

PAWA NSW

Annual General Meeting August 2008

Venue: Darlington Beach Holiday Park, Arrawarra, North Coast NSW

Date: 7th August 2008

Meeting commenced 14:30 hrs

Acknowledgment of Country

Chair: I would like to acknowledge the Gumbaynggirr people who are the traditional custodians of this land. I would also like to pay respect to the Elders both past and present, particularly the Garby Elders of the Gumbaynggirr Nation and extend that respect to all Gumbaynggirr people.

Attendees: Dave Burns, Travis Roberts, Duncan Scott-Lawson, Tegan Burton, Steve Woodhall, Tom Denman, Mel Hall, Greg Wallace, Mandy Smith, Lynn Rees, Kim Luckie, Justine Maunsell, Jennifer Kingston, Eric Claussen, Cathy Mardell, Patrick Lupica (16)

Apologies: Helen Jessup, Glenn Storrie, Jo Edney, Greg Croft, Michele Cooper, Natasha Funke, Jules Bros, Sheen Mohekey, Daniel Trudgeon, Victor Harnadi, Chris Keyzer, Kelly Nowak, Therese Cobcroft, Wendy Noble, Sue Luscombe, Martin Smith, Jacqueline Reid (17)

1. Minutes of previous meetings

Motion by TR that minutes from 2007 AGM (22/9/07) be adopted, seconded by SW, carried.

Motion by DB that minutes from 2008 GM (29/03/08) be adopted, seconded by DSL, carried.

2. Matters arising from the minutes

#	Action	Who	Status	Comments
08-1	Apply to ATO for tax exemption and tax deductibility status.	SW	Ongoing	Process identified, application to be prepared.
08-2	Approach Rob Pallin informally to gauge interest. If interested, draft letter to formally approach prospective patron.	CK DB TB	Ongoing	See agenda item.
08-3	Advise Michael Joyce of PAWA endorsement of ARF deed of agreement. Confirm attendance of PAWA Chair and Vice-Chair at Queensland Conference.	DB	Completed	Conference attended. Deed of Agreement now signed.
08-4	Pay \$20 for purpose of maintenance of ARF website.	DB	Completed	
08-5	Provide summary of current status of Congress preparations for next	TB	Completed	

	edition of PAWA Press.			
08-6	Explore sit-down v less formal event for World Ranger Day.	DSL	Completed	See agenda item.
08-7	Advise members that 31 July is World Ranger Day and encourage organisation of events.	TB	Completed	
08-8	Research potential use of Skype for committee meetings.	(TR)	Completed	Trial successful.
08-9	Draft recruitment poster and DL brochure.	MC DB TB	Ongoing	DB & TB to review initial draft. All committee to review final draft.
08-10	Investigate how other state associations address insurance issue. Obtain additional quotes.	SW	Ongoing	
08-11	Send reminders to all members re membership fees due on 1 st June 2008. Include info for members who joined between 1 st Feb and 31 st May 2008.	SW	Completed	
08-12	Implement revised receipting process for members paying by regular automatic deposit.	SW	Completed	For payroll members, receipt to be issued at end of financial year.
08-13	Modify current application form to include 'Job Title'.	MC	Completed	
08-14	Advise Holly North re PAWA interest in participation in Northern Branch Ranger Conference.	DB	Completed	Here we are!
08-15	Approach Northern Branch member to gauge interest in acting as PAWA rep, with support of PAWA committee member.	MC	Completed	Dave Burns gave a presentation on PAWA at the Conference.
08-16	Purchase additional 12 mixed cases of Yachana Jungle Chocolate.	TB	Completed	Only two cases remaining for sales
08-17	Make website live and notify committee members. Committee members to view and make comments ASAP.	DB All	Completed	www.pawansw.org
08-18	Organise host for the PAWA website, spending up to \$200	DB	Completed	Free hosting (saving \$200-300)
08-19	Seek information from other state associations about how they approach sponsorship.	DB	Ongoing	
08-20	Develop draft sponsorship guidelines for PAWA.	DSL	Ongoing	Requires implementation of 08-19.
08-21	Respond to Thomas Schmidt re continued involvement in PAWA and potential links for projects in PNG.	DB	Completed	Email response sent.

