

**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 4th February 2016 commencing at 9.30am

1 WELCOME

The Chairperson J Troup welcomed everyone and opened the meeting at 9.45am.

2 PRESENT

Members

J Troup (Chairperson), Councillor M Seager (TBC), G Mavrinnac (TBC), Councillor M Herrmann (AHC), S Brooks (AHC), K Craig (Chairman GGRP Technical Steering Committee), S Anderson (Community/URTLG), R Gladigau, M Philcox (Community) and P Brissenden (Adelaide and Central Hills NRM District Manager)

Staff

K Thompson (Project Officer), A Fairney (Project Officer)

3 APOLOGIES

S Brooks (AHC), G Donaldson (Community)

4 GUESTS

Nil

5 DECLARATION OF INTEREST BY MEMBERS

Nil

6 CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

MOVED K Craig

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

Seconded M Herrmann

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	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. <u>Ongoing</u> – GM to follow up with Alan Jackson
9.6	26/11/15	GM	Set up sub-committee with representatives from TBC, AHC, NRM and SC to review the Terms of Reference.	GM has received email from G Donaldson; GM has spoken with R Tappert (TBC); we'd need to clarify TOR for SC – objectives, aims, etc., and explore the relationship with the NRM Board and its objectives; GM has suggested that for now we park the UTLMP TOR review so that the UTLMP SC can determine its objectives in line with the NRM board and therefore determine the best governance arrangements. P Brissenden to arrange a mini workshop to look at the NRM objectives <u>Ongoing</u> - GM & PB to facilitate this within the next 4-6 weeks.

MOVED M Philcox

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

Seconded M Seager

CARRIED

8 CORRESPONDENCE

8.1 Incoming

- Email 27/11/2015 from Tania Drever, resigning from PMWG.
- Email 2/2/2016 from G Donaldson, discussion regarding Terms of Reference and relationship between AHC & TBC.
- Email 3/2/2016 from P Brissenden regarding the NRM funding & targets (to

8.2 Outgoing

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

MOVED M Hermann

That the correspondence be received.

Seconded K Craig

CARRIED

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

Refer Attachment 9.1d – GGRP Transactions 02022016

MOVED S Anderson

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

Seconded M Seager

CARRIED

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 AHC Marcela.	
11.2	28/1/16	KT/AF	KT and AF to inspect sheep yards, 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	JT	JT 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.	

MOVED S Anderson

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

Seconded R Gladigau

CARRIED

9.3 GRASSY GROUNDCOVER RESTORATION PROJECT

Refer Attachment 9.3

MOVED M Herrmann

That the GGRP Report be received and noted.

CARRIED

Seconded M Seager

9.4 AMLRNRM

Refer Attachment 9.4

Piers Brissenden Central Hills & Upper Torrens update:

1. Kym Good has retired after 34 years, replaced by Brenton Grear, Regional Director based at Eastwood
2. Jim Donnelly has returned to Black Hill, Central Hills team as a Key Projects officer.
3. Chris Nicholls has backfilled Sustainable Ag Officer, Caroline Dorr who is on maternity leave for 12 months
4. Catherine Austin has backfilled District officer, Katrina Warner who is currently on a Commonwealth funded position based in the SAMDB.
5. NRM Business & Operational Plan has been developed and will be presented to the Natural Resources Committee of Parliament on 25/2/16.
6. Woodside office is now being staffed (on a rotational basis) every Friday from 9-5pm. NRM is happy for any community group to use the venue for meetings provided it has a NRM focus.
7. Starting on Thursday 25/2/16, NRM will be holding a monthly community event at Woodside from 7.30-9.30pm. The first session is about Native Vegetation Management around Bushfire Safety – everyone is welcome.
8. A new position: Regional Animal & Plant Control Officer, Michaela Heinson has been appointed at Black Hill. She is currently working on overseeing a project based around fox control in the Central Hills.

MOVED K Craig

That the AMLRNRM Report be received and noted

CARRIED

Seconded M Seager

9.5 OTHER PROJECTS

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

MOVED M Herrmann

That the OTHER PROJECTS Report be received and noted.

CARRIED

Seconded K Craig

10 GENERAL BUSINESS

10.1 WHS/Incident Reports - Nil

10.2 Casual administrative & Field Assistant / PD for Kim Thompson & Andrew Fairney

- UTLMP still does need an assistant – we would like to continue to have a person on call / casual basis.
- TBC would prefer to employ a permanent person
- UTLMP committee members would like to have a meeting with TBC HR, Kimberley Rohan & Gary Mavrincac to discuss moving forward.

Action: GM to request Kimberley Rohan to come and meet with the committee to discuss Casual administrative/field worker procurement & PD's and reclassification for UTLMP staff

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

10.4 Vacant positions – PMWG & Steering Committee

- Two positions available for community representatives for both committees, Julianne Troup has asked current committee members to consider other landholders who may be interested and committed. R Gladigau has offered 12 months notice that he will be resigning at the end of 2016.

10.5 TBC computer linked to UTLMP computers

- AF has always and currently uses his own laptop for the GGRP. The spare computer that is now available is connected to TBC intranet and is not useful for our purposes. AF has contacted TBC IT to ask what can be done to allow us to use this resource. If the server disconnects, we are unable to utilise the computer.

10.6 Mt Pleasant Show – UTLMP

- UTLMP will be set up next to AMLRNRM displays to demonstrate the youtube Horse Health seminars.
- We need volunteers to assist – KT will send out invitation to committee members to ask for assistance.

MOVED K Craig

That the GENERAL BUSINESS Report be received and noted.

Seconded M Philcox

CARRIED

11 NEXT MEETING

11.1 Steering Committee

Thursday April 7th, 2016 at 9:30am at Mt Pleasant Natural Resource Centre 132 Melrose 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**

There being no further business, the meeting closed at 11.38 am.

Confirmed

Date:

Chairperson: