



NORTHERN AGRICULTURAL CATCHMENTS COUNCIL

SPECIAL GENERAL MEETING

Monday 25 February 2019

2.05pm to 3.00pm

**Venue: Conference Room, Level 1, Lotteries House,
114 Standford Street, Geraldton**

MINUTES

Signed as a true and correct record of proceedings

A handwritten signature in black ink, which appears to read 'Robert Leigh', is written in a cursive style.

Chair

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2.00pm to 3.30pm

SGM AGENDA

- | | | | |
|------------|---------------|---|-------------------------|
| 1.0 | 2.00pm | Open Meeting | |
| | | 1.1 Attendance & Apologies | |
| 2.0 | 2.05pm | Voting on Constitutional changes | (for Decision) |
| 3.0 | 2.50pm | Open Question Time | (for Discussion) |
| 4.0 | 3.30pm | Close Meeting | |

1.0 Open Meeting (2.05pm)

Title: Open Meeting
Author: Rob Keogh
Position: Chair
Date: 25 February 2019

Bianca McNear, conducted an acknowledgment to Country.

1.1 Attendance & Apologies

Title: Attendance & Apologies
Author: Ella Neethling
Position: Administration Officer
Date: 25 February 2019

Present

NACC Board Members R Keogh; D Revell; S Levett; I Asmussen; M Stanborough

Executive Support K Allen; T Maina; E Neethling

NACC Members J Brooker; Y Marsden; J Bevan; S Love MLA; J Solgiovanni; C Love; J Stingemore; B McNear; A Garratt; J Kendle, P Clayton

Observers Nil

Apologies: J Griffiths, B Griffiths; M Jensen, W McKinley

2.0 Voting on Constitutional changes

(for Decision)

The NACC Board is recommending that the following changes be made to the NACC Constitution, and therefore will be seeking the approval of 75% of members in attendance at the meeting to proceed with such changes.

The changes listed below are proposed for a range of reasons including improved functioning of the Board; accommodating changes in NACC's operating environment; or to update the operating functions of specific clauses.

Refer to **Appendix 2.1** for the Draft Constitution.

Proposed changes to the NACC Constitution:

2. Definitions:

Existing Definition 2.4 "Board" reads

2.4 "Board" A governing committee of Directors having supervisory powers.

Alteration of Definition 2.4 "Board" to read:

2.4 "Board" means a governing committee of Directors having supervisory powers.

Existing Definition 2.5 "CEO" reads

2.5 "CEO" means the chief executive officer appointed by the Board.

Alteration of Definition 2.5 "CEO" to read:

2.5 "CEO" means the chief executive officer or equivalent role appointed by the Board.

Existing Definition 2.6 "Committee" reads

2.6 "Committee" special group delegated to consider some matter.

Alteration of Definition 2.6 "Committee" to read:

2.6 "Committee" means a special group delegated to consider some matter.

Rule 6. Register of Members of the Association

Existing Clause 6.1 reads:

6.1 By 31 August each year, those persons seeking membership of the Association and eligibility to vote at a NACC AGM, shall complete a membership application form either from the NACC website at <http://www.nacc.com.au/membership/> or by collecting an application form from any NACC office.

Voting in the elections for NACC Directors is open to all current and new members who sign up by 31 August in an election year, which occurs biennially.

Alteration of Clause 6.1 to read:

6.1 a) By a date, at least four (4) weeks prior to the AGM date in any year, those persons seeking membership of the Association and eligibility to vote at a NACC AGM shall complete and submit a membership application form either from the NACC website at <http://www.nacc.com.au/membership/> or by collecting, competing and submitting an application form from any NACC office.

- b) Voting in the elections for NACC Directors is open to all current and new members who have complied with the conditions specified in Clause 6.1 a) above in an election year, which occurs biennially.

