



Sydney Weeds Committees

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

SWC Board Meeting

**National Parks and Wildlife Service
Level 1, 10 Valentine Ave Parramatta
Thursday, 21st April, 10:00 AM to 12:30 PM**

Present

Jillian Macintyre (JS)	Sydney North Committee
Steven Smith (SS)	Sydney North Committee
Leanne Bunn (LB)	Sydney Central Committee
Michael Pattison (MP)	Sydney West Blue Mountains Committee
Matthew McNaughton (MM)	Sydney South West Committee
Alex Burgess-Buxton (ABB)	Sydney South West Committee (phone)

Ex-officio

A. Duncan (AD)	SWC Executive Officer
----------------	-----------------------

Apologies:

Rod Ensbey (DPI)	
Chris Stanfield (CS)	Sydney West Blue Mountains Committee
Rachael Buzio (RB)	Sydney Central Committee

Minutes

1. PRELIMINARIES

Item 1.1 Welcome (Chair)

The Chair welcomed attendees.
Apologies from Chris Stanfield and Rachael Buzio were noted.
The agenda was confirmed.

Item 1.2 Declaration of pecuniary and any other conflicts of interest (All)

No conflicts of interest were noted.

2. PREVIOUS MEETINGS AND INTERSESSIONAL MATTERS

Item 2.1 Minutes of previous meeting (Chair)

Minutes of the previous Board meeting of 29th October 2015 provided at Attachment A were accepted.

- Moved: Michael Pattison
- Seconded: Matthew McNaughton
- All in favour.

Minutes of the Board teleconference of 14th March 2016 to discuss the WAP Funding Deed Contract, circulated previously via email, were accepted.

- Moved: Alex Burgess-Buxton
- Seconded: Matthew McNaughton
- All in favour.

It was noted that the action arising from this teleconference was to prepare EOI for Environmental Trust Education Grants, which had been completed and submitted on 8th April.

Item 2.2 Actions arising (Chair)

The summary of Actions Arising and the current status from the previous meeting were noted.

Item 2.3 Correspondence list (Chair)

The summary of the Correspondence list provided at Attachment B was noted. The correspondence from DPI was discussed. JM noted that she had met with Nicola Dixon and Rod Ensbey prior to the GS Regional Weed Committee meeting and they had sought SWC to change its mind. It was confirmed that the Board was happy with the previous decision not to proceed with the WAP grant. The correspondence with Frank Charry was also noted and MM and AD indicated that they had both followed up by phone, with no response. It was agreed that a “settlement” should be negotiated to resolve the matter.

- Moved: Steven Smith
- Seconded: Jillian Macintyre
- All in favour.

Item 2.4 Out of Session decisions (Chair)

The summary of Out of Session decisions provided at Attachment C was noted.

3. BOARD DECISIONS

Item 3.1 Future Directions

The impact of the establishment of the Greater Sydney Regional Weeds Committee (GSRWC) on SWC was discussed. The importance of the role of the sub-regional committees was noted as a structure to underpin the operation of the GSRWC. In fact it was recognised that SWC was providing a service to the RWC. The useful role of the committees as networks for sharing and disseminating information, coordinating training, education/events was also recognised and it was agreed that effort should be made to hold 4 sub-regional meetings per annum. The need to coordinate meetings with the GSRWC was noted and LB suggested that sub-regional meetings should take place after the GSRWC ones.

The financial situation of SWC and its ability to continue its operation into the future was then discussed. The option to “live with our means” was agreed as the way forward.

In terms of the role of the Executive Officer, it was agreed that it should focus on running meetings and taking the minutes. A reduction in hours to 14 hours per week, with a reduced hourly rate (~\$48 per hour) reflective of the more administrative focus was suggested.

It was noted that in this scenario it was not suitable that the EO be the Public Officer. LB indicated that she was interested in being the Public Officer, if she could have more information about what it involved. The Board supported the appointment of LB as Public Officer.

The Board agreed that SWC should put in place arrangements to “live within its means”.

The Board agreed that the future role of the Executive Officer should be largely administrative (i.e. running the meetings and taking the minutes), for 14 hours per week, with an hourly rate x(~\$48 per hour), and be offered in a one year contract.

The Board agreed that LB be appointed as Public Officer.

Action 3.1.1. AD to provide information to LB re Public Officer role and if LB agreeable, to put in train arrangements to make change.

Item 3.2 SWC Event

The Board noted the Agenda paper, which identified that as part of the SWC business plan a field day was planned for 2016. A working group was established in 2015 to progress this initiative. However, recognising the 2015 NSW Weeds Conference occurred last year, it was agreed a SWC field day should be held the following year (during 2016). Members of the working group attended the 2015 NSW Weeds Conference and/or Field Day, which included a Field Day with a format that could be used to guide the SWC Field Day. It was noted that more recently the HRCC has announced its intention to run to also run a Field Day in the Sydney region in 2016.

On consideration of the previous item, the Board discussed that the event needed re-thinking, with the focus instead being on putting energy into the 4 sub-regional meetings, training, mapping etc.

The Board agreed that there be no further work on an event and that the focus be on holding 4 successful subregional meetings per annum.

Item 3.3 Future Executive Officer Arrangements (Chair/Treasurer)

The Board noted that the current Executive Officer had advised on 14th March of her intention to terminate her services as Executive Officer. Subsequent correspondence has set an end to her contract services at 29 April, but this may be extended on an interim basis if mutually agreed.

It was also noted that the SWC Constitution requires a position of Executive Officer to undertake a number of functions pursuant to the Constitution.

Noting the decision of item 3.1,

The Board agreed that the position description should be revised to reflect the administrative focus, and advertised on NRM jobs etc.

Further

The Board agreed that Jillian Macintyre and Matt McNaughton would work together to revise the position description and undertake a recruitment process.

Action 3.3.1. AD to provide copy of position description to JM and MM for alteration.

Action 3.3.2. JM and MM to undertake recruitment process for Executive Officer role as agreed.

Item 3.4 Greater Sydney Regional Weed Committee (Chair)

The GSRWC minutes at Attachment F were noted and JM indicated that the meeting had largely been a “meet and greet”. It was also discussed how with the new regional weed strategies, Class 4 weeds would come back in to play.

It was also noted that a Memorandum of Understanding between GSLLS and SWC would need to be pursued with Robert Adam to ensure continuation of the current arrangements into the future.

Michael Pattison left the meeting at 11:50 AM.

4. REGIONAL WEEDS COMMITTEES ISSUES

Item 4.1 Regional Weeds Committees Issues for Discussion (Committee Chairs)

Regional Weeds Committees Chairs reported on recent meetings. Key issues identified included:

- Biosecurity legislation
- Biosecurity Information System requirements
- Sydney WeedMAP – and its potential to be a BIS portal

All committees had noted concerns with lack of clarity re the requirements of the Biosecurity Information System and had sought advice about whether Sydney WeedMAP could be used for this purpose. There were also concerns re privacy issues associated with provision of private property information.

The Board agreed that these concerns should be taken to the GSRWC.

Action 4.1.1. RWC Chairs to report members concerns re BIS information requirements and privacy issues to GSRWC and seek clarification re use of Sydney WeedMAP for BIS reporting.

5. REPORTS

Item 5.1 Financial Report to 30 June 2015 (Treasurer)

Financial reports were provided to the meeting as Attachment G.

The Board agreed that reduction of the net loss identified was the intent of the new directions agreed at Item 3.1.

It was noted that:

- P&L wages expenses of \$4235 is for work undertaken by Jacqui Luff on weed brochures.
- P&L telephone expenses include Internet costs principally webhosting.
- Current Liabilities Unsecured includes provision for amount of \$5280 H&R Block invoice received late in the financial year 2015, the value/quantum of which has been disputed.
- SWC has since sent repeated requests for information to substantiate invoice, but nothing has been received to date except for H&R Block's commitment to provide information.
- Current liabilities provisions are for wages payable for remaining work to be undertaken by Jacqui Luff.

It was agreed that the Financial report be accepted.

- Moved: Jillian Macintyre
- Seconded: Leanne Bunn.
- All in favour

Item 5.2 FY2015-16 Budget (Chair)

The budget at Attachment H was noted.

The Board agreed that the membership subscription invoices should be sent out before the end of this financial year.

Action 5.2.1. AD to send out Membership subscription invoices before the end of the financial year.

Item 5.3 Executive Officer Report (Executive)

There was no time for the Executive Officer to provide a report.

6. OTHER BUSINESS

Item 6.1 Future Board Meetings (Chair)

No arrangements were made for future meetings.

Item 6.1 Other matters

- No other matters were raised.

Item 6.3 Meeting Close (Chair)

- The meeting closed at 12:30 PM.

Summary of Actions

Action No	What	Who	When
3.1.1	Provide information to LB re Public Officer role and if LB agreeable, to put in train arrangements to make change.	AD	ASAP
3.3.1	Provide copy of position description for alteration.	AD	ASAP
3.3.2	JM and MM to undertake recruitment process for Executive Officer role as agreed.	JM MM	ASAP
4.1.1	Report members concerns re BIS information requirements and privacy issues to GSRWC and seek clarification re use of Sydney WeedMAP for BIS reporting.	JM, MM, LB, CS	Next GSRWC
5.2.1.	Send out Membership subscription invoices before the end of the financial year.	AD	30 Jun