

MINUTES of the SERCUL Executive Committee Meeting
held in the SERCUL Homestead meeting room, on
Monday 29 April 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 March 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 March 2019:

4.1 Financial Reporting – SERCUL Tender Package (Jan 18)

Amy reported there had been no further action to date.

Action: In progress.

4.2 CEO’s Report – Workers’ Compensation Claims (5.1 Mar 19)

Amy advised that the need for staff to be reminded whenever repetitive work was required had been brought up at a recent toolbox and staff meeting. Staff would be reminded of the need to take regular breaks as and when the need arose.

Action: Completed. Remove from agenda.

4.3 Discussion re changes to governance (5.4 Mar 19)

Stephen to discuss this at general business.

Action: To be discussed during general business. Remove from agenda.

5.1 CEO's Report

Staffing

- Kylie Hosking, LGSWA Education Officer, had resigned and her last day was 29 April. AAEEWA were waiting to see if their grant application to the City of Cockburn was successful for another two years of funding. If it was then we would need to employ another Education Officer to replace Kylie.
- Casual Planting Officers for NorthLink project – had been advertised with applications closing today.
- Held a special staff meeting with all staff around issues (or perceived issues) with Dan Friesen. Some staff had held a secret meeting to discuss and document all of their issues with Dan. The meeting addressed that holding these secret meetings was not ok, there was a policy and procedure around complaints management which all staff had the opportunity to provide feedback on and that the CEO would be working with Dan after Easter to address their concerns.

Landcare

- Woodlupine Brook Living Stream – next meeting was in a few weeks when we would be meeting with Kalamunda's Landscape Architect to work on the concept design.
- We put in an EOI for \$20,000 for the Federal Liberal's Communities Environment Program to do some work on the small wetland near Roe Highway that leads into the Horley Road Wetland. Karl Karu had offered to help with this.
- Tony Burke from Labor had announced \$2 million for the Canning River if they were elected.
- City of Swan had accepted a quote from us to prepare a concept plan for a bush tucker themed rehabilitation project in Ellenbrook for \$2000.

Monitoring and Research

- Caitlin had been working on the Melville Stormwater Guidelines with Brett Kuhlmann which had now been submitted.
- Whiteman Park had indicated that they would be engaging SERCUL for water quality monitoring again next financial year.
- Rose had engaged Brett to help with levelling of channels where mosquitoes breed at Adenia Lagoon as part of the Lotterywest grant. Post monitoring was now also occurring.
- Rose was also working with DBCA to overcome a drainage issue in the Adenia Lagoon site where freshwater coming down the drains was impacting on the salt marsh area where salt tolerant species were to be planted as part of the National Landcare Program grant.

Education/Promotion

- Natasha had a display at the Perth Garden Festival where Amazon Frogbit was the focus. Had a great response. She had also been presenting lots of school talks.
- Have started selling the new Noongar Symbols posters that Mel designed in consultation with Marie Taylor through the Booyi Program. In the first few days of advertising them on Facebook we had over \$800 in poster sales and over 6200 people reached on Facebook!

- Natasha and I attended a Facebook workshop so that we could use this social media platform more effectively.
- Mel had completed a pull up banner for the Bannister Creek Catchment Group, had been updating the SERCUL website and had been developing a logo for the Cockburn Community Wildlife Corridor.

Community Capacity

- Booyi Program – the final report and acquittal had been submitted to State NRM.
- Presented to the Perth NRM Board about what we do.
- Met with Bowra and O’Dea and Trillion Trees about extra funding for John to manage the Memorial Groves. Currently the funding was about half a day a week. A proposal and work plan were presented to them asking for an extra \$10,000/year. They indicated that they may be able to increase it by \$5000/year and Trillion Trees could bring volunteers out to help with the groves.
- Had started working with Friends Groups in the South West Group area as part of the Myer Foundation grant.
- Jane Chambers from NatureLink Perth came and spoke at the staff meeting about this new initiative and how we could work with them.

