



BOARD MEETING MINUTES
Tuesday 11th October 2011 at Woollahra Council Chambers
Chair: Jeff Hill/Jonathan Sanders

Present:

Chris Dewhurst	Hawkesbury River County Council
Jillian Macintyre	Warringah Council
Joel Daniels	Liverpool Council
Jeff Hill	Woollahra Council
Steven Smith	Mosman Council
Jonathan Sanders	Office Environment & Heritage (NPWS)
Rosanna Luca	Sydney Weeds Committee Executive Officer
Shelly Slater	Sydney Weeds Committee GIS Officer

Minutes approved -
(signed)
Sanders.
Chair, SWC
13/12/11

Apologies:

Matt Leary	Randwick Council
Geoff Green	Camden Council

1. Meeting Open

The Board meeting opened at 10.05am. Jeff Hill chaired the first part of the meeting on behalf of the President Jonathan Sanders who had not yet arrived.

Quorum Present: Yes.

2. Declaration of Pecuniary Interests

Chris Dewhurst, Jillian Macintyre and Joel Daniels declared that their councils are recipients of the WAP funding.

3. Confirmation of Minutes of the Previous Meetings

Minutes from:

- Normal Board Meeting on 17th May 2011
- Extra ordinary Board Meeting on 28th July 2011

The minutes from both of the previous Board meetings were accepted by Jillian Macintyre. Seconded by Chris Dewhurst.

4. Progress on Actions from Previous Meetings

A list of incomplete actions to date was included in the Board papers. The actions have not yet been completed due to lack of time, but are still on the 'to do list'.

ACTIONS:

Executive Officer to follow up on progress of these actions at the next meeting.
Executive Officer to join the Weed Officers Association and circulate appropriate information to the Board.

5. Correspondence

Correspondence received:

21.9.2011 Letter to SWC President, from Chris Dewhurst, General Manager of Hawkesbury River Country Council
Re: Year 2 WAP funding and implications to HRCC operations if there are further WAP funding reductions. Request for the letter to be addressed by the SWC WAP panel.

27.9.2011 Email confirmation from Department of Primary Industries
Re: Receipt of emailed comments from SWC Executive Officer about the proposed Order 28.

Correspondence sent:

31.5.2011 Email from Executive Officer to Bidjigal Reserve Trust
Re: SWC response to the Trust's letter, inability to pay annual SWC membership fees and receive the WAP funding.

29.8.2011 Year 1 WAP Report sent to the Department of Primary Industries.
Report sent with cover letter from SWC President.
* The report was collated by Frances Pike, with some assistance and final checking by Rosanna Luca.

8.9.2011 Email from SWC President to all WAP project partners
Re: Update on WAP application process for Year 2 and a possible further 7.5% reduction in grant funding.

22.9.2011 Email from Executive Officer to the Department of Primary Industries
Re: Collated comments from SWC sub-committees about the proposed Order 28.

6. Treasurer Report

Steven Smith tabled the:

- Available SWC funds to date (Profit & Loss Sheet)
- A summary of WAP Year 1 funds still to be distributed
- Projected Income and Expenditure for the rest of 2011 and 2012

Several invoices have not been received for the 2nd installments of the WAP funding Year 1. The Executive Officer has emailed the relevant councils and NPWS with a strict deadline for the receipt of final invoices (14th October).

There is a lot of administration involved in devolving the funding to several partners organisations. There needs to be a balance between a maintaining a sustainable system of administration and reporting, and ensuring that the funding is properly allocated towards the weed management priorities across Sydney.

Chris Dewhurst moved that the Board (i) reallocates any remaining Year 1 WAP funding not invoiced by 14th October 2011, and, (ii) delegates the reallocation of any Year 1 WAP funding to the WAP Panel.

Seconded by Jillian Macintyre. All in favour.

ACTION:

Executive Officer to provide information on any invoices not received by the deadline, to the WAP Panel (Steven Smith and Jeff Hill).

Jonathan Sanders commenced chairing the Board meeting from this point.

