

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

1. Meeting opened 9.00am

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

3. Confirmation of Minutes of Previous Meeting

RECOMMENDATION: That the minutes of the SERCUL Executive Committee meeting, held on Monday 25 February 2019, be received as a true and correct record.

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

4. Business Arising from the Meeting held on Monday 25 February 2019:

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

Amy reported that the electrician would be completing electrical work today. Plumbing had been completed and the toilets installed. The ramp would need to be fixed up to provide wheelchair access. Completion of the project will take it well over budget. Discussions had taken place with City of Gosnells in relation to disabled parking. The council had advised no dedicated disabled parking would be required. However, bay could be converted to disabled by SERCUL staff. Future reports on progress would be covered in the CEO's report.

Action: Remove from agenda.

4.2 Financial Reporting – SERCUL Tender Package (Jan 18)

The SERCUL tender package would be completed time permitting.

Action: In progress.

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

Action: Completed. Remove from agenda.

4.4 Financial Reporting – SERCUL Lease at Horley Road (Item 5.5 February)

Amy reported the lease expires 31 December 2021. SERCUL would progress lease renewal of a further five years towards the end of 2020. Follow up with WAPC would take place in the 12 months prior to expiry.

Action: Remove from agenda.

5.1 CEO's Report

Staffing

- Farina Gandadjaja has increased her hours by five hours/week to 15 hours/week as 10 hours was not enough to get everything done.
- John Maliunas is still working three days one week and four the next but is being paid full time. The extra three days/fortnight are being paid from his long service leave which he is due to take and will decrease SERCUL's liability.

Landcare

- Woodlupine Brook Living Stream – next meeting is on Wednesday. The project is progressing with a contractor to update the plans to be appointed soon. DWER had \$50,000 to contribute to the project which needs to be spent this financial year so timelines have been brought forward.
- We will be putting in an EOI for the Federal Liberal's Communities Environment Program to do some work on the small wetland near Roe Hwy that leads into the Horley Road Wetland. Karl Karu has offered to help with this.

Monitoring and Research

- The City of Bayswater have indicated that they will be going ahead again with water quality monitoring next financial year.
- Caitlin has been working on the Melville Stormwater Guidelines with Brett Kuhlmann which are due to be completed in April.
- Rose and Caitlin quoted on a monitoring project in a constructed wetland near Champion Lakes for AGLG which was successful to the value of \$5000. This will include mosquito, macroinvertebrate and water quality monitoring.
- Rose has completed the filling in of the pools where mosquitoes breed at Adenia Lagoon as part of the Lotterywest grant. Post monitoring will now occur.

Education/Promotion

- Cities of Bayswater, Belmont and Town of Bassendean will fund Mozzie Wise incursions to schools in their Council area to the end of the financial year. Rose and Tash present these sessions.
- Amazon Frogbit brochure and poster has been developed and is currently being printed in time for the Perth Garden Festival where Amazon Frogbit will be the focus.
- Mel has finished working on the website, posters and promotional material for the Booyi Program. She has also completed the brochure for the Bannister Creek Catchment Group and the Amazon Frogbit promotional material.

Community Capacity

- Booyi Program – the last few aspects of the program have been finalised including teacher resource packs written by Deb Taborda. The final report and acquittal are currently being written and will be submitted to State NRM by the 1st April.
- Presented at the Productive Partnerships workshop hosted by the South West Group and promoted what support SERCUL can offer groups in our region so that they can work with land owners better.

