



Yarra Yarra Catchment Management Group

MINUTES

Minutes of General Meeting Held on 28th June 2007 Kalannie Office

1. Meeting Opened (10.28 am)

1.1 Present: Peter Syme, Stan Scott, Robert Nixon, Stacey Hudson, Ian Fordyce, Max Hudson, Jo Ashworth, Lizzie Butler, Cathy Cooke, Paul Parnham, Mark Counsel, Russell MacPherson

1.2 Apologies: Katie Haselby, Priscilla Clayton, Dene Solomon, Janet Macpherson, John Lussick

1.3 Observer: Robert Nixon

Robert has a conflict of interest as a member of YYCRC, he is here to observe the meeting and has no intention to vote.

2. Minutes of Meeting held on 26th April 2007:

Minutes read by Chairman, once read, Business without notice to be discussed. *Moved Stan Scott, seconded Jo Ashworth. Carried.*

2.1 Matters arising from previous minutes:

- Vehicle Purchases: MV and MB/Trailer
- Staff appointments
- Contracts to be signed
- Monitoring
- Contractor Payments – resolution

These are discussed in Business without Notice and Executive Reports (Finance & Funding)

2.2 Amendments

2.2.1 To be noted: Yarra Yarra Catchment Regional Council (YYCRC) to be used from this point not YAROC as in last minutes.

2.2.2 Correction, under Business without Notice it should read Shire “Open Source” software not Shire “Open Plan” software.

3. Business without notice

3.1 Drain Prioritization

The funding body (JSC) have raised questions regarding how Yarra Yarra make their decisions in spending the funding. This is in part due to criticisms from those who dislike the drainage and has resulted in scrutiny of YYCMG decisions. As a result we need to be

able to show what the decision process has been in the past for deciding where drains will be put in, and the prioritization order for digging these drains.

Ian has prepared a document which will help with this (titled "Sub catchment attributes"). This document still needs to be finalized.

There was considerable discussion by the group regarding what information needs to be gathered to ensure Yarra Yarra is accountable and that clear policies and procedures exist.

The following points/issues/ideas were raised.

- Policy development
- Hard figures need to be used to highlight investment savings and returns (Robert)
- Trial data/demo situation – effectiveness in varying conditions (Stan)
- Research project as a major priority Advantages and supporting evidence (Max)
- Flow Chart...develop for ease of explanation, criteria/glossary document, sub-catchment summary document

All discussions and ideas were written on the white board

Proposed that a working group of 4 people is formed to develop this. To be finished by mid July as next stage of funding is next August. Moved Max, seconded Ian. Carried

Max nominated: Lizzie, Peter Syme, Ian and Jo to form the working group - all accepted

*Group to email report produced to all suitable persons for scrutiny

* Robert Nixon to obtain figures of cost savings for case study

Max proposed that this meeting endorses the priorities as discussed above. Motion withdrawn as the working group will develop and endorse the document and look at all factors affecting priority listing.

3.2 Prioritization zones, catchments and properties

The following issues were raised as potential problems that may be encountered when planning and implementing a drain. They need to be discussed in further detail with policies produced for future reference in the event that problems do arise. It was also discussed that issues should be documented when they arise during meetings with farmers.

- Easement width - confirmed at last meeting
- Service Fee Policy: Who pays and how much - every farmer has access to a drain – policy to be developed regarding compensation, discussion opened to the floor, formula to be calculated to address issue of service fee when there is no benefit. Compensation could be in kind of work further down system or adding a spur if it meets criteria. Facilitate negotiations of up stream neighbors to contribute to down stream person's fees. Service fee/cost sharing arrangement, who pays and how much they pay should reflect who benefits as issues of giving up productive land.
- Fee charges - \$150/km as in Memorandum of Understanding (MoU), LCDC will assist each group to determine a fee at a later date. In the case when the drain meets criteria as set by govt. (servicing more than 1 farmer) and is funded is ok, when 1 farmer only

benefiting spur needs to be allowed. - Charging a Variable rate is possible under the act.

