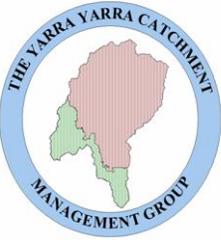


**Minutes of General Meeting
Held 28th February 2008
Kalannie Office**



1. Open General Meeting (10.15am)

1.1. Attendance

Stacey Hudson, Max Hudson, Jo Ashworth, Ian Fordyce, Lizzie Butler, Dene Solomon, Peter Syme, Janette MacPherson, Wally Barnes

1.2. Apologies

Keith Camac, Chris King, Stan Scott, Richard Lee, Mark Reynolds,

2. Minutes of previous General Meeting, held 25th October 2007

2.1. Amendments

No Amendments

2.2. Matters Arising

Katie handed in her letter of resignation 21st January, finished work.

Envirofunds

Lizzie attended the GIS course in December instead of Katie

Two – way radio, still needs sorting out (Lizzie) – hand held radios are available – keep set in PJ and Kalannie

YY Regional Council have changed their meeting date to take place on every 2nd Tuesday of every 2nd month (i.e. in between YYCMG meetings)

Logo – we are not going to change this imminently, but will wait and see what happens with the Regional Council logo

Minutes accepted as a true and accurate record of the meeting

Moved Max Hudson, seconded Jo Ashworth, Carried

Review and amendment of today's agenda

Item 5.10: Should read, Discussion about possible name change of YYCRC to YYCA - not proposed change of name from YYCRC to YYCA

3. Executive Reports

3.1. Correspondence (Stacey Hudson)

3.1.1. Correspondence In – tabled

3.1.2. Correspondence Out - tabled

Moved Ian Fordyce, Seconded Wally Barnes

3.2. Funding and Finance (SH)

3.2.1. Financial Report (see attached)

3.2.1.1. Accounts Receivable: NACC - \$52,935, YYCRC - \$517,761, Commissioner of Soil & Land - \$16,270, Sundry - \$1,286

3.2.1.2. Accounts Payable: North Midlands Accounting - \$2,475, Agri-Services Perenjori \$1,515

3.2.1.3. Amount owing to NACC for NRMO's – 1/10/03 to 30/09/05, \$23,582

3.2.1.4. DOW – invoiced YYCRC on 19.12.07 for \$26,828.80 GST inc (still outstanding) Stacey following up with Stan.

3.2.1.5. Total uncommitted funds as at 25 February 2008 - \$28,397

We have been out of funds for wages for drainage project employees since 1 December 2007. Bill Currans took until last week to send through the template/schedule to Max with required milestones. The JSC were happy to approve the wages in August 07, so the problem seems to be with the NACC Executive. The NACC board didn't

know we hadn't been paid wages, therefore, there seems to be a problem with the NACC executive not communicating with the NACC Board.

We need to write a letter (to Chris King & NACC board) – to raise this problem. (Be aware that if milestones are written down, then some sort of hard copy evidence will be needed to prove that they've been met)

There will be further income as a result of Dene's work at Naremben and for the Gravel Survey he did at Perenjori. Also for Ian's work for Red River Resources. None of this income is yet to be brought to account and therefore shown on the financial report

3.2.2. NRMO position

Katie resigned 21st Jan 08; the vacant NRMO position has been advertised in local newspapers

3.2.3. Envirofunds

Emails sent out in Nov/Dec 07, all envirofund projects have been granted extensions until June 08. As we get 3 months to lodge the final reports, it means the trees can still be planted in June/July/August and we will still have the envirofunds completed on time.

Drainage Wages

Discussed above

3.2.4. Assets

3.2.4.1. In each project agreement, it states we're supposed to advise NACC of any asset purchases made for each project. This applies to cooling tower and generator for the Oil Mallee project. We will need to write a letter to NACC following the end of the project asking for ownership to be released, then these assets should become YYCMG property.

3.2.4.2. \$1742 for Max's new laptop

3.2.5. Audits conducted by Progressive Training

Sarah Pike met with Jo & Stacey on 31st Jan 08 in Kalannie and Dene in Perenjori to audit the Oil Mallee Project and the NRMO project – all went well. We will not get a report from NACC regarding the audit unless we specifically request it.

3.2.6. Vehicles

Lizzie is using the Navara for the moment.

Dene's ute has done 70,000km's – the current lease is through the Shire of Perenjori, in future YYCMG will do it independently.

3.2.7. Annual leave

Staff advised to use annual leave before the end of June 2008, in the event that further funding is not available. Dene asked whether it would be possible to take pay instead of annual leave as he has 7 weeks of holiday owing. Because of the other work that Dene does, e.g. Naremben, it may be possible. We will discuss this properly in general business.

Funding and Finance moved as a true and accurate report.

Moved Jan MacPherson, seconded Lizzie Butler, Carried

4. Reports

4.1. NRMO report (Dene Solomon) (see attached)

(Max raised the question here of whether Yarra Yarra enterprises needs to be a separate entity? No, it can work quite well within the YYCMG structure)

4.1.1. Surveying

Costs of surveying the easements has been estimated at \$5-10,000 for Canna Gutha (total). We will try with the Gutha easement and see how it goes. The final cost depends on the number of lots that the easement passes through.

4.1.2. NLP Application

NLP application submitted for 2008 – "low-risk production systems in marginal farming zones of WA: a role for native grasses"

Dene to put a copy of the NLP application up on the website. Thanks to Dr Suzanne Prober and Lizzie for help with completing the application form

4.1.3. Flumes

We have the equipment to install flumes at 2 more sites, they just need setting up. We will be setting up weirs to measure catchments flows (i.e. Surface water flows), in three main sites. Colin Walker is installing the equipment.

4.1.4. Tenders

The Regional Council make the decisions on successful tender bids. Kevin Lyon successful with Xantippe tender. So far, 8.5 km of drain have been dug in Jibberding, in 11 weeks but he is now bringing in 2 more excavators.

We will now ask for tenders for the rest of the works – to be done by the end of June 2008.

The question was asked, if it is possible to set up a preferred list of contractors, meaning that we don't always have to tender works. Noted that if this were to happen we should be careful not to get stuck with one contractor, and must make sure we are getting competitive quotes for the work. This has to be checked and decision made by the regional council.

4.1.5. Sub surface drainage – Monitoring will continue as before

4.1.6. NRMO audit (by Progressive Training, as above)

The audit highlighted a few issues that need looking at and improving in the way we work. The main issues:

- Ensure that it becomes policy that particular emails and other correspondence is saved as a record of work/tasks being carried out (sent emails especially)
- All documents and reports must be dated
- Must go through all project agreements in detail to make sure that we are happy with all criteria being asked for, before signing. This also needs to feed into our policy manual

4.1.7. Bore Program

More bores have been drilled in the Merkanooka catchment to assist with future monitoring of the drainage program as it extends to higher in the catchment.

4.2. Drilling report (Max Hudson)

The prioritisation table has highlighted the need for more bores as we move towards Stage 2. We have recently been checking all the bores in the catchment, including those not checked for a long time.

Drill rig – we are looking into attaching a post hole digger to the drill rig. This would be to enable YYCMG to assist farmers with fencing when they have had grants to do it (this should also help alleviate concerns from NACC that when fencing materials are supplied they are not used).

4.3. Oil mallee report (Jo Ashworth)

Jo went to NSW in December to look at what's happening in the oil mallee industry over there and to learn about new methods. Trip was very useful.

The audit went well. Jo suggested that in future, if farmers agree to plant seedlings then it would be beneficial to us to produce a contract or agreement of some sort for them to sign to make it a formal commitment.

Minister Chance is visiting Kalannie on the 8th March. Primarily to look at the oil mallees, and the landcare centre in Kalannie, however this would be a good opportunity to raise other YY issues

4.4. Yarra Yarra Regional Drainage Program (MH)

4.4.1. Max & Lizzie have spent considerable time writing the Stage 2 booklet.

4.4.2. Mongers 55: flood in Feb 08 has been a good learning experience. It highlighted that insufficient thought has gone into surface water control in some places. In particular, we need to look at farmers spurs, drains should not go through clay pans. Diversion banks plus some simple surface water control should alleviate the problems.

Jibberding 19: Horizontal line boring has been used by YYCMG for the first time to go under the Gt Northern Hwy. It cost \$38,000. There have been a few problems with Shires, reluctant to spend money on road crossings.

4.4.3. Would like to set up a regional surface water management plan.

4.4.4. Georgie Troup is assisting Max in preparing a vegetation plan for all of the easements.

4.4.5. A solicitor has prepared a document for the Stephen's easement in Canna Gutha. John Stephens is currently looking at it, don't foresee any major problems. The length of the lease has been extended from 10 to 15 years, to fit in with the easements. YYCMG is leasing the land for \$1 year, and in turn will charge \$1 yr for servicing the drain. This area of land has great potential and we need to make some decisions about what

ideas we want to trial on this land and look at all of the possibilities and opportunities. Whatever is undertaken, will need to be monitored closely. It was suggested that we should ask the Morawa farm improvement group if they want to be involved with trials on this land (Max to look into). Max suggested having a grid like section of bores throughout the lease area.

4.5. Survey report (DS) (see above)

4.6. Kalannie office report (JA, Lizzie Butler)

4.6.1. We went out with 4 members of the Badimia indigenous group, Vaughan Lane has subsequently written up a report for this area of land. The – Mongers 16 is fine, Mongers 29 and other – they would want to have a representative from Badimia people be there while works are carried out GIS course, Lizzie & Jo – really good and very useful

4.6.2. Mongers 16 clearing permit has been approved but with a number of conditions, mainly relating to the patch of vegetation at corner of Taylor Rd and Rabbit Proof Fence rd. Conditions are:

- Fence drain off to guide “fauna” over drain crossings, stipulated 4 x 12m crossings, revegetated on top
- Ladders inside the drains to allow any wildlife to get out if they should get into the drain

The general opinion is that the drain crossings and ladders will be ok, but the fencing is not a sensible option for three main reasons –

1. it will necessitate further land clearing.
2. it is unlikely to stop echidnas or kangaroos.
3. It is an expensive option

We can make an appeal about these conditions. We came up with the following options

1. Start digging the drain, and only go as far as Taylor Rd for now. We would need to check whether this is ok or not with the Department. If this was the preferred option it could mean Mongers 16 becomes a 2 stage project, with the area up to Taylor Rd only to be completed by June 08
2. Put the drain around to the West of the patch of remnant vegetation, but this could result in most of the patch of bush dying as a result. Dene to carry out an RTK survey of this area to see if this is a viable option.
3. Suggested that we could have more crossings of smaller widths

Move – that Jo contacts Emma Bramwell or possibly Keith Claymore, to discuss all of these options, and maybe even to request a meeting with Keith Claymore to discuss in more detail

Max moved the motion, Jan seconded, - carried

4.6.3. Burakin clearing permit is being looked at today

4.6.4. Website – logo discussed, decided that we will leave as it is for now, and review once the Regional Council have decided on theirs. Aine Mallon to carry out the work that needs doing, the NRM Project can cover the costs. Lizzie to discuss pay with Aine – have approved **up to** \$50 per hour, for 30 hours work.

Moved Jan, seconded Lizzie, carried

4.7. Policy report (LB)

No changes since last time, due to spending time on other things, namely the Stage 2 booklet. The audits have highlighted a number of things that will need to be incorporated into policy and other issues have been raised during this meeting.

4.8. YYCRC report - Stan absent so no report given

4.8.1. Discussed whether we should invite members of the Regional Council to attend and report at the YYCMG meetings, agreed it was a good idea. Also decided to advise RC of all the rest of the meeting dates for 2008 ask who is most appropriate member to give the report (i.e. Robert Nixon as chairman or Stan Scott as acting CEO) Lizzie to sort this out

4.8.2. Executive Officer update – the Job has been advertised, applications to be discussed at the next Regional Council meeting, 11th March

4.10. LCDC update (JA)

Andrew Watson has list of what is required to form the LCDC. Includes:

- Sufficient meetings held throughout the region to show sufficient community support to establish a YYLCDC
- Steering committee – will need to decide the structure and constitution etc...

