



Coordinating Committee Meeting

Monday 18th August 7-30 pm

Minutes

Present: John Brannan (Convenor), Warren Bond, Anne Aisbett, Len Taylor, Denise Hall.

1. Apologies

Alana Wilkes.

2. [Minutes of the Last Meeting](#) / Business Arising

It was moved by John and seconded by Len that the Minutes of the Coordinating Committee meeting held on 18 May 2025 be accepted as a true and fair record of that meeting. Agreed.

Consideration of Actions carried forward from previous meetings:

20250210: Treasurer's Report:

Action Item: Warren to communicate the approved Guidelines to the GCG.

Completed.

20250210: Weed Management:

Action Item: Warren to provide wording for recruiting more weed sprayers to John as a message to be sent to the members and mailing list.

On hold: As Pax is now available for spraying, Warren recommended holding off on further recruitment until the next ChemCert training is available and more sprayers are required.

20250210: Community Outreach:

Action Item: John to raise the issue of communicating to the public the appropriate uses of the Reserves with GCG, Landcare ACT, in footpin Updates and in other forums as appropriate.

Ongoing.

20250210: Weetangera Groundcover Revegetation Project:

Action Item: John to include an appeal in the Update for volunteers to grow future tube stock.

In progress: John will follow up on one possibility, or otherwise include an appeal in the next Update.

20250210: Interpretive signs launch:

Action Item: John to obtain a quote for printed stickers for the PCS corflutes, and present a funding proposal to the CC for approval as per the new Guidelines on Expenditure of Funds held by GCG.

In progress: John has obtained a quote from ICS for clear stickers and will submit a request for funding to the CC as per the guidelines.

20240519: Item 9 Events Program

Action Item: Alana to look at Canberra Bushwalking Club walks for family-friendly ideas for the Events program.

In progress. Anne will contact Alana and the Brindabella Bushwalking club re a possible family walk for the Spring Events program.

3. Correspondence in and out ([Attachment A](#))

There was some discussion re the large rubbish Len had reported finding on the Reserve.

Business arising (other than that to be dealt with under other items): None.

Action Item: Len to check if the large rubbish has been removed yet, and contact the Rangers if not.

4. Convenor's Report

John had circulated his report before the meeting. The main topics included:

- Environmental Volunteers Conference 2025. John noted that this had been a good conference, with the field trip to near Bluett's Block being especially valuable.
- The Events Calendar. John noted that there were several events planned for the Spring, including two bird walks and the Jamison Joint ParkCare Display. He reported that John Fitz Gerald had suggested running a bushfire recovery walk instead of a wildflower walk, and this will be scheduled for November. The meeting also agreed to run a stall at the Florey Fair in November, given there will be no school fetes this season.
- The Pinnacle Dam. Following a suggestion from Anke Maria Hoefler, John is considering putting together a project to improve the biodiversity of the dam and surrounds. There was some discussion of the desirability and feasibility of this, and whether the bare earth approach to the dam should be attended to first. John will consult various experts about the project.
- Molonglo Pipeline Revegetation: John reported that the weather forecast is looking promising for the proposed seeding in the fenced plots along the pipeline. The shrubs planted late last year in the Icon compound are doing well, and this will be all that should be required in this area for some time.
- PCS Annual Planning Briefing.

Action Item: John to contact Lori Gould for advice on the dam project.

5. Treasurer's Report ([Attachment B](#))

Warren had previously circulated his report and the Financial Statement to 31 July. He noted that fotpin had received a generous donation of \$100 from a regular member donor. The meeting confirmed the out-of-session approval of Len Taylor's expenditure of 9 July for plants, and that this expenditure should be charged against the unallocated Consolidated Member Funds held for fotpin by GCG.

The meeting also approved Warren's suggestion that the residual funds from the \$1300* donated by the Harden-Murrumburrah Landcare Group for interpretive signage should be rolled into fotpin's general revenue, as the signage project is now completed. This will be reflected in the Financial Statement in November.

(* \$1,017.51 after the expenditure on supplies for the sign launch was deducted from these funds)

It was moved by Anne and seconded by John that the Report be confirmed. Agreed.

6. Review of the Conflict-of-Interest Policy

a. Declarations of Conflicts-of-Interest: All members present declared they had no conflicts-of-interest. Alana also confirmed by email after the meeting that she had none.

b. Other issues: None.

