

**MINUTES of the SERCUL Executive Committee Meeting**  
*held in the SERCUL Homestead meeting room, on*  
**Tuesday 29 January 2019**

**1. Meeting opened 9:00 am, Welcome and Acknowledgements: Pat Hart**

***Ngala kaaditj Noongar moort keyen kaadak nidja boodja.***

(We acknowledge the Noongar people as the original custodians of this land).

**2. Attendees and Apologies**

<b>Attendees</b>	<b>Title</b>
Pat Hart	Chairperson
Stephen Johnston	Deputy Chairperson
Felicity Bairstow	Treasurer
Kobi Bradshaw-Chen	Community
Amy Krupa	CEO - SERCUL
Monica Estrada	Business and Finance Manager - SERCUL
Dan Friesen	SERCUL
Matt Grimby	SERCUL
Jenni Lumsden	Minutes, Executive VA Australia
<b>Apologies</b>	
Marc Lane	Community

**3. Confirmation of Minutes of Previous Meeting**

**RECOMMENDATION:** That the minutes of the SERCUL Executive Committee meeting, held on Monday 26 November 2018, be received as a true and correct record.

**Moved:** Felicity Bairstow      **Seconded:** Stephen Johnston      **CARRIED**

**4. Business Arising from the Meeting held on Monday 26 November 2018:**

**4.1 Installation of State funded toilet upgrade, and disability parking signs from City of Gosnells for SERCUL Parking Area**

Amy reported that the building permit had been received prior to Christmas. Building would commence on 11 February. Meetings would be held this week to discuss logistical arrangements prior to commencement. Further work would be needed in relation to signage etc.

**Action:** In progress.

**4.2 Financial Reporting – SERCUL Tender Package (Jan 18)**

Testimonials have been received. Tender package to be updated in due course.

**Action:** In progress.

**4.3 Amazon Frogbit (Mar 18)**

**Action:** Completed. Remove from agenda.

#### 5.4 Environmental Services/Community Grants Managers' Update

**Action:** Completed. Remove from agenda.

#### 5.5 Budget Review

**Action:** Completed. Remove from agenda.

### 5.1 CEO's Report

#### Staffing

- Tarnisha Ogilvie has finished her apprenticeship and her contract with SERCUL working on the Booyi Cultural Program. Chelsea, Marie's daughter will be taking bookings for the program from now on in a voluntary capacity.
- Isabella Streckhardt has finished her Work for the Dole contract. We are working to get another WFD program so that Isabella can continue. If not then she will join the Green Team as she would be ideal to be a Supervisor for the Northlink Project.

#### Landcare

- Work for the Dole programs concluded in mid-December. We have approached two new providers to continue the program as our existing provider cannot continue. One has said no and the other is still considering our proposal.
- Woodlupine Brook Living Stream – two meetings have been held and the project is slowly progressing.
- Perth NRM Amazon Frogbit funding – work has started on this project. Dan has been conducting the management and consulting outcomes, Mel is working on the brochures and posters, Natasha has booked a site at the Perth Garden Festival and Rose has started the research component.
- Living Legacy – had a meeting with Trillion Trees and Bowra and O'Dea and then with Adin from Living Legacy. Both Trillion Trees and Bowra and O'Dea were very concerned about have a Living Legacy site in the Beckenham Open Space (BOS). Sercul has now decided not to go ahead with this site in the BOS. We looked at another site across from Yule Brook but WAPC have indicated that they would not support this on any of their land except in the BOS. Have spoken with Adin and he is going to look at other sites around Perth, possibly in Gosnells, and may engage us to manage the project as proposed in the BOS.
- Met with a couple who live near the confluence of Bickley Brook and the Canning River. The Brook is dammed here and Water Corporation has agreed to clear it. Chris Tallentire is keen to have a project in this area including a board walk as part of an election promise.

#### Monitoring and Research

- Caitlin has mostly completed the water quality sampling for all sites and is in the midst of writing the reports for the partners.
- Caitlin has been awarded a water quality monitoring and analysis Request for Quote for the City of Swan to the value of \$16,495 for a year.
- Caitlin will be submitted a Request for Quote to the City of Melville for Stormwater Guidelines. This would be a joint project with Brett Kuhlmann.
- Rose is continuing the monitoring component of the new National Landcare Grant and Lotterywest grant at Adenia Lagoon.

