

MINUTES of the SERCUL Executive Committee Meeting
held in the SERCUL Homestead meeting room, on
Monday 25 February 2019

1. Meeting opened 9.05am

Ngala kaaditj Noongar moort keyen kaadak nidja boodja.

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

2. Attendees and Apologies

Attendees	Title
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
Jenni Lumsden	Minutes, Executive VA Australia
Apologies	
Marc Lane	Community
Matt Grimby	SERCUL

3. Confirmation of Minutes of Previous Meeting

RECOMMENDATION: That the minutes of the SERCUL Executive Committee meeting, held on Tuesday 29 January 2019, be received as a true and correct record.

Moved: Stephen Johnston **Seconded:** Kobi Bradshaw-Chen **CARRIED**

4. Business Arising from the Meeting held on Tuesday 29 January 2019:

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

Work has commenced.

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 CEO’s Report – Bowra & O’Dea (Item 5.1 January)

Amy advised a meeting had been held. Further meetings were being held to discuss other issues. No further funding available but Trillion Trees may provide volunteers to assist.

Action: Pat to write to Bowra & O’Dea seeking additional funding to assist with the site management.

4.4 Break-in and subsequent outcomes (Item 5.3 January)

Action completed. Remove from Agenda.

4.5 Financial Reporting – Isabella Streckhardt (Item 5.4a January)

CEO advised she had discussed employment possibilities with Isabella but she declined as she had been offered a full time position elsewhere.

Action completed. Remove from Agenda.

4.6 Financial Reporting – Profit & Loss and Balance Sheet Comparison Notes (Item 5.4b January)

Action completed. Remove from Agenda.

4.7 Environmental Services/Community & Grants Managers’ Update – Bodkin Park project (Item 5.5a January)

It was noted that Dan did seek information relating to Bodkin Park from Felicity.

Action completed. Remove from Agenda.

4.8 Environmental Services/Community & Grants Managers’ Update – Office/Green Team joint function (Item 5.5b January)

Action completed. Remove from Agenda.

5.1 CEO’s Report

Staffing

- Rose Weerasinghe has increased her hours by one day per week so that she can complete the research component of the Amazon Frogbit funding.
- Hosted a ‘Get Together’ with the office staff, Green Team and Executive as we often don’t get the chance to get together.

Landcare

- Work for the Dole program – the other provider that was considering our proposal has also said no. Thus there will be no WFD program. We will approach them again in the middle of the year to see if things have changed and they can go ahead with a program.
- Woodlupine Brook Living Stream – next meeting is on Wednesday. They are at the stage of redesigning existing plans.
- Perth NRM Amazon Frogbit funding – work is continuing on this project. Dan has been conducting the management and consulting outcomes, Mel is working on the brochures and posters and Rose has started the research component.

Felicity commented that aquarium retailers had said they couldn’t regulate sales of these plants. Pat proposed a press release to be issued regarding management

once brochures are available. Current spraying has been relatively successful and now there are only bits here and there but no visual infestation to make the impact.

- Met with Chris Tallentire on two occasions to look and discuss the election promise from Federal Labor on urban waterways. One occasion was a site visit to the Bickley Brook and nearby Canning River foreshore. The other occasion was a media opportunity with Hannah Beazley, candidate for Federal Swan; James Martin, candidate for Federal Hasluck and Mellisa Teede, candidate for Federal Canning at Hester Park.

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 sent budgets to the existing partners to consider for next financial year.
- Caitlin was successful with a Request for Quote to the City of Melville for Stormwater Guidelines to the value of \$11,000. This will 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 been responding to queries from LGA's about 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. The City of Perth, City of Canning and City of Swan have all requested feedback and have provided feedback on how to improve the survey.
- 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.
- Was on an Expert Panel looking at fertiliser behaviours that will be promoted in the GeoCatch area. We will be able to use the same messaging to make sure all groups/agencies are promoting the same messages.

