provided there is a quorum will be discussed intensely. As a Councillor, we have to fill out a form and who would hold the documentation for this Committee? The Corporate Body would hold all records.

This review of Section 41s of Council will be discussed on 19/8/14.

Action: GB to circulate URL for the Council Agenda to enable review of the Report.

Section 41 Committee of The Barossa Council – working arrangement with AHC (responsibility of financial management), TBC employs the project officers – It is an unusual arrangement and at this point, both Councils are recognizing the risks.

KC asked: Could the Councils indicate what the risks are? IB explained that the new Work Health Safety regulations are the driver.

MH also mentioned there are issues around the assets, in addition to the contractors, the staff etc. He suggested that we have another meeting on this issue so that everyone is clear about what would happen.

KC: What experience has Council had with the change from Section 41 to Section 43 committees, for example has there been a problem engaging with the community? IB explained that there are a couple of projects that have experienced this (Gawler River Flood Mitigation Project, Nuriootpa Caravan Park) – yes we do struggle to get people on that committee, whether it is because of apathy or structure, we're not sure.

KC highlighted that perhaps because of the liability that is transferred from Council to the Board of Directors, this will make the attraction of Board Members a little harder.

GB advised that this discussion began almost 9 months ago, and due to the seriousness of this potential change to our governance, we do need to fully explore this option. IB did advise that we will need to include NRM in our discussions given the longevity of this project. PB highlighted that the driver of this change is around liabilities and therefore as a

committee we should attempt to find out what are the real risks. DB asked IB if it was all about the money shortfall in financial management and/or HR? IB advised that it wasn't all about the money, it was about WHS & financial management. KC indicated that we really need to identify the risks/problems so that we can prepare our case prior.

RG asked IB the question about whether the UTLMP will have a choice, or whether we won't. He advised that TBC will try to influence the Committee, but it will be with consensus of the Committee. There will need to be an agreed outcome from both Councils and NRM.

MS said that in the workshops we have had on this topic, the Councillors feel that the most vital point that we do not wish to lose the community support as this is vital.

IB highlighted that this UTLMP committee and project has achieved an amazing result with almost 16 years of outcomes and both Councils do know that.

In summary, we will need to reconvene at a later date to fully explore all the options so that a decision can be made with all the information. Councils won't be moving forward on this until next year (after Council elections).

### 6.3 Succession plan for Steering Committee members including Chairperson

Graeme Donaldson is still interested in joining our Committee, but has just been delayed from his retirement. Broni Mudge will invite him to our October Steering Committee.

## **7 Local Catchment Groups and other projects**

**K Thompson**

- 7.1 Project Officer Report – [report attached]. Kim spoke to the report
- 7.2 Friends of Cromer and Porter Scrub Conservation Park 2014 programme was discussed
- 7.3 Activities for Committee involvement. All members are invited to attend the events at Cromer and Porter Scrub and get to know and encourage the volunteers.
- 7.4 Roadside Fuel Reduction Project – status of the 8 sites. Sowing of sites is complete.
- 7.5 Other Community Engagement Programmes: Nil

## **8 Project Management Working Group**

**Gerry Butler**

- 8.1 Minutes of recent Operational sub-committee meeting: 25/7/14

GB provided revised copy.

Reviewed recent activities specifically around GGRP. Barriers to spraying and sowing include the rain and subsequent soggy ground.

We talked about issues regarding WHS in relation to how we use burning in our site preparation. We need to undertake some training for fire management to ensure that the WHS risk analysis is complete.

We are looking for a piece of equipment that is fully enclosed, a bit like a slasher that burns as we go along – need to investigate this further.

Roto-wipers purchased to assist with weed control, particularly post seeding. We could also use this for Cape Tulip control and anticipate running a Cape Tulip workshop.

Next meeting we would have late afternoon 5/9/14 and include a dinner at the Mt Pleasant Hotel to celebrate David Eastham & David Bradley's resignation from the Committee.

8.2 Project Manager's report – (report attached)  
General overview – refer report.

Juncus acutus

NVC SEB Report complete by Julia Siudzcanska – GB & KT need to do a little bit more work prior to its submission to NVC.

Shed Working Bee – DB will provide some dates and jobs.