The first community meeting is taking place today; the second will be in Perenjori or possibly Morawa, Morawa LCDC are happy to stay as they are for now, there are no problems with changing boundaries at a later date so we could go ahead without Morawa for now.

Wally Barnes feels that if Morawa were shown that the YY LCDC is definitely happening, (i.e. with or without them) then they are much more likely to pass a motion that the Morawa LCDC disband and becomes part of the YY LCDC. Send a letter with a detailed proposal to put to the Morawa meeting, or send an invitation for them to the meeting at Perenjori – Jo to sort this out

Discussion over how LCDC will run, most things will be decided by the steering committee

Wally – Discussion on the NRMO position – the need for them to be grass roots and on ground contact within the zones. Need to find a way to get people interested and involved throughout the whole community – by finding out what they need to do or want do. -

4.11. Groundwater Update (Ian Fordyce) (see graph)

Mongers 55 experienced first big rain event since the drains have been in.

- Surface water did get into the deep drain, which should not have happened, however the drains stood up to the amount of water, both pressure and volume
- There is a lot that we can learn from this event

Additional from Max:

Workshop in Perth as a result of meeting with ministers(?) –
Hendy Cowan is coming up to have a look at the drainage project

Moved to accept all update reports:

Moved Jan, seconded Stacey, Carried

5. General Business

5.1. Easement progress– should we send out service fees before easements are settled? Discussion

Stan feels this has to be after LCDC has been set up, but is there any way that YY can send a bill – the service fee isn't dependent on the easement –

Max moves a motion that we send a bill out now to the people involved already –

This motion was not carried.

5.2. Proposal for a Yarra Yarra Surface Water Management Plan (MH)

Max wanted permission to work on this proposal, was agreed that Max will bring this proposal back to a future meeting

5.3. CEO Position – Discussion of Job Description

As YYCMG are putting up some of the funding for the CEO position, we would like the opportunity to have some input into their job description

-Max moves:

New CEO should meet with Staff every fortnight (as a staff manager) and they will be obliged to attend the general meetings.

Jan seconded, carried (Lizzie to pass this on to RC in time for the 11th March meeting)

5.4. John Stephens lease update (Canna Gutha)

See above

5.5. Update on OMC Drill Rig hire (JA)

Motion moved to authorize Max and Jo to arrange and negotiate hire costs

Moved Ian, seconded Lizzie, carried

5.6. Kalannie Landcare Building Lease

Need to know who is leasing it – the YYCMG or the YYCRC

Jo to get back to them, it will be YYCMG for the next year, and will make sure there are no legal fees associated with it.

5.7. Ministers visit to Kalannie

See above -

5.8. Website Update

See above

5.9. Vehicles – use and sharing etc...

Could we put the pump on the Toyota, to enable us to use it for all fieldwork –

- Staff issue, if it needs further discussion bring back to next meeting

5.10. Discussion about a possible name change of YYCRC to YYCA (Yarra Yarra Catchment Authority) (MH)

There are a lot of catchment councils which could lead to confusion between them all. Once the Regional Council is up and running well, with the new CEO in place – we can take this issue to the RC

5.11. Possible exchange options for the Ford Ute (SH)

See above

6. Business without Notice

Contracting reports -

There is sometimes pressure on staff to produce reports and there is the possibility to put some of this work through PJ telecentre with Sam Smeeton

- To do the formatting etc.. Sam is putting the prices together
- Sam also has the background knowledge of NACC workings

Change format of agenda to have outcomes and discussion topics, which should make the meetings run more quickly. All agreed, will change the format for next time

7. Close Meeting (Approx 1.45 pm)

7.1. Agenda items for next meeting

7.2. Next meeting is at Perenjori, April 24th 2008, 10.00am

7.3. Close Meeting (1.55pm)

I certify that this copy of the Minutes is a true and correct record of the meeting held on 28th February 2008.

Signed: _____
Chair of YYCMG

Date: _____

Please see website for copies of all previous minutes
www.yarayarracatchment.asn.au
