

Peel-Harvey Catchment Council

MINUTES

Strategic Planning Day & General Meeting

Held Thursday 25 February 2015

at Murray Districts Aboriginal Association, 70 Hampton Road, Pinjarra

The Chairman opened the meeting at 8.35am

1. Attendance

<u>Present:</u>	Andy Gulliver	Chairman
	Jan Star AM	Deputy Chairman [from 8.50am]
	Marilyn Gray	Treasurer
	Paddi Creevey OAM	Secretary
	Bob Pond	Executive Committee (DoW)
	Darralyn Ebsary	Member
	Dr Peter Hick	Member [until 2.20pm]
	Howard Mitchell	Member [from 9.05am]
	Michael Schultz	Member
	Cr Caroline Knight	Local Govt Member (Coastal)
	Cr Eliza Dowling	Proxy Local Govt Member (Inland) - Deputising
	Cr Steve Lee	Proxy Local Govt Member (Coastal) [from 1.05pm]
	Scott Haine	DoP (Peel) - Observer [1.05pm – 3.30pm]
	Craig Olejnik	DPaW [from 9.00am]
	Rob Summers	DAFWA

<u>In Attendance:</u>	Jane O'Malley	CEO
	Steve Fisher	Science Advisor
	Deb Slater-Lee	Operations Manager
	Thelma Crook	R2R Project Manager
	Luke Rogers	Regional Landcare Facilitator [from 9.05am]
	Patricia Sutton	Office Manager (Minute Taker)
	Jo Garvey	R2R Officer
	Jordon Garbellini	R2R Project Support
	Amanda Willmott	Project Support Officer [from 1.05pm]
	Mel Durack	Hotham Williams NRM Officer [until 1.00pm]
	Anna Gstaettner	PHCC Volunteer

<u>Guests:</u>	Lisa Potter	CEO, Perth NRM
----------------	-------------	----------------

<u>Apologies:</u>	Cr John Allert	Local Govt Member (Inland)
	Norman Baker	PDC
	Chris Ryan	DER
	Tina Runnion	DER
	Francis Smit	Landcare SJ
	Kristy Gregory	Landcare SJ
	Samantha Pickering	Shire of Harvey

2. Priorities for 2016 - What we are contracted to do:

- 2.1 NLP Contract – Deb Slater-Lee Presentation
A copy of this presentation is available on the PHCC website.
- 2.2 Rivers 2 Ramsar – Thelma Crook Presentation
A copy of this presentation is available on the PHCC website.
- 2.3 Science Advisor – Steve Fisher
A copy of this presentation is available on the PHCC website.
- 2.4 Water Quality Improvement Program – Jane O’Malley
A copy of this presentation is available on the PHCC website.
- 2.5 Lake Clifton Project / Green Army – Deb Slater-Lee
A copy of this presentation is available on the PHCC website.

Rob Summers reported that the destruction of the pine plantations at Lake Clifton, from the Waroona fires, will have an impact on the hydrology of the lake. The pines have been keeping the groundwater down. They will be replanted.

Steve Fisher acknowledged the work that Anna Gstaettner is currently doing as a volunteer with the PHCC. She is digitising the history of the PHCC and Waroona DAFWA libraries as part of the information database project under the Science Program.

The meeting broke at 9.35am for board and staff photos and resumed at 9.45am

3. Financial Status and Staffing Implications

Jane O’Malley provided a presentation outlining financial projects / project funding, current staffing (including volunteers) and future staffing implications.

A copy of this presentation is available on the PHCC website.

4. Governance / Board Structure / Function / Performance – Part I – Lisa Potter

A copy of this presentation is available on the PHCC website (Part I and Part II).

The meeting broke for morning tea

5. Governance / Board Structure / Function / Performance – Part II – Lisa Potter

Lisa Potter continued with Part II of her presentation.

Andy said there were two options:

- 1. Decide if we want to reach a decision today, or
- 2. The Governance Committee to review and to report back to Members.

Jan said the Governance Committee would like to know Members’ thoughts on DGR status.

Pete said he would like to continue this discussion and look at the best and worst possible scenarios. It should be thought through carefully.

Members discussed the pros and cons of DGR status and they resolved that the Governance Committee should come back to members with a recommendation for a way forward.

RESOLUTION:

That the Governance Review Committee continue to explore options and return to the April meeting with a recommendation for a way forward.

Lisa Potter left at this stage.

6. Strategic Directions - Review

Jane drew attention to the review of the progress/achievements against the Strategic Directions document, which was sent to members prior to the meeting.

7. Strategic Directions

Members broke into four groups and brainstormed each Strategic Directions goal. They rated the goals' priority, whether or not they thought the goals should be kept and added comments and additional goals.