Rule 13. Role of the Director

Existing Clause 13.1 (a) reads:

- (a) have an understanding of the depth of NRM in NAR;

Alteration of Clause 13.1 (a) to read:

- (a) have an understanding of NRM in NAR;

Existing Clause 13.1 (b) reads:

- (b) represent the breadth of NRM in NAR;

Alteration of Clause 13.1 (b) to read:

- (b) have and maintain skills which contribute to the effective governance and operation of the organisation, as outlined in the ISP requirements for Directors at rule 15.11;

Existing Clause 13.1 (f) reads:

- (f) participate in the communication and leadership within the Sub-Regions, and

Alteration of Clause 13.1 (f) to read:

- (f) participate in NRM communication and leadership across the Region, and

Rule 15. Independent Selection Panel (ISP)

Existing Clause 15.3 reads:

15.3 The ISP shall comprise five (5) persons including a chairperson and four (4) others being:-

Alteration of Clause 15.3 to read:

15.3 The ISP shall comprise five (5) persons including:

Existing Clause 15.3 (a) reads:

- (a) a chairperson with broad based NRM skills and experience, and credibility and respect throughout the NAR that is not an existing Director;

Alteration of Clause 15.3 (a) to read:

- (a) a chairperson appointed by the NACC Board with broad based NRM skills and experience, credibility and respect throughout the NAR and who is not a current Director;

Existing Clause 15.3 (b) reads:

- (b) a "State Government" representative;

Alteration of Clause 15.3 (b) to read:

- (b) a current NACC Board Director not standing for election, appointed by the Board and;

Existing Clause 15.3 (c) reads:

- (c) an “Australian Government” representative; and

Alteration of Clause 15.3 (c) to read:

- (c) Three “community based” representatives, who will be appointed by the Board.

Existing Clause 15.3 (d) reads:

- (d) Two “community based” representatives, one of whom will be nominated by the Board, and may be a sitting Board member not standing for Board re-election.

Alteration of Clause 15.3 (d) - deleted

Existing Clause 15.9 reads:

- 15.9 Once appointed a member of the ISP shall continue to hold office until the fourth AGM following that person’s appointment. Any person vacating membership of the ISP at the fourth AGM shall be eligible for reappointment.

Alteration of Clause 15.9 to read:

- 15.9 Once appointed a member of the ISP shall continue to hold office until the fourth AGM following that person’s appointment, while that person is still able to satisfy the criteria relevant to their original appointment on the ISP. Any person vacating membership of the ISP at the fourth AGM shall be eligible for reappointment.

Existing Clause 15.10 reads:

- 15.10 Whenever a vacancy occurs on the ISP either as a result of resignation, incapacity or death, the Board must take steps to fill the vacancy as soon as practicable by undertaking the process set out in this Constitution.

Alteration of Clause 15.10 to read:

- 15.10 Whenever a vacancy occurs on the ISP either as a result of resignation, incapacity, ineligibility or death, the Board must take steps to fill the vacancy as soon as practicable by undertaking the process set out in this Constitution.

Rule 23. Special Meetings

Existing Clause 23.6 reads:

23.6 The Secretary must give a notice by-

- (a) serving it on a member personally; or
(b) sending it by post to a member at the address of the member appearing in the register of members.

Alteration of Clause 23.6 to read:

23.7 The Secretary must give a notice by-

- (a) serving it on a member personally; or
(b) sending it by post to a member at the address of the member appearing in the register of members or;

- (c) sending it by email to the email address provided by the member on that member's application form

Existing Clause 23.7 reads:

When a notice is sent by post under sub-rule 23.6(a), sending of the notice will be deemed to be properly effected if the notice is sufficiently addressed and posted to the member concerned by ordinary prepaid mail.

Alteration of Clause 23.7 to read:

23.7 When a notice is sent:

- (a) under sub-rule 23.6(b), sending of the notice will be deemed to be properly effected if the notice is sufficiently addressed and posted to the member concerned by ordinary prepaid mail.
- (b) under sub-rule 23.6(c), sending of the notice will be deemed to be properly effected if the notice is sent to the email address provided by that member, and no 'return to sender' or equivalent notification is received by the sender that notifies the sender that the email has not been delivered.

Rule 29. Dissolution

Existing Clause 29.2 (b) reads:

- (b) for charitable purposes, as the case requires, shall be determined by resolution of the members when authorising and directing the Association under section 33 (3) of the Act to prepare a distribution plan for the surplus property.

Alteration of Clause 29.2 (b) to read:

- (b) for charitable purposes, determined by resolution of the members when authorising and directing the Association under section 33 (3) of the Act to prepare a distribution plan for the surplus property.

End of Constitutional change summary.

Questions Arising:

- **Question 1 by Yonne Marsden**

- What follows after the 'and' towards the alteration to clause 13.1(f)?