Community Capacity

- Booyi Program – the last few aspects of the program are being finalised including teacher resource packs written by Deb Taborda.
- Bill Johnston came to SERCUL for photos around the State NRM grants. Pat and Dan also spoke to him about funding and other issues.
- Attended the Friends Group Expo hosted by the South West Group and promoted what support SERCUL can offer groups in our region.
- Presented to the Swan River Trust Board about how SERCUL operates. The other Sub Regional Groups will be presenting to the Board over the year.
- Presented at the SALP breakfast on behalf of six community groups from our region on their projects that were receiving funding.

Operations

- Toilet block - the toilet installer has done the ground work in preparation for installing the toilets and has installed the septic tank. He will finish installing the toilets once the structure is built. The builder has commenced the structure. Waiting on quotes

from plumber and electrician and need to look into cost of railing and signage for disability access requirements dependant on funding.

- Met with Bowra and O'Dea and Trillion Trees about this year and future year's groves. They are not happy with the survival rate in this year's grove. We have made the grove slightly bigger to include some mature plants, will water this year's saplings and will plant extra plants into this area this year. We also discussed extra funding but it was clear that no extra funding would be forthcoming. Trillion Trees offered to bring volunteers out to help with the groves.
- Had a meeting with Paul Bodlovich from Perth NRM who is looking at getting Lotterywest funding to help support the Sub Regions.
- Met with Tristan Duke from CVA to see is we can work together more.
- Attended the Sub Regional Chairs and Coordinators meeting.

OHS

- Insurance Claims – no claims.
- Incidents – Caitlin Conway reversed one of the spray rig vehicles into the carport and hit the shelving bending the back left corner of the tray. John was able to fix it so no insurance claim. Caitlin will not reverse into the carport any more.

Media

- An article about the Annual Nutrient Survey titled 'City low water mark' was in the Cockburn Gazette, January 22nd edition.
- An article about the Annual Nutrient Survey titled 'Cottesloe at the bottom for using fertiliser near the beach' was in the Western Suburbs Weekly, January 30th online edition.

Upcoming

- Productive Partnerships workshop

5.2 Chair's Report – Pat Hart

Pat reported as follows:

- Met with Chris Tallentire re pathways Bickley Brook, Royal Street. Constructed wetlands ~50 m to river. At Hester Park another one. How many more are there?
- Met with Bill Johnson State NRM Funding – money left over. City of Gosnells want an indoor sports stadium. Not many people live on this side. Thought urban funding for waterways could be used to possibly look at walkways Kent St Weir to Armadale. Have Marli Riverpark document as a template. If money from Hester Park left over perhaps could be spent on Gosnells river walkways. There was a hold up re Gosnells because of a couple of councillors not in favour. Were banking on development to get money.
- Visited Mary Carroli Park.
- Presented to SRT Board. Pat said need more advocacy for Amazon Frogbit. They sought an action plan but this has been around since 1994. Pat was disappointed at the Board's lack of knowledge of SERCUL work. Will write to SRT Chair and advise that two issues had been ongoing. Particularly the Sediment Task Force.
- The General Committee meeting at Belmont went really well.

- Hester Park – meeting with Federal candidates from Labor. Beautiful part of river.
- Sub regional chairs meeting with Rivers and Estuaries.
- Volunteer Week in May and opportunity to get \$1000 funding. Pat advised she had looked at booking the Governor, Kim Beazley, however he only speaks for 3-5 mins. Daughter is candidate for Swan. Perhaps could get Marissa Verma to do bush tucker cooking. Will get a quote.
- Pat obtained a comprehensive list of links to all grants available from an event held at the City of Armadale.

5.3 Break-in and subsequent outcomes

- The second vehicle has been purchased which is a 2013 Nissan Navara with a brand new tray. It cost \$20,339.54 exc GST.
- The spray rig has been purchased and is currently being transported from Queensland. The spray rig cost \$18,495 exc GST.
- The fence has been claimed through insurance. It costs \$761 exc GST to fix. Will be fixed in the next few weeks.

Thus received the following from insurance:

- Equipment and tools stolen from the two vehicles, new locks on shed and padlocks and keys for compound and fixing of fence
Total claim: \$5155.73 exc GST
- 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 = \$56,995.08 exc GST

- Thus SERCUL put in the following for each new vehicle:
Nissan Navara and Spray Rig - \$4593.44 exc GST
Toyota Hilux - \$4230.36 exc GST

Total extra SERCUL money = \$8823.80 exc GST

5.4 Environmental Services/Community & Grants Managers Update

Community & Grants Manager's Report

Dan reported that he was currently preparing paperwork for new projects. He had a very long day when he attended the City of South Perth council meeting (~14 hours). There were a couple of non-green councillors who would never be won over. However, 5-6 councillors did support the Bodkin Living Streams project. The staff wants to get everything in order before putting to Council for final approval. They were now looking at a project to convert the top pond as well. This would extend the scope of the living streams project. It may mean the City would need to put in additional funding.

Amazon Frogbit – all infestations SERCUL is managing are OK. The weed is still present but now reduced to maintenance. SERCUL was spraying all weeds along the mudflats at Little Rush Lake. It was great getting volunteers across it. CVA posted on their webpage and this needs to be shared.

Environmental Services Report

Dan tabled the following and spoke to Matt's report in his absence.

Over February there had been full time work available to all Green Team staff. They have worked based on their availability and have always completed the contracted hours as a minimum. The availability of full time work for all Green Team staff is expected to continue for March.

Summary of February works:

- City of Fremantle additional weed control work
- City of Nedlands
 - Ongoing weed control maintenance of reveg projects on river foreshore
- AGLG – weed control at various sites
- Water Corp – Frogbit control at Baileys, Bayswater and Belmont Main Drains. Bayswater appears to still Frogbit free.
- City of Cockburn
 - Little Rush Lake Frogbit control
 - Harmony Lake Hydrocotyle bonariensis control continued
- City of Armadale – Ballannup Drain Maintenance
- State NRM Grants
 - Blue Gum Lake and Booragoon Lake weed control
 - Wireless Hill weed control
- BCCG weed control at Bannister Creek
- Swan Canning River Recovery Program – Hydrocotyle and other weeds control at Wilson Lagoon and Canning River
- City of Swan – Emu Lake Salvinia control and Fountain Park frogbit control
- City of Swan – frogbit control at Fountain Park and Oriole Park

Upcoming work for March:

- City of Swan – Continue Emu Lake Salvinia control, Fountain Park frogbit control
- City of Fremantle – Continuing control of summer weeds
- City of Cockburn
 - Little Rush Lake frogbit control
 - Harmony Lake Hydrocotyle bonariensis control
- AGLG – weed control on reveg sites
- City of Nedlands – Erosion control at Foreshore sites and Swanbourne Estate
- City of Armadale – Weed control at Ballannup Drain
- BCCG – Bannister Creek Weed Control
- Swan Canning River Recovery Project – Canning River Hydrocotyle control
- SERCUL projects – weed control at Adenia Lagoon, Bull Creek, Lakewook, Forrestdale Nature Reserve
- DBCA – Woody weed control in Canning River Regional Park

Tenders / quotes update:

- City of Gosnells 3 years Natural Areas Maintenance – we decided not to go for this as it would have required purchasing another spray rig and employing more staff to meet this capacity
- City of Wanneroo – 3 years Revegetation Planting – we decided not to go for this as we would have had to hire additional staff to meet this capacity
- DBCA – Canning River Regional Park woody weed control – we were successful in this - \$25,000 to treat all woody weeds in CRRP
- City of Nedlands weed control contract is being renewed for 2019
- Have submitted proposal to PNRM for ongoing work at Forrestdale Nature Reserve. They will in turn submit to Federal Govt.