8.3 On-ground works completed status AMLR NRM Board 2013-14 (attached spreadsheet tabled)

8.4 On-ground works proposed to date AMLR NRM Board 2014-15 (attached spreadsheet tabled)

We still working on populating this, but have no doubt this will be complete before next Steering Committee.

8.5 Review of proposed 2014-15 Service Level Agreement

Same allocation as last year plus \$20k for overheads. Initially, there was going to be a 2.5% increase in allocation, unfortunately this won't be the case.

Andrew West & Bryn Troath have worked hard to get this agreement to where it is at. The SLA has an increase in resources for overheads, we have removed the requirements for monthly reporting including the on-line component and we are just asking for four reports for the year. We have provided templates of the sorts of things we wish to see in those reports. We have also been sent a GIS template and an excel spreadsheet for reporting purposes. We have a standard DEWNR documentation/funding agreement which we hope will work better with this group.

Project Staff just need to provide the Board with some numbers for quarterly reporting and then we will get this document back so we can move forward and have the final copy ready for signatures.

With regards to the NRM Funding Agreement (Service Level Agreement), there is no representation required from NRM on this Committee. In the past our Terms of Reference indicated that we would always want to have representation from our stakeholders (including Councils & NRM), and we would continue to invite a staff member from NRM to engage.

IB has signed the document as he is going on holidays 29/8/14.

Moved to accept the SLA (with the minor additions), Ken Craig, Broni Mudge

**Piers Brissenden**

## **9 Grassy Groundcover Restoration Project**

**GB.**

Weed management is the greatest barrier that we face with the restoration /revegetation processes we are doing. Using the Roto-wiper, will enable us to target the exotic plants that will continue to infiltrate the areas we will have improved.

Rainfall – we have been set back in progress on the ground, not detrimentally, however, we still have all the spraying done, ¾ through burning at the properties, next week we commence seeding over several weeks. So we are on track for our milestones.

We will be using harrows in areas inaccessible to the tractor, so that we aren't causing more damage through erosion by driving on the wet paddocks.

## 9.1 Seed Production Areas including Barossa Bushgardens

We have added another four Community SPAs:

Mudge – 40x10m on the crest of the hill

Carroll – 3<sup>rd</sup> on his property,

Georg – Forreton just completed building this

Craig – to be done

CVA have done all the labour for this project. From construction through to planting, the building of these facilities. Great accolades to the CVA teams who have worked on these properties.

On-going management has been contracted to ERA – weeding (broadleaf), buffers etc.

David Hanna has undertaken 90% of the spraying on the GGRP.

### 9.1.1 Dedication of Scott Philcox Memorial 3/9/14

The whole paddock on the Philcox property where the SPA is has been dedicated to Scott Philcox. A sign has been made 1500mm x 1000mm to commemorate his life. Scott was a trainee for our project in 2001. Dedication will be during Landcare week with a BBQ.

A fence has also been erected around some remnant vegetation adjacent to the SPA – demonstrating the value-add and flow on benefits that happen with the project.

### 9.1.2 Placement of Species name plates on SPAs – Barossa Bushgardens and URTLG

These signs are currently being produced and will be put in place at the BBG and Community SPAs over the next couple of months.

## 9.2 Progress on seed inventory and on-ground works

The seed that we had in our shed and now Simon Carroll has been employed to go through all the seed, categorise it, bag it and put the info into the inventory. So when we take seed from our stockpile we can track where it came from and where it is going.

## 9.3 Trials and research status on PRM and Cromer MU3

On-going monitoring is continuing with November 2014 the next time we do this. The Team, Ellen Bennett, BM & AF – floristic survey, Ellen Bennett has collated all the information and built some graphs from the information which makes looking at the data easy. Also easy to make some assumptions about which treatments work best and have resulted in the best germination.

9.4 Completion of milestones for Australian Government reporting. AF has been in discussion with the case manager James Morris about variations to sections and how to comprehensively report.

## 10 Staff matters and Governance:

10.1 Confirmation of Interim Chairperson to take over from Rick Gladigau for next 2 months

Ken Craig will take over as Interim Chairperson

**GB**

10.2 Performance partnering – staff performance (Kim 2/6/14 and Andrew 24/6/14)

All three staff “passed” – also all the discussions were great and the process is good. Thank you to Rick Gladigau & Julianne Troup who participated.

