



## Board Meeting **Draft** Minutes

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Location: Meeting Room, Level 2, 10 Valentine Ave, Parramatta

Date: Monday 19 May, 2014 at 1500 hrs.

### **1 Meeting Opening**

#### **1.1 Welcome/Apologies/ Quorum**

1.1.1 The chairman welcomed the new committee to the meeting and noted that now the committee has settled in, a hard copy will be available for all meetings.

1.1.2 **Apologies** – Nil.

#### **1.2 Additional items for the agenda**

1.2.1 Records Management to be added to the agenda.

#### **1.3 Declaration of conflict of interest –**

1.3.1 There were no declarations of conflict of interests

#### **1.4 Previous meeting minutes**

1.4.1 The minutes of the previous meeting 26/11/13 were adopted as presented (Williams/Powyer)

1.4.2 Matters arising from previous minutes – All matters requiring attention have been added to the agenda.

## **2 Reports**

### **2.1 Chairman's Report**

- 2.1.1 Chair reported that he had received a number of calls related to fallen trees and of a serious washaway on the Heidi track causeway.
- 2.1.2 List of dangerous trees is to be presented to this meeting and once approved the necessary maintenance of trees will be undertaken.
- 2.1.3 A quote regarding the causeway was being arranged through Soil Conservation Services and forwarded to Rural Fire Service for their consideration.
- 2.1.4 A number of key operational matters are contained within this agenda which will provide an operational framework for the Board to address issues as they arise. (Powyer/Cameron) carried.

### **2.2 Crown Lands Division Report**

- 2.2.1 Stan Rees from reported that the old rifle range site belonged to the Commonwealth and he is continuing to pursue the transfer of this land to Bidjigal Reserve.
- 2.2.2 Other small parcels of land adjacent to Bidjigal remain of on the agenda for follow up and possible acquisition if appropriate.
- 2.2.3 New monies are becoming available from Lands Dept. in July / Aug. The Board should consider preparing a list of projects to be undertaken, timed etc.
- 2.2.4 Last year we did not apply for grants for weed and pest control. The Lands Dept. are now reconciling the monies. Any Invoices we will be able to back claim (2012-2013 as we didn't claim), where they were paid last year.
- 2.2.5 Stephen Fenn has advised that a venue for an Education Centre is still being considered. (Williams/M. Cameron)

### **2.3 Treasurer's Report**

#### **2.3.1 Acceptance of PRMF Grants**

The Treasurer advised that the following amounts had been approved and are to be placed in to the Bidjigal account:

- \$8500 for Weed control
- \$25000 for on ground works
- \$25000 for education centre
- \$25000 for Ranger/Manager

#### **2.3.2 Adoption of Treasurers Report**

The Treasurer's report was adopted as presented (Powyer /Kimpton) carried

#### **2.3.2 Draft Budget**

The draft budget was adopted as presented. (Canon/Duncan) carried  
Unfunded projects need to be looked at in applying for grants.

### **2.4 Correspondence**

- 2.4.1 Rifle Range Creek & Darling Mills Creek – stepping stones dislodged, walls washed away.  
**Action:** Concern supported. Secretary to check on current situation in relation to Board's response (Cannon /Kimpton)

## **2.5 Grants Reports**

- 2.5.1 Accepted as presented (Yelland/Cannon) carried.
- 2.5.2 A grants review committee be formed to consider means for pursuing and monitoring grants. Members of the committee to include Powyer, Cannon, Cameron. (Williams/Duncan) carried.

## **3 Matters for Decision**

### **3.1 Adoption of 2014 Draft Implementation Plan**

- 3.1.1 The Draft Implementation Plan was discussed and adopted as presented. (Kimpton /Cameron) carried

### **3.2 Appointment of Implementation Plan Coordinators**

- |        |  |                                |
|--------|--|--------------------------------|
| 3.2.1  | Bushcare Coordinator                           | Tom Yelland                    |
| 3.2.2  | Feral Animal Coordinator                       | Tony Williams                  |
| 3.2.3  | Seed Collection Coordinator                    | Sarah Cannon                   |
| 3.2.4  | Threatened Species Coordinator                 | Brian Powyer                   |
| 3.2.5  | VMP Implementation Coordinator                 | Brian Powyer                   |
| 3.2.6  | BFRMP Representative                           | Robbie Duncan                  |
| 3.2.7  | Infrastructure Coordinator                     | Sarah Cannon                   |
| 3.2.8  | Promotion Coordinator                          | Brian Powyer                   |
| 3.2.9  | Resourcing Plan Coordinator                    | Brian Powyer                   |
| 3.2.10 | Stormwater Coordinator                         | Michael Cameron                |
| 3.2.11 | Volunteer Coordinator                          | Robbie Duncan                  |
| 3.2.12 | Education Centre Coordinator                   | Brian Powyer / George Kimpton  |
| 3.2.13 | Bouldering Coordinator (some discussion)       | Michael Cameron                |
| 3.2.14 | Creek Crossing Coordinator                     | Michael Cameron / Tom Yelland  |
| 3.2.15 | Recreational Code of Conduct Users Coordinator | Michael Cameron                |
| 3.2.16 | Track/trail Monitoring Coordinator             | Michael Cameron / Sarah Cannon |
| 3.2.17 | Recreational Usage Survey Coordinator          | Brain Powyer / George Kimpton  |
| 3.2.18 | Property Officer                               | Robbie Duncan                  |

### **3.3 Commit to fox/rabbit baiting programs 2014**

- 3.2.1 Moved that the Board commits to the 2014 fox/rabbit baiting program as conducted by the Hills Shire Council (Cannon/Cameron) carried.