3. Chair's Report: Dave Burns

We have had a fantastic year. The membership has doubled since our last AGM. The website has gone live, and has had 300 hits since March this year. The Google group is available as a discussion forum, but users are also able to set up small pages, upload files and images, update project information. And there has been some great fundraising activities – the Canoe Day at Bobbin Head, the recent raffle, Jungle Chocolate sales, and

the World Ranger Day presentation night at Blackheath. I can't wait for the future, it is looking very bright.

See attached report for details.

4. Vice-chair's Report: Duncan Scott-Lawson

Obviously we're growing, which is great. There are a couple of program areas we have been concentrating on and encouraging member involvement. The website looks good. It would be great to see more active use of the Google group. Remember that the association is not exclusive and can incorporate all protected area workers, so it would be good to encourage membership from other organisations such as State Forests and Lands.

I've been working on the World Ranger Day event and the exchange program, but more on those later as identified in the agenda.

5. Treasurer's Report: Steve Woodhall

While processing membership renewals it has become apparent that some members who indicated they would pay via payroll deduction have not actually set up the deductions. I have spoken to Karen in payroll and she is willing to set up the deductions if I send through the forms, and so for DECC members this will be sorted. The process will be monitored more closely in the future to avoid similar issues. From an administrative perspective, payroll deduction is the preferred option for membership payments. A second reminder to members who still haven't paid their dues will be sent in a few weeks.

The financial statements for 2007-08 financial year were received and considered.

Total incomings/assets	\$5297.86
Total outgoings (inc commit.)	\$1700.62
<u>Balance</u>	<u>\$3597.24</u>

Equip the Amazon:	
Income	\$2400.45
Expenses	\$666.67
<u>Nett</u>	<u>\$1733.78</u>

Tshirts:	
Income	\$215.00
Expenses	\$1042.25
<u>Nett</u>	<u>-\$827.25</u>

See attached reports for details.

Motion by DSL that the financial statements be accepted, seconded by SW, carried.

6. Secretary's Report: Tegan Burton

Memberships are currently being processed by the Treasurer – thank you! I am now including the broadcast emails sent to all members in the report, as a record of both the content and number of broadcasts. In addition to those, there has been some incoming correspondence, including:

- notification that the application for membership to the International Ranger Federation has been sent through to the IRF International Executive Committee for consideration;
- the endorsed Deed of Agreement for the Council of Australian Ranger Associations (the new-look Australian Ranger Federation); and
- notification that our constitutional amendments were accepted by the Department of Fair Trading.

See attached report for details.

7. Extension Officer's Report: Michele Cooper

PAWA Press: the last edition was a bumper, thanks to those who contributed, it helps a lot. I'd like to get the next one out after the AGM. SUBMISSIONS: Dave, Chair's report; Duncan, something about World Ranger Day; Tegan, something about Equip the Amazon; if anyone from Northern would like to put something in that would be great; please canvass others for additional content for the next edition. Deadline for submissions – end of August. Please note it is not a simple whip-it-up process and it is actually very time consuming putting it all together. All help and feedback is welcomed.

Tshirts: Congratulations to Tegan for getting the tshirts together and printed. Both the logo and the web address used on the back are available in multiple formats eg pdf eps etc. Contact me if you need them.

PAWA poster and brochures: These are in progress and will be in draft for comment by end of August. The brochure will be simple and in black & white, to reduce printing costs and facilitate printing at any location. Colour will come later.

Presentation: A standard PAWA powerpoint presentation is in development for anyone to use when communicating about PAWA, to help with consistent messages, and make it easy for any member to spread the word.

8. Appointment of accountant for the current financial year: Steve Woodhall

The accounts must be reviewed by a chartered accountant and submitted to the Department of Fair Trading within one month of the AGM. If anyone knows someone who might be able to do this pro bono or at a discounted rate, please let Steve know. Otherwise, Steve will chase up locally in Bathurst, estimated to cost \$300.

Action: SW to appoint accountant to review books and submit to Dept Fair Trading.