Operations

- Toilet block – the builder has nearly finished the structure with a few finishings left to complete – door handles and locks, kick boards, ramp. The toilet installer has installed the toilets and connected everything to the septic tank. The plumber has installed the hand basins and connected water to the building. The electrician is coming today to connect electricity to the building, install lights and powerpoints so that the toilet fans and high level septic tank alarm can be plugged in. City of Gosnells then needs to inspect toilets before they can be used. Need to look into cost of railing and signage for disability access requirements dependant on funding. Toilet block also needs to be painted. So far we are -\$817.64 exc GST over budget but this does not include the digging on the trench for the electricity cable (approx. \$500 - \$1000) and the extension of the ramp (first quote from builder was \$7000 but we cannot afford this!).
- Met with Bowra and O’Dea and Trillion Trees about extra funding for John to manage the Memorial Groves. Currently the funding is about half a day a week. Putting together a proposal and a work plan to present to them in the coming weeks. Trillion Trees offered to bring volunteers out to help with the groves.
- Reviewed and worked with Monica on the Finance Policy and Procedures.
- Break in Update – the fence at the shed compound has been fixed and the new spray rig has arrived.

OHS

- Insurance Claims – Russell Walczak has put in a Workers Comp claim for RSI/tennis elbow due to spraying.
- Incidents – None

Media

- An article about SERCUL receiving State NRM funding for Booragoon and Blue Gum Lake was in the February 26th edition of the Melville Times.
- An article about SERCUL and Bannister Creek Catchment Group receiving State NRM funding was in the 13th March edition of the Canning Examiner.

Upcoming

- Melissa Price, Federal Environment Minister visit to SERCUL

Action: Amy to ensure staff are aware of the requirement for prescribed breaks when undertaking repetitive work. This issue to be brought up at toolbox meetings.

5.2 Chair's Report – Pat Hart

Pat reported as follows:

- Met with Stephen to discuss possible changes to our governance.
- Attended Sediment Task Force meeting – has been going since 2014 yet only 21 meetings - very frustrating the slow pace. 18 months sediment science progress report tabled.
- Met with Mel to work through funding application details for Volunteer Week.
- Wrote one page overview of Canning River Catchment and sent to local Federal Labor member Matt Keogh who forwarded copy onto three other Labor candidates in Canning Catchment.
- Spoke to Callan Tree, Policy Advisor for Matt Keogh, who was writing a submission to the Shadow Minister for the Environment, Tony Burke, for funding for Canning Catchment and was using my information sheet. Asked what project and I advised once funding was approved it would be worked through on a whole of catchment approach. I said we need big money so have asked for \$2M.

As a follow up Callan emailed Pat to ask who was Perth NRM as they had received a letter requesting a meeting to discuss NRM issues in his region- and mentioned the \$200 Million Labor commitment to urban waterways. I advised Callan who they were and said that I was extremely disappointed that they had not approached either AGLG who had been working along the Canning River and its tributaries for 22 years or SERCUL. They were bypassing community again – top down approach... Callan agreed.

- Met with Bowra and O'Dea and Trillion Trees reps re additional funding to manage older sites in the Memorial Grove. Strong interesting meeting – outcome - SERCUL to submit details of costs required – meet again in a month. Trillion Trees say they can manage sites with volunteers – we advised if they did they would need to organise and provide supervisors.
- Concerns that the Federal Liberal party has not given any information on the Communities Environment Grants EOI that are due on 27 March. Information that Amy put up on our Facebook encourages community groups to look up their local federal members' websites for details – unfortunately no details on Labor sites. Have advised community groups to take copy of EOI on Liberal Party sites and take it to their local Labor members. Been in touch with WA Landcare Network who are following this up.

5.3 Environmental Services/Community & Grants Managers Update

Environmental Services Report (Matt Grimbly)

Over March there had been full time work available to all Green Team staff. They had worked based on their availability and had always completed the contracted hours as a minimum. April was looking like work may be slowing a bit, but there would be enough work to meet contractual obligations to staff but there may not necessarily be full time availability of work.

Summary of March works:

- City of Fremantle additional weed control work
- 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
 - Bull Creek – woody weed and blackberry control
- BCCG weed control at Bannister Creek
- City of Perth – maintenance work at Point Fraser
- Swan Canning River Recovery Program – Hydrocotyle and other weeds control at Wilson Lagoon and Canning River
- City of Swan – Emu Lake *Salvinia* control. This is getting close to reaching the target of eradication.
- City of Swan – frogbit control at Fountain Park and Oriole Park. This is getting close to reaching the target of eradication.
- DBCA – woody weed control in Canning River Regional Park.

Upcoming work for April:

- 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, Forrestdale Nature Reserve
- DBCA – Woody weed control in Canning River Regional Park

Tenders / quotes update:

- SUEZ had asked us to quote on supply and installation of 50,000 plants at Shale Road landfill in Cardup for this year. We would need to make sure we hired enough staff at the same time as NorthLink in order to cover this extra work.

NorthLink:

- Trailer had been ordered.
- Planting equipment ordered from Strata Green

- John had organised a quote from Beacon Equipment for new augers – he was able to negotiate a discount.
- Vehicles had been fitted with safety gear and been signed off on by GNC.
- Advertising for casual staff would appear this week on NRM Jobs and Seek.

Injuries:

- Russell had RSI in his arms and hands, he was applying for workers compensation and was having the next fortnight off.
- Dan M had carpal tunnel in his hands and forearms – he was managing this with light duties.

Community & Grants Reports (Dan Friesen)

New State NRM Grants

- Conditions had been submitted for all except one for which we were still awaiting letter of commitments from local governments. An extension had been granted in order to accommodate the speed at which local government operates.
- Awaiting Project agreement forms to be opened.

Old State NRM Grants

- Woodman Point – extension provided to complete mapping – mapping now completed and acquittal would be submitted by April 2nd.
- Yelakitj Moort grant completed. When last discussed with Mel she said she had plenty of time to complete the final report.

Amazon Frogbit Grant

- All Amazon frogbit sites are at low levels of infestation with lower levels of maintenance now required.
 - Recently contemplated trying to see if volunteers could be attracted for an “Amazon frogbit volunteer task force” to get regular volunteers to help with hand weeding infestations where appropriate.

New SALP Grants

Auspecting grants for

- Friends of Harrisdale
- Friends of Paganoni Swamp
- Friends of the Spectacles
- WWAG – (possibly)
- Friends of Wireless Hill (possibly – yet to confirm)

Still discussing possible SERCUL applications.

Coast Care application

Partnering with City of Fremantle / CVA in a CVA grant application for a Leighton Beach application.

Bodkin Park Living Stream Project

New survey and new design in progress to adjust project to meet community concerns. Project delayed till at least November. Funding body (PNRM has been involved in this process and was aware of project delays).

Grants register tabled, discussed and attached to the minutes.

5.4 Discussion re changes to governance

Stephen advised there was a need to look at governance procedures for SERCUL.

He was currently reviewing the Constitution and had removed responsibilities delegated to the Association committee as the Executive committee mainly do these.

He tabled a document on the role of the board and the practice of directorship.

There would need to be a discussion about what members were to SERCUL. General meetings don't have governance role. However, this committee would still need to have some input as important that decisions aren't made from the top down.

Discussion was required around how a board structure would work to ensure time for dealing with strategic issues. It was setting the direction for this organisation. This would need to be sorted for the AGM in October. The role of the General Committee needed to be agreed and the Constitution updated accordingly.

Members were requested to read the tabled documentation. Members noted that the SERCUL Public Environment Fund – Terms of Reference – were part of Constitution.

Action: Stephen Johnston to circulate his proposal to provide an overview of ideas prior to further discussion at the April Executive meeting.

5.5 Financial Reporting:

Monica spoke to the following tabled documents:

- Bendigo Bank – Account Balances to 1 March 2019
- Open Invoices to 28 February 2019
- Executive Report – financial reports
- Profit & Loss Statement to 28 February 2019
- Profit & Loss Statement comparison 28 February 2019 vs 28 February 2018
- Balance Sheet to 28 February 2019
- Balance Sheet comparison 28 February 2019 vs 28 February 2018
- Financial Performance July 2018 to February 2019

Monica referred to the open invoices and noted that PNRM were still outstanding. The net profit for the month was \$52,844 a decrease since January of \$7,879. The reason was that less invoicing for Services Landcare had been undertaken compared with the steady Services Landcare direct labour cost for July 2018 to February 2019.

RECOMMENDATION: That the Financial Statements to 28 February 2019 as presented be received.

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

5.5a Change to Bank Account Signatories

Monica explained that it was important for Farina Gandadjaja to be able to operate SERCUL bank accounts.

RECOMMENDATION: That Farina Gandadjaja be a signatory to the SERCUL Bank Accounts as listed below:

Account Name	Account Number	Access Type
Working Account	136 248 010	Full Access
Social Investment Deposit Account	155 528 896	Full Access
Credit Card Account	693 807 711	Full Access
Term Deposit Account	136 641 388	Full Access
Term Deposit Account 2	141 340 877	Full Access
Public Environmental Fund	147 844 088	No Withdrawals

Moved: Felicity Bairstow **Seconded:** Kobi Bradshaw-Chen **CARRIED**

5.5b Assets – Patio and Toilet Block

Monica noted that any improvement to lease could only be depreciated by the length of the lease (up to 31/12/2021). However, since the patio could be disassembled and assembled again if SERCUL moved its premises, it could be depreciated for 20 years, but considering the costs of that operation and the potential value of the patio at the moment of moving, it is recommended that the structure would remain in situ.

Considering that the patio was finished in the last financial year (FY17-18) and it was not recognised as an asset and was not depreciated, to do it now would cause a modification of the audited year and the accountant and auditor recommended to not do this. If it had been depreciated, the current value would be \$10,437 and the depreciation would be \$10,111. Therefore the patio won't be depreciated at all and not considered as an asset on the balance sheet.

The toilet block will be depreciated from the day it is ready to be used up to the end of the current lease. However costs incurred in the last financial year, around \$3,000, won't be included in the total cost of the asset for the reason explained above. Insurance was being organised to cover the toilet block.

Peppercorn lease – this was not required to be included as an asset in balance sheet.

It was considered that volunteer contributions should be included in the balance sheet – a decision on this could be made later.

6. General Business

Nil

7. Policies and Procedures

Monica reported that the Auditor would conduct a full review of the amended Policies and Procedures for \$800. These would be presented to members at the 29 April meeting. As soon as amendments were available they would be circulated for review. They would be presented to the May General meeting for approval. The Australian Charities and Not for Profit Commission required that all SERCUL Policies and Procedures be compliant with their requirements.

The role of the Treasurer in the current Constitution needed to be checked and amended as necessary. Some functions could be delegated to finance staff.

8. Next Meeting Date

The next meeting of the Executive Committee was confirmed for **Monday 29 April 2019**.

9. Meeting Closure

Pat thanked everyone for their attendance and declared the meeting closed at 11:10am.

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 Further updates would be included in the CEO's report. Remove from Agenda.	Closed
4.2	Financial Reporting – SERCUL Tender Package (Jan18) The tender package would be completed time permitting. In progress.	Amy
4.3	CEO's Report – Bowra & O'Dea (5.1) No further action required. Remove from Agenda.	Closed
4.4	Financial Reporting – SERCUL Lease at Horley Road (5.5 Feb19) No further action required. Remove from Agenda	Closed
5.1	CEO's Report – Workers' Compensation Claims Staff to be reminded that prescribed breaks were required when undertaking repetitive work. The issue also to be raised at toolbox meetings. In progress.	Amy
5.4	Discussion re changes to governance Proposal to provide an overview of ideas to be circulated for consideration and further discussion at the April meeting.	Stephen

These Minutes accepted by:

Pat Hart
Chair

Date: _____