CENTRAL WEST COUNCILS
ENVIRONMENT & WATERWAYS ALLIANCE

Minutes/Actions
Environment & Waterways Alliance Meeting
Thursday 9 May, 2019 - Orange City Bowling Club, Orange

Present

David Waddell – Orange City Council
Belinda Barlow – Orana Joint Organisation of Councils
Mick Callan – Neophema Environmental
Brian Parker – Blayney Shire Council
Catriona Jennings – Dubbo Regional Council
Deborah Taylor – Bathurst Regional Council
Eugene Mason – Regional Biodiversity Support Officer
Heather Nicholls – Cabonne Council
Lynton Auld – Dubbo Regional Council
Matthew Butterworth – Mid-Western Regional Council
Michael Chambers – Parkes Shire Council
Roger Smith – Orange City Council
Simone Tenne – Warrumbungle Shire Council
Warwick Doulman – Cabonne Council

Apologies

Andre Pretorius – Narromine Shire Council
Andrew Cosier – Dubbo Regional Council
Andrew Francis – Parkes Shire Council
Anna Stapleton – Bathurst Regional Council
Brad Cam – Mid-Western Regional Council
Brendan Hayes – Weddin Shire Council
Brianna Wooldridge – Forbes Shire Council
Brooke Kirkman – Central West LLS
Carmel O'Connor – Narromine Shire Council
Chris Cannard – Cowra Shire Council
Chris Schumacher – Oberon Council
Damon Cupitt – Lithgow City Council
Doug Moorby – Narromine Shire Council
Grant Baker – Blayney Shire Council
Guy Marchant – Narromine Shire Council
Joel Little – Bathurst Regional Council
Jon Francis – Orange City Council
Julie Prout – Gilgandra Shire Council
Edmund Hogan – Central Tablelands Local Land Services
Kate Alberry – Cowra Shire Council
Marg Applebee – Central West Lachlan Landcare
Mark Linton-Harland – Gilgandra Shire Council
Matthew Bailey – Parkes Shire Council
Melissa Kelly – Gilgandra Shire Council
Michael Glenn – Orange City Council
Mick Bell – Narromine Shire Council
Grant Baker – Blayney Shire Council
Rob Dario – Dubbo Regional Council
Rowan Bentick – Lachlan Shire Council
Russell Deans – Bathurst Regional Council
Tracey Potts – Central Tablelands LLS
Wayne Beatty – Orange City Council
Wayne Gailey – Orange City Council
Sam Basha – Narromine Shire Council

Chair

David Waddell

Agenda Item 1	Welcome and Review of Previous Minutes	David Waddell

- Meeting was opened at 10:00am.
- Acknowledgement was made of the Traditional Owners of the Land, the Wiradjuri, and their Elders past and present.
- Introduction to the meeting and outline of the content.
- WHS considerations for the meeting.
- Mick Callan noted the extensive apology list and mentioned that the contact list would continue to be culled both during and after the meeting.
- Roger Smith noted that the Roadside Vegetation facilitated by GEMS Consulting in Bathurst on 8 May 2019 was excellent and would be valuable to staff from all Alliance Councils.
- It was noted that the Crown Lands Funds for plans of management had largely been utilised by Councils despite funds having been received, still potential for Councils to come together to engage a consultant to deliver on these plans through a general template. To be followed up. **ACTION**
- Minutes are an accurate and true record of the previous meeting, proposed by Roger Smith. Seconded by Lynton Auld. Unanimously agreed.

Agenda Item 2	Financial Report & Alliance Assets	David Waddell

- Mick Callan advised that the Alliance funds are as follows:

Beginning of 2019 calendar year:	$138,681.46
Expenses to end of April 2019:	$6,336.00
Income from Alliance vehicle sale:	$25,000.00
CURRENT FUNDS:	**$157,345.46**

- It was noted that while a full financial report wasn't tabled to the meeting, this is available and is being held by David Waddell. Guy McAnnally-Elwin continues to manage the Alliance finances in a highly professional and efficient manner. David proposed that the Alliance should formally thank Guy for his continued efforts. **ACTION**
- List of Alliance assets was tabled and discussion ensued regarding the value of the assets and the potential for use of the marquee and display materials at events.
- Tree climbing equipment and remote sensing cameras are still with Reannan Honey, PhD candidate at UTS. This equipment is due to be returned to the Alliance at the end of the calendar year.
- It was agreed to keep all assets in the interim. Decision on the arborist equipment and cameras to be decided at the next Alliance meeting. **ACTION**
- Discussion of display equipment and materials resulted in discussion of potential to host a stand at the Australian National Field Days, with a meeting to be held at the same event. This was agreed to and will be organised for the October meeting. **ACTION**

- Mick Callan raised the potential for the purchase of tablets for use at meetings to combat the volume of paper used at each meeting.