7. WAP Funding ~ completing Year 1

All project partners have been informed that Year 1 funds must be spent by 28th October 2011. The WAP funding reports received to date include locations of WAP funded weed management sites (dots on a GIS layer), numbers of targets achieved and funds spent (WAP and council/agency funds).

It was agreed by all to request more qualitative information in the final reports for Year 1. This includes a brief summary of:

- The asset being protected
 - What work was done, and where
 - Outcomes achieved to date (ie. how the WAP funds added value to the asset/area/catchment)
 - Future work required at the site, the next steps
 - Before and after photos
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- The partner organisations that spent their WAP funding at several locations will be asked to provide qualitative reports on their best 5 sites.
 - Some of the best reports received can then be turned into case studies.

8. WAP Funding ~ Year 2

There was some discussion about the most appropriate process for allocation of funding across local councils and NPWS.

The mission of the Sydney Weeds Committee is to engage with as many organisations as possible, and address the highest priorities weed management issues across the region. The WAP funding is considered a boost to existing NPWS programs, and in some cases, has been catalyst for generating more allocation of internal resources towards weed management.

The Sydney Region WAP application submitted to the Department of Primary Industries covered 5 years. It is expected that SWC will receive the same amount for Year 2, with a slight percentage increase for CPI.

All partner organisations (involved in Year 1) submitted a summary of their targets to be achieved over the 5 years. For the Year 2 application process, the project partners will be required to submit information about how and where their funds will be spent, and the implications for their existing programs should they incur a further 7.5% decrease in grant funds.

An increase in the total WAP funding allocation for Year 2 would enable SWC to:

- Provide a slight increase in allocations to project partners, to cover CPI
- Sustain the good work being done and targets achieved in Year 1, by providing a similar allocation in Year 2 to all partner organisations
- Bring in two new project partner organisations
- Cover the costs of Grant Administration and Project Support

Chris Dewhurst moved that the Board write to the Department of Primary Industries requesting a 20% increase of WAP funds for Year 2.

Seconded by Steven Smith. All in favour.

ACTIONS:

Executive Officer to finalise the Year 2 application forms and guidelines.

Executive Officer, Jonathan Sanders and Chris Dewhurst to prepare the letter to DPI.

9. SWC staff positions (closed session)

The Board Meeting was closed for separate session to discuss the staffing arrangements for SWC.

The Executive Officer and GIS Officer were not present at this session. The outcomes of this closed session were documented separately.

10. Honorary Secretary Update

The Board meeting re-opened:

Jeff Hill provided an update on the preparation of the SWC Procedures document. Having one document outlining the procedures would be ideal. The SWC Constitution is already a detailed document, and could possibly be modified to incorporate some more detailed procedures.

The Board can make a recommendation to change the constitution at the Annual General Meeting, which is scheduled for March 2012.

Jonathan Sanders moved that the Board delegates to the Honorary Secretary and Executive Officer the review and possible re-drafting of the SWC Constitution document and procedures.

Seconded by Chris Dewhurst. All in favour.

ACTION:

Jeff Hill to circulate any proposed changes of the Constitution to the Board, before the next Board meeting.

11. Spatial Mapping Update

Shelly Slater provided an update on the various GIS layers being developed for SWC. Some of this spatial information has been developed using existing base layers from the Sydney Metropolitan and Hawkesbury Nepean CMAs, as well as other layers available from government agencies.

Most of GIS layers require further work, before being released as maps to use for strategic planning.

Chris Dewhurst moved that the Board approves the GIS Officer's Work Plan to complete the existing GIS mapping and supporting documentation, by the end of 2011.

Seconded by Jeff Hill. All in favour.

Jillian Macintyre moved that the Board delegates to the Technical Group a review of the GIS Officer position, and how it needs to be structured in 2012.

Seconded by Chris Dewhurst. All in favour.

12. Report back from September Sub-Committee Meetings

At all four sub-committee meetings held in September, there was agreement to have less sub-committee meetings each year, and in their place, participate on Project Teams to achieve strategic outcomes outlined in the Sydney Region WAP. Most of the sub-committee members have already nominated themselves to be in at least one Project Team.

It was agreed that the Board members should be involved in overseeing and reporting back on the work done by the Project Teams.

Jillian Macintyre: Education Team. High Risk Pathways (email only).
Chris Dewhurst: High Risk Pathways
Jonathan Sanders: High Risk Pathways
Joel Daniels: Weed Risk Assessment
Steven Smith: New Incursions
Matt Leary: New Incursions (TBC)

Chris Dewhurst moved that the Board approves (i) the decision of the sub-committees to meet at least twice a year from now on, and (ii) the formation of the new Project Teams, which will include representation of at least one Board Member.

Seconded by Steven Smith. All in favour.

ACTION:

Executive Officer to follow up with Jeff Hill, Matt Leary and Geoff Green about their preferred Project Team.

13. ABC Garden Expo stall

Nine officers from all four sub-committees covered shifts at the stall over the 3 days of the Expo (19th - 21st August). Staff members from Ku-ring-gai Council did a lot of work towards setting up the stall. Overall the weekend went well, and the officers were very busy talking to many people who came through the stall. It was good exposure for the Sydney Weeds Committee, and a focused target audience to work with.

Jillian Macintyre moved that the Board (i) delegates the Executive Officer to draft a thank you to Ku-ring-gai Council, to be signed by the President, and, (ii) agrees for SWC to have a stall at the 2012 ABC Expo.

Seconded by Chris Dewhurst. All in favour.

14. Next Meeting Date

Time: 10.00am - 12.00pm
Date: Tuesday 13th December 2011
Host: Liverpool Council (Joel Daniels)

The Board Meeting closed at 1.20pm.

After lunch:

**Presentation and Roundtable discussion with Andrew Petreoschevsky,
Aquatic WONS Co-ordinator, NSW Department of Primary Industries**

Weeds of National Significance program

- The WONS system is changing.
- Less focus on Salvinia, which will now be a "Phase 3" WONS
- 16 new WONS have been nominated, expected to be culled down to a list of 12 by the Primary Industries Standing Committee (Sagittaria and Water Hyacinth included in the 16).

Alligator Weed Prioritisation process for Sydney Basin

- The Sydney Basin is one of the two core infestations of Alligator Weed in Australia.
- The document outlining priorities for Sydney region was developed by SWC and DPI in 2010.
- Cattai Creek catchment and Botany Wetlands are the highest priorities in Sydney (shown as red in the map). Work is already being undertaken in both areas. Better recording and mapping is required.
- Management Plans are required for these two zones, with basic information about the extent of the infestation, land manager, priorities for control etc.
- Some concerns about who would have ownership of plans as there are no resources for development of plans.
- Management plans could be as simple as an action plan. Such a plan could comprise of a map for each priority zone (identifying all infestations, the priority infestations for treatment and the key assets to protect) with a brief and simple 1-2 page document outlining a control strategy, costs, who will do it etc.
- The SWC Report and Management Plans can also provide a blueprint to justify accessing grant funding (C4C, WAP etc)
- Process will need to be regionally driven - Rather than setting up the "Aquatic Weeds Taskforce" again, the new High Risk Pathways Project Team can oversee the implementation of the Alligator Weed Prioritisation report's recommendations. The HRP Team will focus on roads and rail corridors (as high risk pathway) initially. Can focus more on waterways in 2012.
- Andrew's role in DPI is changing, but he will still be available to assist SWC with this process in 2012.

Cabomba Control

Registration of new herbicide for cabomba control – Shark™ (active ingredient Carfentrazone Ethyl)

- Product to be sold by Macspred
- For use in non flowing water only
- Two cabomba sites in Sydney – Glenbrook Lagoon and Botany Wetlands
- Andrew is promoting adoption of the product at priority sites in NSW and Qld. An opportunity to learn more about the product and refine cabomba best practice
- Likely to be a demonstration site on the NSW mid north coast.
- Caring for our Country project funded on NSW mid north coast to control cabomba in close proximity to Myall Lakes National Park (A Ramsar wetland)

Salvinia

- Because salvinia is a phase 3 there will be no further national coordination
- Salvinia is expected to be added to a glyphosate label within next 12 months
- NSW DPI biological control extension and support project expected to continue to 2013.