### **3.4 Endorsement of Volunteers:**

- 3.4.1 Moved that the following persons be endorsed as volunteers - Diane & Brian Nolte, Peter Lenton (Yelland/ Cameron) carried

## **4 Matters for Progression**

### **4.1 Employment of Ranger / Bush Care Officer:**

- 4.1.1 Grant approved \$25,000.00.
- 4.1.2 Moved that a sub-committee be established to investigate options available to obtain services of a ranger. *Sub Committee:* S. Cannon, M. Cameron, Tom Yelland, Brian Powyer. (Williams/Duncan) carried

### **4.2 Tracks and Crossings Project**

- 4.2.1 Chair advised that the **Access Strategy Report available and funds available total \$65,000.00.**
- 4.2.2 Moved that a sub-committee be established to determine priority projects including a significant upgrade for promotion and publicity. *Sub Committee:* M. Cameron, S. Cannon, B. Powyer, G. Kimpton. (Yelland/Cannon) carried.

### **4.3 Bidjigal Educational Centre**

4.3.1. The issue of the Educational Centre remains a matter of negotiation with the Hills Shire Council and the Lands Department. Refer earlier report.

### **4.4 Tree risk management procedure**

4.1.1 Chair advised that that a tree management policy is being developed. . Members of the Board do not make decisions on dangerous trees other than endorse professional advice from contractors or The Hills Shire Council.

4.1.2 **Action:** Secretary to check files and if draft policy is not evident then contact former secretary for advice.

### **4.5 Trust sponsored activities -**

4.5.1 Draft Policy and Procedure being developed

4.5.2 **Action:** Matter deferred to next meeting.

### **4.6 Projects underway –Funds committed**

#### **4.6.1 Coachwood Creek Crossing Project:**

Additional capital works for remaining funds (being around \$8k) will need extension of time and approval of works from Communities NSW. **Action:** Old track needs to be blocked off.

#### **4.6.2 Signage – Bollards**

Hills Bushcare are able to install bollards and will need maps, bollards and instructions. The maps will be informed by both honorary rangers (and the tracks subcommittee) and by the Tracks and Crossings Project.

#### **4.6.3 Signage - Bushcare site signs**

No further progress.

#### **4.6.4 Weed works**

Hills Bushcare to start work as soon as practical given total fire bans and risk management of working in the reserve.

#### **4.6.5 Trees**

All Terrain Tree Services completed their 2<sup>nd</sup> half day to prune the trees in the Reserve. The outstanding being the two large crown trees across Burruga track.

### **4.7 Projects pending –Funds not identified**

4.7.1 Reserve Usage Survey – has not been commenced.

### **4.8 Ongoing projects by others**

4.8.1 **Conservation Volunteers Australia** – CVA has held two days of weed management adjacent Ted Horwood Reserve. The next day will be held on November.

### **4.9 Opportunities (including Grants)**

#### **4.9.1 Annual RFS grants**

Application made for repair washaway Murri-yanna track causeway Blue Gum Creek and annual APZ maintenance.

### **4.10 Compliance and Risk**

#### **4.10.1 Trees**

Moved that the following trees be listed for inspection and determination. (Williams/Cameron) carried

- 32 Candowie Crescent

- Tree near Renown Road Bridge
- 28 Southwood Place
- Ridgemont Close
- 21 Governor Phillip Pl
- fallen trees Burruga track (on Excelsior Creek, and behind Governor Phillip Pl)

4.10.2 **Moved that the** bush fire hazard behind Parakeet place be inspected and action determined (Yelland / Cannon) carried.

## **5.0 General Business**

### **5.1 Website –**

G. Kimpton to audit website report back to the committee. Chair and George to action then hand-over to George.

### **5.2 WorkCover Presentation**

Board advised that WorkCover are available to give a talk on risk and safety. Secretary to follow up.

### **5.3 Records Management –**

Secretary to review and provide advice - compile register etc. of decisions 2004 onwards.

Action: Sarah and Robbie to report on at next meeting. Stan to check on Lands Dept. options for storage.

### **5.4 National Volunteer Association**

Moved that the Board retain membership Secretary/Treasurer to action. (Cannon/Kimpton) carried.

### **6.0 Next Meeting/s.**

Schedule for the Monday 16 June at 1330 hrs.

## **Calendar 2014**

Date	Event
Monday 16 <sup>th</sup> June	BRTB meeting
Monday 21 <sup>st</sup> July	BRTB meeting
Monday 18 <sup>th</sup> August	BRTB meeting
Monday 15 <sup>th</sup> September	BRTB meeting
September (TBA)	BFMC meeting, Kenthurst
20 <sup>th</sup> October	BRTB meeting
17 <sup>th</sup> November	BRTB meeting
15 <sup>th</sup> December	BRTB meeting

**Meeting closed at 1645 hrs.**