



## Sydney Weeds Committee

• Sydney Central • Sydney South West  
• Sydney North • Sydney West – Blue Mountains

**Minutes of SWC Board Meeting**  
Wednesday 24<sup>th</sup> November 2010  
DECCW Conference Room, 10 Valentine Ave Parramatta

Chair: Jonathan Sanders

### 1. Welcome, introductions and apologies

#### Attendees

Jillian MacIntyre	Warringah Council
Steven Smith	Mosman Council
Jeff Hill	Woollahra Council
Joel Daniels	Liverpool Council
Geoff Green	Camden Council
Jonathan Sanders	National Parks & Wildlife Service
Claire deLacey	Acting Executive Officer

#### Apologies

Maree Costigan	Holroyd Council
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### 2. Formalities:

#### 2.1 Confirmation of Previous Minutes

Minutes from previous meeting of 14<sup>th</sup> October 2011 were accepted.  
Moved Jillian Macintyre and seconded Jeff Hill.

#### 2.2 Actions from the last Meeting

Action List completed.

#### 2.3 Correspondence

##### Formal incoming correspondence:

- 21/12/2010 from Richard Carter (Dept I&I) to Bankstown CC and CCd to SWC regarding changes to Weeds Control Orders 20; 25 and 26.
- Invitation to the ABARE Outlook 2011 Conference on 1<sup>st</sup> and 2<sup>nd</sup> March, 2011.

##### Formal outgoing correspondence:

Reminder requests to pay membership fees have been sent and a number of payments have been made since. See print-out.

#### 2.4 Matters Arising From Previous Meeting/Minutes

Matters arising from previous meetings are included in the agenda items

### 3. Reports

#### 3.1 Treasurer's report

No report provided. The Treasurer has just started in the role.

#### 3.2 Acting Executive/Project Officer's report

There was no formal Project Officer's report as role has recently been handed over to Claire deLacey for 6 month period. Claire gave a broad outline of her background.

### 4. Agenda Items

#### 4.1 Project Officer contract revised for role of Executive Officer contract

The original project officer contract was revised as per Minutes October meeting to form the basis for operating conditions of Acting Executive Officer. Inclusions to Executive Officer contract include those agreed to at that meeting and listed in minutes.

**Action:** Contracts to be finalised and signed.

**Responsibility:** Executive/ GIS Officer and Board Member as signatory.

#### 4.2 WAP - Status of funding allocation/acceptance process

Need for acknowledgement to parties that the funds have been released late. A two-tiered system was accepted:

- 60% of the funds payable immediately upon signing the MoU;
- 40% of the funds payable on 1<sup>st</sup> July, 2011 unless parties make an application for earlier release prior to the 3<sup>rd</sup> June.

Also need for acknowledgement to parties that quarterly reporting is required.

**Action:** Discuss with sub-committees two-tiered payment system.

**Responsibility:** Executive Officer.

#### 4.3 WAP - preparation for submission tasks for completion Year 2

Preparation or assistance to sub-committee member councils might be able to be given by providing a new generic or template Local Control Plan for new Class 4 weeds that become declared. Also discussed were the following items:

- Awaiting Class 4 weed list from Dept. Industry and Investment due out in late December 2010 before control plans are reviewed. Control plans are to be cooperative ventures with LGAs;
- develop a high risk weed list;
- compile info from new tree; shrub and vine plans and any new incursions or other high risk weeds encountered, including aquatic species.

#### SWC tasks (not WAP tasks) referred to during discussion:

- Many new species submitted for new/changed declarations but a delay in the classification. A
- revision of the Noxious Weeds Act is also underway.
- A generic local government Class 4 control plan was suggested for Category 4 species
- A presentation regarding HRP's be prepared for the upcoming sub-committee meetings.

**Action:**

Find out from Stephen Johnson which new declarations are being considered for the Sydney Region. Discuss the potential for a generic management plan at upcoming sub-committee meetings. Presentation of HRP's mapping for upcoming sub-committee meetings.

**Responsibility:** Executive Officer and GIS Officer

#### 4.4 Partnership projects/staff/advisory working groups

African Olive Roadside and Reserve Control: this project has stalled owing to lack of response since initial interest expressed by the Department of Corrective Services but Jonathan Sanders noted some development/correspondence between the Board and Corrective Services.

#### 4.5 Policies and procedures document

Frances Pike would be developing the documentation with assistance from the Board as they have been sent the original Policy and Procedure document from NCOSS as a fully comprehensive template much of which may not be relevant. This was a completed action from October meeting, *i.e.* the entire sample NCOSS Policy and Procedure sample manual from which the draft is being developed was sent to the Board.

**Action:** Circulate the NCOSS Policy and Procedure sample manual from which the draft is being developed to be sent to the Board  
**Responsibility:** Executive Officer

### 5. General Business

#### 5.1. Community Education Events

Due to the lack of volunteers and the price for a stall, the SWC stall at the Royal Easter Show will not be running in 2011. However a regional events calendar will be incorporated into website upgrade and there can be a focus on sub-regional and local events in which SWC may find appropriate to participate even if only by way of assisting with resources. Cross council area volunteers might be possible and utilization of a wider circle of people from councils rather than just dedicated noxious weeds officers. (e.g. Gardening Australia Expo, Homebush). Each sub-committee needs to enter at least one major event.

Community education sub-committee network to be facilitated through sub-committee meetings. Request sub-committee members to canvass within their own organisation for people interested in being involved in the sub-committee community education network.

**Actions:**

Circulate email to gain nominations from committee members for various shows and event around the region that would be valuable opportunities for SWC community education stalls.

Circulate email to gain schedule of shows and events around the region that would be valuable opportunities for SWC community education stalls.

**Responsibility:** Executive Officer and GIS Officer

#### 5.2. Monitoring and New Incursions

- Discussion about the need to streamline the monitoring process and not make it too cumbersome for field-staff;
- reporting of new incursions may involve individual plants. Also a need for monitoring post-treatment. Patch size/ proportion of EEC was also discussed. It was agreed that any existing forms made available by Dept. I&I would be used;
- Also the potential for a monitoring workshop next April.

**Action:** Monitoring and new incursion reporting pro formas be developed.

**Responsibility:** Executive Officer and GIS Officer

**5.3 Sub-committee to formulate monitoring/mapping standards for Sydney Weeds Committee**  
Agenda item from last meeting. No further action to date.

**Action:** Jonathan Sanders and Jillian Macintyre to function as a sub-committee to formulate monitoring/mapping standards for Sydney Weeds Committee and circulate their recommendations to other Board members

**Responsibility:** Jonathan Sanders and Jillian Macintyre

**5.4. Miscellaneous**

- Questions and discussion about what decisions need to be made with regard to next years funding process. Should forms be handed out in April for example.
- Sydney Central sub-committee needs a representative voted
- Need to amend constitution to enable internet banking
- Reminder re Information Requests and membership payment

**Actions:**

Clarify process for allocation of next year of funding.

Sydney Central sub-committee representative

Amend constitution to enable internet banking

Reminder re Information Requests and membership payment.

**Responsibility:** Executive Officer

**6. Next Meeting & Host**

Tuesday 22<sup>nd</sup> February 2011

Venue: Scheyville NP

Host: NPWS (Jonathan Sanders)