9. Election of vacated committee roles

Officers up for election at this AGM were Vice-Chair, Secretary and two of the three Committee Members. Nominations were invited from all members on 5th July 2008, with a deadline for nominations of 19th July, to allow for postal votes by members unable to attend AGM.

Vice-Chair: no nominations received prior to AGM. Responsibilities of Vice-Chair discussed and nominations opened to the floor. Duncan Scott-Lawson nominated, elected unopposed.

Secretary: Tegan Burton nominated, elected unopposed.

Committee Member: Mel Hall nominated, elected unopposed.

Committee Member: Wendy Noble nominated, elected unopposed.

A big thank you to those committee members now standing down – Travis Roberts and Sheen Mohekey. Thanks for your contributions to the committee over the past year.

It was also decided to include some non-elected committee members in the committee, to help spread some of the workload and potentially mentor into elected roles. The following members were welcomed into these positions: Cathy Mardell, Jennifer Kingston, Travis Roberts.

10. Family membership rate: David Burns

Enquiries have been received about a family membership rate. In discussions, there was some support of the concept, while others questioned why it was needed. A number of administrative issues associated with a change were raised. It was also noted that if it is a financial concern, a second family member who is also eligible for membership of PAWA could join as an associate rather than full member, the only disadvantage being the loss of voting privileges.

Motion by TR that the issue is discarded and membership rates continue as they are, seconded by CM, carried.

11. World Ranger Day event: Duncan Scott-Lawson

World Ranger Day is 31st July each year. For 2008 Duncan co-ordinated a presentation evening at Blackheath focussing on the antarctic and sub-antarctic region - *see attached promotional flyer*. In addition to the presentations, the event included light catering and the drawing of the Equip the Amazon raffle. Event promotion targeted NPWS staff, park users and conservation groups. Of the approx 70 people attending, approx 60% were external to DECC. All funds raised through door entry will go to The Ranger Dependants Fund.

Investigating a dinner option for next year. Some of the legwork in terms of options and prices has been done already. Duncan is looking for support with a working group, looking at a keynote speaker etc.

Congratulations Duncan. Also, Sean Willmore is organising a music event with live simulcast for next Valentines Day. Anyone interested in being involved, talk to Dave.

Action: DSL to co-ordinate preparations for WRD 2009 event, with support from a working group.

12. Promotion of PAWA in northern NSW: Duncan Scott-Lawson

Members from northern NSW thanked the committee for having the AGM at Arrawarra and timing it following the PWG Northern Branch Rangers Conference. Before some of the members from northern NSW had to leave, there was a brief discussion about how PAWA could be better promoted in the region.

- needs a few active members to start promoting
- keep promoting where funds are going, showcasing projects
- if posters available, can print and laminate locally
- hold Thin Green Line screenings and use to promote PAWA
- include membership application in conference proceedings
- include mention of PAWA in existing regular radio opportunities
- potential sources of membership include Marine Parks, trust bodies, and also Department of Lands, which is currently quite isolated as a land manager
- a brochure and poster would provide invaluable assistance in promotion

13. Equip the Amazon update: Tegan Burton

In a nutshell - PAWA is working in partnership with the Amazon Conservation Team Brazil (ACT Brazil) and the Associação dos Povos Indígenas Tiriyo , Kaxuyana e Txikiyana (APITIKATXI) to help build capacity within the indigenous communities of Tumucumaque Indigenous Park and West Parú Indigenous Land, north-eastern Brazil, helping them to protect these high conservation value lands from external threats and manage them sustainably into the future.

Fundraising: There have been two key fundraising activities since the last meeting. The first is the ongoing sales of Yachana Jungle Chocolates, which has so far raised a net profit of \$430. Thank you to everyone who has taken up the challenge of sales – Sheen Mohekey, Mel Hall, Steve Woodhall, Bobbin head Information & Retail Centre, Kalkari Visitor Centre, Tim Lanyon, Helen Jessup, Duncan Scott-Lawson, Cathy Mardell, Glenn Meade, Tegan Burton, Neil Stone, Lane Cove Tourist Park, Natasha Funke, Deb Parkin, Wendy Gleen, Dave Burns, Therese Cobcroft, Justine Maunsell and Wendy Noble.

