

SYDNEY CENTRAL REGIONAL WEEDS COMMITTEE

MINUTES OF MEETING

Amendments 1/4/2011

Thursday 10th March 2011
Greycliffe House at Nielsen Park

Chair: Jeff Hill

Attendees:	Jeff Hill	Woollahra Council
	Paul Ibbetson	DECCW National Parks
	Peter Goss	Canterbury Council
	Claire deLacey	Acting Executive Officer, SWC
	Shelly Slater	GIS Officer, SWC
	Lana McGee	Canterbury Council
	Matt Leary	Randwick Council
	Robert Stevenson	City of Canada Bay
	Deborah Law	Waverley Council

Apologies:	Peter Semple	Railcorp
	Alex Mackenzie	Strathfield Council
	Derek Walker	Waverley Council
	Damien Duggan	Kogarah City Council

1. Welcome

Jeff Hill declared the meeting open. No pecuniary interests were declared.

2. Confirmation of Previous Minutes

Minutes from September were confirmed. Moved: Matt Leary. Seconded: Peter Goss

3. Correspondence

Incoming: Changes to Category 4 declarations letter from Industry & Investment NSW.

Outgoing: Review of Noxious Weeds Act submitted to Industry & Investment NSW.

4. Reports

4.1 Treasurer's report

Operating Account \$334,971.23 CR (includes balances from contributions from regional committees as shown below)

Investment Account \$364,000 CR Maturing March 31

Operating accounts includes the below funds which were received from regional committees

Sydney North \$22,440.55 (Mosman Council)

Sydney Central \$30,228.97 (Randwick Council)

Sydney South West \$12,300 (Fairfield Council)

Matt noted that an error in the closing balance related to how GST had been calculated.

4.2 Acting Executive/Project Officer's report

- Updating the membership status. In summary, few members are up-to-date with membership, paperwork and tax invoices for the allocated funding.

Four actions need to be completed by members before payment issued:

- 1) Application submitted
- 2) Sign MOU
- 3) Return form with nominated member
- 4) Paid membership

Question raised: Do members not receiving funding this year need to sign an MOU as the MOU spans 5 years hence upon signing next year will extend beyond the 5 year WAP period.

Response: It was unclear as to whether currently unfunded SWC needed to sign the MoU and Jeff Hill was going to look at the implications of implementing that as a requirement.

Action: To clarify if the MOU has any inflicting conditions of membership that may be of importance to the SWC, hence a request be sent out that members not receiving WAP funding sign an MOU this year (year 1 of 5 WAP program).

Responsibility: Jeff Hill

Facilitation of successful workshop hosted by Chris Dewhurst at Hawkesbury River County Council. Michael Michelmore from Industry and Investment NSW provided some thought-provoking material regarding the powers of delegation and how they differ between the Local Government and Noxious Weeds Acts, as well as a range of other material which is provided electronically and hard copy.

Miscellaneous items:

- Successful negotiation with Judy Christie and Angie Fricker who are organising the the Royal Easter Show Exhibition. SWC is now represented by a range of members on roster developed by Shelly
- Amending monitoring and reporting forms and establishing deadlines with Shelly.

5. Matters Arising From Previous Meeting/Minutes

5.1. Community Education Events – Royal Easter Show

Response for people offering to be Team Leaders at the Bushcare Stall at the 2011 Royal Easter Show has been good. Still in need of people to nominate themselves for the weekend time slots. **Note:** the stall focuses on Bushcare, and many experienced volunteers also get involved in being at the stall.

There is a need to educate the Bushcare volunteers on weeds prior to the Royal Easter Show.

Action: Email Helen Kemp to take subcommittee brochures and Garden Escapes Booklets along to the next VCN meeting.

Responsibility: Claire deLacey

6. Agenda Items

6.1 Adoption of Weeds Alert/ Incursion/ Monitoring Form & Process

After gauging from the last subcommittee meeting the feeling is that the forms need to be simple, and yet capture all relevant data needed for reporting. A first draft was circulated in late December requesting comments.

Possible amendments from this meeting included:

- *Land holder information for alert*
- *clarification over which weeds are recorded.*
- *There should be 2 linear (m and km) and 2 area measurements (m² and ha) included on the sheet*

It was also suggested that aquatic weeds have the tendency to shift as a result of heavy rains, hence the Easting and Northing of the incursion will differ in the monitoring of that population, as may the land attributes.

It is understood that the most obvious problems with the form will arise when trialed in the field.

Motion: to formally adopt Alter/ Incursion / Monitoring form in a working form, subject to further amendment.

Moved: Jeff Hill, Second: Matt Leary.