Agenda Item 3 — Update on Biodiversity Reforms — Eugene Mason

- Eugene Mason, Regional Biodiversity Support Officer, noted that his contract has been extended to February 2020 in a help desk role to assist Councils to manage and implement the biodiversity reforms legislation.
- Eugene noted that there had been no Biodiversity Reforms Bulletins issued for several months due to delays in approvals for release.
- All Biodiversity Reforms Bulletins are available on the Alliance website: http://www.cwcewa.com.au/nsw-biodiversity-reforms-bulletins
- Upcoming bulletins, once approved, will outline the following issues:
  Compliance and OEH responsibilities
  Exempt and Complying Developments
- Further information can be found in the presentation which is available on the Alliance website:
  http://www.cwcewa.com.au/presentations
- Lynton Auld noted that OEH staff have confirmed in recent days that clearing under threshold limits is still an offence if threatened species are damaged/harmed.
- David Waddell noted the importance of recognising that the legislation isn't just about trees, that grasslands of ecological importance are also protected.
- It was noted that the Bathurst Regional Council draft DCP is now on public display and may be a good case study for other Councils:
  https://yoursay.bathurst.nsw.gov.au/veg
- David Waddell suggested that Emily Cotterill of The Environmental Factor would be a suitable guest speaker for our next meeting as a consultant who is up to speed with REFs and other environmental responsibilities of Local Government. **ACTION**

Agenda Item 4 — Website and Social Media Report — Mick Callan

- Mick Callan provided a presentation on the Alliance website and Facebook page analytics with good engagement across both platforms.
- It was clear from the analytics that much of the website traffic is being generated from Facebook posts, and that it is an important means of driving traffic to the website.
- Further input from Councils is required in order to promote events, awards, media releases etc. and should be forward to Mick Callan for publishing across these channels.
- Highlights of the analytics can be found in the Alliance Meeting Master Presentation on the Alliance website:
  http://www.cwcewa.com.au/presentations

Agenda Item 5 — Alliance Contact List — David Waddell

- The Alliance contact list was tabled for condensing due to the large number or inactive people being contacted regularly. Several contacts have been recommended to be culled from the list. **ACTION**
- It was raised that during the new membership agreement process, each Council will be asked to nominate two primary contacts which will further assist in condensing the mailing list.

Agenda Item 6 — Regional State of the Environment Reporting — David Waddell Group

- Molino Stewart have again been engaged to complete the Regional State of the Environment Report snapshots for the 2018-19 FY.
- Full SoE reports are due next year.
- It was discussed that an alternative consultant wasn't sought for the current reporting period as preliminary investigations revealed that there would be a significant upfront expense to produce a cleaner, more transparent reporting system, with cost savings only realised in subsequent years.
- It was agreed that the continued uncertainty around the requirement for reporting into future means that a commitment to reporting beyond next year may not be a wise investment should reporting no longer be required.
- Belinda Barlow will take the matter to the General Managers of the Orana JOC on 24 May for feedback and will additionally seek clarification from LGNSW or the Office of Local Government regarding the reporting requirements into the future. **ACTION**

Agenda Item 7 — Alliance Governance — David Waddell

- David Waddell presented the group with a draft MoU and Terms of Reference.
- Investigation work was completed into new governance structures with formation of a Section 355 committee having potential to result in the loss of autonomy for the group, making it unsuitable. Additionally, the legal advice provided was that incorporating would only complicate the current arrangements without adding any real benefits. Essentially the group will continue to be governed by the processes outlined in the Terms of Reference & Membership Agreement.
- It was identified that the Deputy Chair wasn't listed in the governance processes and needs to be added in. **ACTION**
- It should be included in the letter to General Managers of the member councils that the current proposed structure has been referred to, and approved, by the legal team at Orange City Council. **ACTION**
- A formal request should be put to David Neeves, GM of Gilgandra Shire Council, for Guy McAnnally-Elwin to continue to manage the Alliance finances. **ACTION**
- Formal agreements should be considered for Associate Members or Friends of the Alliance where there exists obvious alignment of directions and potential to collaborate on projects. Suggestions for these partnerships included: Office of Environment & Heritage, Joint Operations of Councils, Office of Local Government, Environmental Education Centres, NSW

Environmental Trust, Department of Primary Industries, Local Land Services, Crown Lands, DPI Water, DPI Fisheries, K2W Link, Landcare, Mid-Lachlan Landcare, Local Aboriginal Land Councils, River Basin Management Society. The arrangement of these agreements should be finalised prior to seeking these partnerships. **ACTION**

- David proposed that presentations should be provided to the JOs in order to promote the work of the Alliance and the benefits of membership. **ACTION**
- It was agreed that at the October 2019 meeting that the election of the Alliance Chair and Deputy Chair will occur. Actions need to be put in place prior to the meeting to ensure that Councils that cannot be represented at the meeting are able to provide a proxy. **ACTION**
- The Alliance is to establish a contractor panel for project work with the appointment of consultants off the panel. Contractors will be approved by the Chair, or the Deputy Chair in conjunction with the finance manager, Guy McAnally-Elwin (*note: Mick Callan was excused from the meeting for this discussion)

Agenda Item 8	Current Grant Opportunities & Politics Discussion	David Waddell & Mick Callan

- Mick provided an update on the current grant funding opportunities that may be of interest to member Councils. All of these grants are currently available to be viewed on the Alliance Website: http://www.cwcewa.com.au/grants-award
- Mick provided a presentation of images from remote sensing cameras from the chainsaw hollow project. It was requested that these images be included on the Alliance website. **ACTION**
- Discussion moved to the success of the chainsaw hollows with preliminary data coming from PhD candidate Reannan Honey, showing that the chainsaw hollows have the same thermal properties as natural hollows, without any significant statistical variation.
- It was suggested that $75k of Alliance funds be put towards a further hollow augmentation project open to each Council. The Alliance is considered a leader in this field and will be able to utilise the experience and brand to leverage additional funds through grants or partnerships
- Lynton Auld moved that Mick Callan begin preparation of a scope of works, including species present and their hollow requirements, as well as contacting each Council for a suitable project site, preferably of 10ha or greater. Seconded by Brian Parker. **ACTION**
- It was agreed that such a major expenditure needs to be put to a vote which should be listed as an agenda item for the next meeting. Additionally, Councils unable to attend the meeting should be able to provide a proxy. **ACTION**
- Mick suggested that the CSU Community Grants could be used to provide community planting days in the three LGAs where CSU campuses are situated, Dubbo, Bathurst and Orange. **ACTION**

Agenda Item 10 — Update on Alliance Funded Projects — Council Representatives

- Presentations regarding the progress of Alliance funded projects were delivered by the following councils:
  - Bathurst Regional Council
  - Parkes Shire Council
  - Mid-Western Regional Council
  - Dubbo City Council
  - Orange City Council
  - Warrumbungle Shire Council
  - Blayney Shire Council
- All presentations are to be uploaded to the Alliance website. **ACTION**
- Blayney Shire Council Rural Cemetery Management Plan to be put on the Alliance website, in the members area. **ACTION**

Agenda Item 11 — Any Other Business — David Waddell

- Mick Callan advised that a letter of support had been provided for the Orange Local Aboriginal Land Council for a grant application. Offer of use of the Alliance template for Reserve Plans of Management was provided as an in-kind contribution.
- Discussion regarding weed spread on roadsides. It was agreed that the Blayney Shire Council weed hygiene protocol would be shared on the Alliance website. **ACTION**
- Discussion around the coordination of High Conservation Value Roadside Vegetation roadside marker colours.

Next Meeting – Nyngan 24-25 July

Key Actions/Agreements from this meeting

Key Action/Agreement	Responsibility	Priority	Status	Due By/Notes
ACTION: Prepare and distribute membership agreements for the 2019/20 Financial Year	Mick Callan & David Waddell	High	Drafted	June 2019
ACTION: $7M Crown Lands fund to be investigated for potential investment in our region	David Waddell	Medium		July 2019
ACTION: Provide a formal thank you to Guy McAnnally-Elwin for his continued financial management for the Alliance, as well as a request to continue	David Waddell & Mick Callan	High	Drafted	July 2019
ACTION: Include decision on arborist equipment on agenda for next Alliance meeting	Mick Callan	Medium	Drafted	July 2019
ACTION: Organise stall space at Australian National Field Days	Mick Callan	High	Emailed Roger 5/6	July 2019
ACTION: Organise meeting venue and dinner venue for Australian	Roger Smith & Mick Callan	High	Emailed Roger 5/6	July 2019

National Field Days meeting 24 October				
ACTION: Invite Emily Cotterill of The Environmental Factor to present at the next Alliance Meeting	Mick Callan & David Waddell	Medium	Emailed Emily 5/6 – follow up once mtg. date confirmed	June 2019
ACTION: Upload project presentations to the Alliance website	Mick Callan	Medium	Complete	May 2019
ACTION: Cull Alliance contact list in accordance with recommendations from the meeting	Mick Callan	Low	Complete	June 2019
ACTION: Raise issue of SoE reporting with General Managers of Orana JOC	Belinda Barlow	High	Emailed BB 5/6	24 May 2019
ACTION: Write to LGNSW or Office of Local Government to seek clarification on SoE reporting requirements into the future	Belinda Barlow	High	Emailed BB 5/6	May 2019
ACTION: Insert responsibilities for Deputy Chair and election processes into Alliance documents	Mick Callan	High	Complete	May 2019
ACTION: Insert into letter to GMs that proposed Alliance structure has been reviewed and approved by the legal team at Orange City Council	Mick Callan	High	Complete	May 2019
ACTION: Formalise a procedure/agreement for Associate Memberships or Friends of the Alliance arrangements	Mick Callan & David Waddell	Medium	Drafted	June 2019
ACTION: David and Mick to organise presentations to JOs to update on Alliance activities and benefits of membership	David Waddell & Mick Callan	High		June 2019
ACTION: Organise elections for Chair and Deputy Chair at October meeting, including receiving nominations and proxies prior to the meeting	Mick Callan	High	Carry Over	September 2019
ACTION: Upload chainsaw hollows images to Alliance website and social media	Mick Callan	Low	Complete	July 2019
ACTION: Prepare a project scope of works for an Alliance wide hollow augmentation project	Mick Callan	High		October 2019
ACTION: Include use of $75k for hollow augmentation project as an	Mick Callan David Waddell	High	Complete	July 2019

agenda item for next meeting, including allowing for proxy votes				
ACTION: Apply for CSU Community Grant to provide community planting days	Mick Callan Deborah Taylor Roger Smith Lynton Auld	Medium	Pending	July 2019
ACTION: Put Blayney Rural Cemetery Management Plans on the Alliance website members area	Mick Callan	Medium	Complete	June 2019
ACTION: Put Blayney weed hygiene protocol on the Alliance website members area	Mick Callan Brian Parker	Medium	Emailed Brian 5/6	June 2019

Key Actions/Agreements from the previous meeting

Key Action/Agreement	Responsibility	Priority	Status	Due By/Notes
ACTION: Ask Bruce Christie for an update on the progress of the CT LLS roadside vegetation project	Mick Callan	High	Complete	January 2019
ACTION: Inventory of Alliance resources to be prepared and distributed to Alliance members	Mick Callan	Medium	Complete	January 2019
ACTION: Prepare and distribute membership agreements for the 2019/20 Financial Year	Mick Callan & David Waddell	High	In Process	January 2019
ACTION: $7M Crown Lands fund to be investigated for potential investment in our region	David Waddell	Medium	Carried Over	February 2019
ACTION: Breakdown of current Alliance expenditure on consultant fees and venue & catering expenses	Mick Callan & David Waddell	High	Complete	January 2019
ACTION: Seek further information on the potential for the Alliance to become a Section 355 Committee	David Waddell	High	Complete	January 2019
ACTION: Request a detailed financial statement from Gilgandra Shire Council prior to the next meeting	David Waddell & Mick Callan	High	Complete	February 2019
ACTION: Prepare one-page outline of options for Alliance governance	David Waddell	High	Complete	January 2019
ACTION: Discuss legal options with appropriate professional regarding Alliance governance arrangements	David Waddell	High	Complete	January 2019
ACTION: Initiate a quotation/tender process to find a suitable consultant to provide SOE Report Snapshot for 2019-19 Financial Year	David Waddell	High	In Process	February 2019
ACTION: Write to all Councils within the region, plus additional SOE Councils to advise them that SOE	Mick Callan & David Waddell	High	Complete	January 2019

Snapshot will be produced and that they will be charged accordingly				
ACTION: Offer free Alliance Membership to Weddin Shire Council for the remainder of the current financial year	Mick Callan & David Waddell	Medium	Complete	January 2019
ACTION: Offer free Associate Alliance Membership to Bourke Shire Council and Cootamundra Gundagai Regional Council for the remainder of the financial year	Mick Callan & David Waddell	Medium	Complete	January 2019
ACTION: Obtain project images and further information in order to update Alliance website on currently funded projects	Mick Callan	Medium	In Process	January 2019
ACTION: Upload project presentations to the Alliance website	Mick Callan	Medium	Complete	December 2018
ACTION: Prepare Alliance project support quotation/tender process to find suitable consultant	David Waddell	High	Pending	To be completed once governance structure is finalised