

**AGENDA OF THE MEETING OF
THE UPPER TORRENS LAND MANAGEMENT PROJECT S41 COMMITTEE**
held in the Mt Pleasant Natural Resource Centre 132 Melrose Street, Mount
Pleasant on Thursday 4th February 2016 commencing at 9.30am

1. **WELCOME**

2. **PRESENT**

3. **APOLOGIES**

4. **GUESTS**

5. **DECLARATION OF INTEREST BY MEMBERS**

6. **CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**

Recommendation

That the Minutes of the meeting held on Thursday 26th November 2015 as circulated, be confirmed as a true and correct record of the proceedings of that meeting.

7. **MATTERS ARISING FROM PREVIOUS MINUTES**

7.1 Action List

Item Number	Meeting Date	Officer	Action	Status
3- 4.1.3	11/6/15	GM	A date needs to be set for the Risk Management Working Group (MH, BM, GD) to meet.	GM, KT, AF and KC to set up time to meet. Financial and other types of risks to also be workshopped.
9.6	26/11/15	GM	Set up sub-committee with representatives from TBC, AHC, NRM and SC to review the Terms of Reference.	

Recommendation

That the progress of the actions listed in Item 7.1 be noted and received.

8. **CORRESPONDENCE**

8.1 Incoming

- Email 27/11/2015 from Tania Drever, resigning from PMWG.

8.2 Outgoing

- Email 29/1/2016 from Steve Corbally and 22/01/2016 from Tawni Jones thanking Tania Drever for her participation.

Recommendation

That the correspondence be received

9 REPORTS

9.1 FINANCE

Refer Attachment 9.1a – UTLMP YTD Finance Summary 31012016

Refer Attachment 9.1b – NRM YTD Budget 31012016

Refer Attachment 9.1c – GGRP YTD Budget 31012016

Recommendation

That the Finance Summaries (Attachments 9.1a, 9.1b, 9.1c) be received and noted.

9.2 PROJECT MANAGEMENT WORKING GROUP

Refer Attachment 9.2 - PMWG Minutes of Thursday 28 January 2016

Item Number	Meeting Date	Officer	Action	Status
2.1.9	17/9/15	KT	KT to review all plans finished or likely to not proceed further. Plans to be submitted to WG to be reviewed, audited if viable, then closed and archived.	Ongoing – Action to seek remaining outstanding landholder commitments and reconcile.
8.2	19/11/15	KT/KC	KT & KC to review the budget spreadsheet for ogw in light of the on-going reconciliations and advise the working group of the outcomes including budgetary impacts and/or changes.	Ongoing – total salaries and contractor costs still to be determined. Seeking to close action off by March 2016.
8.2	28/1/16	KT	KT & PMWG member to meet with John West to discuss revised funding support.	
8.2	28/1/16	KT	KT to draft \$2000 Agreement for 2015/16 follow up ogw in Porter Scrub.	
9.2	28/1/16	AF	AF to raise an appropriate invoice to recover costs associated with the use of AERA-vator No. 2 as a lease to the GGRP on a quarterly basis.	
9.2	28/1/16	AF	AF to send Tony Vincent a letter of appreciation to thank him for the work he carried out, his advice and that he didn't charge the project.	
10.2	28/1/16	KT	KT to clarify GST arrangements with TBC Marchella.	
11.2	28/1/16	KT/AF	KT and AF to inspect sheepparks, take photos, get intrinsic value and sell on Gumtree or Farmmachinery.com	
11.3	28/1/16	AF	AF to approach the Rotowiper supplier for possible resale back to them or brokered back through the supplier.	
11.4	28/1/16	TJ	TJ to place volunteer hours as standing item under General Business for PMWG and SC meetings. Add 30 hours November (JT, SC, KC, GD) Add 15 December (JT, SC, KC, GD).	
11.6	28/1/16	KT	KT to discuss with TBC the possible return of 2WD vehicle and if they have a 4WD lease return vehicle that could be taken over.	
11.7	28/1/16	KT	KT to follow up with TBC and seek advice re purchase of new printer.	

Recommendation

That the PMWG recommend to the Steering Committee that the following recommendations be received and endorsed.

9.3 GRASSY GROUNDCOVER RESTORATION PROJECT

Refer Attachment 9.3

Recommendation

That the GGRP Report be received and noted.

9.4 AMLRNRM

Refer Attachment 9.4

- Piers Brissenden Central Hills & Upper Torrens update

Recommendation

That the AMLRNRM Report be received and noted.

9.5 OTHER PROJECTS

- Horses, native grass and time for the change
- Green Army
- Friends of Cromer
- Porter Scrub Volunteer Working Group

Recommendation

That the OTHER PROJECTS Report be received and noted.

10 GENERAL BUSINESS

10.1 WHS/Incident Reports

10.2 Casual administrative & Field Assistant

10.3 The Barossa Council Volunteers database – recording of UTLMP volunteers working hours

10.4 Vacant positions – PMWG & Steering Committee

10.5 TBC computer linked to UTLMP computers

Recommendation

That the GENERAL BUSINESS Report be received and noted.

11 **NEXT MEETING**

- 11.1 Steering Committee
Thursday April 7th, 2016 at 9:30am at Mt Pleasant Natural Resource Centre 132
Meirose Street, Mount Pleasant

2016 Steering Committee Meetings

Thu Apr 7
Thu Jun 2
Thu Aug 4
Thu Oct 6
Thu Dec 1

- 11.2 Project Management Working Group
Thursday March 17th, 2016 at 3pm at Mt Pleasant Natural Resource Centre 132
Melrose Street, Mount Pleasant

2016 PMWG Meetings

Thu Mar 17
Thu May 19
Thu Jul 21
Thu Sep 15
Thu Nov 17

- 11.3 GGRP Technical Steering Committee
Date to be confirmed

12 **CLOSURE**