

**Draft Minutes**  
**FOTPIN Coordinating Committee Meeting**  
23 August 2010, 7.30pm, 61 Ambalindum Street, Hawker

Attended: Vaughn Cox, Heather Burness, Warren Bond; Don Driscoll, Rosemary Blemings, Mark Hallam, Mark Burness (coopted member advising on Rules of Management)

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### **List of actions arising from these minutes**

1. **CC** to identify key programs and business activities of the group (4.1.b recommendation) and the leadership of selected FOTPIN programs and activities within the CC (4.1.c) out of session.
2. **CC** to give Mark's paper and L Harland's recommendations deeper consideration at its next meeting as a priority
3. **CC** to give Warren feedback on the draft website ASAP
4. **CC** to discuss the role of guided/introductory walks out of session
5. **Heather** to investigate the limits on funding/turnover prescribed for unincorporated organisations
6. **Heather** will send copies of the rules to CC members as approved at the 25 July Meeting.
7. **Heather and Rosemary** to distribute poster advertising the spring walks at local shopping centres.
8. **Rosemary** to draft an email to Pax in regard to the possibility of new signage being placed at each entrance to the PNR for forwarding to Stuart.
9. **Rosemary** to write an article on Guided Walks for the newsletter.
10. **Rosemary** to draft an email copied to the CC to be sent by Heather or Pax to PCL reporting on our short term priorities.
11. **Pax** to distribute the CWMP by pdf for comments to other landcare Coordinators and to those who attended the Public meeting on the 25 July, also where appropriate to advise contacts of the link to the plan on the GCG website
12. **Pax** to write an article on Rabbit Mapping for the newsletter
13. **Pax and Warren** to write an article on Land and Water conservation for the next newsletter
14. **Pax and the John Brannan** to update FOTPIN web content
15. **Warren** to spend up to \$100 to acquire a 2 year registration of the selected domain name, fotpin.org.au
16. **Warren** to select a free web hosting option, implement and move to establish the website and report back to the next meeting.
17. **Don** to write an article on Field Trip to Kama with Friends of Grasslands
18. **Don** to draft a discussion paper as outlined in agenda paper 7.3 on Fire Management at the Pinnacle Nature Reserve and circulate to the CC out of session for approval at the next CC meeting
19. **Penny Atkinson and Don** to write an article on Native Grass Mapping for the newsletter

(Writers of newsletter articles to forward their articles to John Brannan (editor) for a September/spring issue)

## **1. Minutes of the last meeting**

Need for the inclusion of the resolution passed by a quorum of committee members (Heather, Pax, Mark and Warren) on the 31 July 2010 at CPS Belconnen Branch-

**“that the Friends of the Pinnacle agree to Community CPS being the account for the finances of the organisation”**

Moved Heather Seconded Rosemary Accepted Unanimously

### **Business arising**

- After perusal of the 25 July Public meeting minutes, Don agreed that the resolutions in the minutes reflect his intentions on the day
- Pax had completed and sent a letter of thanks to the Principal of Weetangera PS
- Email thanking 3 GWG outgoing members sent
- Email to FOTPINs communicating the outcomes of the 25 and 28 July meetings completed
- Pax consulted FOTPINs in regard to the equestrian issue to determine our position in order to respond to PCL
- Postal address for FOTPIN. Due to the expense of a postal box at Hawker and the inconvenience of GCG being a postal address for FOTPIN it was agreed informally that mail should be sent to the appropriate address of the CC member concerned and the receiver be responsible for its inclusion in the records of the Secretary. Otherwise 61 Ambalindum St will be the default address for FOTPIN mail at this stage
- Warren has completed database member information provided on completed FOTPIN application forms
- Pax finalised Membership Form design (tabled)
- Don is working on a Caring for Our Country Community Action Grants Program.

### **Business Outstanding**

- Heather has not as yet investigated the limits on funding/turnover prescribed for unincorporated organisations

## **2. Correspondence in and out**

Tabled as per attached report from Heather.