Action: Distribute updated versions of Alert / Incursion / Monitoring forms for use.

Responsibility: Shelly Slater

Website Feedback – How the public is to communicate an alert.

The new website allows the public to report on invasive species following the protocol proposed by Frances outlined on the website (refer to website under “What You Can Do/ What is being Done” > “Report Invasive Species”. The process involves the member of public using various weed and plant identification websites listed on the SWC website in an attempt to identify the weed. The following comments were made regarding the current process:

- There needs to be a link to the **National Parks contact** for bushwalkers/ members of public discovering an incursion/questioning a species found in a National Park.
- Request that the contact email address become the **council’s generic email address** to allow recording of numbers of weed ID requests. Default to customer services unless otherwise specified.
- The nomination form needs to be amended to allow for members to discern annually how details are shown on the website to ensure ongoing currency of those details.
- Position of representative be advertised rather than a specified name.
- Request that the URL posted on the SWC website contact page be directly to the **URL to the weeds page of that council/ agency**, rather than the council’s home page.
- Suggested that SWC provide a simple form for reporting by members of the public, and that the form and accompanying photograph can be forwarded directly local council/agency. The form to contain the following fields: location, maturity, count and area.
- Email draft flowchart to sub-committee for comment
- Jeff Hill asked if we should extend Google events calendar to other organizations.

Action: Distribute Google document of Contact /Event information for members to specify which email address, position name & URL they would prefer to appear on the website. Email draft flowchart to members for comment

Responsibility: Shelly Slater

6.2 Comprehensive list of weeds – filters for high risk

A set of filters applied to the comprehensive list of weeds to ascertain whether a species warrants listing as (i) high risk and (ii) potential for declaration as Class 4 (Weed Risk Assessment) WRA species.

All members were requested to think about what criteria is used in a WRA (I&I) and to think of any further additions to these criteria.

Action: Jeff Hill to clarify this request with Frances Pike.

Action: See further information and clarification on this issue. Item for further discussion at the next meeting.

Responsibility: Claire deLacey

6.3 I & I NSWV workshop summary & Noxious Weeds Act Submission

The SWC Acting Executive Officer facilitated a workshop for members, which was presented by Michael Michelmore from Industry and Investment NSW.

The workshop covered the current issues relating to delegations under the *Noxious Weeds Act 1993*. All members are encouraged to check with their internal legal department to confirm delegation of powers is in accordance with the NWA.

Example was given for Class 4 management plans highlighting the care needed in specifying the measures of control.

Action: Circulate digital copies of the workshop notes and hand outs.

Responsibility: Claire deLacey

7. Agency Round table

[Canada Bay - Meeting with RTA to monitor noxious weeds management/control along roadside](#)

8. **Potential New Weeds of Concern for our Region** Covered above in Agency Round Table.

9. General Business

A second Sydney Central representative on the SWC Board is needed (Jeff Hill is currently the only representative). Matt Leary nominated to be second representative. 5 members of the committee present at the time – need to examine requirements for quorum to ensure that these motions were constitutional.

Motion: for Matt Leary to be representative at the SWC Board meetings.

Moved: Jeff Hill Second: Rob Stevenson

A question was raised about Action 4 from the December 2010 meeting: “*Circulate email to gain nominations of members within organisation that would be key contacts for community education related events.*” How does it relate to the WAP Targets?

Action: Review WAP funding documentation and provide a response to the sub-committee.

Responsibility: Claire deLacey

10. Next Meeting & Host

Next Meeting	
Tentative Contact	Jeff Hill
Date	Thursday 9 th June, 2011
Location	TBC
Host	Woollahra Council

ACTION LIST

Action	Responsibility	Status
Email and collect regional weed brochures and Garden Escapes Booklets from sub-committee members. Also re circulate Easter Show Google document roster.	Shelly Slater	
Send around updated versions of Alert / Incursion / Monitoring forms for use.	Shelly Slater	
Send around Google document of Contact/Event information for	Shelly Slater	

members to specify which email address, position name & URL they would prefer to appear on the website. Email draft flowchart to members for comment		
Seek further information and clarification regarding criteria for 'high risk' and weed risk assessment process. Item for further discussion at the next meeting.	Jeff Hill/Frances Pike Claire deLacey	
Circulate Michael Michelmore's (I&I) workshop notes and handouts	Claire deLacey	
Review WAP funding documentation and provide a response to the sub-committee about WAP funding targets for community education	Claire deLacey	
Five members of the committee present at this meeting. Clarify requirements for Committee quorum to ensure that these motions were constitutional.	Claire deLacey	