**Ian B**

## 11 AMLRNRM Issues:

**Bryn/Piers**

11.1 Ongoing District Officer/Compliance Officer partnership and Incident Reports –N/A

11.2 Weed control issues – Weed reports, mapping and communication strategy – N/A

11.3 Communications of a compliance nature with Upper Torrens landholders – N/A

11.4 Central NRM Group news and views

PB mentioned that the NRM have released their business plan – the approach to deliver on ground works in a more strategic approach, by building projects which deliver the outcomes. Previously the allocation went to a District Officer (DO) who then worked with the landholders to deliver. In

the Central Hills sub-region, including the Upper Torrens there is a DO, in our case Gerry Butler. \$ are being allocated to a project (rather than a district) and each of the DOs have to work together to achieve the outcome. This is a real shift in how it has been done in the past. We are currently working through the project model

Protecting and improving the integrity of shrublands on the spine of the MLR

Restoring & re-instating grassy ecosystems on the eastern and western bands of the MLR

Sustainable Land Management practices

Protecting and restoring riparian landscapes

The AMLR NRM Board have 108 projects and are using the incentive guidelines in addition to the District Ecologist on how to implement them effectively.

Recruitment for a Sustainable Agricultural Officer is underway as Rachel Van Dissel has left.

The planned move of NRM Staff from Lobethal and Norton Summit to Black Hill is on hold for now, and community consultation is envisaged to happen in the near future.

## **12 Other Business:**

### **12.1 Discussions about Dirt Bike tracks on private property**

Several people have contacted GB re dirt bike tracks and from TBC's point of view is that they are fine as long as they are for private use, Ok in terms of development plans and assessment is hard to manage as it is not a change of landuse.

Do we need to have a discussion about a management plan regarding on-going management.

GB has drawn this issue to the AMLR NRM Compliance Officer, Karren Carman.

David Ashton has also been talking to GB about the property owner next door to him, Mr Cox and we are trying to engage with him on this matter.

GB

GB/IB

### **12.2 National Landcare Week thankyou dinner (D Bradley and D Eastham) Friday 5/9/14 6.30pm– Mt Pleasant Hotel**

GB will circulate an invitation soon. PMWG meeting late afternoon and then off to the Mt Pleasant Hotel for a celebratory dinner.

### **12.3 Presentation 21/10/14 to Mayor Brian Hurn at the final Council meeting**

GB advised that the next Council meeting is in September and GB is away. In October, 2014 GB has suggested that the UTLMP attend and make a short presentation to Council

12.4 Closed road near Mt Torrens – Turner Road, becomes Hirthe Rd – a revegetation project was developed on this property many years ago. Recently, long standing property owners living adjacent the Road Reserve have begun processes to buy the unmade road from the AHC. For many years, they have managed the weeds and will continue to do this, however, there are objections from the 'new' neighbours who wish for this public access unmade road reserve to have a walking path developed. The landholders have made contact with GB asking for any support and the email documentation is available to read.

**ACTION: MH will make some enquiries about this issue.**

12.5 Community Connections – monthly meetings – How the NRM can best engage the community? It's a long process, hampered by the fact that we don't always have the same people. At the last meeting we were asked to prepare ideas about how they can best do this. GB & JT are attending these meetings. At the last meeting, JT & GB presented a paper with suggestions, some of which was taken on-board.

JT will continue to attend these meetings and was pleased that at the last meeting a landholder from Norton Summit stood up and told the NRM Board that moving NRM staff from regional areas (eg, Norton Summit & Lobethal) to Black Hill is absurd. As a result consultation is occurring.

12.6 Ken Craig congratulated GB on his contribution to the recent work he has done on the Risk Assessment and Work Health and Safety regulations.

### **13 Next Meeting/s:**

13.1 Steering Committee (normally 2<sup>nd</sup> Thursday of even months):

October 16, 2014 9.30-11.30am (3<sup>rd</sup> Thursday)

December 4, 2014 4.00-5.30pm (1<sup>st</sup> Thursday, followed by celebratory EOY dinner at 6.00pm)

13.2 Project Management Working Group (3<sup>rd</sup> Thursday of odd months):

September 11, 2014 9.30-11.30am (2<sup>nd</sup> Thursday of the month)

November 20, 2014 9.30-11.30am

GGRP Technical Steering Committee:

October 22, 2014 3.00-5.00pm.

### **14 Meeting proposed close at 12.10pm**