7. Membership Report

Warren had previously circulated his report. Membership increased by 2 to 119, and the total number on the email list increased by 3 to 368. Warren noted he will be revising the email list before the next meeting to remove a number of members with whom we have lost contact with a resultant decrease in numbers.

8. Weed Management

Warren noted that it had been a quiet three months for weeding, mainly focusing on broadleaf and woody weeds. The return of Pax to the spraying team is appreciated.

Weeding effort in the **3 months** since the last meeting (May 1 to July 31) was 138 hours (22% of which was in the Weetangera paddock). This total was 15% less than these 3 months last season and 10% less than the average for these three months for the previous 14 seasons.

The largest proportion of effort (25%) was spent on miscellaneous low to medium risk Broadleaf weeds (35%). This was followed by Verbascum (14%), Paterson's curse (11%), "Other" Woody weeds including blackberries and Briars (11%) and St. John's Wort (8%).

[2024-25 Season summary](#) was loaded onto the website in mid-July

Our effort for the period 1 July 2024 to 30 June 2025 was 906 hours, 4% more than same period last season but 5% less than the average for the previous 14 seasons of monitoring.

The largest amount of effort (21%) has gone into treating the group of uncategorised low to medium risk broadleaf weeds that are largely in Weetangera paddock. This was closely followed by St. John's Wort (182 h, 20%). For more details view the full report using the link above.

9. Information and Outreach

(a) Website.

The number of unique visitors in the last 3 months (May to July) averaged 226/month, about the same as the previous 3 months, 20% more than the same 3 months last year and 13% more than the long-term average.

"News headlines" was loaded more often than any other page but because of the automatic and advised refreshes of that page the numbers cannot be directly compared with those for other pages. Of the other pages, the Track Map page (164 views by 111 users), was the most sought after page on our site in this period, followed by "Recent weeding" (97 views by 9 users) "Newsletters" (89 views by 63 users), "About the Pinnacle" (88 views by 75 users), "Governance" (38 views by 20 users), the Kama Link Walk -trackside sign version (68 views by 42 users), the Suggested walks index page (38 views by 24 users), the "Maps" page (32 views by 24 users), the Weather page (29 views by 3 users the Maps home page (28 views by 17 users) and the activities page (28 views by 22 users).

Monitoring of the views of the track descriptions pages shows continued strong usage, especially of the Kama Link track page reached from the QR code on the Kama Link sign.

(b) Social media. Denise reported that there were 559 followers on the facebook/meta page, up by 4, and 161 followers on Instagram, up by 5 from the previous report.

10. Events Program

This was covered in **4. Convenor's Report** above.

11. Weetangera Groundcover Revegetation Project Report

Len had previously circulated his report. All the Themeda Len's team had grown and planted was grazed to extinction when protection was removed. So in early June, with Fotpin funds, 90 tube stock of *Carex appressa* (tall sedge), was obtained from Greening Australia and planted at Site 4. It is hoped that this less palatable plant will make Site 4 less attractive to grazing animals when the fence is removed.

All plants at Site 4 are growing well, the *Carex appressa* is thriving whilst the Themeda is dormant. At the same time 10 Wattles of different heights and flowering times were purchased to plant in shallow weedy soil near Site 3. Some *Microlaena* seeds were sown near their base to take advantage of any watering as well as any nitrogen produced by the Wattles (4 *Acacia buxifolia*, 2 *Acacia rubida*, 2 *Acacia Gunii* and 2 *Acacia dealbata*). These are also doing well and protected by recycled plastic guards.

John noted a suggestion from the Volunteer's Conference that acacia and eucalypt plants planted together in the same hole did better than those planted in individual holes.

12. Biodiversity report

The count of total native species currently stands at 1,078, an increase of 14 in the last 3 months. The number of native plant species increased by 1 to 277. Additions included 9 Fungi, 5 Mosses and Lichens and a tiny green crab spider (by Ranger Leah).

The Species Richness Score ([SRS](#)) on **NatureMapr** has been discontinued as a cost saving measure, but when last viewed by Warren it had increased by 59 (2%) since May and the Pinnacle was still the 5th highest of the Canberra Nature Reserves.

13. Other Business

Activities web page review

Warren had requested ahead of the meeting that committee members review the [activities web page](#).

John suggested some minor corrections, and that the Raising awareness at community events section should be revised to refer to 'local community groups' rather than specifying particular groups/events. Anne suggested some more actively phrased wording, and will email her suggestions to Warren.

