

UPPER TORRENS LAND MANAGEMENT PROJECT

Project Manager: Gerry Butler

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Draft MINUTES
STEERING COMMITTEE MEETING
Thursday 11 June 2015
9.30-11.30pm

Mt Pleasant Natural Resource Centre
132 Melrose Street, Mount Pleasant

1 Attendees:

- 1.1 **Steering Committee members:** Ian Baldwin (TBC), Councillor Malcolm Herrmann and Steve Brooks (AHC), Bronwyn Mudge, Julianne Troup (Chairperson), Graeme Donaldson, Ken Craig (Chairman GGRP Technical Steering Committee), and Bryn Troath (Adelaide & Central Hills NRM Operations Manager)
- 1.2 **Project Staff:** Gerry Butler [Project Manager], Kim Thompson and Andrew Fairney [Project Officers]
Minute Secretary: Kim Thompson
- 1.3 **Invited Guests:** Mike Williams and Piers Brissenden (DEWNR)
- 1.4 **Apologies:** Stephen Anderson [Community/URTLG], Rick Gladigau and Martin Philcox, Councillor Michael Seager (TBC).

2 Declaration of interest:

None declared.

Committee

3 Acceptance of Minutes: Minutes of the UTLMP meeting 9/4/15 & Action Items.

3.1 Acceptance of minutes:

Accepted and moved by M Herrmann; seconded by K Craig

3.2 Business Arising:

None.

3.3 Review of Action Items:

All items have been actioned and addressed. The committee confirmed that an action list will be circulated with the minutes.

4 Correspondence Incoming and Outgoing (list to be tabled)

4.1 Incoming

4.1.1. Correspondence from the AMLRNRM Board re the closure of the Lobethal office and that Black Hill Conservation Park will be the main office for the Central Hills Staff.

4.1.2. Correspondence from Bryn Troath advising the UTLMP funding source from the AMLRNRM Investment Plan.

4.1.3. Email from AHC Risk Manager, Lachlan Miller, in response to outgoing from the April meeting asking AHC & TBC what are the risks associated with the UTLMP.



SUPPORTED BY THE **Adelaide and Mount Lofty Ranges Natural Resources Management Board**

YOUR NRM LEVY AT WORK

Australian Government Biodiversity Fund
The Upper River Torrens Landcare Group,
The Barossa Council - The Adelaide Hills Council

ACTION: Moved that the UTLMP Steering Committee to form a Working Group to look at the risk management associated with the UTLMP; Moved by M Herrmann; seconded by G Donaldson. Three volunteers were appointed as members: M Herrmann; G Donaldson & B Mudge.

4.2 Outgoing

4.1.3 Correspondence to The Barossa and Adelaide Hills Councils asking them to identify any risks associated with this project, being a Section 41 Committee of the Barossa Council.

Ian Baldwin is waiting for comment from TBC Risk Management Team; and commented that governance is the most important consideration for the Steering Committee, how it operates and does its business.

4.3 Business arising from Correspondence

See above

5 Budget

G Butler

5.1 Financial Statements to 31/5/15, actual budget for 2014-15– summary provided by AHC was discussed and an explanation of the accompanying financial summary papers was provided.

It is anticipated that the remaining 25% of proposed NRM Budget expenditure will occur before the end of the financial year. Both GB & KT are busy engaging with the landholders to understand what the barriers are to completing their projects. We are on track to fully expend the allocation.

The project has forwarded invoices to the NVC SEB, AMLR NRM Board and the Australian Government for the outstanding grant monies.

5.2 Status of NRM and Biodiversity Fund funding for 2015-16 and proposed budget 2015-16

5.2.1 The Project Manager is waiting on the advice of The Barossa Council Finance Department and the Adelaide & Central Hills NRM Operations Manager to understand the staff salaries and the income for 2015-16.

Action: Project Manager to incorporate the staff salaries and income expected from the AMLR NRM Board and the Australian Government for 2015-16.