#### Education/Promotion

- Natasha has written the LGA Annual Nutrient Survey Report and Score Cards which were sent to the 31 LGA's of the Perth Region and other relevant stakeholders. For the first time in 18 years there has been media coverage of these results.

- Rose and I presented a Mozzie Wise webinar that was broadcast over Australia through the Australian Association for Environmental Education website. It was also recorded so that people could watch it later.
- Catchments, Corridors and Coasts – presented at and co-organised this three day environmental education course.
- Mel has been working on the website, posters and promotional material for the Booyi Program. She has also been working on a brochure for Bannister Creek Catchment Group and the Amazon Frogbit promotional material.

### **Community Capacity**

- Booyi Program – the last few aspects of the program are being finalised including teacher resource packs written by Deb Taborda. The funding needs to be spent by the end of January.
- Pat and I attended Christmas drinks at the City of Canning. A great opportunity to network with Mayors and MPs.

### **Operations**

- Have spent majority of time since Christmas dealing with the stolen vehicles and spray rig and associated insurance claims and police enquiries (see attachment).
- Toilet block –the Building Permit/Licence was issued in mid December. Building of the structure will commence on the 11<sup>th</sup> Feb 2019. Before then the toilet installer will need to do some ground work in preparation for installing the toilets. Meeting with builder and toilet installer on Friday onsite to finalise timelines. Plumber and electrician to be organised also and possibly disability access requirements dependant on funding.
- Submitted the Community Led Healthy Catchments Report to DBCA.

### **OHS**

- Insurance Claims – claim for two vehicles and spray rig through Global Transport Insurance and for stolen equipment, changing shed locks and padlocks and fixing fence through Vero Insurance.
- Incidents – John Maliunas hurt his finger while hand weeding. Was minor and after resting was able to continue. He will change how he hand weeds so that it doesn't happen again.
  - Dan Friesen slightly damaged the water trailer when it came off the tow ball and ran into back of the Courier. John to look at trailer and rebalance it so that it can't come off.
  - two stolen and burnt out vehicles and spray rig and associated damage to shed and compound fence.
  - Natasha Bowden climbed into the back of VW Caddy and the door closed and she couldn't get out. Was released 15 minutes later when her neighbour noticed her in the vehicle. From now on will make sure both side and back doors are open if need to get into the back and ensure that the back doors are locked open before entering.

### **Media**

- An article about SERCUL and Bannister Creek Catchment Group receiving State NRM grants (which will apparently eradicate Rainbow Lorikeets) was in the Canning Examiner, January 9<sup>th</sup> edition.
- An article about the Annual Nutrient Survey titled 'Swan and Canning river pollution: How does your council rate?' was on WA Today on 12<sup>th</sup> January 2019.
- An article about the Annual Nutrient Survey titled 'City of Bayswater and Vincent top Annual Nutrient Survey results for water and fertiliser management' was in the Canning Times, January 17<sup>th</sup> edition.

- An article about the Annual Nutrient Survey titled 'City of Canning's nutrient practices considered 'above average' by local government survey' was in the Canning Times, January 17th edition.
- An article about the Annual Nutrient Survey titled 'City of Cockburn 'above average' in Annual Nutrient Survey results for water and fertiliser management' was in the Cockburn Gazette, January 18th edition.
- An article about the Annual Nutrient Survey titled 'City of Perth a Dud' was in The Perth Voice, January 18th edition.

### **Upcoming**

- Swan River Trust Board Presentation
- SALP Funding Ceremony – presenting on behalf of South Region

**Action:** Amy to organise a meeting with Bowra & O'Dea to discuss funding issues for management of the site.

## **5.2 Chair's Report – Pat Hart**

Pat reported as follows:

- Visited SERCUL quite a few times over past two months, particularly in relation to the break-in over Christmas.
- Attended a sediment workshop recently.
- Promoted Bannister Creek sediment information on Facebook.
- Perth NRM – advised that the CEO wanted to meet all sub-regional groups. Sub-regional groups were not very keen on meeting with him.
- If Labour wins election there would be a need to start thinking of a big overarching project for the Swan Canning (through the State Government).

## **5.3 Break-in and subsequent outcomes**

The Nissan Navara (1GEU612) including a Dual Hose Spray Rig and Toyota Hilux (1DKE437) were stolen from the SERCUL Shed Compound on Friday, 21 December 2018 at 11pm. Four offenders jumped the barbed wire cyclone fence and jimmed open the external shed door, breaking the deadlock. They also jimmed open an internal shed door and a cupboard in the main shed. They located the locked key cabinet in the shed kitchen and jimmed this open. They then removed all the keys from the key cabinet and walked around the SERCUL compound and unlocked the Nissan Navara and Toyota Hilux. They then smashed through the fence of the compound using one of the vehicles (we presume the Nissan Navara which has a bull bar). The Nissan Navara was used in a ram raid at BWS on Carrington Street in Palmyra. Before this it seems that they dumped the spray rig and tool box near the Brixton Street Wetlands, just off Roe Highway in Kenwick.

The Nissan Navara was recovered on Saturday, 22 December in the morning after being set on fire at the end of Hope Road (accessed from Training Place) in Jandakot. The Toyota Hilux was recovered on Monday, 24 December in the morning after being set on fire in Higgins Park (near the carpark on Playfield Street), East Victoria Park. The spray rig and tools and equipment have not been recovered as they have been removed from the dump site by unknown persons. The tool box and some signs were recovered from the dump site.

Car keys were also stolen by the offenders for another Hilux that SERCUL owns, Reg No - 1DAO624. This vehicle has been rekeyed.

Insurance claims have been submitted and mostly settled for the following:

\* Equipment and tools stolen from the two vehicles, new locks on shed and padlocks and keys for compound

Total claim: \$4,394.73 exc GST (fence to be included in this)

\* Toyota Hilux - \$16,798.25 exc GST

\* Nissan Navara, Spray Rig and Tool box - \$34,241.10 exc GST

\* Rekeying Toyota Hilux (Reg No - 1DAO624) - \$800 exc GST

**Total Claims = \$56,234.08 exc GST**

We have purchased a Toyota Hilux valued at \$23,073.16 (inc GST). This vehicle has a canopy which will be ideal for the Northlink project and under tray tool boxes and water tank. Spent an extra \$4,595.09 (inc GST) on this vehicle from SERCUL funds.

A new spray rig will cost \$20,000 (inc GST) thus have \$17,000 (inc GST) (plus \$5,000 from SERCUL funds if needed) for another vehicle. We are currently looking for this vehicle.

Actions taken to prevent reoccurrence – Vehicle keys are now kept in the office in a locked key cabinet, two new heavy duty deadlocks are on the external and internal shed doors (much stronger than previous locks), anti-jimmy steel plates/cladding has been added to both doors, 'No Vehicle Keys Left on Premise' signs around the shed compound.

Actions still to be completed – mesh to be added to external shed door to make it stronger, bollards or trees to be put in garden beds around compound, and possibly add GPS trackers to all vehicles?

**Action: Amy to extend Exec Committees thanks and appreciation to John for going above and beyond.**

#### **5.4 Financial Reporting:**

Monica spoke to the following tabled documents:

- Bendigo Bank – Account Balances to 31 December 2018
- Open Invoices to 31 December 2018
- Profit & Loss Statement and Balance Sheet analyses December vs. November
- Profit & Loss Statement to 31 December 2018
- Balance Sheet to 31 December 2018
- Financial Performance July to December 2018

It was noted that a complete set of financial reports for period ended 30 November 2018 were also tabled but were not specifically discussed. These are included as attachments to the minutes.

Monica provided an overview of the current financial situation noting that the net profit for December was \$17,819, an increase of \$8,202 compared to the November period which was \$9,617. This was due mainly to an increase on landcare services sales.

**Action:** Given the current financial position, Amy was requested to explore the possibility of offering Isabella Streckhardt part time work as a way of retaining her for future projects.

**Action:** Stephen requested Monica's explanatory notes be circulated in advance of future meetings.

**RECOMMENDATION:** That the Financial Statements to 30 November 2018 and 31 December 2018 as presented be received.

**Moved:** Felicity Bairstow **Seconded:** Stephen Johnston **CARRIED**

## 5.5 Environmental Services/Community & Grants Managers Update

Dan tabled a list of projects and their current status and provided a comprehensive overview. Members congratulated Dan on the number of successful State NRM grants awarded. Some grants were a bit behind, including Bodkin Park – residents had presented a petition to the City of South Perth objecting to it. The project was due to be presented to the City of South Perth Council on 18 February and the funding body was aware of the situation. Dan would seek additional information from Felicity to support his case. There are currently 10 auspiced grants on the books. Generally this comprises purchasing plants and hosting a community event. State NRM had requested a revised budget (for next 15 months) for the large State NRM grant where we did not receive the full amount. Most of the grants were slowing down other than reporting.

Amazon Frogbit was a mess. Measurements had been taken recently. In June/July we had a new satellite image. Low infestation in July but in November the new map image had shown that it had spread to 3.7 ha of entire Little Rush Lake. This was equal to half of the water area of the lake. The City of Cockburn had given us a purchase order and had been using that plus the Frogbit grant. It was costing more than originally anticipated because it was growing so fast. Spraying has taken place and we were still battling it. There were a lot of unknowns. Another outbreak had appeared at Fountain or Oreole Park in the City of Swan. There was quite a mature infestation in a landscaped pond. It had gone into the drainage network and was on its way to Bennett Brook (although it was not yet there). There was an urgent need to get on top of this to prevent it getting away. Pat offered to assist if required. The CEO, City of Cockburn and Mayor want to write to the Minister to get a controlled status. Baileys Drain was still a problem – but much work had been done. The Belmont Drain had been hit hard. That infestation could go to Swan River (but would die because of the salt water). The City of Swan was managing the Noble Falls infestation. There had also been some Salvinia outbreaks in Emu Lake.

Matt tabled his Environmental Services report and discussed the Northlink 2019 Resource Allocation and Timing schedule. Members noted there would always be one

contract manager/supervisor on site full time.

Discussion also took place regarding the possibility of holding an office staff/Green Team function. Members considered this an excellent idea and Amy would arrange this for 22 February commencing at 1.00pm.

**Action:** Dan to seek additional information from Felicity Bairstow to support his case at Bodkin Park.

**Action:** Amy to organise an office/Green Team joint function for 22 February from 1.00pm.

**6. General Business** – members noted the schedule of meetings for 2019 circulated with the agenda.

**7. Next Meeting Date**

The next meeting of the Executive Committee is confirmed for **Monday 25 February 2019**.

Members noted that the next General Committee meeting would be held at the City of Belmont on **Thursday 14 February 2019**.

**11. Meeting Closure**

Pat thanked everyone for their attendance and declared the meeting closed at 11:45 am.

**ACTIONS ARISING FROM THIS MEETING**

Ref #	Action/Item	
4.1	<b>Installation of State funded toilet upgrade and disability parking signs from City of Gosnells for SERCUL parking area</b> In progress.	Amy
4.2	<b>Financial Reporting – SERCUL Tender Package (Jan18)</b> In progress.	Completed
4.3	<b>Amazon Frogbit (26 Mar / 23 Apr / 28 May)</b> Remove from Agenda.	Completed
5.4	<b>Environmental Services/Community &amp; Grants Managers Update</b> Remove from Agenda.	Completed
5.5	<b>Budget Review</b> Remove from Agenda.	Completed
5.1	<b>CEO's Report – Bowra &amp; O'Dea</b> A meeting to be arranged with Bowra & O'Dea to discuss funding for the Beckenham Open Space site.	Amy
5.3	<b>Break-in and subsequent outcomes</b> Amy to extend the Executive Committee's thanks and appreciation to John for going above and beyond in assisting	Amy

	with this incident.	
5.4a	<b>Financial Reporting – Isabella Streckhardt</b> Members requested Amy explore the possibility of offering Isabella part time work as a way of retaining her services for future projects.	Amy
5.4b	<b>Financial Reporting – Profit &amp; Loss and Balance Sheet Comparison Notes</b> Monica to be requested to make her Profit & Loss Statement and Balance Sheet comparison notes available prior to future meetings.	Monica
5.5a	<b>Environmental Services/Community &amp; Grants Managers Update</b> Dan to seek additional information in support of the Bodkin Park project from Felicity Bairstow.	Dan
5.5b	<b>Environmental Services/Community &amp; Grants Managers Update</b> An office/Green Team joint function to be arranged for 22 February commencing at 1.00pm.	Amy

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These Minutes accepted by:

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**Pat Hart**  
**Chair**

**Date:** \_\_\_\_\_