



Sydney Weeds Committees

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

DRAFT

Minutes of the Annual General Meeting of Sydney Weeds Committees Incorporated

Held on Tuesday 28th November 2017

The Coal Loader
2 Balls Head Road
WAVERTON NSW

Attendance

Name	Organization	Sub-committee
Jill Macintyre	Northern Beaches Council	North
Jeff Culleton	Lane Cove Council	North
Paul Marynissen	Central Coast Council	North
Anthony Newling	Hornsby Council	North
Stephen Pym	Hornsby Council	North
Jacqui Vollmer	Hunters Hill Council	North
Sean Granger	Northern Beaches Council	North
Cameron Bennell	Willoughby City Council	North
Evelyn Baker	Ku-ring-gai Council	North
Tony McCormack	Ku-ring-gai Council	North
Steven Smith	Mosman Council	North
David Whiteman	Blue Mountains City Council	West / Blue Mts
Robert Spilling	Penrith City Council	West / Blue Mts
Jessica Thurston	Blacktown City Council	West / Blue Mts
Emily McCarthy	Strathfield Council	Central
Max Massa	Georges River Council	Central
Sue Pritchard	Inner West Council	Central
Stewart Harris	Bayside Council	Central
Leanne Bunn	Randwick Council	Central
Mitchell Clark	Campbelltown City Council	South West
Joel Daniels	Liverpool City Council	South West
Erin Fardy	Sutherland Council	South West
Nathan Clare	Sutherland Council	South West
Bart Schiebann	Canterbury Bankstown Council	South West
Amanda Kotlash	SWC Executive Officer	Executive Officer

Number of financial member organizations in attendance = 20

Apologies

Name	Organization	Sub-committee
Helen Pollard	Fairfield City Council	South West
Justine Clarke	Blacktown City Council	West / Blue Mts
Andrew Rhodes	Blue Mountains City Council	West / Blue Mts

Jacob Adams	Water NSW	South West
Victoria Currie	Inner West Council	Central
Kathryn Ashton	Camden Council	South West
Steve Parker	NPWS	South West
Rudi Adlmeyer	Woollahra Council	Central
Lana Frost	Inner West Council	Central
Scott Herring	NPWS	West / Blue Mts
Ramin Khosravi	North Sydney	North
Robert Stevenson	Canada Bay Council	Central
Damon Bassett	Inner West Council	Central
Stephen Wall	Mosman Council	North
Stephen Higham	NPWS	North
Sue Stevens	Waverley Council	Central
Anne Seaton	Ku-ring-gai Council	North

1. Welcome

Jill Macintyre (Chair) opened the meeting at 12.40 pm and welcomed all attendees. The apologies listed above were noted.

It was considered that the requirements for a quorum were met, as there were at least three members present from each sub-committee.

2. Confirmation of the minutes of the last Annual General Meeting held on 8th December 2016

The Chair asked whether there was any changes required to the minutes of the last AGM or whether they could be confirmed by persons who had been present.

Joel Daniels moved that the Minutes of the Annual General Meeting on 8th December 2016 be accepted. Seconded by Leanne Bunn. All in favour. Motion carried.

3. Matters arising from the Minutes of the AGM held on the 8th December 2016.

None

4. Presentation of the Sydney Weeds Committees Inc. Annual Report (President)

Jill Macintyre presented the Presidents Report (Attachment 1).

Emily McCarthy moved that the 2016-17 SWC Inc. Annual Report by the President be accepted. Seconded by Cameron Bennell . All in favour. Motion carried.

5. Presentation of financial report 2016-17 (Treasurer)

Joel Daniels (Treasurer) presented the financial report to members.