- **Response 1 from Katherine Allen**

- *Katherine* read clause 13.1 from the constitution and stipulated that Directors must:
 - (a) *have an understanding of NRM in NAR;*
 - (b) *have and maintain skills which contribute to the effective governance and operation of the organisation, as outlined in the ISP requirements for Directors at Rule 15.11. ;*
 - (c) *provide leadership and guidance in NRM to the NAR community;*
 - (d) *facilitate communication between the community, the Association and the Board;*
 - (e) *participate in the Association's decision-making processes at meetings of the Association and the Board;*
 - (f) *participate in NRM communication and leadership across the Region; and*
 - (g) *comply with the Board's Code of Conduct.*

- **Question 2 by Yvonne Marsden**

- Please remind me again, in the Code of Conduct, I am trying to make sure that we are still addressing the communication and leadership at the State and Federal level and political arena.

- **Response 2 from Katherine Allen and Robert Keogh**

- *Katherine:* I would say that it is covered under clause 13.1 (d) – facilitate communication between the community, the Association and the Board and could be part of the Code of Conduct as well
- *Robert:* It certainly appear to me that the association does not constrain it anymore that what is there currently.

- **Question 3 by Yvonne Marsden**

- The ISP should consist out of an independent selection panel, so when you say that the Board is going to appoint somebody how is that independent. The first Chair was chosen by the ISP and the ISP was chosen by the Board.

- **Response 3 from Katherine Allen**

- The Board has always appointed the Chair and always nominated the community representatives. There has been no changes made to constitution since the last adopted version in regards to the Board choosing a Chair for the ISP.

- **Question 4 by Yvonne Marsden**

- My other concern is, while you say you have a different service agreement with the Federal and State Government, do you still have liaison with them like we used to or not.

- **Response 4 from Katherine Allen and Robert Keogh**

- *Katherine:* Not in the same way and no longer attend our Board meetings anymore as they refuse to. Not from an angry refuse, they just no longer are allowed to participate and would be the same as for the State Government. As Rob said we have a couple of projects for the State Government, but it is not appropriate for them be involved in our organisation at that level anymore.
- *Robert:* I can assure you Yvonne that on a day to day basis Kat and her team are in contact with the appropriate government officials and Department of Environment and the Department of Agriculture.

- **Question 5 by Yvonne Marsden**

- The other one was the post and email clause as I still know that a lot of our members will not be able to email.

- **Response 5 from Katherine Allen and Robert Keogh**

- *Katherine:* Interesting enough, all of our members have provided us with an email address. Every single person on our database has an email address registered. From the mail out we did for the Special General Meeting, we have received at least twenty

return to senders as members have not provided us with their correct postal address. At least with the return to sender returned electronically, we can action that really quickly. In actual fact it gets checked regularly because of NACC Notes. If something is return from NACC Notes, we can go back and contact the member immediately to advise that their email address is not working, but with the postal side of things is not so easy to follow up. As I said, we don't have anyone on our database that has not provided us with an email address.

- *Robert:* Kat, how many members do we have?
- *Katherine:* Still around 500 members, but there were a couple from the last mail out who contacted us after receiving the correspondence confirming that they no longer want to be a NACC member anymore as they no longer live in the region. We have also receive a few request to become members over the past 3 months or so.

- **Question 6 by Priscilla Clayton**

- Referring to clause 2.4 where the Board means a governing committee of Directors having supervisory powers. Do you have a definition for that as normally the Board sets the direction and it is up to the CEO and Staff to actually implement the direction? The reason I am asking this is, I've seen it in government before and would just like to know if a definition has been set for this.

- **Response 6 from Katherine Allen**

- There could be something in the Code of Conduct, but I am not 100% sure and have to take the question outside of the meeting to investigate.

- **Question 7 by Shane Love**

- Does the Board still have a Treasurer and office bearers? So it isn't just a hands off Board and actually has office bearers that has responsibilities.

- **Response 7 by Kathrine Allen and Robert Keogh**

- *Katherine:* Yes, the role of the Chair, Deputy Chair, Secretary and Treasurer has been spelled out clearly in the Constitution.
- *Robert:* Clause 13.1 (b) stipulates that a Director must *"have and maintain skills which contribute to the effective governance and operation of the organisation, as outlined in the ISP requirements for Directors at Rule 15.11"* and confirms that it is not a hands off Board but also not an Executive Board either.
- *Katherine:* To elaborate on this rule, clause 15.11 (d) in particular to the skills required by the Board Directors are:
 - (i) *Governance - including but not limited to: policy development, risk assessment, effective leadership, strategic planning.*
 - (ii) *Finance - including but not limited to: business strategy, accounting expertise.*
 - (iii) *Community - including but not limited to: engagement, accountable to investors and members, local knowledge.*
 - (iv) *Corporate - including but not limited to: corporate investment, information technology, industrial relations, knowledge development.*
 - (v) *NRM - including but not limited to: environmental, biodiversity, coastal and marine, agricultural systems, water.*

(vi) *Audit - including but not limited to: personal development, public relations, financial, risk and safety.*

- **Question 8 by Shane Love**

- Clause 15.3 (b) was a state government person and now have been updated to a current Board member that is not standing for election, so have there been a Board member on the ISP before and why is there a need for this now?
- Will this Board member fall ineligible at the next election?
- Think that this require to be spelled out clearly as when you might miss this when first looking at the changes.

- **Response 8 by Katherine Allen and Robert Keogh and Yvonne Marsden**

- *Katherine:* No, not previously. One of the reasons that this has been suggested is to create a link between the Board and ISP, although we want the ISP to be independent, we do think that there needs to be a good communication link between those two. It is only one Director out of five and have the same voting power as the rest of the ISP. We have had a situation in the past where, through a lack of communication between the ISP and the Board, had an uncomfortable situation occurred previously with nominations of Directors and so putting a current Director in place is to avoid this situation from happening again.
- *Katherine:* Yes and read clause 15.9 that stipulates – *Once appointed a member of the ISP shall continue to hold office until the fourth AGM following that person's appointment, while that person is still able to satisfy the criteria relevant to their original appointment on the ISP. Any person vacating membership of the ISP at the fourth AGM shall be eligible for reappointment.*
- *Robert:* Kat, does is preclude them from being on Committee next time around?
- *Katherine:* In the event where, for example, Robert was going to be on the ISP this year as he will not be in the election ballot. If Robert was to resign and will no longer going to be a Director or stand for re-election, he can stay on the ISP and it gives us the flexibility to do that.
- *Yvonne:* This came up last year, that's how I got to be on the Independent Selection Panel as I was not re-standing for election, but there was quite a discussion at the Board meeting, but when reading the constitution it says that this person should not be nominated to be on the Board.
- *Robert:* I can tell you Yvonne that the depth of discussion continued in the Board. A question not about continuity as such, but capability and alignment. We felt warranted having someone that is aware of the dynamics of the Board involved in the ISP.

- **Question 9 by Jim Solgiovanni**

- The 31 August for nominations and everything. I now heard that you are saying that the AGM is going to be held in November sometime.
- My main concern is as a retired Farmer in November or even at the end of October, most Farmers are flat out harvesting. I presume that you have a few Farmer members which I think if they had a choice would stay at their farms rather than come to a NACC meeting. I am just trying to work out how we can have a happy medium.
- What we had to do at the other organisations we are involved in, we had to shift our end of financial year date from the end of June to the end of October so that we can

have our meeting in the first Friday in February so that most Farmers can attend. I am just thinking of how this can work with NACC.

- The Farmers is the end users, if they want to come to the meeting to have their say, at least they got an opportunity rather than stop harvesting to get here.

- **Response 9 by Katherine Allen and Robert Keogh**

- *Katherine:* Not necessarily, for the last two or three years, we held the AGM on the last day in October and it is our intention to continue that, but there is a trend of organisations like ours actually having their AGM's in November. So by changing the reference to the date, for signing up to be a member to be able to vote at that AGM, we are making that date relative to the date when the AGM is set. It gives us flexibility when we set the AGM. The way it is at the moment is that you have to be signed up as a member by 31 August for an election date that might not be until the middle of October, which is a big gap to when you can actually sign up to be a member and still not be able to vote in the election year.
- *Robert:* I do not think that this preclude us from having the meeting in August in fact, it just means that if for good reasons we decide to have the meeting in August, September or some other time, this fixes the process by which we close our nominations for membership. I do take on board your observations around.
- *Robert:* I have to say that I will be disinclined to change the financial year date, because that is pretty much set by our major funder, but having said that, I think this proposed change gives us flexibility to be as accommodating as we can. The question of whether a meeting in the first week of November is the optimal, earlier or later, is a separate question. It free us from having it in the Constitution, but is something we will take account of.
- *Robert:* I think those points are well made and we will take it into account in setting the date for the AGM, probably not this year, but we will take that into account.