- Drain Location – need some flexibility with regard to movement in the case of rock, ground hardness, flood plain etc.
 - * Max and Stan to develop policy with regard to fee structure
 - * Stan to write a letter to Barbara Morrell explaining why the drain line may shift when dug.
 - * Ian to provide a list of technical issues that may cause a deviation from the proposed drainage line.

We need all of these policies as soon as possible.

3.3 Web Site.

Max met Aine, she is working at the Perenjori Hotel and is a web site designer, she is keen to help with the Yarra Yarra website. Lizzie/Katie to arrange meeting with Aine and progress.

3.4 New Employee

Email sent to executive re employing Lizzie two days per week. Lizzie has been working on a casual basis, but with a current gap, Lizzie and her computer skills may be able to fill this gap through funding for part timers. Job description (4 days a week) 2 days at Kalannie, 2 days at Perenjori. Job description needs to be created and position must be advertised.

3.4.1 IP3 Monitoring and evaluation position will be coming available in the near future.

3.6 Bore Monitoring

Mark Gledhill should be in control of getting information to the data base administrator, providing Dene is in agreement with this. *Moved Max Hudson, seconded Ian Fordyce. Carried.*

3.7 Budget

Max and Stacey to change reporting method, and have authorized.

3.8 General Meeting Attendance

Discussed introducing a proxy/fine system, may be necessary, regional council to address problem to ensure reps attend. – This would be applicable for bimonthly meetings and the AGM

3.9 Contractor Payments - resolved

3.9.1 Regional council has been appointed the contract manager for YYCMG's future projects.

3.9.2 10% of tender contractors project costs to be retained until the job has been inspected and signed off.

Moved Stacey Hudson, seconded Max Hudson. Carried

3.10 Minutes

Lizzie to catalogue minutes in future

4. Executive Reports

4.1 Secretary

- 4.1.1 Correspondence In – tabled
- 4.1.2 Correspondence Out - tabled

4.2 Funding and Finance

4.2.1 Financial report – see attached (NB as at Friday 29th June)

Total uncommitted funds: \$40 265

Moved Stacey Hudson, seconded Ian Fordyce. Carried.

4.2.2 Utes

- Nissan Navara at Perenjori, financed through broker Westminster Finance via CBFC Ltd, lease is \$918.42 per month.
- Residual of \$19160.75 paid on 14/5/07 for the Kalannie Toyota Hilux
- Toyota Hilux on order for August, to be financed by Toyota Financial Services (wheels in motion for finance, documents to be signed closer to the date)
- Damage on Hilux needs to be attended to before sale

4.2.3 NRMO final reports

Report covered the period from 1/10/05 to 31/12/06, we were given three days to complete rather than three months. Waiting on an audited financial statement being prepared by North Midlands Accounting Service.

4.2.4. Recent Asset purchases

- ESRI update - \$380
- Safety Drilling Cage - \$1410
- Perenjori office furniture - \$1641
- Trade in of the old GPS equipment - \$5000
- Toughbook computer - \$3900

4.2.5 State NRM payments

Received 2nd Installment of - \$132,033 on the 23rd May 07, 3rd Installment of \$217,967 will be paid once budget has been approved.

4.2.6 New Employee

Lizzie Butler, position will be advertised

4.2.7 Employee Contracts

These all need to be signed

4.2.8 Executive positions and committees

To be discussed at the next meeting

4.2.9 Change bank signatories and online banking details

Stacey Hudson, Max Hudson, Peter Syme and Chris King will hold signing authority on the account. Barrye Thompson will no longer hold signing authority on the account.

All in favour to change signatories on existing BankWest Account,
The new signatories are:

Peter Syme (Chairman),

Christopher King (Vice Chairman)

Henry Hudson (Project Manager)

Stacey Hudson (Finance Manager)

The account is to remain, any two of the above are to sign jointly.
We will discuss at the next AGM whether we need a treasurer.

Online Banking to be set up for Peter Syme.