There are still a few cases out there being sold, and just a couple more awaiting welcoming hands. If you're interested in selling some, please contact Tegan.

The second fundraising activity was the raffle, drawn on World Ranger Day. Raffle ticket sales raised a net profit of \$680. A big thank you must go to those who donated the fabulous prizes and once again, a thank you to all our sellers – Duncan Scott-Lawson, Glenn Storrie, Mel Hall, Wendy Noble, Tegan Burton, Kalkari Visitor Centre, Mandy Smith, Mick Day, Dave Burns, Travis Roberts, and Michele Cooper. Sydney North Region, PWG, definitely earns a commendable mention after purchasing almost 50% of all ticket sales.

Total net funds raised to-date = \$1733.80 AUD.

Donations: Equipment continues to be donated by members and the general public, including a laptop (thanks Cathy), GPS's and a number of digital cameras. A reasonable number of the briefly issued green firefighting overalls and two-piece sets, plus some other firefighting overalls, have joined the uniform stores.

What's next: DECC Public Affairs has prepared an article for the DECC DG's newsletter, in consultation with Tegan. They are also interested in running a follow-up piece once Tegan returns.

Sufficient suitable items are still available to have a second raffle. This is likely to be held either in October-December 2008, drawn in time for Christmas, or in early 2009, drawn at the next PAWA meeting.

On 6th September Project Coordinator Tegan Burton will arrive in Macapa, Brazil, to spend 3 weeks with our colleagues in ACT Brazil and APITIKATXI. While the uniforms and safety equipment will generally be too bulky and weighty to be carried across at this stage, a substantial proportion of the electrical equipment donated to-date will be delivered on this trip. Aaron Burton will be travelling with Tegan and making a photographic record of the trip.

Some of the activities they will be participating in include:

- meeting with a number of indigenous associations, Funai, IBAMA, SEMA and the Amapa Park Ranger Association
- visiting indigenous people and their services in Macapa
- participating in the 2nd Transboundary meeting between Brazil & Suriname
- participating in the 4th Park Ranger Training program
- visiting historic and cultural places, a number of local towns and a range of protected areas.

14. Ranger Exchange update: Duncan Scott-Lawson

DSL is working with Peter Clarke, Area Manager Port Macquarie and the issue on the JCC agenda. Sally Barnes, Deputy Director-General PWG is seeking additional information. DSL and Peter Clarke are developing a briefing note for Sally. Once she says yes, the issue will go to the DECC International Programs Unit to develop the details.

Currently looking at developing the program at both a national (ie between states) and international level, and as both exchanges and placements. For exchanges, the organisation will develop MoU's with South Africa, an EU country, Bhutan, Canada, USA, United Kingdom. Interest in other countries can be developed as placements.

Exchange programs can easily fall down when it comes to personal matches eg it is a whole of family/house swap but they're not compatible. Therefore there is a push to have a process where participants are encouraged to find an appropriate swap, increasing the likelihood of a good match. This where links through PAWA / ARF / IRF will have a crucial role to play.

15. New project proposal - Jamaica: David Burns & Tegan Burton

During a recent family trip to Jamaica, Wendy Noble met with a number of people from different organisations working in protected areas and conservation generally on the island. One of these was Kimberley John of the Nature Conservancy (NGO) who is involved in a community education project to help protect the Rio Grande. The project has trained 22 wardens from local communities who will act as ex-officio fisheries officers and who will also help educate their communities and ultimately create a sustainable

enforcement network in the catchment. Wendy is looking to collect uniforms to be donated to the newly trained wardens and is seeking PAWA endorsement of the project.

It sounds like a great project, and it's great to have some new project opportunities coming in. This particular proposal meets with the objectives of PAWA, and already has a key project manager at both ends.

Motion by DSL that PAWA endorses the project as proposed, seconded by JK, carried.

Action: TB to advise Wendy of PAWA endorsement of the Jamaica project.

In light of concerns about the potential for PAWA efforts to spread beyond available resources (see general business) endorsement is provisional on the project continuing as proposed. If it grows beyond the initial proposal it will need to be reviewed, within assessment guidelines if they have been further developed.

Given that the likelihood for similar projects coming as a result of the next IRF Congress in Bolivia is high, development of guidelines for the assessment of proposals is a priority.

Action: DSL to finalise draft assessment guidelines and post on Committee Google Group for consideration.

16. Tourism and National Parks Taskforce: Steve Woodhall

A NSW Taskforce on Tourism and National Parks was established, considering a topic that is clearly of interest to PAWA members. The initial terms of reference were very broad, making it difficult to know where to start in terms of preparing a submission. The objectives and benefits of preparing a submission were also not very clear, given the timeframe for discussion within the group. The date for submissions has now passed. This issue will be monitored with interest.

17. Council of Australian Ranger Associations: David Burns

DB & DSL attended the Queensland Rangers Association conference and DB signed the Council of Australian Ranger Associations Deed of Agreement on behalf of PAWA. The hard copy of the Deed was presented at the meeting, along with a quick summary of what CARA is and how it will operate (as outlined in the Deed of Agreement).

Action: DB to make CARA Deed of Agreement available to members.

18. General Business

Supporting the Asia-Pacific region: (email from Victor Harnadi) SW

'It is important that PAWA carefully consider and prioritise the sort of conservation projects it becomes involved in, lest its energies be spread too thinly, or be concentrated too much in one region.

'As a rangers organisation in the only developed nation in the Asia-Pacific region (Singapore doesn't really count), we have a responsibility to retain some capacity for the

biodiversity crisis in our own backyard – the loss of tropical forests in Borneo, Papua and the Pacific islands.’

SW previously spoke to Andy Dutton from the QRA and Andy Nixon from the VRA and established that neither of these organisations have any formal arrangements or continuing programs with specific countries at the moment.

CARA provides a perfect opportunity for the associations to group together to support some delegates from the Asia-Pacific region to the next IRF Congress in Bolivia, eg from East Timor. Without detailed conference costs, it is estimated this will cost \$6,000/person. This is obviously a substantial amount of money in a relatively short time (little over one year if November 2009) and we need to be serious about how to actually raise the funds

Motion by TB that PAWA work with CARA in regards to a joint project / fundraising effort to send delegates from the Asia-Pacific region to the next IRF Congress, seconded by DB, carried.

Action: DSL to initiate discussion with CARA re supporting Asia-Pacific delegates to the next IRF Congress.

PAWA now has a number of projects or needs for targeted funding, including IRF Congress registration for Asia-Pacific and APITIKATXI, flights for Asia-Pacific delegates, freight for equipment and uniforms to Brazil and Jamaica, additional equipment for Brazil. These could be grouped into a single ‘sponsorship package’ which can then be taken to corporate organisations to seek support.

Action: DSL and TB to develop a ‘sponsorship package’ to be used for corporate support.

Motion by DB that PAWA approach DECC to sponsor one PWG delegate and one delegate from an operational role in East Timor to the next IRF Congress, seconded by TB, carried.

Action: TR to verbally flag the potential for DECC sponsorship of an East Timorese delegate to the next IRF Congress with Bob Conroy.

Action: DSL to discuss with International Programs Unit.

Action: JM to investigate contacts in East Timor.

This aspect will be pursued more extensively once contacts have been established in East Timor and details about the next IRF Congress have been confirmed.

Patron: DB

The option of Rob Pallin as patron is still in progress but has not developed substantially. In the mean time, DB met Bob Carr by chance and discussed PAWA and its projects, and also the need for a patron. Bob Carr appeared enthusiastic at the time.

Motion by DB that PAWA formally approach Bob Carr about being our patron, seconded by Mel Hall, carried.

Action: DB to draft a letter inviting Bob Carr to be the patron of PAWA, to be sent to the committee for consideration.

Closure of ranger.org.au (email from Geoff Winnett)

For information, the ozranger forum will be closed and the entire www.ranger.org.au site will be moved to a new hosting source. The 'new' site will be much smaller and basically direct visitors to each of the individual state-based sites. Many thanks to those who took part in the forum.