Profit and Loss for financial year 2016-2017

- The accounts show SWC made a loss of \$12,640 for the financial 2016-2017, this is a reduction on the previous year where SWC made a loss of \$24,581 (2015-2016). In comparison in the 2014-2015 financial year SWC made a loss of \$17,581
- The loss is a result of the differential between the membership income and operating expenses.
- Cash assets have covered these losses in the past three years and can continue to do so for at least one more year, if required. However, this is an issue that needs to be addressed by the incoming Board in the context of updating and finalising the draft Business Plan. Options include:
 - Increasing membership numbers
 - Increasing membership fees
 - Gaining operating funds from other sources
 - Decreasing operating costs
 - A combination of the above.
- This year we also incurred the one-off cost of \$8,212 for the website development
- An ongoing effort is required to maintain and increase as much as practical SWC membership. This year SWC were 2 members less than the previous year. However, progress has been made and the 2017-2018 FY should see SWC with a slight profit.

Balance Sheet

- Total equity of the organisation at 30 June 2017 is \$26,586.

Assets

- Cash at bank comprises \$51,244
- Funds held in relation to grants (which is now maintained in a separate bank account) comprise \$50,103.

Liabilities

- Payables for other creditors total \$5,281 (GST incl.) being provision for accounting fees (the account for which was in dispute, the board have since ratified to stop chancing this up -after multiply attempts to make payment).
- Provision for funds held in trust in relation to LLS funded projects.
- There were four projects SWC administers in partnership with GSLLS and NPWS. These are
 - Removal of Kei Apple from Kemps Creek and other locations \$40,000.
 - Boneseed containment and bush regeneration at Thirlmere Lakes
 - Weed control at Burragorang Conservation Area
 - Minimising the impact of weeds on cultural heritage at Cattai National Park.

The Financial statement prepared by Somes Accounting and the Auditors report prepared by KS Audit can be found as Attachment 2

Jillian Macintyre moved that the financial accounts for the year ended 30th June 2017 be accepted and the independent Auditor's report adopted. Seconded by Emily McCarthy. All in favour. Motion carried.

6. Adoption of the revised Constitution

Amanda Kotlash (Executive Officer) presented the suggested changes to be made to the Constitution as outlined in the documentation sent out to members on 10th November 2017. The major changes to be adopted are as follows.

- What were referred to as regional weeds committees are now to be referred to as sub-regional weeds committees to lessen confusion with the LLS-run regional weed committee. So, Sydney North, Sydney Central, Sydney West Blue Mountains and Sydney South West are now to be known as sub-regional weeds committees.
- The Greater Sydney Region has been defined as the region looked after by the Greater Sydney LLS (i.e. corresponds to the GSRSW plan region)
- No DPI representative on the Board
- No community member on the Board
- No community representative on any of the sub-regional weeds committees
- Deleted the position of Secretary as Executive Officer does all these functions
- The Public Officer can be any member of the association. Their responsibilities have been listed.
- Each member organisation can send as many representatives as it sees fit to participate in sub-regional weeds committee meetings and business of the association, but must nominate only one representative to have voting rights. This does not always have to be the same person.
- The Chairs and Deputy-chairs that are elected at either the four sub-regional weeds committee meetings held just prior to the holding of the annual general meeting or at the annual general meeting are then duly appointed as Board members. These positions take effect from the date of the annual general meeting and are current until the follow year's annual general meeting.
- A casual vacancy on the Board can come about if a Board member misses two consecutive Board meetings without notification – changed from three.
- A Board member cannot hold two offices at the same time.
- If a Board member can't attend a Board meeting they can send a representative from their sub-regional weeds committee.
- Associate organisations are non-Council non-financial organisations that have a role in weed management (with the exception of Hawkesbury River County Council). They can choose to be financial members if they wish and obtain voting rights. This change has been made so that if Councils want to attend meetings, get access to the website and have representation via SWC to the RWC then they have to contribute to the costs of running the SWC. Non-paying councils will no longer be invited to attend sub-regional weed committee meetings.
- Number of Board meetings down to 2 per year, but adds bit about out-of-session business.
- The Board can amalgamate two sub-regional weeds committees or create new sub-regional weed committees as it sees fit.
- Proxy voting is allowed for all meetings except Board meetings where a dispute is to be resolved.
- Electronic voting is also allowed at the discretion of the Board.
- The Executive Officer holds the books and records of the association and the Public Officer has electronic access to these.
- Minutes of Board and sub-regional meetings are not freely available to the public on the website, but available on request.
- Distribution of assets when winding up.