- Identifying separate budget lines with clear documentation of income and expenditure;

5.2.2 PMWG has identified the need for greater transparency within the budget and the financial expenditure and this will involve providing separate budgets for each of the projects: NRM & GGRP. In addition, the PMWG recommended that the financial breakdown is circulated to the Committee 5 days prior to the planned meeting with the agenda.

Action: GB will ask if AHC could provide a detailed breakdown for each project: NRM & GGRP and this be circulated 5 working days prior to the meeting.

- Decisions about expenditure.

5.2.3 PMWG proposes that if there are to be any urgent decisions made about expenditure, then the PM should take the details to Chair of the Steering Committee, the Chair of the GGRP TSC and the Convenor of the PMWG who would call an out of session meeting to discuss and make a decision about the expenditure. The recommendations from this meeting would be duly minuted for

the following Steering Committee meeting. This proposal has been approved by the Steering Committee, Moved by K Craig & B Mudge

5.3 Status of the approval to order the Project vehicle for 2015-2017 delivery July 2015 following the review of 3 quotes as per The Barossa Council Procurement Process Committee

- The PMWG recommends the lease renewal be approved by the Steering Committee and on to Ian Baldwin for action.

PMWG recommended the lease renewal be approved by the Steering Committee for IB for action, provided the additional \$20k is supported by the NRM Board.

The Steering Committee endorsed the lease renewal and for IB to prepare the purchase order for the vehicle.

Moved by B Mudge, G Donaldson

6 UTLMP Committee Governance:

GB

6.1 Terms of Reference of Section 41 Committee

- The PMWG proposes an amendment to the Steering Committee Terms of Reference making provision for an Induction to occur on the anniversary of the Council's re-engagement of the Committee.
- Terms of Reference for the Working Group; and
- Job Descriptions for the Chair of the Working Group and
- Committee Members of the Working Group as discussed at WG meeting."

Action: An amendment to the TOR is proposed and will be reviewed by TBC staff and the Steering Committee for approval. The edited TOR would then be presented to the TBC Elected Members for approval.

6.2 Confirmation of Committee members and Induction process –

- The PMWG has recommended that the Steering Committee & WG undergoes a formal induction provided by accredited officers from The Barossa Council as soon as convenient. It also proposes that an induction specific to the UTLMP operations be included.

This Committee endorses TOR for the PMWG, job descriptions for the Chair of the PMWG and committee members as future guidelines for operation. B Mudge & K Craig

This Committee endorses that a formal induction is provided by accredited officers from TBC.

ACTION: IB will provide the TBC website link for Committee members to read about Committee matters before the formal induction.

7 Local Catchment Groups and other projects

K Thompson

7.1 Project Officer Report – [report attached].

7.2 Friends of Cromer and Porter Scrub Conservation Park 2015 programme status

7.3 Activities for Committee involvement.

7.4 Roadside Fuel Reduction Project – status of the 8 sites.

7.5 Other Community Engagement Programmes.

Refer LCG report – Key points:

- Horse Health – Improving horse health using native grasses – funding from Sustainable Agriculture budget (Jodie Pain, AMLR NRM) \$6300 for event in 27 June in Birdwood;
- RFRI – Roadside Fuel Reduction Initiative / Project briefing will be provided to AHC staff in July, to develop the project further;

- **Porter Scrub Conservation Park** 19th June, 2015 – Planning Session at Rowlands for Volunteer Management Action Plan development;
- **Cromer Conservation Park** 28th June, 2015 – Working Bee; and
- Seed Production Area brochure – draft developed to inform interested observers of SPA objectives.

8 **Project Management Working Group**

Gerry Butler

8.1 Meeting of PMWG 21/5/15 and 28/5/15 – Summary Craig and Graeme Donaldson

8.2 Project Manager's report – (report attached)

Refer PM Report – Key points:

- Improved reporting and other procedures have been proposed
- Budgets are to be prepared to show clear documentation of income and expenditure;
- No expenditure with landholders prior to the signing of a Funding Agreement
- **Variations to Funding Agreements (Cornish and West) (see attached)**

8.2.1 The Steering Committee endorsed the "out of session" PMWG meeting recommendation for the additional expenditure and amendments to the funding agreements for Cornish & West - Moved by B Mudge & G Donaldson

- **Review of Funding Agreements;**

8.2.2 The Steering Committee endorses the PMWG recommendation that a funding agreement is signed off prior to any expenditure. This was also supported by the NRM Board and is highly recommended. If circumstances arise whereby UTLMP staff wish to incur an expense prior to a funding agreement being signed off, this could be discussed with the PMWG. Moved K Craig & B Mudge

- **Information Available at closure of Funding Agreements;**

8.2.3 PMWG has been looking at how the reconciliation and/or reimbursements are tracked at the completion of the project. The Steering Committee asks that the Project Officer request a monthly statement from the AHC showing payments and outstanding landholder contribution payments from the reporting period and this information is recorded on the landholder file.

Action: Project Manager will ask the AHC Finance Department to provide a monthly statement showing outstanding landholder payments.

- **Weed Control:**

- The WG recommends allocation of \$5,000 to follow up past weed management, subject to satisfactory budget allocation from NRM for 2015/16.

8.2.4 The Steering Committee endorses this expenditure for the 2015/16 budget. PB advised the Steering Committee that the NRM Board will have a regional programme in this area and will confirm the level of support in a meeting with GB Thursday 18th June, 2015.

8.3 On-ground works AMLR NRM Board 2014-15 (spreadsheet tabled)

Accepted by the Steering Committee

8.3.1 **Status of Green Army team – Central Hills Landcare Network**

Green Army have been working around the District since May 2015, they are currently working in Crafers with the Adelaide Hills Council partner. The team will be working in our area for the next two weeks as their URTLG and UTLMP components. A sign has been

prepared to acknowledge the Green Army and the partnership with the 6 groups, facilitated by the Landcare Association of SA, and 5 copies available to each partner.

8.4 Status of 2015-16 Funding Agreement with AMLRNRM Board GB/BT

It is anticipated that following discussions with the AMLR RNM Board staff over the next week the Funding Agreement is expected to be finalised before the end of June, 2015.

9 **Grassy Groundcover Restoration Project** **Andrew Fairney.**

9.1 Project Officer Report – [report attached] and presentation on the GGRP including:

9.1.1 **Status of Seed Production Areas, including Barossa Bushgardens**

9.1.2 **Status of seed inventory and on-ground works**

9.1.3 **Trials and research status on PRM and Cromer MU3**

9.2 Status of milestones for Australian Government MERIT reporting- variation to fencing kms

Refer to report – Key points:

- Site preparation of broad acre properties
- Sowing of prepared properties
- Site identification, property visits and management plans
- Management of seed production areas
- Weed management on broad acre
- The future of the PRM trial sites

Andrew delivered a power point presentation about the GGRP achievements and milestones.

10 **Staff matters and Governance:**

10.1 Staff meetings – recent meetings 15/5/15 and 9/6/15

These meetings are proposed to be held on a fortnightly basis with the next proposed for Wednesday 24th June.

10.2 Renewal of Contracts: The Committee is asked to formally move the preparation of employment contracts for the staff;

The Steering Committee endorses the preparation of employment contracts for the staff.

Moved by B Mudge & K Craig

Action: Ian Baldwin to prepare the staff contracts for 2015-16

10.3 Training proposed: KT: Environmental Education; AF: Ecological restoration processes; and GB: Management processes.

No discussion.

