

**MINUTES 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 22 October 2015 commencing at 9.30am

1 WELCOME

The Chairperson J Troup welcomed everyone and opened the meeting at 9:30am.

2 PRESENT

Members

Julianne Troup (Chairperson), Ken Craig (Chairman GGRP Technical Steering Committee), and Gary Mavrincac (TBC), Martin Philcox, Graeme Donaldson, Bronwyn Mudge (Community Members), Stephen Anderson (arrived 9.55am) (URTLG), Piers Brissenden (arrived 9.45am, departed 11:38am) (District Manager, Adelaide and Central Hills NRM), Councillor Malcolm Herrmann (AHC)

Staff

G Butler (Project Manager), K Thompson (Project Officer), A Fairney (Project Officer)

3 APOLOGIES

B Troath (Adelaide and Central Hills NRM Operations Manager), Terry Crackett (AHC), Rick Gladigau, Steve Brooks (AHC), Councillor Michael Seager (TBC)

4 GUESTS

Steve Corbally (Convenor PMWG), Rebecca Tappert (TBC, Manager, Administrative Services)

5 DECLARATION OF INTEREST BY MEMBERS

Nil

6 CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

MOVED M Herrmann

That the Minutes of the meeting held on Thursday 13 August 2015 as circulated, be confirmed as a true and correct record of the proceedings of that meeting.

Seconded B Mudge

CARRIED

MOVED M Herrmann

That a minute of condolence be recorded in the minutes for the family of Brian Hurn, former Mayor of The Barossa Council.

Seconded K Craig

CARRIED

7 MATTERS ARISING FROM PREVIOUS MINUTES

7.1 Action List

Item Number	Meeting Date	Officer	Action	Status
3- 4.1.3	11/6/15	GB	A date needs to be set for the Risk Management Working Group (MH, BM, GD) and GB needs to propose the date	GB will follow up by sending the relevant information to AHC and to convene a meeting with the Risk Management Working Group. The Committee agreed that it will comply with TBC's requirements for risk assessment.
5.4.1	13/8/15	GB	Follow up the use of a Corporate purchase card for project expenditure ASAP	Preliminary discussions held between with Terry Crackett and Gary Mavrillac. TBC's Corporate Management Team currently reviewing allocation of purchase cards. Action: Gary Mavrillac to advise the Committee of any determinations.
5.4.2	13/8/15	GB	JT and KC will authorise GB's expense reimbursements	Complete Action: G Mavrillac to clarify delegations for Gerry Butler and the Committee regarding financial arrangements.
6.1	13/8/15	GM	To follow up with the TOR documentation and the formal induction processes that need to occur for the incoming committee members	Complete. Attendance of R Tappert at the meeting.
7.5	13/8/15	GB	Write to BT to seek additional funds to continue to support the community engagement activities at Porter Scrub CP and Cromer CP Friends groups	BT sent through a volunteer grant opportunity, however, this was not appropriate for our purposes. Action: K Thompson Speak with S Cole regarding additional funding for contractors to do work in both parks.

MOVED M Herrmann

That the progress of the actions listed in Item 7.1 be noted and received
Seconded G Donaldson

CARRIED

8 **CORRESPONDENCE**

8.1 Incoming

- Email 9/9/15 from Bryn Troath accepting the Acquittal for the 2014-15 NRM funded Land Management Program. (Trim 2015/046203)

8.2 Outgoing

- 2015-16 Funding Agreement for signing between AMLR NRM Board and the Adelaide Hills Council, The Barossa Council for the Upper Torrens Land Management Project. (Trim 2015/046205)
- Acquittal Statement to Bryn Troath for the Acquittal of the 2014-15 NRM funded Land Management Program. (Trim 2015/046220)
- Acquittal Statement to James Morris for the Acquittal of the 2014-15 Biodiversity Fund Grant and a revised Acquittal for 2013-14. (Trim 2015/046207)

MOVED K Craig

That the correspondence be received.

Seconded B Mudge

CARRIED

9 **REPORTS**

9.1 FINANCE

MOVED M Herrmann

That the finance report be referred to the Project Management Working Group to investigate and determine what options are available to address the shortfall in the budget resulting from the Juncus acutus work that was to be paid by June 14, but has been paid out of this financial year's budget (15/16).

Seconded G Donaldson

CARRIED

MOVED B Mudge

That the TBC's Director, Development and Environmental Services (Gary Mavrincac) review delegations for officers associated with the program.