Mitchell Clark moved that the new Constitution circulated to members by Amanda Kotlash on 10th November 2017 be adopted with one amendment, that being that point 8 of the summary of changes circulated on 10 November 2017 allowing the Board to halve membership fees if an organisation joins after December 31st be deleted. Seconded by Erin Fardy. All in favour. Motion carried.

7. Confirmation of 2017 elections for the Sub-Regional Weeds Committee Chairs, Deputy Chairs and Office Bearers

The annually elected Chairs and Deputy Chairs of the four Sub-regional Weeds Committees form the Board, which is the management committee for the incorporated association.

The Executive Officer noted that the Chairs and Deputy Chairs elected this year were:

Sydney North Sub-committee

(Elections were not held, as only one nomination for each position was received)

Jillian Macintyre, Warringah Council - elected as Chair

Anthony Newling, Hornsby Council – elected as Deputy Chair

Sydney West Blue Mountains Sub-committee

(Elections were not held, as only one nomination for each position was received)

Dave Whiteman Blue Mountains Council – elected as Chair

Justine Clarke, Blacktown City Council – elected as Deputy Chair

Sydney South West Sub-committee

(Elections were not held, as only one nomination for each position was received)

Erin Fardy, Sutherland Council – elected as Chair

Joel Daniels, Liverpool City Council – elected as Deputy Chair

Sydney Central Sub-committee

(Due to a mix up with nominations the Deputy Chair position will be finalized early in the new year – Rudi to stay on for the time being)

Leanne Bunn, Randwick Council – elected as Chair

Rudi Adlmeyer, Wollahra Council – continuing Deputy Chair

Leanne Bunn moved that the elected Chairs and Deputy Chairs be confirmed with the exception of the Deputy Chair position for Central Sub-region which will be finalized early in the new year, Seconded by Emily MacCarthy. All in favor. Motion carried.

Election of Sydney Weeds Committees Incorporated office bearers.

According to the SWC Constitution (section 5.4),

- The Board members holding the office-bearer positions to are to represent an equitable spread across the four sub-regional weeds committees.

Amanda Kotlash, as SWC Executive officer, declared all positions vacant and nominations were called for. The office-bearing positions in the new constitution (Section 5.3) are President, Vice President and Treasurer. The positions of Secretary and Honorary Secretary have been deleted to simplify the Board's function. Nominations, seconds and acceptances were recorded. There was not more than one nominee for each position and all were declared duly appointed.

President: Jill Macintyre (Northern Beaches Council - North)
Nominated by Dave Whiteman. Seconded by Leanne Bunn.

Vice President: Leanne Bunn (Randwick Council - Central)

Nominated by Paul Marynissen. Seconded by Emily McCarthy.

Treasurer: Joel Daniels (Liverpool Council – South West)
Nominated by Mitchell Clark. Seconded by Erin Fardy.

8. General Business

- 8.1 Jillian Macintyre reported that her Council had been working on a Biosecurity Manual for the Northern Beaches. She hopes that in the New Year SWC can produce a Greater Sydney Biosecurity Manual that can be used by all Councils as a guide or as a template for producing their own.

Action: Jillian Macintyre to circulate Biosecurity Inspections Manual

- 8.2 A round table discussion was held where people talked about what they were doing, what they had achieved in the year and things they were looking forward to doing in 2018.

Meeting Closed at 1:30 pm

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Presidents Report to the Sydney Weeds Committees Jillian Macintyre 2017

2017 has been a year of change for weed management across Sydney and NSW with new Biosecurity reform commencing. The *Biosecurity Act 2015* was passed by Parliament in September 2015 and commenced in July 2017; it replaced 10 whole existing Acts and parts of four other Acts including the *NSW Noxious Weeds Act 1993*. Weed officers from across Sydney have been busy attending training on the new reform and updating their compliance skills. This transition will take time as weed officers/inspectors and the community learn how to better understand the new Act and what it brings to weed management moving forward.