Operations

- Toilet block – the builder had now finished the structure including the ramp extension. John had installed the disabled railing in the toilet and toilet roll holders, etc. The City of Gosnells now needed to inspect toilets before they could be used. Haven’t done the railing on the ramp or signage for disability access requirements. Would leave that for the moment as don’t have funding. The toilet block also needed to be painted. So far we were -\$4720.37 exc. GST over budget (including spending the \$5000 from SERCUL donations). Had received two quotes for painting with the cheapest being \$2860 inc. GST. The question was do we get it professionally painted or do it ourselves?
- The big holes in the tracks around the Beckenham Open Space that turn into big puddles over winter had been filled in by WAPC.
- Tim Frodsham, one of the Green Team members, put in a grant to get solar panels.

OHS

- Insurance Claims – Russell Walczak has had his Workers Comp claim accepted and was working shorter days. It looks like it may just be a strain and he should be back to full fitness within six weeks.
- Incidents – Dan Friesen was driving the new Hilux on Leach Highway with the water trailer behind when had to slam on breaks to avoid a car in front that had slammed on their breaks in wet weather. He ended up fish tailing across the Highway and ended up facing the wrong direction. The only damage was to the car which was a flat tyre.
- Young woman seen in the SERCUL carpark looking into car windows. Cat and Jose confronted her and she left.

Media

- Pat did a radio interview on 6PR Afternoons with Carl O’Callaghan about the \$2 million urban waterways announcement from Labor for the Canning River.

Upcoming

- Volunteer Afternoon Tea – 26 May, 2.00pm at CREEC.

RECOMMENDATION: That the quote of \$2,860 (incl. GST) from GJW Painters to paint the toilet block be accepted.

Moved: Felicity Bairstow

Seconded: Stephen Johnston

CARRIED

5.2 Chair's Report – Pat Hart

Pat reported as follows:

- After lots of lobbying by SERCUL, Labor committed \$2m to Canning River if they were elected. Amy and I had photos taken with politicians and article/ photo in The Examiner.
- Amy, Stephen and I attended Perth NRM Board meeting and gave presentation. Only Chair and two Board members were present (one having to leave for a funeral 15 minutes into presentation), another Board member attended on phone but he did not speak and was not asked any questions and could be heard hanging up about 15 minutes prior to finishing our presentation. I believe those present were overwhelmed with SERCUL's presentation. We were not overwhelmed with their presence.
- Amy, Stephen and I had second meeting with Bowra & O'Dea and Trillion Trees to discuss an increase in funding and funding to cover management of older sites. Trillion Trees would send through a plan how they intended to manage these sites for this year. We advised if not satisfactory we would seek funding to do. Bowra & O'Dea to consider increase funding and would advise.
- Met with Amy a number of times to discuss SERCUL items.
- Met with Mel twice to organise Volunteer Afternoon tea event to be held Sunday, 26 May 2019.

5.3 Environmental Services/Community & Grants Managers Update

Environmental Services Report (Matt Grimby)

Matt responded to questions on his circulated report below.

Over April 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. North Link and City of Fremantle weed control would begin in May so there was full time work secured and booked in for all Green Team staff until at least September.

Summary of April 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 be Frogbit free.
- City of Cockburn
 - Little Rush Lake had been Frogbit free for the past month.

- City of Armadale – Ballannup Drain Maintenance
- City of Gosnells – Rubbish removal at Holmes St Bushland
- City of Nedlands – brushwalling to prevent foreshore erosion at Point Resolution
- State NRM Grants
 - Blue Gum Lake and Booragoon Lake weed control
 - Wireless Hill weed control
 - Bull Creek – woody weed and blackberry control
 - Adenia saltmarsh 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. This was getting close to reaching the target of eradication.
- City of Swan – Frogbit control at Fountain Park and Oriole Park. This was getting close to reaching the target of eradication.
- DBCA – woody weed control in Canning River Regional Park – completed control of all woody weeds and blackberry in CRRP.

Upcoming work for May:

- City of Swan – Continue Emu Lake Salvinia control, Fountain Park Frogbit control
- City of Fremantle – Begin winter weed control contract
- City of Cockburn
 - Little Rush Lake Frogbit monitoring and control if necessary
 - Harmony Lake *Hydrocotyle bonariensis* control
- AGLG – weed control on various reveg sites
- City of Nedlands – Erosion control at Milyarm Rise and Birdwood Parade
- City of Armadale – Ballanup Drain weed control and rubbish collection
- Swan Canning River Recovery Project – Canning River Hydrocotyle control and control of other weeds
- SERCUL projects – weed control at Forrestdale Nature Reserve
- Begin North Link Project – direct seeding component.

Tenders / quotes update:

- Had submitted quote to SUEZ for installation of 50,000 seedlings at Shale Rd landfill for winter 2019.

Northlink:

- All equipment and materials had been delivered and / or ordered.
- Advertising for casual contracts closed today.
- Shortlisting would be completed this week and interviews and appointment would be completed in next fortnight.

Injuries:

- Russell had RSI in his arms and hands. He now had a return to work plan that had gone through Workers' Comp.

- 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

- Small Grants commenced.
- Large Grants re-kicked back into conditions stage to address changes in time frames and changes in in-kind contributions (i.e. no Work for the Dole team). Was expecting to recomplete conditions by early May.

Old State NRM Grants

- Woodman Point –acquitted
- Yelakitj Moort/Booyi grant - acquitted
- All Amazon Frogbit sites were at low levels of infestation with lower levels of maintenance now required.
 - Had recently contemplated trying to see if volunteers could be attracted for an 'Amazon Frogbit Volunteer Task Force' to attract regular volunteers to help with hand weeding infestations where appropriate.

New SALP Grants

No applications on behalf of SERCUL

Auspiced grants for:

- Friends of Harrisdale
- Friends of Paganoni Swamp
- Friends of the Spectacles
- WWAG
- Friends of Wireless Hill

5.4 Financial Reporting:

Monica spoke to the following tabled documents:

- Bendigo Bank – Account Balances to 31 March 2019
- Open Invoices to 31 March 2019
- Executive Report – financial reports
- Profit & Loss Statement to 31 March 2019
- Profit & Loss Statement comparison 31 March 2019 vs 31 March 2018
- Balance Sheet to 31 March 2019
- Balance Sheet comparison 31 March 2019 vs 31 March 2018
- Financial Performance July 2018 to March 2019

Monica discussed her report to executive on the state of financials for March 2019. Net profit for March was \$91,160 up by \$38,319 compared to February 2019. The gross profit to March was \$73,375, 20% higher than in March 2018 mainly due to an increase in landcare services sales and a decrease in costs of two areas of delivery (Monitoring and Research and Community Capacity).

Members requested a slight variation to how the report was submitted to show clearly what was built into Landcare Services, Environmental Services etc.

Members agreed that any large projects (over \$100,000) should be discussed at Executive before any contracts were accepted to ensure SERCUL had capacity to provide oversight of delivery. Needed to use these as an opportunity for succession planning. There may be an opportunity for an increase in the salary component of some existing staff.

In relation to the balance sheet, total equity had decreased by \$38,369. SERCUL's cushion had decreased by \$45,539 – this could not be sustained on a long term basis. This year we would use more of the cushion but this would be recouped from North Link project as funds would not be received until 2019-20.

SERCUL was expecting over \$500,000 during next three months from a variety of projects.

Members queried why there was a difference between predicted budget and actual services delivered resulting in a decrease of 26%? This issue to be investigated and members advised.

It was suggested that Matt and Dan should receive the financial statements to give them an overview of how the budget was tracking against actual.

Project managers needed to provide variation reports to the Finance Manager. The budget should be double checked each quarter to ensure it was on track.

Monica was given a hierarchy of titles – main title, then sub headings for use in the Profit and Loss Statements and Balance Sheets.

Members noted that there was only one open invoice for \$114.40 still outstanding to 31 March 2019.

Members noted the bank balances.

Members also noted the information contained in the Financial Performance Report year to date (see Attachment 8).

