

Landcare SJ Inc

Record of Management Committee Meeting

May 16, 2014

Documents tabled:

- Record of Management Committee Meeting – March 14, 2014;
- Correspondence record - March – May 15, 2014;
- Finance Report
 - Jobs Profit and Loss July 2013 – May 2014;
 - Bank Register 14/3/14 – 15/5/14;
- SJ Food and Farm Alliance report May, 2014;
- Peel-Harvey Biosecurity Group Report, May 2014;
- Draft Memorandum of Understanding - Landcare SJ Inc and Peel-Harvey Biosecurity Group;
- Work Reports: Francis Smit – March 14 – May 15, 2014;
 Kristy Gregory – March 20 – May 15, 2014
 Teele Worrell Volunteer time sheet 2014; and,
- SJ Community Landcare Centre Project Report May 16, 2014.

In Attendance:

Colleen Rankin (Chair), Cr. Sandra Hawkins, Athol Wigg, Vanessa Slater, Nancy Scade, Neil Kentish, Jane Brown and Kristy Gregory and Francis Smit (minute secretary).

Meeting opened at 9.05 a.m.

1.0 Welcome and apologies

No apologies received.

2.0 Confirmation of the record from previous meeting [March 14, 2013] and business arising

Record of previous meeting tabled and accepted as true and correct.

Business arising:

- Byford Progress Association removal of Cotton Bush along Hopkinson Road;
- Kingston Bridge polypipe supply – Neil will follow up.

3.0 Correspondence

Record of Correspondence March – May 15, 2014 tabled in meeting.

Correspondence highlighted from Banksia Woodland Grants (DPaW) - 35 applications received, 20 grants awarded, 4 grants awarded sponsored by Landcare SJ. Correspondence report accepted.

4.0 Project report

4.1 Project Report

Project report May 15, 2014 tabled in meeting.

Discussion highlighted:

- Brickwood Grant acquitted;

- Arum Lily control on Serpentine River last season highly effective;
- Healthy Habitats bus tour successful day, to be made an annual event, funding also granted for ground works at Blacklock property;
- Feral animal control baiting season completed, pest animal control workshop on June 14;
- Banksia Woodland Grants – 4 new grants awarded to healthy Habitat members;
- SITA Grant – newly awarded grant for revegetation projects at five sites with community focus – two community groups, two schools and scout hall;
- Myara Brook TEC – spray completed, good recovery at site after fire, 5000 seedlings to be planted;
- Rivers2RAMSAR – Workshops in June and August, 4 sites identified for riffles on Serpentine River, weed control scheduled;
- Gooralong Brook project – active community group progressing with State NRM grant;
- Darling Downs Residents Association – State NRM grant to fund weed control, revegetation delayed until after green army project completed;
- Serpentine River Community Celebration – National Tree Day July 27, funding received from Bendigo Bank for food/refreshments, SJ Shire for portable toilets and PHCC for entertainment and plants. Project progressing well.

4.2 Project Development

Project development tabled and discussed in meeting:

- IT Grant – requirements discussed with IT consultant, co-contribution from Landcare SJ, SJ LCDC and possibly Steven White to consider in Lotterywest application;
- State NRM Community Environmental Grants open – need to follow-up with community groups for project ideas for grants valued between \$10 - \$50K. Applications close June 20;
- Retiring Director General of Regional Development Secretariat indicated at recent State NRM Conference that WA landcare funding will be sourced in future from Royalties for Regions budget and administered via DAFWA.

ACTION:

Community Environment Grant application for bridge, path, riffle, signage on Beenyp Brook. Francis to discuss further with Vanessa, Jane, Colleen and Ruth.

4.3 Web-site development

- Jane has had some extra training to administer website;
- Newsletter, plant of the month and events page all updated on site;
- Working to improve template design which conflicts/obscures text;
- Newly established Facebook page has 27 likes.

ACTIONS:

Kristy to forward friends of groups and upcoming events to Jane for inclusion on website;

Draft website and Facebook article for inclusion in next newsletter.

RECOMMENDATION TO BOARD:

To adopt website advertisers at a rate of \$2/week (after establishing approved vetting process/policy)

4.4 SJ Food and Farm Alliance

Report tabled in meeting. Workshops and information sessions highlighted.

4.5 Peel-Harvey Biosecurity Group (PHBG) Update

Report update tabled in meeting;

- SJ landholder representative required for PHBG management Committee;
- State Government Agency representatives from DPaW and Water Corp. also required as network link for infestations on Agency controlled land;
- PHBG Operational Plan approved by DAFWA State Steering Committee;
- \$60 000 received from regional Shires and matched by DAFWA (\$20K each from Harvey, Murray and Mandurah), still awaiting contribution advice from Serpentine Jarrahdale and Waroona;
- Admin Officer to be employed on three month contract to progress establishment as soon as possible;
- Determination required on role of Landcare SJ including administration remuneration rate, wages of admin/weed officer and other legalities re: incorporation;
- Potential royalties for regions funding to be considered;
- DAFWA has been invoiced for \$5000 to cover initial costs of setup and three month contract for admin officer;
- Draft contract received;
- Landcare SJ record of hours to be maintained.

ACTION:

Forward to Board copies of PHBG draft MoU and employment contract to be considered at next meeting.

5.0 Financial report5.1 Financial Statements

Documents tabled and discussed in meeting:

- Jobs Profit and Loss July 2013 – May 2014;
- Bank Register 14/3/14 – 15/5/14.

Matters highlighted:

- Increase in grant funds resulting in current term deposits of \$227,000 all for short term at 3.5% p.a.;
- Wages costs covered with leave entitlements and uncommitted funds;

- Cockatube project income projected to achieve long term average of \$20 000 for 2013-14 year, much lower than last year.

5.2 Landcare Vehicle

Vehicle repair to injectors imminent, minimum cost \$2500;

6.0 **Human resources**

6.1 Work reports

Current work report for Francis Smit and Kristy Gregory and time sheet for Teele Worrell tabled in meeting.

6.2 Teele Worrell

RECOMMENDATION TO BOARD:

That Teele Worrell be offered a twelve month part time employment contract as a NRMO Support Officer for 13 hours per week at an annual salary of \$49,222 plus on costs commencing as soon as possible after June 2, 2014.

6.3 Performance Reviews

Performance reviews due for Kristy and Francis. Consider after Board Meeting on June 28th.

7.0 **Shire matters**

7.1 Update on MoU

Progress with previous MoU updated to reflect current projects and present to Board meeting.

7.2 Stewardship Program

Discussed above in Project report, to be removed from agenda.

7.3 Other matters

7.3.1 Shire Budget – Landcare SJ allocation

No clear indication provided on funding for 2014/15 year as yet.

8.0 **New business**

8.1 Document destruction

Currently shredding all documents older than seven years (except Annual Reports). Secure document destruction bins hired.

8.2 World Environment Day Conference 2014

Kristy will be presenting on Healthy Habitats project. This year costs are \$80 for community members. Healthy Habitats members are being supported through program with 50% refund on registration cost.

8.3 Whitby Development – Black Cockatoo forage habitat

RECOMMENDATION TO BOARD:

That the board makes a submission to the EPBC regarding loss of cockatoo foraging habitat in Whitby residential development

9.0 **Next meeting and close**

Next Meeting - Friday July 18, 2014, at 9.00am.

Meeting closed at 11.45 a.m.