

**MINUTES OF THE STEERING COMMITTEE 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 26 November, 2015 commencing at 4pm**

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**1 WELCOME**

The Chairperson J Troup welcomed everyone and opened the meeting at 4.03pm.

**2 PRESENT**

Members

J Troup (Chairperson), Councillor M Seager (TBC) (arrived 4.08pm), G Mavrillac (TBC), Councillor M Herrmann (AHC) (arrived 5.08pm), S Brooks (AHC)(arrived 4.10pm), B Mudge, G Donaldson, K Craig (Chairman GGRP Technical Steering Committee), S Anderson (Community/URTLG), M Philcox, P Brissenden (Adelaide and Central Hills NRM Operations Manager)

Staff

K Thompson (Project Officer), A Fairney (Project Officer), T Jones (Project Assistant / Minute Secretary)

**3 APOLOGIES**

R Gladigau

**4 GUESTS**

S Corbally (Chairperson PMWG)

**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 22 October 2015 as circulated, be confirmed as a true and correct record of the proceedings of that meeting.

**Seconded G Donaldson**

**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,	GM, KT, AF and KC to set up time to meet. Financial and other types

			GD) to meet	of risks to also be workshopped.
5.4.1	13/8/15	GM	Follow up the use of a Corporate purchase card for project expenditure ASAP	Closed Cards in progress approx. 1-2 weeks.
7.5	13/8/15	KT	KT to speak with Steph Cole regarding additional funding for contractors to do work in both conservation parks	Closed

**MOVED B Mudge**

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

**Seconded M Philcox**

**CARRIED**

**8 CORRESPONDENCE**

- 8.1 Incoming
  - AHC Invitation to Community Forum, Heathfield
- 8.2 Outgoing
  - Nil

**MOVED K Craig**

That the correspondence be received.

**Seconded S Anderson**

**CARRIED**

**9 REPORTS**

**9.6 LAND MANAGEMENT PROGRAM – PROJECT MANAGER**

This item was brought forward for consideration at the request of the Chairperson.

**MOVED G Donaldson**

That the Project Steering Committee:

1. receive and note the report.
2. support the increase work hours for the Local Catchment Group Project Officer to four days per week for the period 3 November 2015 to 30 June 2016, and seek an adjustment to the salary budget to the value of \$10,356.
3. support the engagement of a temporary contractor (three days) for an eight week period to assist with the UTLM and GCR projects, and seek an adjustment to the contractor budget to the value of \$10,877.
5. request that a report be brought back to the Committee outlining the outcome of the reclassification process and seeking an adjustment to the salary budget.
6. request that the Project Management Working Group reallocate the balance (once determined) of the salary budget to on ground works.
7. review the program delivery model in consultation with key stakeholders with the intent to implement a revised model prior to or by the next funding period.

**Seconded M Philcox**

**CARRIED**

Note: Recommendation 4 was not supported.

## **AMENDMENT TO THE MOTION**

**MOVED G Donaldson**

That Recommendation 7 in the Land Management Program – Project Manager Report be amended to include “through the establishment of a subcommittee with representative from two councils (TBC, AHC), NRM and interested Committee Members with the intent to commence a review of the Terms of Reference”.

**Seconded M Philcox**

**CARRIED**

## **AMENDMENT BECAME THE MOTION**

**MOVED K Craig**

That the Project Steering Committee:

1. receive and note the report.
2. support the increase work hours for the Local Catchment Group Project Officer to four days per week for the period 3 November 2015 to 30 June 2016, and seek an adjustment to the salary budget to the value of \$10,356.
3. support the engagement of a temporary contractor (three days) for an eight week period to assist with the UTLM and GCR projects, and seek an adjustment to the contractor budget to the value of \$10,877.
4. request that a report be brought back to the Committee outlining the outcome of the reclassification process and seeking an adjustment to the salary budget.
5. request that the Project Management Working Group reallocate the balance (once determined) of the salary budget to on ground works.
6. review the program delivery model in consultation with key stakeholders with the intent to implement a revised model prior to or by the next funding period, through the establishment of a subcommittee with representative from two councils (TBC, AHC), NRM and interested Committee Members with the intent to commence a review of the Terms of Reference.

**Seconded S Anderson**

**CARRIED**

### 9.1 FINANCE

**MOVED G Donaldson**

That the UTLMP YTD Finance Summary - Attachment 9.1a, NRM YTD Budget - Attachment 9.1b, and GGRP YTD Budget - Attachment 9.1c) be received and noted.

