

**Southern ACT Catchment Group
Management Committee Meeting Agenda
Tuesday 18th July 2017**

1. Welcome and Attendance

Present: Miranda Gardner, Glenys Patulny, Amanda Galbraith, Wendy Warren,
Wendy Rainbird, Martin Lind, Martine Franco, Fiona Spier
Apologies: Kerry Olsson

2. Acceptance of Previous Minutes

Moved: Amanda Seconded: Wendy W

Actions arising:

- The auditors to be contacted and asked when they intend to start work on the records, so that they are not inaccessible for an unnecessarily long period.
Update: Oi advised this is not possible; if the paperwork is not provided very early in the process the audit will not be completed within the required timeframe.
- All financial documents to be scanned from 1 July, so that removal of the hardcopies is no longer an issue.
Update: Fiona has taken out everything that might be needed over the next few months for scanning.
- The bank be asked to add Oi Li, bookkeeper for the SACTCG, to the list of people authorised to approve payments. Our internal operating procedures will still require that one of the authorisers be a committee member.
Complete.
- Martin Lind's bank log-in to be reissued.
In progress.

New action arising from discussion: Fiona to contact auditor to find out what she needs and in what form to see if processes can be made more efficient.

Other ongoing actions are dealt with under items below.

3. Correspondence

Acquittal of Landcare 25 Anniversary Grant.
Acquittal of Castle Hill ACT Environment Grants.

4. Financial Update

No financials available from bookkeeper this month (likely because of end of financial year).
Bank account permission changes are underway.
Oi sent budget for 2017-18 FY with some queries.

Action: Amanda to respond to Oi's queries re. budget.

Deductible Gift R ecipient Account

This was set up over a year ago and can be viewed by the trustees only (Glenys Patulny, Geoff Pryor and Eileen Power). These three trustees have to approve access to any funds in this account (the Southern ACT Environment Trust Fund).

Actions:

Amanda to investigate how the committee can get oversight of the trust fund account.

Amanda to investigate the bank process for accessing this money.

Miranda to establish a procedure for a regular update from/to the trustees.

Martin to check how ACT Wildlife manages their DGR fund.

Debit Card

There have been a few instances where bills have not been able to collect from the card due to insufficient funds.

Motion: Maintain a balance of \$2000 in the debit card account to ensure money is available at all times.

Moved: Amanda **Seconded:** Miranda **Carried**

5. Ongoing business

5.1 Project opportunities with Icon Water.

The planned meeting has been delayed again due to school holidays and will now take place on 3 August.

Suggested that we use the Actions for Clean Water Action Plan (ACWA) as a basis for site location in this discussion.

5.2 SACTCG Strategic Plan update.

Workshop on 5 July went well, with good facilitation and input from members. SACTCG came up with a new vision and mission on the day:

Vision: Healthy landscapes through an engaged community.

Mission: Connect, support, and lead the community to improve the health of Southern ACT catchments.

Would have been helpful to get some more guidance on how to focus catchment group activities, but this did not come through from the discussions. The impression was that members like the group to be a 'jack of all trades' with a wide range of support/projects on offer.

Long-term monitoring – strategy should consider how we can integrate this into programs to get a better picture of the impacts SACTCG projects are having beyond project funding cycles.

Martine has developed a structure for the plan and is continuing work on this. Successive iterations of the strategy will be sent round the committee as they are available.

Martine is seeking a volunteer to update the background information on the catchment in the current strategy. Wendy W offered to start work on this as a desktop research project.

Action: Staff to email Wendy W the link to the strategy on the website so she can begin work on reviewing the information that needs to be updated.

(Depending on Wendy's availability to do this work, a back-up option is to contact local universities to find out whether this might be suitable for a student research project).

Miranda will be away for most of August and SACTCG needs an alternate on the project steering committee during this time (5 August – 3 September). Glenys agreed to be the contact person.

6. New business

6.1 Environment grants

Suggestions received from Mike Sim~~s~~ have been circulated to the committee. A potential model for this project would be for SACTCG to pay a contractor to do weed removal, then follow up with a community planting day (possible including a CVA team?) to revegetate.

Action: Martine to follow up with support from Martin.

Castle Hill project extension – landholders up the river from Castle Hill are interested in putting in a grant to do willow removal and follow-up revegetation along the Murrumbidgee, and PCS has some funding to do willow/blackberry removal in this area which would be complementary.

6.2 ACT Landcare Awards

These close on 31 July. SACTCG agreed to try and nominate someone under each category as follows (names in brackets are those responsible for writing nominations).

Individual Landcarer Award - Kathy Eyles – (Fiona/Anne l'ons)

Excellence in Sustainable Farm Practices Award – David Keirnan (Catherine Keirnan)

Innovation in Agricultural Land Management Award - John Lilleyman (Martine)

Landcare Group Award - Urambi Hills (Martine)

Partnerships for Landcare Award – Tuggeranong Community Council (Glenys)

Junior Landcare Team – Tuggeranong College (Martin)

Young Landcare Leader Award – Miranda Gardner (Miranda/Martine)

Environment Community Support Award – Martine Franco (Fiona)

Citizen Science Award – Casuarina Sands Waterwatch Group (Wendy)

7. Current consultations

7.1 ACT NRM Prospectus

Landcare ACT has written a strong submission on this which has included input from SACTCG members.

Action: Martine to circulate section from LACT Members Council minutes to committee.

7.2 Community Panel – Federal Golf Course Development (Red Hill)

For information – the golf course is proposing yet another development and a community panel is being established to run along the same lines as the one which was set up in Tuggeranong for the West Greenway development proposal. Red Hill

Regenerators has been invited to participate together with some other local interest groups.

8. Landcare ACT Update

No update.

9. Coordinator update

SACTCG has overachieved on all its targets under RIS funding apart from workshops – 5 workshops need to be delivered before June 2018.

Planned – weed spray course in partnership with the Regional Landcare Facilitator.

Money available through LACT project to deliver 5 capacity building workshops for rural landholders. Ideas – pasture workshops on palatability of native grasses. Charlie Massey – PhD on land management/sustainable agriculture – could run something, but may not appeal to SACTCG landholders.

Roles and responsibilities – committee has had time to feedback on this and nothing has been received, so the circulated version is final.

Action: Martine to ask Kerry if she is will be involved in negotiations with ACT Government about this moving forward.

10. Waterwatch update

All activities are on track. New education outputs already well underway – need to define some of the catchment group outputs and put them on reporting template.

11. Other Business

Kerry is away 25 July - ?

Miranda is away 5 August – 3 September.

Agreed not to meet in August unless there is an identified need (Glenys to check with Martine mid-August).

New rules around booking conference room – please talk to staff before booking.

Note: in future meetings will be scheduled to run for two hours as this is the length of time they tend to take anyway.

Meeting closed: 7:05

Minutes prepared by: Miranda Gardner