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

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

6. General Business

6.1 Belmont Bayswater Rivercare Association Community Capacity assistance.

It was explained that this was a new community organisation and they didn't currently have their own bank account. They had asked SERCUL if we could hold onto their money. They have \$1500. There would only be a couple of transactions per year. Once they became incorporated they could then open their own bank account. Any interest earned would be retained by SERCUL.

Members agreed to do this for 12 months and then review.

RECOMMENDATION: That the SERCUL hold Belmont Bayswater Rivercare Association Community Capacity funds in SERCUL bank accounts for a period of 12 months and then review.

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

6..2 Governance updates (from actions arising)

Stephen undertook to deliver a proposed revised Constitution – which would cover the way General Committee meetings were run, membership issues etc. He would produce a report for consideration at the General Committee meeting in May as to how any potential changes would impact on that Committee. He considered General Committee meetings were a great forum for communication on common issues.

He advised that the Community did not have a role in SERCUL governance which was the remit of the Executive Committee. He also stated it would be necessary to ensure the General Committee was an open forum for presentations of broader interest. It was noted that the broader membership was about 300. There was a need to define what our role was and how we could facilitate things. Stakeholders needed to be able to raise issues in this forum. Through presentations there was an opportunity to set boundaries on key projects.

It was noted that a week's notice would be required if a presentation was to be made at a General Committee meeting. It was noted that these didn't always need to be held on a quarterly basis but could be held as and when required. However, quarterly meetings allowed local government to see what SERCUL was doing. Consideration could be given to holding two forums and two in the current format. Pat undertook to telephone David James to let him know the possible future direction for general meetings.

Any references to general committee would be removed from the Constitution. Consideration would need to be given to how procedures could be further improved. Nothing could change until the AGM. It would be important to make the time commitment valuable for all General Committee members and to ensure that they benefited from the meeting. It would be necessary to address any amendments to the Constitution at the June Executive Committee meeting to be held on 24 June 2019.

Action: Amendments to the Constitution to be discussed at the June Executive Committee meeting on 24 June 2019 following providing advice to the General Committee on 9 May 2019.

7. Policies and Procedures

Amy introduced the Dispute Resolution and Complaints Management Policy. Staff had previously provided input to this document.

A number of issues were raised and it was agreed that the changes would be made, recirculated to members and responses to be provided out of session via email.

Amy further advised the Financial policies and procedures would need to be passed this year and would be circulated prior to the next meeting to enable opportunity to

review and then be approved. There was a suggestion that if a longer meeting was required this could be held via Teleconference.

Action: Amy to look at the possibility of organising a teleconference to discuss the Financial Policies and Procedures should this be necessary in advance of the next Executive Committee meeting and how much this would cost.

8. Next Meeting Date

The next meeting of the Executive Committee was confirmed for **Monday 27 May 2019**.

9. Meeting Closure

Pat thanked everyone for their attendance and declared the meeting closed at 11.15am.

ACTIONS ARISING FROM THIS MEETING

Ref #	Action/Item	
4.1	Financial Reporting – SERCUL Tender Package (Jan18) The tender package would be completed time permitting. In progress.	Amy
4.2	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. No further action required. Remove from Agenda.	Closed
4.3	Discussion re changes to governance Proposal to provide an overview of ideas to be circulated for consideration and further discussion at the April meeting. Discussed in general business – remove from agenda.	Closed
6.2	Governance Updates Amendments to the Constitution to be discussed at the June Executive Committee meeting on 24 June 2019 following providing advice to the General Committee at meeting to be held 9 May 2019 that changes were proposed.	Stephen
7.0a	Policies and Procedures – Dispute Resolution and Complaints Management Policy An out of session vote to be taken on the updated version of the Dispute Resolution and Complaints Management Policy. Ratification to be made at the May Executive Committee Meeting.	Amy
7.0b	Policies and Procedures – Financial Policies and Procedures Monica to submit the Financial Policies and Procedures for approval at the next Executive Committee meeting. A teleconference may be arranged if further discussion is required prior to the meeting.	Monica/Amy

These Minutes accepted by:

Pat Hart
Chair

Date: _____