In line with the Biosecurity regulation, the Greater Sydney Regional Weed Committee (RWC) was formed and the four chairs from the sub-regional committees became the local government representatives on this committee. Their first task was to develop a five-year Greater Sydney Regional Strategic Weed Management Plan to focus on managing weed biosecurity. This plan was adopted by the Minister of Primary Industries and is based on the best available local knowledge, research and technology and a rigorous assessment of the biosecurity risks posed by weeds.

The Sydney Weeds Committees (SWC) has a very impressive membership, currently 33 members. Of the 34 Councils in Greater Sydney, 31 are members (91%) and we also have two important non-council members - NPWS and Water NSW. When SWC first became incorporated we were administering the WAP, other grant funded projects and providing much more educational resources to the general community. Now we haven't got as much to administer, but we still supply administrative support for the four sub-regional weeds committees (i.e. North, West Blue Mountains, Central and South West), host and manage the new website, and manage a few grant funded projects.

Since the RWC has been established, it has become apparent that there are essentially two committees running in parallel. This means that there is a lot of doubling up. In September 2017 at a meeting at Strathfield the committee members were asked where they see the SWC in 5 years' time.

Some of the options were:

- Do you want to stay the same? Nothing is stopping us doing this but we need to ensure we are spending public money in the most effective way.
- Do you want to grow? Pursue more funding for bigger cross regional projects? This would mean extra administrative costs for members (initially at least)
- Do we transition into the Regional Weed Committee?

The response from the room was;

- The current arrangements seem to be disorganised as the two committees seem to be doing the same things and need to be simplified.
- The current sub-regional meetings provide a very valuable information sharing environment. This is probably the most valuable thing we do. Without this connection to our counterparts in other Councils we would be much less informed.
- Having two committees has caused some misunderstandings and miscommunications which would be less likely to occur if we had one clear structure (i.e. a RWC and four sub-regional committees).

A vote was taken and it was unanimous that the SWC and RWC should somehow integrate. This integration will take some time as LLS are not financially resourced to administer the four sub-committees. Discussions around this integration will continue into 2018 and further investigation into whether it is viable for the SWC members will determine this decision.

In line with the new legislative changes the DPI launched a new state-wide reporting system, Biosecurity Information System (BIS). At the same time, the Sydney region with support from SWC was developing the Sydney WeedAPP. Work was done to align these two reporting and mapping tools for future reporting into the BIS. This will allow the members of the SWC to use the Sydney WeedApp tool for their data collection and reporting and still be able to comply with the requirements of the BIS.

This year the SWC Executive Officer (EO) has worked on the development of a new look web site. A Web designer was engaged to build the basic skeleton of our new site and train the EO to add content, make changes, and keep track of our members etc. The features of the new website include:

- A members-only area so you can update your own information
- A place on the front page that will be used to promote projects for members (when not being used to promote particular projects it will be used as an Alert weeds section).
- A meeting /events calendar that will have all the information you need for each meeting (e.g. Agendas, directions to the venue, previous minutes, and attachments)
- A blog for information/connection on important issues (e.g. the Biosecurity Act, Greater Sydney Regional Strategic Weed Management Plan 2017-2022)
- Weed management information
- Weed identification information

2018 is going to be a busy time for weed management across Sydney. Legislative reform has meant government, industry and people of Sydney working together to protect the economy, environment and community from the negative impact of weeds. The Greater Sydney Regional Strategic Weed Management Plan will guide the overall direction for weed management and is based on the principle that biosecurity is a shared responsibility.

The SWC will continue to support its Greater Sydney members and assist, when needed, on all planning, delivering and administering for all weed related and Biosecurity matters.