### **Business arising**

- STEP Workshop
- Training and Development- Pax investigating the possibility of subcontracting Rabbit and pest control on a not for profit basis with monies reinvested into FOTPIN
- Weed Implementation Plan. Re spraying horehound and supply of chemicals from PCL
- Equestrian matters as set out below
- GCG membership including Don's membership
- Email from L Harland re rules addressed below
- CPS statement of Account

### **3. Treasurers Report**

**Income \$400**

**Expenses \$6.50**

**Balance \$393.50**

Tabled by Warren as per attached Financial Statement

Seconded: Heather

**Accepted**

### **4. CC Setting up issues**

#### **4.1 Roles of committee members**

The committee agreed to the recommendations in Agenda paper 4.1 as set out below with the proviso that the identification of key programs and business activities of the group (4.1.b recommendation ) and the leadership of selected FOTPIN programs and activities within the CC (4.1.c) be 'fine tuned' out of session.

#### **That members of the FOTPIN Coordinating Committee;**

- a) note their leadership role in managing the group and progressing the group's goals, objectives and strategies;**
- b) identify key program and "business" activities of the group;**
- c) agree to lead selected FOTPIN programs and activities, and to work within the Committee to implement and integrate our programs; and**
- d) contribute written material to plans, reports and newsletters, and to represent FOTPIN to other parties.**

Moved Pax Seconded Don Agreed unanimously

#### **4.2 Meeting agenda setting process**

The committee informally agreed that the following agenda setting process would be used for FOTPIN CC meetings

**Call for items -17 days prior to meeting (any items received by the Convenor or Secretary after this deadline will be included in General Business)**

**Call for papers and circulation of agenda- 14 days prior to meeting**

**Deadline for submitting papers- 10 days prior to meeting**

**Reissue of agenda with papers and support material with a cover sheet, attached summary and key elements-7 days prior to meeting**

#### **4.3 GCG membership forms and insurance issues**

Following advice and information provided through GWG meetings, the Coordinating Committee does not see it as desirable to join GCG for the purposes of public liability insurance cover as we are covered by PCL Public Liability Insurance. Also the added task of filling out duplicate sign/on and /sign/off forms was seen as an unnecessary added burden.

It was a possibility that given Don's funding applications that he might wish to become a member of GCG for the purposes of PLI cover when undertaking other activities with GCG.

## **5. Current Issues**

### **5.1 Equestrian access - update on discussions with PCL**

Warren provided the following report-

On 13 August Warren Bond had a long discussion with Chris Malouf, a member of the equestrian group and former colleague. Chris was sympathetic to the proposition that the riders' access be restricted to the perimeter trail and to times when it was not too wet that disturbance of the soil on the tracks would exacerbate erosion. Chris also expressed his concern that there was inadequate signage to inform riders of what was expected of them.

On 16 August, Pax and Warren met with Stuart Jeffress from PCL on site, and inspected parts of the tracks thought to be most at risk. Stuart had earlier that day met with the equestrian group for a discussion of the proposal conveyed to us in his email of 28 July. We agreed in principle to a 12 month trial of the plan, provided (a) there was adequate and appropriate signage, and (b) a suitable measure of when it was too wet for horses was agreed upon. Stuart said he would draft both for the consideration of FOTPIN and the equestrian group.

Stuart also described his plans to:

- (a) realign the fence adjacent to the de Salis St cavaletti so that it was no longer possible for horses to proceed down the central track, but instead that they would be guided onto the top perimeter track, and
- (b) remove the locked gate a few hundred meters south of the Dungowan St cavaletti to allow full use of the perimeter track so that it is not necessary for riders to cross the reserve.

Rosemary commented that any new signage should be placed at each entrance and would draft an email to Pax in that regard for forwarding to Stuart

### **5.2 Draft Management Rules**

Mark Burness (coopted CC member on Management Rules) tabled the attached responses to the recommendations for changes to the Management Rules set out in an email from L Harland dated August 1 2010.

The committee agreed to give Mark's paper and L Harland's recommendations deeper consideration at its next meeting as a priority.

Heather will send copies of the rules to CC members as they were amended on the 25 July Meeting.

## **6. Grant Applications**

**Update:** ACT Environment Program 2010-11. The decision is with the Minister but that the department has not received it yet.