- **Question 9 by Yvonne Marsden**

- Rob, through involvement in other associations and since our Constitution has been drawn up, you had to have an AGM within two months of your Audit, but it has now been pushed out to four months. The way I read the Constitution is that this clause gives you flexibility.

- **Response 9 by Katherine Allen**

- The primary reason why we have shifted it out a bit later is from the Audit point of view, for that period between June and September when all organisations wanted to get their audits done, was getting very difficult to access Auditors in terms of them having time to come and to the Audit and then wright up the report. So by giving everyone until October has levelled the playing field a little bit, but are taking the comment on board.

Resolution 1/NACCSGM/2/19

That the NACC members adopt and endorse all of the changes proposed Constitution changes as presented.

MOVED: Yvonne Marsden

CARRIED: All (19/19)

3.0 Open Question Time

(for Discussion)

Question 1 by Yonne Marsden

It's come to light that in the last few days, a well-known supporter of NACC has passed away and I would like to suggest that NACC to an obituary for Alison Doley. Allison was very supportive of Biodiversity.

Response 1 from Katherine Allen and Jessica Stingemore and Robert Keogh

Katherine: I do apologies, I became aware of this over the weekend as well Yvonne and meant to mention it to the Board this morning, but we had a lot on the agenda this morning. I will get something to be published through NACC Notes.

Jessica: I have been fortunate enough to visit Alison's property and will draft something in recognition of all of her hard work over the years.

Robert: In the same NACC Notes will be a section in recognition of Yvonne and our former Chair, Jo Wilson, who both were recognised for the Australian Day honours list and I take this opportunity to congratulate them both.

Question 2 by Yonne Marsden

Can you give us an overview of the new process of the projects and how we are moving forward? It really does not become clear reading through NACC Notes and asking Farmers to apply for funding and that. As a previous Board member it is confusing to me, so I thought this might be a good place to discuss it.

Response 2 from Katherine Allen and Robert Keogh

Katherine: Through the regional land partnership, the second phase of the national land care program under the federal government, we put a tender in and was successful in gaining our tender we submitted. I think there was about ten project proposals and another tree project designs we submitted and of those we had two designs funded and since then we had another two proposals funded. We are just in a process of finalising those. It is a very different module that the module which we operated under previously, which was an agreement to grants and partnership based module and it is now very much a service delivery module. The Australian Government identifies the outcome they want and we identify the services we want to deliver to achieve those outcomes and we are paid based on those services and much more of a commercial arrangement. The projects that we have is a five year biodiversity project call 'Gnow or Never', managed by Jessica Stingemore, which are a Malleefowl focussed project and will be working with landholders directly to protect bushland and revegetation and some opportunities with the community to raise awareness. We also have a project called 'Search and Rescue' around the threatened Scaly-leaved Featherflower species which is only a one year project and will come to an end of this financial year. It has had some really great outcomes and there has been a couple of new populations of species identified thanks to the CMA work that has been done with Jessica and DBCA and that should be exiting. We have a Ag project called 'Supporting Smarter Farms' which is a new approach to working with landholders to encourage innovative activities on their farms by a way of micro based incentive approach and we are still working on the first development and pilot year and hopefully that will be extended to years two to five and become a five year project as well. There will be more information coming out about this soon. We have another project we currently can't speak about due to the 'gag orders' and until this project has been signed up, we can't talk about it, but are we very excited about this project and

will there be lots of press when get to fruition and won't be much longer. We were successful with three State NRM Grant Programs as well, so we are doing a 'Red card for Red Fox' project which Callum is running and is working with the community to deliver some activities. Jessica and Bianca has put in a project for the 'Yamaji Women Learning on Country' and the first phase of the project is to work in consultation with particular Yamaji women, but to the exclusion of men, to identify opportunities the passing of knowledge the scattering of traditional agricultural knowledge and putting it back as modern science and hopefully doing some on ground work during the second phase. That will be to apply again. It is just a one year project to do some consultation around that and hopefully a long term project around that as well. We are also auspicing a project the Geraldton Bavarian Group. We were also successful in awarded another three years of funding towards the Midwest Aboriginal Ranger Program. We originally had one year and now have received a contract for another three years and are currently half way through the first year of the three years contract. It is running really well this time as we have three service providers, Western Malga, DBCA and KMAC and are doing some fantastic work with the Rangers across the region. We had our first regional meeting last Friday and heard all about the activities they have been up to.