The meeting agreed that all relevant activities that we could think of had been included in the current webpage.

14. Proposed date for next meeting

The next CC meeting is proposed for Monday 17th November 2025.

Meeting closed at 9:05 pm.

Anne Aisbett
Fotpin Secretary
19th August 2025

Attachment A. Major items of correspondence since May 2025 meeting**ParkCare**

From	To (if specific)	Date	Subject
Lauren McQueen		16 th May	ParkCare Updates
Lauren McQueen	Convenors	26 th May	Rabbit Warren Mapping: Now Available
Lauren McQueen	Volunteers	28 th May	Rabbit Warren Mapping: Now Available
Lauren McQueen		30 th May	National Volunteer Week - Ministerial Letter of Thanks
Lauren McQueen		3 rd June	Convenor Meeting: Agenda
Lauren McQueen		5 th June	Media Release: Nature Reserve Closures for Kangaroo Management Program
Lauren McQueen		6 th June	2025-26 Environment Grants Now Open
Lauren McQueen		10 th June	ParkCare Annual Report Content Request
Lauren McQueen		12 th June	Register Now: ACT Environmental Volunteers Conference 2025
Lauren McQueen		16 th June	Snake Awareness Training
Lauren McQueen		26 th June	Save the Date: Annual Planning Online Information Session
Lauren McQueen		1 st July	ParkCare Annual Report Content Request
John Brannan	Lauren McQueen	2 nd July	Re: ParkCare Annual Report Content Request
Lauren McQueen		7 th July	ACT Weeds Manual: Updated
Lauren McQueen		9 th July	ParkCare Training and Events Calendar - July-December 2025
Lauren McQueen		9 th July	MEDIA RELEASE: Nature reserves reopen following Kangaroo Management Program
Lauren McQueen		10 th July	Heritage Grants: Now Open
Lauren McQueen		10 th July	ParkCare Updates
Lauren McQueen		14 th July	ParkCare Annual Survey: Now Open
Lauren McQueen		22 nd July	Landcare ACT: Environmental Volunteers Survey
Lauren McQueen		24 th July	Save the Date: Annual Planning Online Information Session
Lauren McQueen		29 th July	IMPORTANT: Chemical Use Updates
Lauren McQueen		1 st August	Reminder: ParkCare Annual Survey
Marty Bajt for Lauren McQueen		1 st August	Annual Planning Online Information Session

Lauren McQueen: Volunteer Programs Manager, EPSDD

Marty Bajt: Volunteer Programs, EPSDD

PCS Rangers

From	To (if specific)	Date	Subject
Warren Bond	Leah Colebrook	16 th May	Cow pats in Pinnacle Offset
Patrick Harvey	Warren Bond	22 nd May	Re: Cow pats in Pinnacle Offset
Warren Bond	Patrick Harvey	22 nd May	Re: Cow pats in Pinnacle Offset
John Brannan	Leah Colebrook; Patrick Harvey	3 rd June	Possible dumped loped branches?
Leah Colebrook	John Brannan	3 rd June	Re: Possible dumped loped branches?
Warren Bond	Leah Colebrook	4 th June	Large rubbish on the PNR
Len Taylor	Leah Colebrook	10 th June	Planting in the Pinnacle
Warren Bond	Leah Colebrook	17 th June	Paterson's Curse in the Pinnacle Offset/Kama Link
Len Taylor	Marty Bajt	6 th July	Surplus Guards and Removal of Star Pickets
Marty Bajt	Len Taylor	7 th July	Re: Surplus Guards and Removal of Star Pickets
Len Taylor	Marty Bajt	7 th July	Re: Surplus Guards and Removal of Star Pickets
Marty Bajt	Len Taylor	7 th July	RE: Surplus Guards and Removal of Star Pickets
Len Taylor	CNP North	14 th July	Approval for project to improve ground cover
Patrick Harvey	Len Taylor	14 th July	Re: Approval for project to improve ground cover
Len Taylor	Patrick Harvey	14 th July	Re: Approval for project to improve ground cover
Warren Bond	Leah Colebrook	27 th July	Pinnacle track work
Marty Bajt		13 th August	Final Reminder: ParkCare Annual Survey - Closing Soon

Patrick Harvey: Senior Ranger, Urban Reserves North

Marty Bajt: ParkCare Ranger, EPSDD

Leah Colebrook: District Ranger, Urban Reserves North

Ginninderra Catchment Group

From	To (if specific)	Date	Subject
Anke Maria Hofer		21 st May	Help shape GCG's future + survey
Warren Bond	Kathryn McGilp; GCG Admin officer	22 nd May	Guidelines for fotpin expenditure of funds held by GCG

Suzanne Richardson		23 rd May	Please email me your June Landcare/enviro events by Mon 26th May
Suzanne Richardson		23 rd May	Ngunawal Education Sessions with Wally Bell and Karen Denny
Anke Maria Hoefler		29 th May	Upcoming Strategic planning day - please give us a yay or neigh!
John Brannan	Suzanne Richardson	2 nd June	Submission for landcaring group's yearly update
Anke Maria Hoefler		6 th June	ACT Environmental Grants out now
John Brannan	Anke Maria Hoefler	10 th June	Re: ACT Environmental Grants out now
Warren Bond	Kathryn McGilp; GCG Admin officer	12 th June	Approved expenditure of Friends of The Pinnacle Member Funds
Anke Maria Hoefler	Warren Bond; GCG Admin officer	12 th June	Re: Approved expenditure of Friends of The Pinnacle Member Funds
Warren Bond	Anke Maria Hoefler	12 th June	Re: Approved expenditure of Friends of The Pinnacle Member Funds
Anke Maria Hoefler	Warren Bond	12 th June	Re: Approved expenditure of Friends of The Pinnacle Member Funds
Len Taylor	Anke Maria Hoefler	13 th June	Fotin plants picked up from Greening Australia
John Brannan	Anke Maria Hoefler	18 th June	Re: ACT Environmental Grants out now
Suzanne Richardson		18 th June	Please email me your July Landcare/enviro events by Monday 23rd June
Anke Maria Hoefler		27 th June	ACT Environment Grants
Anke Maria Hoefler		2 nd July	ALG initiative and youth volunteering guide
Kathryn McGilp		7 th July	Fwd: ACT Weeds Manual: Updated
Suzanne Richardson		9 th July	ePetition for less mowing, more habitat
Anke Maria Hoefler	John Brannan	10 th July	Re: ACT Environmental Grants out now
John Brannan	Anke Maria Hoefler	10 th July	Re: ACT Environmental Grants out now
Suzanne Richardson		11 th July	Help shape the future of your local waterways
Suzanne Richardson		15 th July	Letters of support request: CPR and First Aid training
GCG Executive Officer		16 th July	Fwd: Prescribed Burn Notification
Anke Maria Hoefler		18 th July	General meeting moved by 1 week to the 28.07

John Brannan	Anke Maria Hoefler	18 th July	Re: General meeting moved by 1 week to the 28.07
Suzanne Richardson		22 nd July	Survey for ACT environmental volunteers
Anke Maria Hoefler		24 th July	Strategic plan teaser- 2 beautiful pages for your quick approval (or other)
Suzanne Richardson		25 th July	Please email me your August Landcare/enviro events by Monday 28th July
Anke Maria Hoefler		28 th July	Reminder: 16:00 Meeting at the new GCG office
Anke Maria Hoefler		28 th July	online link as per meeting invite to our general meeting today
Anke Maria Hoefler		30 th July	From Frost to FrogTober – All the Latest from FrogWatch
Suzanne Richardson		1 st August	Updating your group's convenor details
Anke Maria Hoefler		11 th August	Quick GCG update
Anke Maria Hoefler		14 th August	Clarification of date
Suzanne Richardson		15 th August	African Lovegrass - we'd love your feedback

Kathryn McGilp: Catchment Coordinator

Suzanne Richardson: Assistant Project and Communications Officer, GCG

Anke Maria Hoefler: Acting Catchment Coordinator, GCG

Miscellaneous

From	To (if specific)	Date	Subject
Michael Doherty	John Brannan	18 th May	Follow up to tree walk
John Brannan	Michael Doherty	19 th May	Re: Follow up to tree walk
Tara Cheyne	John Brannan	23 rd May	Follow up from FOTPIN AGM
John Brannan	Tara Cheyne	24 th May	Re: Follow up from FOTPIN AGM
Frances Knight		24 th May	Xmas in July Markets
Frances Knight		7 th June	Re: Xmas in July Markets
Tara Cheyne	John Brannan	9 th June	More follow up from FOTPIN AGM
ACNC	Warren Bond	24 th June	2024 Annual Information Statement submission - receipt
Frances Knight		29 th June	Xmas in July Markets
Anne Gregory	John Brannan	30 th June	Request for advice on Interpretive signs
John Brannan	Anne Gregory	30 th June	Re: Request for advice on Interpretive signs
Anne Gregory	John Brannan	30 th June	Re: Request for advice on Interpretive signs
John Brannan	Anne Gregory	30 th June	Re: Request for advice on Interpretive signs