**Proposed:** Don will finalise and submit a Caring for Our Country grant application.

## **7. Programs**

### **7.1 Community Weed Management Plan**

The Committee agreed to the recommendations outlined in the agenda paper to be amended to read as -

**That the FOTPIN Coordinating Committee;**

- a) formally adopts the Draft Community Weed Management Plan (CWMP) as a FOTPIN publication;**
- b) approves distribution of the CWMP to parkcare, catchment, NRM groups and the wider community in the ACT to elicit comments on the plan (this may require meeting with those groups);**
- c) encourages FOTPINs to monitor CWMP implementation consistent with the requirements of Appendix 1(e) of the draft plan; and**
- d) agrees to finalise the CWMP early in 2011 for release with the first biannual implementation report.**

Moved Pax Secoded Warren Agreed unanimously

Pax to

- distribute the CWMP by pdf for comments by a date to be set.
- Email contacts to advise them of the link to the CWMP at GCG website
- Email to those who attended the Public Meeting on the 25 July 2010

Consultation period was informally mooted to be the end of January.

It was noted that the Belconnen Community Festival is to be held on November 16 which would be a possible venue to distribute the CWMP for comment as would the Jamison Centre information day possibly occurring in conjunction with FOAB at some time in the future.

The CWMP has already been given press (printed) coverage, been distributed in School newsletters as a documented available for public comment, and has also been distributed to local politicians.

### **7.2 Soil and Water Conservation Strategy**

The Committee -

- Noted that the Commissioner for Sustainability and the Environment (CSE) has been encouraging of us to undertake the methodology devised by David Tongway regarding Land Function Analysis
- Noted there is a knowledge gap in this area
- Sees itself as supporting PCL in their activities in this matter

The Committee agreed to the recommendations outlined in the agenda paper to be amended to read as-

**That the FOTPIN Coordinating Committee;**

- a) **notes there is land and water degradation at The Pinnacle Nature Reserve;**
- b) **agrees to use the Landscape Function Analysis (LFA) procedure to assess and prioritise portions of The Pinnacle Nature Reserve for intervention and to provide a basis for ongoing monitoring;**
- c) **agrees to the above as input to a Pinnacle Land and Water Conservation Strategy; and**
- d) **agrees to develop a Strategy that includes the “Bottom Pinnacle”, including the Kama Reserve.**

Moved Pax Seconded Heather Agreed unanimously

### **7.3 Fire Management policy**

In the light of Don’s agenda paper and its accompanying background papers the Committee agreed-

**that Don draft a discussion paper as outlined in agenda paper 7.3 on Fire Management at the Pinnacle Nature Reserve and circulate to the CC out of session for approval at the next CC meeting**

Moved Pax Seconded Heather Agreed unanimously

The committee noted-

- That the paper would raise the profile of the issue
- That the paper would facilitate further negotiation and discussion, with a view to preparing and publishing a possible Position Statement on Fire Management at The Pinnacle Nature Reserve
- That Don would frame the problems involved and explore ways of working through them so that the CC could distribute it to stakeholders and the public.

### **7.4 Rabbit control program**

The Committee agreed to the recommendations outlined in the agenda paper to be amended to read as-

**That the FOTPIN Coordinating Committee;**

- a) **notes rabbits are likely to continue to be a significant threat to the biodiversity and ecological integrity of The Pinnacle;**
- b) **agrees to progressing a rabbit control program, which sets out FOTPIN and PCL roles in monitoring and controlling rabbit activity at The Pinnacle; and**
- c) **confirms FOTPIN’s supporting role of monitoring rabbit activity through autumn (esp prior to PCL treatment) and two spring surveys, and communicating those results in the context of objectives and desired outcomes set in the rabbit control program.**

Moved Pax Seconded Mark H Agreed unanimously

## **8. Information outreach and web content**

### **8.1 Newsletter and on-line content**

The Committee agreed to the recommendations outlined in the agenda paper to be amended to read as-

**That the FOTPIN Coordinating Committee;**

- a) notes that John Brannan is Editor of the FOTPIN newsletter;**
- b) agrees to the format of the FOTPIN newsletter; and**
- c) agrees to the convener and the editor to update FOTPIN web content**

Moved Pax Seconded Don Agreed unanimously

Articles for the next newsletter will be

- Rabbit Mapping by Pax
- Land and Water conservation by Pax and Warren
- Native Grass Mapping by Penny Atkinson and Don
- Guided Walks by Rosemary
- Field Trip to KAMA with Friends of Grasslands by Don

The newsletter will also include a reminder that the CC minutes and info will be available on our website when it is up and running.

The newsletter to be published in September.