Seconded M Philcox

CARRIED

9.2 PROJECT MANAGEMENT WORKING GROUP

MOVED K Craig

That the Minutes of the Project Management Working Group dated 17 September 2015 be confirmed as a true and correct record of the proceedings of that meeting, and that the recommended changes to the on ground works as listed below are endorsed by the Committee:

1. FRAG1516 – fund \$5925 to complete 1.185kms of fencing. A further review of any outstanding work to be undertaken during deliberations for the FY16/17 program.
2. GEOC1516 – that the fencing support (for FY15/16) be a minimum of \$4,450, [\$7,500 on the original funding agreement]; proposed water infrastructure support be reduced to the NRM guidelines (only 4 troughs per property), and a reduction in incentive for a tank to \$500 (not normally incentivised under NRM guidelines). There are other commitments that have been signed off already this year;

however, with the reduced budget the pasture management improvements and the revegetation cannot be supported.

3. OST1617 and PIND1617 – removed from this FY's budget to reflect the reduced funding.
4. Roadside Weed Reduction Funding and RFRI commitments to stand at \$5k each project, noting that the weed reduction funding has already been fully expended.
5. HIGD1516 – proposed that the riparian revegetation be held over for funding in the 16/17 financial year.
6. RAD1617 - remove the allocated \$2,000 from the budget, and re-allocate for the 16/17 financial year.
7. STAJ1516 – 14/15 allocation to be reduced to fencing \$1,338 and \$2,000 water.
8. Dong1516 – 14/15 allocation to be reduced to fencing \$2,280 and \$400 water.

Seconded S Anderson

CARRIED

MOVED B Mudge

That, in light of the reduced budget for this financial year, the Project Manager (Gerry Butler) review all non-current agreements and reconcile/audit projects to ensure that any outstanding monies are recouped and/or paid out to close off projects, and where necessary audited before archival.

Seconded G Donaldson

CARRIED

MOVED K Craig

That the Project Management Working Group review the concept proposal from the AMLRNRM Board (Piers Brissenden) and apply a few examples from existing agreements to investigate the new work plan and its concept process.

Seconded M Herrmann

CARRIED

9.3 LOCAL CATCHMENT GROUPS AND OTHER PROEJCTS

MOVED G Donaldson

That the report on the Local Catchment Groups and other projects be received and noted.

Seconded K Craig

CARRIED

9.4 GRASSY GROUNDCOVER RESTORATION PROJECT

MOVED B Mudge

That the report from the Grassy Groundcover Restoration Project be received and noted.

Seconded S Anderson

CARRIED

9.4 AMLRNRM

MOVED M Philcox

That the report from the staff of the AMLRNRM Adelaide Central Hills District be received and noted.

Seconded B Mudge

CARRIED

9.2 VOLUNTEER TRAINING AND/OR INDUCTIONS

MOVED K Craig

That the presentation by the Manager, Administrative Services (TBC) on the role and responsibilities of members and meeting procedures associated with Section 41 Committees be received and noted.

Seconded M Herrmann

CARRIED

10 GENERAL BUSINESS

- 10.1 Proposed Soil Pit Field Day being facilitated by UTLMP on behalf of AMLR NRM Board scheduled for Saturday 7 November 2015 9.30-11.30am at the property of Chris George (confirmed) (Budget \$700)

MOVED K Craig

That the item be noted.

Seconded B Mudge

CARRIED

- 10.2 Proposed Rural Land Management Course in Mt Pleasant 10 February 2016-30 March 2016 being facilitated by UTLMP on behalf of AMLR NRM Board (Budget \$3700)

MOVED K Craig

That within the next month the viability of running the course is explored.

Seconded M Philcox

CARRIED

- 10.3 WHS/Incident Reporting

MOVED B Mudge

That the Risk Management Register be reviewed by 30 June each year.

Seconded K Craig

CARRIED

ACTION: WHS/Incident Reporting to be added to the agenda template as a standing item.

- 10.4 Questions

Councillor M Herrmann raised issue of groundwater with six landholders associated with Olivedale Street, Birdwood. Gerry Butler advised the Committee that he has been involved with facilitating meetings and discussions between local State Agencies including NRM, SA Water and EPA.

ACTION: Questions to be added to the agenda template as a standing item.

11 NEXT MEETING

- 11.1 Steering Committee
Thursday 10 December 2015 at 4.00pm at a venue to be decided prior to the End of Year Celebration
- 11.2 Project Management Working Group
Thursday 19 November 2015 at 3:00pm at Mt Pleasant Natural Resource Centre
132 Melrose Street, Mount Pleasant
- 11.3 GGRP Technical Steering Committee
To be advised

12 CLOSURE

There being no further business, the meeting closed at 12:00pm.

Confirmed

Date:

Chairperson: