

**SYDNEY WEEDS COMMITTEE  
 MINUTES OF SPECIAL BOARD MEETING**  
 Thursday 28<sup>th</sup> July 2011  
 Conference Room, Sydney Metropolitan Catchment Management Authority

*Jonathan Sanders  
 Chair*

**Present**

- Jillian Macintyre
- Jeff Hill
- Jonathan Sanders
- Chris Dewhurst
- Rosanna Luca
- Joel Daniels

**Apologies**

- Steven Smith
- Shelly Slater
- Geoff Green
- Matt Leary

- Mosman Council
- GIS/Project Officer
- Camden Council
- Randwick Council

- Warringah Council
- Woolahra Council
- National Parks and Wildlife Service
- Hawkesbury River Council
- Acting Executive Officer
- Liverpool Council

Quorum present: Yes  
 Jonathan Sanders opened the meeting.

**Declaration of Pecuniary Interests**

Four out of the five Board members present at the meeting declared that their organisations are recipients of the WAP grant funding.

**Item 1. Noxious Weeds Advisory Committee**

Board members who attended the recent Weeds Conference found out that we are able to have access to the Minutes of the Noxious Weeds Advisory Committee.

**Action:** Executive Officer to follow up about receiving the NWAC Minutes, with Brigitte Verbeek in DPI and David Pomeroy of the Weeds Officers Association. Check also with Matt Leary and Frances Pike, who may already be receiving the minutes.

**Item 2. SWC Board Minutes**

It was agreed that the SWC Board Minutes should be made available on the Members Page of the Sydney Weeds website. Only the Minutes that have been confirmed at a past Board Meeting can be uploaded to the site.

**Action:** Executive Officer to check past Board Minutes, ensure they are concise, and upload to the Members Page.

**Item 3. WAP Year 1 (Expenditure of Funds and final reporting)**

- The Year 1 Final Report to DPI is due on 31<sup>st</sup> August 2011 (report for 2010-11)
- Rob Williamson in DPI has been notified (via email from Jonathan Sanders) about SWC's unspent Year 1 WAP funds as at 30<sup>th</sup> June 2011.
- The Board has set the deadline of 28<sup>th</sup> October for expenditure of all Year 1 funds. This has been communicated to all project partners.
- An additional Final Report will be provided to DPI by December 2011, for the expenditure of the remaining WAP funds (for the period 1<sup>st</sup> July to 28<sup>th</sup> October).

- The Executive Officer explained:
- Some project partners have either spent no WAP funds or little funds at 30<sup>th</sup> June 2011. There are various reasons for this.
  - Parramatta and Ryde councils have requested extensions for small portions of their Year 1 funds, which would be spent after October 2011. These requests were discussed by the Board and it was agreed to not grant extensions beyond 15<sup>th</sup> November 2011.

**Action:** Executive Officer to follow up with Ryde and Parramatta Councils regarding the requests for extensions and their capacity to spend the funds by mid November. Executive Officer to then report back to the President and Treasurer.

**Resolution:** That at the end of August 2011, the Executive Officer calls the project partners with unspent/low expenditure of WAP funds for an update on their progress. If there are any concerns about funds not being spent in time, Executive Officer to refer concerns to the Board. If required, the SWC President to write a letter to senior management within that organisation.

Moved: Chris Dewhurst. Seconded: Jillian Macintyre. All in favour. Motion carried.

#### Item 4. WAP Year 1 – Reporting and collection of spatial information

The Executive Officer explained:

- Collating the statistical information from all project partners is quite straightforward. All project partners were notified (and it is stated in the MOU) that baseline information and monitoring will be required for WAP funded activities.
- There have been challenges involved in setting up a process for collecting consistent spatial information from the project partners, which can be transferred to GIS and used to track changes on the ground, over time.
- Baseline data has not yet been collected for Year 1 on-ground project sites. Various reasons for this, mainly relating to the challenge in developing a system that is workable and realistic for all project partners (that all have varying levels of staff resources to collect the data. Some organisations such as NPWS are already required to collect data for their on-ground works.)
- The pro forma to collect baseline data has been simplified, and ready to distribute. Project partners will need to be asked to provide (retrospective) baseline information for Year 1 WAP funded on-ground sites.
- Some project partners have spent WAP funds at several on-ground sites, and may not have the capacity to provide baseline and monitoring data for all of their Year 1 sites. This was discussed by the Board and it was agreed to negotiate with these organisations and set a target for collecting baseline information in stages over the 5 year period. For example: the organisation may provide data for 10 of their 40 sites in Year 1. Then do an additional 10 sites in Year 2, etc

**Resolution:** That some Board members work with the Executive Officer to finalise the most appropriate and practical procedures for collecting spatial information from the project partners. The Board members to participate in this technical working group will include: Jonathan Sanders, Chris Dewhurst and Jillian Macintyre.

Moved: Chris Dewhurst. Seconded: Jeff Hill. All in favour. Motion carried.

**Item 5. WAP Year 2 (Projected Expenditure and allocation of funds)**

It is anticipated that the Department will notify of the Year 2 funding allocation around October 2011. Even if the WAP funds have not arrived in the SWC bank account, we can then notify all project partners of their allocation, to assist with planning ahead for works, contractors and budgets. The WAP funds may not arrive until end of 2011.

The priorities for Year 2 WAP funding are the same as Year 1:

- Protection of EFC assets, including consolidation of year 1 work
- Property inspections, support community volunteers and community education

Project partners need to be encouraged to spend the majority of their funding allocation in the 6 month period January to June 2012. This will help with catching up and the reporting process.

Based on an assumption that the same amount of grant funds will be received for year 2, an 18 month estimated "Projected Expenditure" was prepared by the Treasurer and Executive Officer and distributed to all Board members (see below).

The projection included a shortfall of \$50,320 for WAP Project Support and Co-

ordination (salaries). In order to sustain the same level of executive support, this shortfall will need to be covered with the WAP funds. Advice from DPI is that up to 10% of WAP funds may be used for project support/grant administration.

**PROJECTED EXPENDITURE  
From the period 1<sup>st</sup> July 2011 - 31<sup>st</sup> December 2012 (18 month period)**

Projected expenditure to end of December 2011:

WAP Project support and co-ordination - salaries:	
Acting Executive Officer	\$18,720
Rosanna Luca & Frances Pike shared position until 30 <sup>th</sup> September	
Executive Officer	\$14,400
From 1 <sup>st</sup> October – Christmas 2011	
GIS Project Officer (Shelly Slater)	\$16,000
Bookkeeper (Pamela Jones)	\$1,800

Other expenses:

Accountant fee for tax return	\$1,000
Contingency	\$1,000
TOTAL Expenditure required until end of Dec 2011	\$52,920

Total funds SWC bank excluding WAP payments to be made is \$68,554  
Leaves in the bank at end of 2011 = \$15,634 leftover

Projected expenditure from 1<sup>st</sup> January to end of December 2012:

WAP Project support and co-ordination - salaries:

Executive Officer	\$57,600
GIS Project Officer	\$30,720
Bookkeeper	\$3,600

Other expenses:

Contingency – ABC expo stall, insurance, printing, accountant.	\$10,000
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TOTAL Expenditure required to meet costs until 31st Dec 2012 = 101,920

Less \$15,600 leftover from 2011  
Less \$36,000 expected income from membership fees for 2011/12

= \$50,320 = 6% of the total WAP grant \$818,000

**Resolution:**  
 That the 18 month budget projection be accepted, with the amendment of an additional \$10,000 for contingency in Year 2. If the additional funds are not required throughout the year, the Board can redirect these funds.  
 Moved: Jonathan Sanders. Seconded: Chris Dewhurst. All in favour. Motion carried.

**Resolutions:**  
 That any increase of funds (including CPI increase) received from DPI is retained for WAP Project Support and Co-ordination costs, up to the value of \$60,320.  
 That the City of Canada Bay and NPWS Metropolitan Area South be invited to apply for Year 2 funding and demonstrate whether they contribute towards meeting the WAP targets. Manly Council to also be – if the LGA contains areas of EEC. These additional Year 2 applications will also need to demonstrate ability to be competitive in allocating grant funds on the ground.  
 That all existing Year 1 project partners are:  
 • Notified now (during the Year 2 application phase) of the possibility of a 7.5% reduction in grant funds for Year 2  
 • Asked to advise the Board (by a certain date) how they will cope with a possible 7.5% reduction, and which aspects of their project and targets may not be achieved.  
 That the Board records and recognises all feedback received about the implications of a 7.5% reduction, and that these organizations will be considered first in the future should an increase in WAP funds become available.  
 Moved: Jonathan Sanders. Seconded: Jillian Macintyre. All in favour. Motions carried.

**Actions:**  
 Executive Officer to revise and streamline the Year 2 application forms, including an additional section about implications for the organization's weed management programs, should there be a 7.5% reduction in Year 2 grant funds. Re-send original application forms to all project partners, as a reminder of their original projected targets.  
 SWC President to email all project partners clarifying that there will be no increases to Year 2 WAP funds allocations, as was indicated verbally at the May & June 2011 sub-committee meetings.

**Item 6. WAP Year 2 (completion of strategic actions)**

- In Years 1 and 2, there are a number of strategic actions outlined in WAP project. Completion of these actions requires:
- Co-ordination and "driving" by the Executive Officer and/or Project Officer.
  - Direct involvement of sub-committee members to become part of "teams" to complete these actions (such as providing specific information, attending occasional extra meetings, working on specific tasks such as weed risk assessments, drafting incursion plans, educational material etc)
  - Currently each sub-committee meets 4 times a year. Together with the four Board meetings, this is a total of 20 half day hour meetings per year. The Executive Officer does not have the capacity (ie available time) to support and facilitate all of these meetings, as well as co-ordinate the WAP grant, strategic actions and small projects. It is also unrealistic to ask sub-committee members to attend further meetings and undertake extra tasks on top of their jobs and the existing expectation to participate in normal sub-committee meetings and WAP reporting.

The Board members and Executive Officer will need to clarify with all of the sub-committee members that reducing the amount of sub-committee meetings does not mean a reduction in participation. Substituting two annual sub-committee meetings for assistance with the various project teams still means active participation from the sub-committees, in a different way. These mixed project teams will also facilitate 'cross pollination' and communication across all of the sub-committees.

**Resolutions:**  
 That the normal meetings of each sub-committee are to be held twice a year from now on, in March & September.  
 That at least one nominated representative of each SVC member organisations will be expected to participate in at least one project team. Associate members will be invited to participate when they are able to.  
 That each normal sub-committee meeting is chaired by a Board member, to ensure direct communication from the Board to the sub-committees. If occasionally the Board members for that sub-region are unable to attend the sub-committee meeting, another Board member can be asked to attend and chair the meeting on their behalf.  
 That the Board will continue to meet 4 times a year, and have shorter 2-3 hour meetings. The dates of the Board meetings straddle the sub-committee meetings as required (ie. sometimes held before the sub-committee meetings, and sometimes afterwards).  
 Moved: Chris Dewhurst Seconded: Jeff Hill. All in favour. Motions carried.

**Action:**  
 Executive Officer to prepare background information for the September sub-committee meetings about the role of the project teams and the practical outcomes to be achieved.

**Item 7. Aquatic Weed Management**  
 Various stakeholders involved with the management of aquatic weeds have expressed interest in talking with the Board about the approach within Sydney, and opportunities for collaboration:  
 Andrew Petrososchvsky – National Aquatic WONS Co-ordinator, DPI  
 Anthony Schofield – Officer of the Hawkesbury Nepean  
 Assaad Baheer – Sydney Water

**Action:** President to contact Anthony Schofield and Assaad Baheer about meeting with some of the Board members, outside of the normal Board meetings. Outcomes of this meeting/s to be reported back at the next Board meeting.

**Item 8. Next Board meeting**  
 Items deferred to the next Board meeting:  
 - Spatial information presentation by Shelly Slater  
 - Engaging with the councils who have not joined SVC nor attending meetings

**Action:** Executive Officer to invite Andrew Petrososchvsky (DPI) to join the Board at lunchtime, after the next Board meeting, for a roundtable discussion about management of aquatic WONS and priorities in Sydney.

**Next Board meeting date:**  
 9.30am-12.00pm  
 Tuesday 11<sup>th</sup> October 2011  
 Host: Woollahra Council (Jeff Hill)  
 Venue: TBC closer to the day