Writers to forward their articles to John Brannan (editor)

### **8.2 Proposed FOTPIN website**

The Committee agreed to the following recommendations –

**a) That Warren Bond be authorised to spend up to \$100 to acquire a 2 year registration of the selected domain name, fotpin.org.au**

**b) That Warren Bond be authorised to select a free web hosting option, implement and move to establish the website and report back to the next meeting.**

Moved Warren Seconded Pax Agreed Unanimously

The CC needs to give Warren feedback on the draft website ASAP

## **9. Recruitment/membership**

Listed members to date-

23 signed up members

15 on our active list who need to sign up

19 who are “kept informed”

### **Recruitment strategies-**

The committee determined that we could



- distribute Membership forms to those on the active list
- circulate the MF with the Fire Management Discussion paper
- make the MFs available on the guided walks
- poster with the spring walks to be distributed at local shopping centres (Heather and Rosemary to do this)
- mass distribution of flyer and poster on noticeboards

Revised Membership Form was tabled.

**Role of guided/introductory walks** to be discussed out of session

## **10. Any other business**

### **Meeting member needs**

How to determine members needs was discussed. The committee noted that there needed to be better communication through newsletters, monthly email updates and the noticeboard etc. Asking the question- How do you wish to engage with FOTPIN? There was a perceived need to maintain information on the noticeboard. Other smaller noticeboards that would contain 2 A4 sheets of information at each of the entrances was raised as an idea to approach PCL about for support.

### **Reporting on progress**

Rosemary to draft an email copied to the CC to be sent by Heather or Pax to PCL reporting on our short term priorities.

### **Pinnacle Sign**

Needs to be painted- an approach to Bob will be made to see this through

## **11. Next Meeting 25 October 2010 venue tba**

### **Appendices**

#### **1 Correspondence report Heather Burness**

#### **FOTPIN Correspondence for 23.08.2010 Meeting**

#### **Correspondence IN**

email from

S Jeffress re Equestrian Access on the Pinnacle 28/7/10

B Reynolds re annexure and GCG Rules 29/7/10

MFyfe (2 emails) re equestrian access on the Pinnacle 31/7/10

L Harland re FOTPIN Rules 1/8/10

J Geue re parkcare display at Jamison 2/8/10

B Reynolds re GCG and FOTPIN 5/8/10

L Jenkins re GCG and FOTPIN 5/8/10

A van Dugteren re Parkcare and pest/ weed control 4/8/10 and 6/8/10

L Jenkins re Application by FOTPIN for GCG Membership 6/8/10

K Williams Rabbit Control 6/8/10

S Alegria re grants for parkcare running costs 10/8/10  
L Jenkins re Application by FOTPIN for GCG Membership 11/8/10 (invitation to Oct meeting)  
A Westcott re STEP Workshop 28 August 12/8/10  
C Robertson re Try Again:STEP Workshop 28 August 12/8/10  
C Robertson re Draft of the participant forms for the workshop 13/8/10  
S Taylor re Becoming a Land Management/ Bush Regen Contractor 13/8/10  
T Evans MRSC Information 13/8/10  
C Crawford re Register of Interest for Vertebrate Pest Management Course 13/8/10  
N Kuzmanoski re rabbits and horehound 17/8/10

Hardcopy of Statement of our account from CPS Community Credit Union  
FOTPIN Cheque book for CPS Account

### **Correspondence OUT**

email to

B Reynolds annexure to GCG rules 29/7/10  
S Jeffress re Horses and the Pinnacle 30/7/10  
FOTPINs re Equestrian access to Pinnacle Nature Reserve 30/7/10  
FOTPINs re Special Meeting of FOTPIN and the formation of the Committee 30/7/10  
L Beveridge re STEP 30/7/10  
John Brannan; Harry Nyman; M Burness re THANK YOU 31/7/10  
L Harland and J Fitzgerald re FOTPIN Rules 1/8/10  
N Kuzmanoski re Weed plan implementation 2/8/10  
K Williams re Rabbit Control 3/8/10  
E Duffy re Park care and pest/weed control 3/8/10  
G Robertson re STEP 3/8/10  
L Jenkins re GCG and FOTPIN 4/8/10  
S Jeffress re Equestrian access to the Pinnacle 6/8/10  
L Jenkins re Application for GCG Membership by FOTPIN 6/8/10  
L Poulsen and N Kuzmanoski re rabbits and horehound 9/8/10  
S Alegria and S McIntosh re grants for parkcare running costs 10/8/10  
K Williams re Rabbit Control 10/8/10  
A Westcott re STEP Workshop 28 August 12/8/10  
S Taylor re Becoming a Land Management/ Bush Regen Contractor 13/8/10  
S Jeffress re Buried Markers 15/8/10  
N Kuzmanoski re rabbits and horehound 17/8/10  
S Mills re ACT Environment Grants 10-11 18/8/10  
C Robertson re STEP Workshop 28 August 19/8/10  
A Westcott re STEP Workshop 28 August 19/8/10

Letter to

Principal Weetangera Primary School re thanking him for the use of the Hall for the 25/7/10 meeting .