Frances Knight		4 th July	Xmas Markets - 12 July
Frances Knight		15 th July	Post Xmas in July markets
John Brannan	Tara Cheyne	17 th July	Re: Follow up from FOTPIN AGM
John Brannan	Linda Beveridge	3 rd August	Jamo this year?
Linda Beveridge		5 th August	Jamison Display 5-7 Sep 2025
John Brannan		5 th August	Re: Jamison Display 5-7 Sep 2025 — Roster available
Linda Beveridge	John Brannan	5 th August	Re: Jamison Display 5-7 Sep 2025
Linda Beveridge		6 th August	Re: Jamison Display 5-7 Sep 2025

Frances Knight: Convenor, Hawker Community Landcare

Michael Doherty: Ecologist

Tara Cheyne: Member of the Legislative Assembly

ACNC: Australian Charities and Not-for-profit Commission

Anne Gregory: Convenor, Gundara Street Park

Linda Beveridge: Convenor, Friends of Black Mountain

Attachment B Treasurer's Report and Financial Statement

1. Financial Statement for 1/5/25 to 31/7/25 (next page).
2. For confirmation and noting in minutes:
Out of session approval was granted to Len Taylor's request of 9th June for the expenditure of \$350 for the purchase of 100 plants (trees, sedges and rushes) from Greening Australia to plant in fenced site 4 in Weetangera paddock. Approval was also granted for this expenditure to be charged against the unallocated Consolidated Member Funds held for fotpin by GCG.
3. As foreshadowed in the Treasurer's Report to the 2025 AGM I suggest that the residual funds from the \$1300 donated to fotpin by the Harden-Murrumburrah Landcare Group after the payment of costs for the Interpretive Sign Launch (\$1,017.51) be rolled into our general revenue, on the basis that the donation stipulated that it be used towards interpretative signage and the signage has now been completed without the need to exhaust those funds.
4. Signatories to fotpin's Beyond Bank Account are in the process of being updated.
5. ACNC report for this year was submitted at end of June

Warren Bond
Treasurer
14 August 2025

Financial Statement
for the period 1 May 2025 to 31 July 2025

Opening balance on 1 May 2025		\$2,173.07
Receipts		
Beyond Bank Interest (May)	\$0.11	
Member donations	\$100.00	
		\$100.11
Payments		
Sign launch expenses ^[Note1]	\$77.94	
Bank fee	\$0.20	
		\$78.14
Surplus/deficit of receipts over payments		\$21.97
Closing balance on 30 April 2025		\$2,195.04
Reconciled to:		
“Beyond Bank” Account 03356841	\$2,093.59	
Petty Cash	\$101.45	
Total		\$2,195.04
Liabilities (committed funds)		
Harden-Murrumburrah Landcare Group donation ^[Note1,2]	\$1,017.51	
Uncommitted funds at 30 April 2025		\$1,177.53

Notes

1. Final reimbursement of expenses for food and drinks for the sign launch.
2. Harden-Murrumburrah Landcare Group (HMLG) donation
 - a. Included in the above financial statement as a liability is the residual of \$1,300 donated in 2017 by HMLG for the provision of interpretative signage at the Pinnacle after deducting the cost of sign launch expenses that have been paid (total of \$282.49).
 - b. These funds are held in the Beyond Bank account and only identified separately for accounting purposes.

Funds allocated to Fotpin for projects held by Ginninderra Catchment Group (GCG)

a. Residual of finalised grants and other income paid directly to GCG	\$7,092.52
Balance of funds at 30/4/25: \$7442.52 less approved expenditure of \$350.00 on plants for Weetangera paddock	
b. Residual of Molonglo Watermain Corridor vegetation management funds from Transport Canberra and City Services.	\$9,297.44
Total	16,389.96

Warren Bond
Treasurer
14 August 2025