4.2.10 Driver declarations for insurance

All drivers to complete and sign the declaration and return to Stacey

4.2.11 Quarterly reports due 29/06/07, to NACC

4.2.12 PAYG payment summaries

Stacey will send these out next week

4.2.13 Any other Financial Business

Max would like a desk and chair for use in Perenjori, Stacey to research whether there are funds available for purchase.

5. Reports

NRMO Report

Dene and Katie's reports attached

5.2 Drilling Report

Dene was not present

5.3 Oil Mallee Report

Attached

5.4 Joint short term project report

Max ran through the main issues, tender document submitted to Saturday paper regarding drain digging.

**Max to check with Dene that this document has been submitted.

Ian queried the use of top soil from the drain channels - Would it be possible to remove the top soil, dig remainder of the drain and then put the top soil back on the top of the other soil removed from the drain as this will aid vegetation regrowth on drain banks. This needs discussing with Dene and Kevin.

**Lizzie and Katie to help investigate and carry out trials of re-vegetation of drain banks, Project trialing ground covers.

5.5 Survey Report

none – Dene not present

5.6 Sub surface report

none – Dene not present

5.7 Kalannie Office Report

Burakin completed, indigenous issues to be resolved, meeting with farmers was proposed for this afternoon, but cancelled due to rain. Jibberding meeting is 4 weeks away. Mengers NOI and clearing permits to be sent asap. Graeme Grundy will be asked if he can provide a days training and assistance for database issues and Access program. Cathy Cooke taking 8 weeks leave as of today to work for ABARE.

5.8 Yarra Yarra Catchment Regional Council Update – Stan Scott

See attached document;

5.8.1 Appointment of interim CEO (for the YYCRC)

Chris King elected Chairman, Robert Nixon Deputy Chairperson although Robert will take role of Chairman until further notice while Chris is away. Stan will act as interim CEO for 3 months until funding has been sourced.

YYCRC will endeavor to act in governance of the YYCMG and hold easements and vested funding etc... The regional council will act as first point of contact.

Stacey to invoice through the Regional Council from now on.

Regional Council Workshop:

Friday 13th at Perenjori Pavilion, commencing at 10am. Meeting to be facilitated and staff to bring project check lists or other relevant information. Please forward relevant items to Stan for agenda.

Processes, Procedures and Protocols Meeting with Yarra Yarra staff to be held on: Tuesday 10th at Kalannie office from 10am

5.8.2 Funding Provided by the Local Government Department

Discussed that in the long term, if the group is an LCDC, does the YYCMG need to exist, or should it be renamed the Yarra Yarra enterprise group and modify its constitution to reflect these changes. Max suggests the role of the LCDC is to make farmer contact and strike the rate and drain funds paid to regional council. The Regional Council needs to manage the employees to ensure continuity.

*Stan to develop a model.

Note the purpose of the Regional Council is to manage surface and sub-surface, this includes drainage, vegetation etc, over the long term.

5.8.4 Meeting with State and Federal representatives on the NRM Joint Steering Committee (JSC)

Department of Water have approved \$100,000 of funding to support

5.8.3 Mining groups to the east of the agricultural boundary are a potential source of funding for environmental projects. Query whether Yarra Yarra area fits into the rangeland area, but this should not exclude us from receiving funds from them.

Stan was nominated as treasurer of YYCMG at AGM, but declined as this would be a conflict of interest as he is Interim CEO for the YYCRC

5.8.4 Best Way to get Department of Environment and Conservation (DEC) on board as a stakeholder

Ken Wallace to meet with DEC to discuss relevant issues

6. General Business

6.1 Communications – Mobile phone and car kit for Katie

Stated in terms of employment that each employee is allocated \$1500 per year towards phone costs. YYCMG will reimburse Katie for phone calls on her phone and review the situation in 3 months.

For the last 2 months the Perenjori office has exceeded its download limit, does the email system need upgrading - Jo to investigate.

7. Close Meeting (approx 3.00pm)

7.1 Agenda Items for next meeting

Please send any items you wish to be included on the agenda to Lizzie Butler by the 20th August.

7.2 Next Meeting

30th August 2007, 10.00 am at Perenjori Office.

7.3 Close Meeting