10.4 Weeds Network Chemical free workshop – attendance by all staff (2 free tickets plus 1 at \$330)

The Steering Committee endorses the expenditure of \$330 for registration, which will enable all staff to attend, as 2 complimentary tickets have been provided by the Landcare Association of SA. Moved by B Mudge & G Donaldson

Action GB to register 3 staff for the Weeds Network Chemical free workshop 3 July, 2015

11 AMLRNRM Issues:

Bryn

Mike Williams spoke about the NRM Business Plan for the area. Part of his role is to look after the Land Management Programme across the three districts. There are 178 delivery staff, including fire management staff who work across the public and private land tenures in the Region. The districts have been developing projects and these projects are being rated as to how they align with the outcomes from the NRM plan. The NRM Board need to take in to account a 20% reduction in funding from \$2.2million to \$1.7million and in addition a salary of \$171k, which will come off the budget, for a position to deal with reporting to the Commonwealth, and enhancements to the AMLRNRM online software system. 30% is allocated for salary and wages, which will be supplemented by Levy funds, plus reduction in funding and the increased cost of DEWNR Corporate Services costs (\$1million -financial management, IT, HR; approximately \$20k per FTE). Mike said the Board are reviewing every project to ensure it is relevant to delivering the NRM plan and it is possible some further budget adjustment will be made in the first quarter of the financial year pending the impact of the State Budget.

The Land Management Programme has some good initiatives being proposed and we are particularly focused on those projects with several stakeholders and good community engagement strategies.

The intention is to have a 3 year business plan and we'd like to lock those budgets in for this time. BT advised that the UTLMP project is predominately funded from the L7 budget line, which is the "Eastern Grassy Woodland recovery project" and the L8 "Water Quality" budget line. BT and PB will have discussions with the UTLMP staff in order to determine how the UTLMP projects will align with the NRM Strategic Plan.

MW advised that the NRM is currently reviewing the Incentive Guidelines; this may give us a little more freedom with landholders when the target is an "iconic" asset.

GB re-iterated the cost sharing model is a basis for support to the landholder and that it is important to balance the capacity of the landholder to recognize the support from the Board and the ownership from the landholder for the responsibility for the on ground works.

11.1 Ongoing District Officer/Compliance Officer partnership, Incident Reports (WAAs & Declared plants)

Nothing to report.

11.2 Workshop proposed with Lobethal staff to discuss land degradation issues

When all staff are back from leave Bryn Troath will invite GB to a meeting to discuss land degradation issues in the region.

11.3 Weed control issues – Weed reports, mapping and communication strategy

Nothing to report.

11.4 Communications of a compliance nature with Upper Torrens landholders

ACTION: BT & PB will look at the examples of poor land management that have been brought to their attention by the Committee and will provide some information about the progress of these cases.

11.5 Central NRM Community Connections news and views – status

PB explained that a report has been submitted to the Board with 17 recommendations and it reflected action plans for the Central Hills Area. Stage 2 is to investigate these action plans for each area. John Gawen (Community Engagement Team Leader) will work with each District and look at what we are currently doing, aspirational ideas, community involvement, what is feasible to do, and what is not being done. A community engagement strategy will be developed and delivered.

Kim Krebs (Manager Community Engagement) is looking at how the NRM Board can interact with members of the community with whom we aren't currently engaged. At some point the NRM Board will communicate with the community and look at how these ideas will fit with the Strategic Plan of the Board.

11.6 BT would like to meet with UTLMP staff and one committee member and look at the work plans in relation to planned Audits for this year; project evaluation in terms of how the project will be funded for next year. Thursday 18th June, 2015 GB

12 Other Business:

13 Next Meeting/s:

13.1 Steering Committee (normally 2nd Thursday of even months):

- Thursday 13th August 9.30-11.30am; Venue Mount Pleasant Natural Resource Centre
- Thursday 15th October 9.30-11.30am; Venue Mount Pleasant Natural Resource Centre
- Thursday 12th December 4.00-5.30pm; Venue to be advised followed by the End of Year Celebration

13.2 Project Management Working Group (normally 3rd Thursday of odd months):

- Thursday 23rd July 3.00-5.00pm; Venue to be advised
- Thursday 17th September 9.30-11.30am; Venue to be advised
- Thursday 19th November 9.30-11.30am; Venue to be advised

13.3 GGRP Technical Steering Committee:

- Wednesday 1 July 3.00-5.00pm, Ken Craig's residence Klose Road, Mt Torrens

14 Meeting closed at 12 noon

Approved: Date: