

**Minutes of the meeting of the
Research Committee of the
26th MEETING OF THE MORNINGTON PENINSULA & WESTERNPORT
BIOSPHERE FOUNDATION**

held on Friday 24 September 2010 at 9.00 am EST

PRESENT:

Dr. Sharron Pfueller (Chair)
Dr. Terry Coates
Mr. Garrique Pergl

Mr. Eligio Bruzzese
Mr. David Nicholls
Mr. Ian Stevenson

Observers:

Ms. Cecelia Witton (Executive Officer, Biosphere Foundation)

Apologies:

Mr. Peter Woodgate

Mrs. Jane Inall

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies were received from Mr. Peter Woodgate and Mrs. Jane Inall

2. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 25 June 2010 were accepted as an accurate record of the meeting.

3. OUTSTANDING OR FOLLOW-UP ACTIONS FROM PREVIOUS MEETINGS

Action 3: The proposal for NCARP funding still needs to be reviewed by Mr Woodgate and Professor Simon Jones (RMIT) and guidelines for the application from NCARP are still lacking.

Action 4: There was a perception that the Business Strategy might not reflect adequately the Biosphere Charter. However, discussion revealed that a diverse range of projects needed to be undertaken to attract and engage more people within the Biosphere so that there was more momentum and capacity to carry out the Biosphere's core functions and support current research projects, in particular, the Bandicoot project.

It was felt that the principle of participation of the broader community needed greater emphasis and that this, together with responses to the DSE review, should be included in the 2011 Business Strategy.

ACTION 1: CW

Action 5: Although the Sustainability Indicators project will not proceed through an ARC Linkage Grant, a project will still be developed with greater community orientation when an appropriate funding body is found. Mr Ian Stevenson and Dr. Sharron Pfueller will discuss this further.

ACTION 2: SP/IS

Action 6: An updated strategy and action plan has not yet been circulated, but will be for the next meeting to gain Committee input.

Action 7: Mr. Stevenson suggested that new members for the Research Committee be suggested by the current Committee. One person suggested via Mr David Nicholls has turned out to be overcommitted elsewhere. It was felt that an optimal approach would be to develop the Research Strategy first and see where extra expertise on the committee is needed.

Action 8: The Mornington Peninsula Shire Fauna mapping project is still underway. Mr Garrigue Pergl will present a report at the next meeting

Action 9: Mr Terry Coates suggested a review of the Ross Trust as funding source for project manager and maybe look to use that source for other aspects of project. Mr Nicholls is preparing an application for \$10,000 to Wettenhall to fund cameras. This is to be submitted by 30 September .

4. REPORT ON FOUNDATION BOARD BY MS WITTON

Ms Cecelia Witton presented a verbal report:

- All 5 Councils are now supporting the Biosphere and linkages have been created to circulate information about the Biosphere regarding the AGM and associated workshop to review the operations of the Biosphere - it is to involve members in the development of a strategy for future operations.
- A Business case is being further developed.
- Several more funding applications have been made and funds have been received for 3 CMA related projects.
- Mr Ian Stevenson will be working for the Biosphere 1 day per week to develop a Biosphere Strategy Plan for an initial six month period commencing in November.
- The next Foundation Board will focus on a response to matters raised by the DSE review of the Biosphere which will be placed on our website. The URL for this site is listed under item 5.3

The draft proforma for funding applications was reviewed and it was felt that there should not be an extra form for applicants to complete. It would be more useful to

combine the essential contents of the draft proforma with the existing Research Proposal form.

Completing the form should assist the applicant in articulating the proposal, provide a checklist for fulfilment of the relevant funding body's criteria and serve as a summary of the proposed project that the Research Committee and the Board can review. Ms Cecelia Witton and Dr. Sharron Pfueller will work on this.

ACTION 3: CW/SP

5. RESEARCH ACTIVITIES

5.1 Mr. Nicholls presented a project summary and action plan for the Bandicoot Recovery program. This is attached to the draft minutes.

5.2 The DSE Biosphere Evaluation Report is available on the DSE web site:

<http://www.dse.vic.gov.au/CA256F310024B628/0/114067C77161FADCCA2577880006F4A1/>

Feedback will be discussed at the next Research Committee Meeting.

ACTION 4: ALL

5.3 Mr Rob Gell requested that the committee review the web site of the Landshare Project in the UK and consider whether such a project would be applicable to the Biosphere.

The web sites are:

<http://www.landshare.net/letsgrow>

<http://www.landshare.net/landspot>

<http://www.landshare.net/news/new-tools-landspot-and-letsgrow/>

ACTION 5: ALL

5.4 The report on the Research Committee 2009 – 2010 was received and accepted.

6. STRATEGIC PLAN

A copy of the draft Strategic Plan will be circulated for the next Research Committee Meeting.

7. FUNDING SOURCES – GRANT APPLICATION PROCEDURE

Mr. Nicholls prepared a funding application to PPWCMA Community Grant for \$36, 000. This was reviewed and approved by Ms Witton before being submitted. A copy of the application, rationale statement and Spreadsheet budget were circulated to Committee members by Mr. Nicholls on 8 September 2010.

There was discussion about the list of granting bodies in the Easygrant Report from 2007. It was felt that it was outdated and that it would be useful to investigate subscribing to the

Easygrants newsletter which provides up-to-date information on upcoming grant opportunity.

Ms. Witton will investigate whether the Biosphere can subscribe and the Council representatives will determine if the Easygrants newsletters which local Councils receive can be accessed by Research Committee.

ACTION 6: CW/GP/IS

All Committee members will also try to keep the list up to date.

ACTION 7: ALL

8. ANY OTHER BUSINESS

There was no other business to discuss.

9. NEXT MEETING

9.00 am – 11.00 am, Friday 3 December 2010 at Chisholm TAFE (venue to be confirmed by Mr. Nicholls)

There being no further business, the meeting closed at 11.00.am with the Chair thanking Mr. Nicholls for hosting the meeting at Chisholm Cranbourne campus.

ACTIONS OUTSTANDING

Updated actions in **bold**

ACTION NO.	DESCRIPTION	WHO	STATUS REPORT
MEETING NO. 26– FRIDAY 24 SEPTEMBER 2010			
1	Feedback from Research Committee on the Biosphere Business Strategy to be considered.	CW	3 Dec 2010
2	Sustainability Indicators project still be developed with greater community orientation when an appropriate funding body is found. Mr Ian Stevenson and Dr. Sharron Pfueller will discuss this further. Funding source to be determined. The Local Sustainability Accord funding criteria and budget to be resurrected after the State election)	SP/IS	In progress.
3	Combine the essential contents of the draft proforma with the existing Research Proposal form.	CW/SP	In progress.
4	Feedback on the DSE Biosphere Evaluation Report to be discussed.	All	3 Dec. 2010
5	Consider Landshare Project in the UK and whether such a project would be applicable to the Biosphere. Ian S: has referred this to a RMIT Doctorate student for his appraisal	All	3 Dec. 2010
6	Investigate whether the Biosphere can subscribe to the Easygrants newsletter and the Council representatives will determine if the Easygrants newsletters which local Councils receive can be accessed by Research Committee. Ian S: Suggest council reps. be approached to source the membership. Cardinia was a member and others are still likely to be so.)	CW/GP/IS	Done.
7	All Committee members to try to keep the funding list up to date.	All	Ongoing
MEETING NO. 25– FRIDAY 25 JUNE 2010			
8	Draft of the Dame Elizabeth Murdoch application to be submitted to them for review in the first instance. Mr Nicholls and Ms Witton to work on this application.	DN/CW	Letter available. Executive considering August 2010.
9	NCARP Funding: As yet, no closing date has been determined. Mr Woodgate and Prof Simon Jones	PW/SJ/CW	Budget still being

	(RMIT) are to determine whether this submission should be made by the Biosphere or RMIT and who will be the prime contact. Ms Witton to review the application's budget costings. The proposal for NCARP funding still needs to be reviewed by Mr Woodgate and Professor Simon Jones (RMIT) and guidelines for the application from NCARP are still lacking.		developed. We need to discuss with Councils.
10	Mr. Woodgate to update the draft strategy and to include an action plan identifying key outcomes and objectives and outlining how best to progress the strategy.	PW	3 Dec. 2010
11	Thought to be given on how to recruit new members to the Research Committee: develop the Research Strategy first, then determine where extra expertise is needed.	All	Ongoing
12	Mr Pergl to forward a paper for consideration at the next Committee meeting on the Mornington Peninsula Shire Fauna mapping project. Present report at 3 Dec. meeting.	GP	3 Dec.2010
MEETING NO. 24– FRIDAY 26 MARCH 2010			
13	Ross Trust and Wettenhall funding applications: - Mr Nicholls to prepare a funding application to Norm Wettenhall for ten cameras for consideration by Ms Witton. - Mr Nicholls to develop a preliminary application for Ross Trust to be reviewed by Ms Witton before being submitted. This preliminary application will ascertain whether we are able to proceed with a complete submission. Mr Terry Coates suggested a review of the Ross Trust as funding source for project manager and maybe look to use that source for other aspects of project. Mr Nicholls is preparing an application for \$10,000 to Wettenhall to fund cameras. This is to be submitted by 30 September .	DN/CW	Ongoing. NWF Prospectus done. Awaiting feed back from NWF Ross Trust – not started.