**Seconded B Mudge**

**CARRIED**

### 9.2 PROJECT MANAGEMENT WORKING GROUP

**MOVED K Craig**

That the Steering Committee receive and endorse the recommendations proposed by the Project Management Working Group:

Recommendation 8.2 - review the budget spreadsheet for on ground works in light of the ongoing reconciliations and advise the working group of the

outcomes including budgetary impacts and/or changes be acknowledged as ongoing and continuous.

Recommendation 10.2 - that Adelaide Hills Council be instructed to reallocate the sum of \$30,000 from the UTLMP Reserve to GGRP current funds.

**Seconded B Mudge**

**CARRIED**

Note: Recommendation 11.7 considered as part of Agenda Item 9.6.

#### **MOVED M Herrmann**

That Recommendation 9.2 – the UTLMP purchase an AERA-vator at an estimated purchase price of \$13,000 (Inc. GST) (with final costs to be advised) in support of UTLMP revegetation projects and also make available the equipment for use by the GGRP for similar purposes on an appropriate cost recovery basis, and that funding for this purchase be drawn from the UTLMP reserve account. The income that will be derived by the use of this equipment by GGRP will be recognised in the income stream of the UTLMP budget.

**Seconded B Mudge**

**CARRIED**

#### **AMENDMENT TO THE MOTION**

##### **MOVED G Donaldson**

That Recommendations 9.2 and 10.2 be amended to remove reference to “UTLMP” before “reserve account” in 9.2, and remove “Reserve” in 10.2.

**Seconded B Mudge**

**CARRIED**

#### **AMENDMENT BECAME THE MOTION**

##### **MOVED G Donaldson**

That the UTLMP purchase an AERA-vator at an estimated purchase price of \$13,000 (Inc. GST) (with final costs to be advised) in support of UTLMP revegetation projects and also make available the equipment for use by the GGRP for similar purposes on an appropriate cost recovery basis, and that funding for this purchase be drawn from the reserve account. The income that will be derived by the use of this equipment by GGRP will be recognised in the income stream of the UTLMP budget.

**Seconded K Craig**

**CARRIED**

#### **AMENDMENT BECAME THE MOTION**

##### **MOVED M Herrmann**

That the PMWG recommends that Adelaide Hills Council be instructed to reallocate the sum of \$30,000 from the UTLMP to GGRP current funds.

**Seconded K Craig**

**CARRIED**

### 9.3 GRASSY GROUND COVER RESTORATION PROJECT

##### **MOVED K Craig**

That the GGRP Report be received and noted.

**Seconded G Donaldson**

**CARRIED**

9.4 AMLRNRM

**MOVED G Donaldson**

That the AMLRNRM Report be received and noted.

**Seconded M Philcox**

**CARRIED**

9.5 OTHER PROJECTS

**MOVED B Mudge**

That the Other Projects Report be received and noted.

**Seconded G Donaldson**

**CARRIED**

**10 GENERAL BUSINESS**

10.1 Staff Leave

The Committee noted staff leave over Christmas

10.2 WHS/Incident Reports

Nil

10.3 Questions

Nil

10.4 Acknowledgement of contributions made by G Butler

**MOVED M Herrmann**

That the Committee acknowledge the work G Butler has put into developing the UTLMP since its foundation 17 years ago and that the Committee appreciate the work that he has undertaken during that time.

**Seconded S Anderson**

**CARRIED**

10.5 Introduction and welcome to Tawni Jones who has taken on the role of Board support. Tawni has a Degree in Biodiversity, Environmental and Park Management with her special interest being policy. Her experience is with the Environment Protection Authority, Zero Waste SA and private industry. Part of her role will be office administration; she will also be working in the bush gardens, seed production areas, field work with GGRP and liaison with landholders. Currently two days per week but will be called in on a 'as needs' basis.

10.6 Acknowledgement and thank you to B Mudge for her two terms, 4 years on the Committee. The Committee wish Bronwyn and Gavin well and hope they enjoy the sea change.

**MOVED M Herrmann**

That the GENERAL BUSINESS Report be received and noted.

**Seconded B Mudge**

**CARRIED**

**11 NEXT MEETING**

- 11.1 Steering Committee  
18 February 2016 at 9:30am at Mt Pleasant Natural Resource Centre 132 Melrose Street, Mount Pleasant
- 11.2 Project Management Working Group  
29 January 2016 at 3pm Mt Pleasant Natural Resource Centre 132 Melrose Street, Mt Pleasant
- 11.3 GGRP Technical Steering Committee  
To be advised

**12 CLOSURE**

There being no further business, the meeting closed at 5.55pm.

Confirmed

**Date:** .....

**Chairperson:** .....