



## MINUTES OF BOARD MEETING

**Tuesday 13<sup>th</sup> December 2011**

Held at the Sydney Metropolitan Catchment Management Authority, Parramatta

Chair: Jonathan Sanders

**Present:**

Jonathan Sanders	Office Environment and Heritage (NPWS)
Chris Dewhurst	Hawkesbury River County Council
Jillian Macintyre	Warringah Council
Joel Daniels	Liverpool Council
Jeff Hill	Woollahra Council
Steven Smith	Mosman Council
Matt Leary	Randwick Council
Rosanna Luca	Executive Officer

No official apologies.

### Meeting Open

The Board meeting opened at 9:35am.

Quorum Present: Yes.

### Declaration of Pecuniary Interests

Chris Dewhurst, Jillian Macintyre, Joel Daniels, Jonathan Sanders and Matt Leary declared that their councils/NPWS are recipients of the WAP grant funding.

### Farewell to GIS Officer

Shelly Slater attended the first 10 minutes of the meeting. Shelly thanked the Board for the opportunity to work with SWC and sub-committees this year. The role was challenging at times, but Shelly feels confident that some good mapping protocols and systems have now been set up, making the role easier for another person to step into.

Jonathan Sanders commended Shelly on the "GIS Basics" information sessions held for the regional sub-committee members last week.

Jonathan Sanders moved an extra big thank you to Shelly Slater for her contributions to SWC this year. Seconded by Jeff Hill. All in favour.

**ACTION:** Executive Officer and Jonathan Sanders to write a letter of reference for Shelly Slater.

### 1. Confirmation of Minutes of the Previous Meeting

The minutes from the Board meeting held on Tuesday 11<sup>th</sup> October 2011 were accepted by Chris Dewhurst. Seconded by Jeff Hill. All in favour.

A list of outstanding actions from previous Board meetings was included in the meeting papers.

*Jonathan Sanders*  
28/3/12

<b>Actions from Board Meeting 17<sup>th</sup> May 2011</b>	<b>Responsibility</b>
Revise the SWC membership forms to indicate that one payment of membership is for one specific sub-committee	Executive Officer
Inquire if there is a DPI Inspector at Flemington markets	Executive Officer

<b>Actions from Board Meeting 28<sup>th</sup> July 2011</b>	<b>Responsibility</b>
Review past SWC Board Meeting Minutes to ensure they are concise and in an appropriate format for uploading to website Members Page. This includes having all of the previous Board Meeting Minutes signed by SWC President.	Executive Officer
Contact Anthony Schofield (Office of the Hawkesbury Nepean) and Assad Baheer (Sydney Water) about meeting with some of the SWC Board members, outside of normal Board meetings.	Jonathan Sanders

<b>Actions from Board Meeting 11<sup>th</sup> October 2011</b>	<b>Responsibility</b>
Circulate draft SWC procedures manual or proposed changes to Constitution	Jeff Hill
Follow up with Jeff Hill, Matt Leary and Geoff Green about their involvement with the Project Teams.	Executive Officer

An update was provided at the meeting on the following actions:

- Executive Officer encouraged all Board members to join the Weeds Officers Association, which is a useful and well organised professional network. Annual membership fee is \$25. The membership form is on the last page of the WOA newsletter that was circulated with the meeting papers.
- Executive Officer has received verbal information that there is currently no DPI inspector at Flemington Markets. This needs to be followed up officially with DPI.
- Executive Officer queried the need for every Board Member to be involved with a Project Team (given the significant level of responsibility and additional work load that the Board members already have). The Project Teams will be working closely with Executive Officer, but also need to have some independence and opportunity for their own capacity building. The role of the Board Member would need to be clearly defined. It was agreed that:
  - The Executive Officer provides a progress report on the activities of each Project Team, at each Board meeting.
  - A Board Member can be available as an additional person to discuss issues and questions, but does not need to be directly involved in the work of the Project Teams or attend their meetings.
  - The level of involvement and defined role of Board Members on the Project Teams can be revisited in mid 2012, after the Teams have commenced operating and there is a clearer idea of how the Teams are working, what support is needed etc.
- Jonathan Sanders has spoken to Anthony Schofield (Office of the Hawkesbury Nepean), who has asked to attend a future Board meeting as an observer.

**ACTION:** Executive Officer to invite Anthony Schofield to attend next Board meeting as an observer, and make a presentation (after the Board meeting) about the strategic priorities of OHN and opportunities for collaboration with SWC.

- Jonathan Sanders has tried contacting Assad Baheer from Sydney Water. Has left message but not made contact to date.

*Chris Dewhurst moved that the Board notes the actions that are still outstanding. Seconded by Jillian Macintyre. All in favour.*

## 2. Correspondence

Correspondence received:

14/11/2011 Letter of resignation from Shelly Slater, GIS officer (contractor).