Daniel re sticker (email from Daniel Trudgeon)

'Should we have a sticker or something for the association that members either receive on membership or purchase? If people think it is worth investigation I can look into it.'

YES. Definitely positive support for a PAWA sticker. Discussion included whether they should be free to each member on joining, or only as saleable item. This is to be discussed further once costs are identified. There was also discussion about having a whole 'merchandising package' eg pin/badge, pens, caps, stubbie holders – the list is endless. JK is happy to help and can liaise with DT.

Motion by DSL that Daniel proceeds with getting costings for stickers, and for a 'merchandising package' if willing, seconded by MH, carried.

Action: DT to design sticker and obtain costings, and investigate costings for additional merchandise options if willing.

Glenn's message (email from Glenn Storrie)

'For PAWA to continue to grow, Rangers, AM's and others need to feel the group can engage with their issues. My comment mainly centres on the lack of take up by all of membership and/or participation. On that basis there may be issues that PAWA is currently not getting involved in that may engage with these people and demonstrate the value of PAWA. I am unsure what these are but opening a discussion may get some ideas.'

On discussion, it was felt that the issue is not so much that the group is not meeting people's interests but that it is not that well known and the word is not getting out. Existing members need to get the word out. Use meetings, networks etc. The poster / brochure and the stand-alone presentation currently in development will help a great deal with this. Set a target that every member gets 5 new members by the end of 2008.

Action: Every member to get 5 new members by the end of 2008.

Re-imburements

Motion by SW that DSL be reimbursed \$317.70 for expenses associated with WRD, seconded by TB, carried.

Motion by DB that the source for this reimbursement be general PAWA funds rather than funds raised through the event, seconded by TR, carried.

Motion by DB that 100% of monies raised through fundraising for a specific project go to that project, without incurring any administration fees or similar, seconded by TB, carried.

19. Actions arising from this meeting

#	Action	Who	Status	Comments
08-1	Apply to ATO for tax exemption and tax deductibility status.	SW	Ongoing	Process identified, application to be prepared.
08-2	Approach Rob Pallin informally to gauge interest. If interested, draft letter to formally approach prospective patron.	CK DB TB	Ongoing	See agenda item.
08-9	Draft recruitment poster and DL brochure.	MC DB TB	Ongoing	DB & TB to review initial draft. All committee to review final draft.
08-10	Investigate how other state associations address insurance issue. Obtain additional quotes.	SW	Ongoing	
08-19	Seek information from other state associations about how they approach sponsorship.	DB	Ongoing	
08-20	Develop draft sponsorship guidelines for PAWA.	DSL	Ongoing	Requires implementation of 08-19.
08-22	Appoint accountant to review books and submit to Dept Fair Trading.	SW		
08-23	Co-ordinate preparations for WRD 2009 event.	DSL		With support of working group.
08-24	Advise Wendy of PAWA endorsement of the Jamaica project.	TB		
08-25	Finalise draft assessment guidelines and post on Committee Google Group for consideration.	DSL		Committee to comment on draft.
08-26	Make CARA Deed of Agreement available to members.	DB		
08-27	Initiate discussion with CARA re supporting Asia-Pacific delegates to the next IRF Congress.	DSL		
08-28	Develop a 'sponsorship package' to be used for corporate support.	DSL TB		
08-29	Verbally flag the potential for DECC sponsorship of an East Timorese delegate to the next IRF Congress with Bob Conroy.	TR		
08-30	Discuss above with International Programs Unit.	DSL		
08-31	Investigate contacts in East Timor.	JM		
08-32	Draft a letter inviting Bob Carr to be the patron of PAWA, to be sent to the committee for consideration.	DB		Committee to comment on draft.
08-33	Design sticker and obtain costings, and investigate costings for additional merchandise options if willing.	DT		With support from JK
08-34	Every member to get 5 new members by the end of 2008.	ALL		

20. Next meeting:

February / March 2009, somewhere west of the Great Divide.

Meeting closed 17:30 hrs

Tegan Burton
Secretary PAWA.
29 August 2008