Northlink:

- Have organised a quote to get a new trailer that comes with racks so John won't need to install racks.
- John has organised a quote from Beacon Equipment for new augers – he was able to negotiate a discount.
- John is organising the installation of flashing beacons, two way radio and reversing croaker on the vehicles, which is a requirement. Increasingly needing amber beacons at local government depots too, so a useful thing to have ongoing.

5. Financial Reporting:

Monica spoke to the following tabled documents:

- Bendigo Bank – Account Balances to 31 January 2019
- Open Invoices to 31 January 2019
- Executive Report - Profit & Loss Statement and Balance Sheet analyses January vs. December
- Profit & Loss Statement to 31 January 2019
- Profit & Loss Statement comparison 31 January 2019 vs 31 January 2018
- Balance Sheet to 31 January 2019
- Balance Sheet comparison 31 January 2019 vs 31 January 2018
- Financial Performance July 2018 to January 2019

Monica discussed the Profit and Loss Statement and the variations – see Attachment 3 – Executive Report for detailed explanatory notes. Net profit increase to \$60,725 compared to \$17,694 in December. Next month net profit would be reduced owing to insurance settlement for vehicle and purchase of new one.

Likewise Monica discussed the Balance Sheet and the variations – see Attachment 3 – Executive Report for detailed explanatory notes. This also included Open Invoices explanation and total cash at bank, the latter reflecting a healthy cushion of \$587,774.93.

Monica addressed the budget – financial performance from July 2018 to January 2019 – good performance actual vs budget.

Action: Amy to look at when current lease on SERCUL premises in Horley Road, Beckenham is due for renewal. What would happen if SERCUL was forced to relocate – what would be the anticipated costs of relocation?

RECOMMENDATION: That the Financial Statements to 31 January 2019 as presented be received.

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

6. General Business

Nil.

7. Policies and Procedures

Monica was currently redrafting financial policy documentation. Most important policies should be included in the annual report. A checklist had been provided by the Australian Charities and Not For Profit Commission and Monica was working to that to ensure SERCUL was compliant.

All revised policies and procedures would need to be submitted to Executive no later than April for approval and submitted to May General Meeting for final endorsement.

8. Next Meeting Date

The next meeting of the Executive Committee was confirmed for **Monday 25 March 2019**.

The April Executive meeting would be rescheduled to Monday, 29 April 2019.

9. Meeting Closure

Pat thanked everyone for their attendance and declared the meeting closed at 11:15 am.

ACTIONS ARISING FROM THIS MEETING

Ref #	Action/Item	
4.1	Installation of State funded toilet upgrade and disability parking signs from City of Gosnells for SERCUL parking area In progress.	Amy
4.2	Financial Reporting – SERCUL Tender Package (Jan18) In progress.	Amy
4.3	CEO's Report – Bowra & O'Dea (5.1) Pat to write to Bowra & O'Dea seeking additional funding to assist with site management.	Pat

4.4	Break-in and subsequent outcomes (5.3) Completed remove from Agenda.	Completed
4.5	Financial Reporting – Isabella Streckhardt (5.4a) Completed remove from Agenda.	Completed
4.6	Financial Reporting – Profit & Loss and Balance Sheet Comparison Notes (5.4b) Completed remove from Agenda.	Completed
4.7	Environmental Services/Community & Grants Managers Update (5.5a) Dan to seek additional information in support of the Bodkin Park project from Felicity Bairstow.	Completed
4.8	Environmental Services/Community & Grants Managers Update (5.5b) An office/Green Team joint function to be arranged for 22 February commencing at 1.00pm.	Completed
5.5	Financial Reporting – SERCUL Lease at Horley Road Amy to look at when current lease on SERCUL premises in Horley Road, Beckenham is due for renewal.	Amy

These Minutes accepted by:

Pat Hart
Chair

Date: _____