Correspondence sent:

7/11/2011 Letter to Department of Primary Industries requesting a 20% increase in the WAP funding allocation for Sydney Region from Year 2.  
A reply from DPI has not been received to date.

*Chris Dewhurst moved that the Board notes the correspondence sent and received. Seconded by Jillian Macintyre. All in favour.*

## 3. Executive Officer's Report

A written report was circulated with the meeting papers, outlining the tasks completed since the last Board meeting and focus of work for the next three months.

The Executive Officer discussed the item relating to OH&S. A new Work Health & Safety Regulation will come into effect from 2012. Under the new regulation, the SWC comes under the definition "Person Conducting a Business or Undertaking" and contractors engaged by SWC come under the definition "worker".

From now on, any workplace or OH&S issues will be formally raised to the Board through the written Executive Officer reports (unless there is a more urgent issue requiring immediate attention). Safe Work Methods Statements need to be developed for all SWC contractors. The OH&S and SWMS documentation of the Sydney Metropolitan CMA (hosting SWC contractors in Parramatta office) also needs to be viewed by the Board.

The issue of whether SWC needs to have Workers Compensation insurance is also not clear and not yet resolved. SWC needs to get independent advice about this.

**ACTION:** Executive Officer to follow up on the above issues.

*Chris Dewhurst moved that the Board receives and notes the Executive Officer's Report. Seconded by Jeff Hill. All in favour.*

## 4. Treasurer's Report

The Balance Sheet and Profit & Loss Statement (at 30<sup>th</sup> November 2011) were circulated with the meeting papers.

Steven Smith reported that the audit took place on 17<sup>th</sup> November 2011. A full report including recommendations from the Auditor will be received some time during December 2011. Copies of the auditor's Financial Statement were tabled at the meeting: SWC Balance Sheet and Profit & Loss Statement for the financial year 2010-2011.

It was noted that by the end of December 2011, there will be approximately \$37,000 remaining in the SWC bank account (after payment of contractor invoices).

*Jeff Hill moved that the Board receives and notes the Treasurer's Report (including the 2010-2011 financial statements prepared by the Auditor). Seconded by Matt Leary. All in favour.*

*Jonathan Sanders moved that the Executive Officer circulate the Auditor's Report to all Board Members before 30th January 2012. Seconded by Steven Smith. All in favour.*

*Steven Smith moved that Rosanna Luca be made a signatory on the SWC bank account, and Frances Pike be removed as a signatory. Seconded by Jillian Macintyre. All in favour.*

## **5. Allocation of the Sydney Region WAP Funding**

Chris Dewhurst explained some of the main points in the meeting paper that was circulated:

- The statements made about appropriate allocation of WAP funding represented Chris' consultation with stakeholders in the Sydney West Blue Mountains region: the councils and Office of the Hawkesbury Nepean, as well as the Department of Primary Industries and Local Government and Shires Association.
- The legal status of Councils and County Councils being the only Local Control Authorities in the Sydney region is clearly defined in the *Noxious Weeds Act*.
- The Weed Action Program funding, allocated by the Minister for Primary Industries, is bread and butter funding for County Councils, representing up to 30% of their core funding each year. The reallocation of this funding away from the Hawkesbury River County Council (in WAP Year 1) has directly resulted in a cutting of staff positions. The WAP is the only source of funding that is available to the HRCC to specifically employ weeds inspectors and weed control staff.

The Executive Officer also received enquiries from other councils during the year, requesting an increase of their Year 2 WAP funding allocation. These councils utilise the WAP funds to part-fund inspectorial staff positions. Two councils automatically applied for an increase in their Year 2 applications. An additional council (Rockdale) that did not receive funds in Year 1 also requested if there is an opportunity to put a submission in for Year 2 for Alligator Weed control.

*Jonathan Sanders moved that the Board receives and notes the paper prepared by Chris Dewhurst. All in favour.*

*Jonathan Sanders moved that the Board receives and notes the NSW Budget information attached with the (above) paper. All in favour.*

*Jonathan Sanders moved that the Board invites applications from the council that has requested an increase in Year 2 funding (HRCC) and the council that has requested to make a first time WAP application for Year 2 (Rockdale). These applications will be assessed by the WAP panel, along with all other applications received from councils. Seconded by Steven Smith. All in favour.*

*Jonathan Sanders moved that he write a letter to DPI seeking written clarification about the authority of the Sydney Weeds Committee to allocate WAP funding to organisations other than local councils and the county council. The draft letter will be circulated to the Board for comment, prior to sending to DPI. Seconded by Joel Daniels. All in favour.*

*Jonathan Sanders moved that the two NPWS regions in Sydney be invited to submit applications for their highest priorities for Year 2 funding, on the proviso that there is an understanding there will no guarantee of Year 2 funding for NPWS. Seconded by Steven Smith. Chris Dewhurst voted against this motion. All other Board Members in favour.*

*Chris Dewhurst moved that Sydney Weeds Committee continues to strengthen relationships with all relevant NSW Government agencies, but does not devolve Sydney Region WAP funding directly to any NSW Government agencies as of 2011-2012 (Year 2). Seconded by Matt Leary. This motion was put to a vote. Motion defeated 2/5.*

### **ACTIONS:**

Jonathan Sanders to write letter to DPI seeking written clarification about the authority of the Sydney Weeds Committee to allocate WAP funding to organisations other than local councils and the county council.

Jonathan Sanders and Executive Officer to write to the two NPWS regions in Sydney, inviting interim submissions for Year 2 funding and priorities.

Executive Officer to invite Hawkesbury River County Council to make a submission for additional Year 2 funding.

Executive Officer to invite Rockdale Council to submit an application for Year 2 funding.

### **6. WAP Year 2 applications**

The first stage of applications was opened to the local councils. 19 applications for Year 2 WAP funding were received by councils. The quality of the applications and the description of work to be undertaken in Year 2 demonstrates a high level of strategic thinking and all applications clearly state how they will implement the Sydney Region WAP targets.

The WAP panel commenced assessment of these applications on Monday 5<sup>th</sup> December. The assessment process is still in progress:

- Further clarification of work to be undertaken and/or revised maps are being sought from some councils.
- The WAP panel would also like to review the Year 1 final reports (submitted last week) and assess the overall performance in Year 1.
- A final decision about allocation of all funds also cannot be made until it is clear exactly how much funding is available for Year 2. Formal notification of this has not yet been received from the Department of Primary Industries.

The WAP Panel will make its recommendations to the Board once the Year 2 application assessment process has been completed (anticipated completion by Christmas).

*Chris Dewhurst moved that the Board receives and notes this update from the WAP Panel. Seconded by Jillian Macintyre. All in favour.*

### **7. SWC Procedures document**

Jeff Hill has been working on the SWC Procedures. In discussions with the Executive Officer it was decided that having two separate documents would be more appropriate and workable:

- The SWC Constitution (in its current form, but with some detail removed)
- The SWC Procedures document, which is an internal document that can be easily updated and revised, as required.

Jeff Hill and the Executive Officer are working on circulating the draft procedures document and the revised Constitution to Board Members by early February 2012. The revised Constitution will need to be tabled at the Annual General Meeting, scheduled for late March 2012.

**ACTION:** All Board Members to send Jeff Hill suggested wording for values and mission statements of the Sydney Weeds Committee.

*Chris Dewhurst moved that the Board receives and notes this update about the SWC Procedures document. Seconded by Jillian Macintyre. All in favour.*

## **8. SWC GIS officer ~ replacement contractor**

Shelly Slater's last day working for Sydney Weeds Committee will be Friday 23<sup>rd</sup> December 2011. During December, Shelly is focusing on (i) finalising the High Risk Pathways and hot spots mapping and (ii) developing a summary and instructions of all SWC GIS layers and files that are located within the SMCMA's system.

A meeting paper was circulated, which outlined a few different options for setting up a replacement for the GIS position (contractor), depending on the available funding.

*Chris Dewhurst moved that the Board delegates the Technical Group to work with the Executive Officer in developing an appropriate arrangement for engagement of a new GIS officer.*

*Seconded by Steven Smith. All in favour.*

## **9. Appointment of Executive Officer**

Rosanna Luca was appointed as the Executive Officer of Sydney Weeds Committee. The contract is for 21 hours per week (max. 48 weeks per annum), from the period 1<sup>st</sup> December 2011 to 30<sup>th</sup> November 2015. The contract has been signed by all parties.

A revised contract will need to be developed for Frances Pike, who has been offered a contract of up to 7 hours per week for one year to provide technical and website support as required. The Executive Officer will develop a list of tasks, in consultation with Frances, which will then be circulated to the Board for approval in early 2012.

## **10. News**

Bad news: Possibility of Tropical Soda Apple plants found in Warringah LGA and NPWS land. The plants have been destroyed, and a specimen from Warringah was sent to Royal Botanic Gardens for identification. Good news: DPI provided an immediate response and leadership when this Sydney Region Weed Alert was raised last Friday afternoon.

## **11. General Business**

Sydney Weeds Committee and sub-committees end of year event and farewell for Shelly Slater - to be held Friday 16<sup>th</sup> December at Woolwich Pier Hotel.

Australian Government "Biodiversity Fund" grant applications have just been announced.

**ACTION:** Executive Officer to prepare a Biodiversity Fund grant application (if SWC meets the funding criteria) during January 2012. Jillian Macintyre offered to assist.

## **Next Board Meeting**

Date: late March 2012

Host: Liverpool Council

Exact date & venue to be confirmed.

The Board Meeting closed at 12:10pm.