Question 3 by Yonne Marsden

So we still have no Coastal communities, there is no word through the National Coast Care? Does Mellissa know that there is a gap?

Response 3 from Katherine Allen and Robert Keogh

Katherine: No. Coast West has just announced their funding bucket in the last week or so and we will strongly encouraging groups to apply to that bucket. Unfortunately we don't have any capacity at the moment to directly help with any of those projects. It is certainly on the Boards radar and my radar and something we are thinking about all of the time and we are doing as much as we can and you would have seen the Coastal Community Grants we are running. We are trying to provide as much support as we humanly can without actually having a program to deliver. It is a challenge and there is a little bit of lobbying happening both at the State level, not just from our point of view but from other groups that are lobbying the State Government as best they can. Mostly through personal contact local members to say that there is a huge program here that has just been lost from the whole of State basically. A couple of the other regions are continuing to support their coastal programs either by funding it themselves from their reserve temporarily until they can figure something out. The Eastern States are not as impacted as we are because they have significant State contributions to their budgets. Melissa is well and truly aware of the gap.

Robert: In July/August 2018, I really had doubts of the sustainability of NACC and the funding caused me great concern and for good reasons Richard left his role as CEO. I got to say that the last two months has been nothing but a delight for me in, as shown in today's meeting, that we got project reports from the three project managers and I have nothing but admiration for Katherine and her team and how they have pulled themselves together into a team and they've got on with the job of getting contracts signed up and getting the work started. I am very confident about our capacity to deliver against those, somewhat modest, objective. While Kat says that she really knows that the Board sees the coastal area as a major deficiency, we have not pressed her on it as we wanted her to get the organisation up and running and its capability up. The Board and the Staff have a meeting in a months' time to review our strategy and I we are confident that we can fulfil our obligations under RLP 2 and now what more can we do and how can we do it. I have come out of the last couple of months with much heightened optimism about the capability of our team and that we can start make inroads into the things that have been missed out and for me they are two fold, the coast in particular but also just the nature of some of our projects that have isolated us from our community and I have always seen that as our biggest asset is our engagement with our community through the region. Those will be the sorts of things we will be looking to get on top of coming out of the next two to three months.

Question 4 by Jim Solgiovanni

Is there still a lot of restrictions on the guidelines for funding and projects that you are doing or can you spread it out more that you used to?

Response 4 from Katherine Allen and Robert Keogh

Katherine: If anything Jim, unfortunately it is probably worse.

Robert: One area where we have a little bit scope to make our own decision is that if we can deliver the service and meet our obligations for an amount lower than what we have contracted then we can take the difference into our own reserves and apply that to other things. You might recall that under the grant thing if we fulfil the objectives with any surplus we had to spend it in the same grant area or pay it back. This is a service provided and as contractors if we complete the project for less than the contracted amount then we can apply it to other priorities. The other risk on this is that if it takes us more to fulfil our obligation then we will have to find the money from somewhere else, but to that extend, we are a non-for-profit, but if we can make a profit on a particular contract, we can apply that to our own purposes. That is about the only flexibility we didn't have before that we have now and is a small mercy.

Question 5 by Yonne Marsden

Does NACC have the ability to work on projects on a sub- catchment basis rather than on an individual or piece by piece base? On the sub-catchment basis you work on the ability of funds plus time it is continuing in the same catchment over a period of two – five years.

Response 5 from Katherine Allen

If we had a lot of money, yes, but out having access to the kind of funds you will need to work on a sub-catchment level then no. The logic we have to apply is based on the other projects that we have and so the Mallefowl project is one project that defines where we work from an area point of view. The Supporting Smarter Farms has less emphasis on location and we can a little bit more flexible with the location but the amount of funding that is available would meant that if we would to try and work out that scale then it would be to the determine of every other sub-catchment as we won't be working anywhere else.

4.0 Close meeting 3.00pm