



**Minutes for the Biodiversity Fund Project Meeting  
Held at Shire of Quairading  
Wednesday 4<sup>th</sup> June 2014  
BIODIVERSITY FUND**

Minutes taken by: Sabin Acharya

Meeting Commenced at 1.20 pm

**1. Attendance:**

Jen Green- Shires of Beverley and York  
Sabin Acharya- Shire of Merredin  
Rebecca Maddock- Shire of Yilgarn  
Dylan Copeland- Shire of Westonia  
Stephen Fry- Shire of Bruce Rock  
Claire Baker – Shire of Koorda  
Glen Buder – Shire of Trayning and Nungarin

**2. Confirmation of minutes:**

Steve Fry moved and Jen Green seconded that the minutes from the meeting held at held at Shire of Koorda, Wednesday 30<sup>th</sup> April 2014 were a complete and accurate reflection of that meeting. Carried unanimously

**3. Finance**

**Action:** Stephen Fry to contact remaining landholders for invoices not received.  
Completed

**Action:** Jennifer Green is to contact the Kellerberrin CEO regarding the Biodiversity Project and to forward any remaining EOI's. Completed

**Action:** Glen Buder to speak to the finance department regarding risk management plans. Completed

**Action:** Glen Buder to research last year's admin payment document and how funds were divided. Completed

Finance report was presented by Glen Buder.

Glen Buder moved and Claire Baker seconded the finance report that it was true and correct record.

**Action:** Glen Buder to email everyone the outstanding landholders' list for invoices not received.

**Action:** Jen Green to contact the CEO of Kellerberrin as to Bio- Fund Project and the outstanding project works.

**Action:** Jen Green to forward Glen Buder the last year's document on Project's Administration Payment.

#### **4. Communication**

**Action:** All NRMOs to record all promotional media (includes media releases, re-veg guide, EOI) into the Google form and/or promotional record spreadsheet. Carry over

**Action:** Dylan Copeland to send out a summary of the promotional media Google form to all NRMOs. Carry Over

**Action:** Rebecca Maddock to form a draft 2014 EOI received letter and it is to be sent around for edits/suggestions. Completed

**Action:** All NRMOs to send out the 'EOI Received Letter' when it is finalised to ALL landholders who submitted an EOI. Completed

**Action:** Steve Fry to send out the finalised 'EOI Received Letter' to landholders who submitted an EOI.

Documents to be drafted in the near future: Follow up site visit form, Follow up site visit survey, Landholder agreements for Round 2 applicants.

#### **5. Nursery Management: Steve Fry**

**Action:** Jennifer Green to email/find farmers for unallocated trees (6000 stems). Completed

**Action:** Stephen Fry to contact Chatfields to obtain the substitution species list. Completed

Steve Fry visited all three Nurseries, everything is fine and the seedlings look healthy. However there are certain species (like *Allocasuarina campestris*) that will be very small as they are slow growing. Nurseries had issues in the past with fresh seed supply. It would be preferred by nurseries to make our order in September rather than in November so that the species that need early seeding will be big enough to plant the following year. Everyone agreed that site visits to be done by the end of August so that we can get a fair idea of what species is needed the next year.

**Action:** Glen Buder to talk to finance department at the Shire of Trayning about Shire purchase policy for tender or whether a quote system can be used to purchase seedlings over the final two planting years of the project.

**Action:** Glen Buder to commence quote process from Westgrow, Chatfields and Koorda.

Steve Fry informed that Chatfield has 180 trays of substitution species with a dozen of species different from the original order.

**Action:** Steve Fry to email everyone and put on the Drop Box the final seedling spreadsheet.

**Action:** Everyone to send Steve the Nursery Delivery Map including landholders' phone numbers.

## **6. Suggestion and/or Improvement Register: Rebecca Maddock**

**Action:** Rebecca Maddock to add “substitution/ unable to supply seedlings clause into Nursery Tender Document” into the suggestions/ improvement register. Completed

**Action:** Glen Buder to add “substitution/ unable to supply seedlings clause into Nursery Tender Document” into the Seed Supply Document.

**Action:** Rebecca Maddock to add “EOI date – to be mindful of closing date” into the Suggestions/ Improvements register. Completed

**Action:** Rebecca Maddock to add “Details to be added to the Site Assessment form such as riparian habitat (ha) revegetated, remnant area fenced & landscape connection” to the suggestions/ improvements register. Completed

**Action:** Dylan Copeland to add an example into the Google Forms for decimal degrees for GPS points. Completed

**Action:** Rebecca Maddock to review the EOI process and timing and add it to the Register.

## **7. Expression of Interest-2015**

**Action:** Project Site Visits to be completed by 30<sup>th</sup> August.

While on site visits, everyone to make sure that they have collected the information on Area-Revegetating, Area-Invasive Species Control, map showing the property & fencing and photos of soil type and remnant vegetation. Photo points from now on must include an Invasive Species Control Photo point.

## **8. Project Management- Jen Green**

**Action:** Everyone to add Dylan Copeland's new email: [nrmo@icloud.com](mailto:nrmo@icloud.com) to their email network.

The Site Visit templates from the Google Forms were handed out and an understanding of what to do during the site visits were discussed. The Google forms were edited as required.

**Action:** Dylan Copeland to email the final Google Forms to everyone.

**Action:** Everyone to fill the Google forms while site visits.

The Google forms can be printed out and filled in by hand during site visits.

**Action:** Anyone going to "Growing the Heartwood Workshop" to be held in Northam on 20<sup>th</sup> June to contact Wheatbelt NRM.

## **12:30 LUNCH**

## **9. Funding opportunities:**

Steve Fry had a chat with John Holley, the Director of State NRM regarding the recent press release on State Government's commitment to \$24 million for State's Natural Resources Management Programs over 3 years. John is very keen to make a difference in NRMOs' drop off from the local government and nurseries' drop off from the region and wants to see us in the next NRMO meeting to discuss with what can be done with \$3 million out of State Government's annual commitment of \$8 million to NRM programs. It would be good if we could come up with some ideas, some sort of plan or Sustainable Agriculture project outline.

**Action:** Steve Fry to draft a project plan based on the previous CfoC Project to present to John Holley. Circulate to NRMOs for comment before the next meeting.

**10. Next Meeting**

Wednesday, 25<sup>th</sup> June, 2014

Bruce Rock

**Meeting Closed: 2.20pm**

**Meeting Location List:**

Bruce Rock

Bencubbin

Merredin

Southern Cross

Trayning

Kellerberrin

Quairading

Westonia

Koorda

Quairading