## 2. List of Tabled Documents

The Draft Community Weed Management Plan for The Pinnacle Nature Reserve 2010-2020, dated 16 May 2010; FOTIN publication  
Pinnacle Monitoring Notes, undated, by David Tongway;  
LFA Methodology, undated, by David Tongway et al;  
Landscape Function Analysis: Procedures for Monitoring and Assessing Landscapes, CSIRO, Tongway DJ and Hindley NL;  
Strategic Bushfire Management Plan for the ACT, ACT Government, 2009;  
Managing Vertebrate Pests: Rabbits. Williams, K., et al BRS and CSIRO, AGPS, 1995.  
Mark Burness paper on rules  
Financial statement Warren Bond  
FOTPIN Membership form

## 3. Management Rules. Mark Burness

Changes to the rules suggested by John and Lesley Harland as at 1 August 2010 with suggested changes as appropriate for future consideration by the co-ordination committee and subsequently by a special meeting of AGM for finalization of the rules.

The following changes were suggested;

**a) There should be a stated requirement that FOTPIN members agree to abide by the current PCL Volunteer Policy.**

This would seem to be a reasonable requirement and can be easily incorporate into the rules

**b) As there is now no requirement for a membership fee to be paid, 7(3) and 7(4) would appear to be unnecessary.**

This would seem appropriate and can be easily achieved in the rules

**c) References to the election of the Convener 19(1)(c) and 19(4) appear to be in conflict with that stated in 11(1) thus clarification is needed.**

Only 19(1)(c) needs change to clarify if agreed by the CC that the committee is elected by the AGM and then the committee members elect the convenor. 19(4) does not need change as it relates to the very first meeting and that meeting has taken place. The 19(4) Rule should be retained as historical evidence of the powers under the rules used to create the first meeting and the decisions taken at that meeting.

**d) Sections 16 and 22 appear to be duplicates, at least in intent.**

These two provisions do have some minor overlap and can be consolidated.

**e) Would have thought that the calling of meetings (not by the Committee) should require at least 2 members, and that all those involved in this request should have to be identified (Section 20).**

Under the current rules you need ten members to call a meeting which would seem appropriate. It is normally a significant issue for the members to need to call a meeting as most issues are addressed through the co-ordination committee.

**As this is not an incorporated group isn't it illogical to deem to incorporate the 'model rules' of the Associations Incorporation Regulations into FOTPIN rules at Section (3) ?? Consequently it is unnecessary to have any reference to 'model rules' in the Definitions and other sections eg 7(5).**

We have the model rule connection to avoid the necessity to cover the worst case scenarios around the removal of certain members where circumstances require. This is a process which no one wants to have to deal with but all rule advice suggests the need to have such scenarios covered. If we do it any other way we would need some additional 6-8 rules to cover all those aspects which could arise. Without such rules to cover this situation you have no pathway to control and or resolve the situation.

**At the meeting last weekend several people spoke in favor of a simple set of rules sufficient to carry on 'business' but not too bureaucratic. In the spirit of democracy we feel that the committee should aim to prune the draft rules to a much simpler, but still workable, document. Our recollection is that someone felt that only a small number of the draft rules would actually be used. Some of our suggestions for deletion, in addition to those mentioned previously, are:  
7(5), Section 8, 13(2)(d), 19(4), 20(4).**

Rule 7(5) my comment re the model rules above apply to why we need this rule.

Rule 8 I think all members would like the assurances re financial liability to be clarified in this rule and to be explicitly stated.

Rule 13(2) (d) this rule protects the financial security of member's finances in FOTPIN and ensure open and informed access to such information

Rule 19(4) this was a one off rule for the setting up of FOTPIN and should be retained as it records the history of the decision making powers used in the first meeting to create the committee and office bearers.

Rule 20(4) this rule could possibly be removed but should be considered by the co-ordination committee as to whether they want some clarification of documentation when calling a meeting.