Members discussed the brainstorming results and the following additional points were raised:

- How to get community engagement in the Upper Catchment
- Engagement about pests and weeds
- Ramsar is important and should have its own goal
- Certain elements were more operational than strategic
- Changes were made to reflect a higher level
- Some items should be ongoing best practice
- Some items have become 'business as usual'
- Some items were given an 'essential' category
- Some items were not negotiable and couldn't be rated
- Issues with some of the 'Friends' groups.

Andy said there was a lot of valuable input and asked how members would like to move forward.

Jane offered to collate the information, filter for consensus and discuss with a small delegation of the Board and then present back to the April Board for their consideration.

All agreed.

The meeting broke for lunch at this point and resumed at 1.05pm

8. Video Shorebirds, Banksia Awards and return for next session

The video was not played at this point and will be viewed at a future meeting.

GENERAL MEETING:

9. Apologies:

Norman Baker
John Allert
Chris Ryan
Tina Runnion

10. Declarations of Interest

Nil

11. Confirmation of Minutes of Meeting held 17 December 2015 (Including Business Arising and Confirmation of Acceptance)

Summary of actions from meeting of 17 December 2015:

No.	Details	Resp.	Complete
1.	Item 5 [17 December 2015] Contact Shire of Serpentine Jarrahdale regarding submissions on the Scrivener Road gravel reserve. <i>Staff have contacted Serpentine-Jarrahdale (advice to be provided)</i>	Jane O'Malley	Submission presented. Waiting advice

Summary of actions from previous meetings:

No.	Details	Resp.	Complete
1.	Item 7 [21 August 2014] Chairman's Report Follow up DER on reporting annually on licensed premises. <i>The Executive Group is looking at this in a strategic manner, including consideration of the SAPPR process</i>	Exec Group	Pending – with Executive Group
2.	Item 8 [19 February 2015 – PHCC Members Forum] The Executive Group to consider the merits of holding a PHCC Board training workshop, in a similar forum as the staff workshop. <i>It appears there is good support for a Board Forum and Executive will consider for future pending desired outcomes and resources.</i>	Jane O'Malley	Pending
3.	Item 9 [16 April 2015] – CEO Report Request a meeting with EPA to discuss their determination of significance, particularly in light of community expectations of the SAPPR process. <i>Staff are organising a meeting with the EPA Board for early 2016.</i>	Jane O'Malley	Pending
4.	Item 4 [15 October 2015] Business arising from previous minutes The issue of mining companies burning timber, particularly in the Boddington area. <i>Pending further information from John Allert.</i>	John Allert	Pending further information - John Allert

No business arising.

Moved: Caroline Knight Seconded: Marilyn Gray

That the minutes of the meeting held on 16 December 2015 be accepted.

CARRIED

12. Chairman's Report

Andy tabled and spoke to his report:

"Holidays

- *I had recommended that everyone have a break for January and relieve some of the stress of the past 2 years.*
- *Hope you all had some time to relax. We're 'back in the saddle' now.*

Bush Fires

- *Terrible fires in our region. Some of our own staff directly affected*
- *Loss of buildings and property in Yarloop and surrounding regions*
- *Terrific response from staff*
- *"After the Fires" workshop in Waroona.*
- *International facilitator/ property planner, Darren Doherty, ran 2-day workshop*
- *Presented by Jeff Pow from Southampton Homestead whose property was devastated by fires several years ago.*
- *16 farmers attended. TV and radio coverage*

Green Growth Plan

- *PHCC organised for DPC to present to public*
- *Over 100 people attended on a hot night.*
- *Level of public interest clearly demonstrated to DPC*
- *Good question and answer session with DPC and agencies*

6MM radio

- *Discussed public consultation for Green Growth Plan*
- *Mention of 'After the Fires' workshop*
- *Link - <http://www.peel-harvey.org.au/wp-content/uploads/Focus-on-the-Peel-GreenGrowthPlan-AndyGulliver.mp3> "*

Craig Olejnik noted that Jane's facilitation of the Green Growth workshop was really effective.

13. Treasurer's Report

Marilyn presented the Treasurer's report.

"The finances have been steady over the past couple of months and it was nice to take a breather over the Christmas Break.

The Westpac Term Deposit matured on 30th December 2015. The Principal and interest [\$593,682.51] was reinvested for a period of 5 months at a rate of 3%. A total of \$9,049.01 was earned for the last 6 month period. The new maturity date is 7 June 2016.

The Organisation Audit for F15-16 will be conducted by AMD Accountants on August 2nd and 3rd, 2016 at a cost of \$4,800 exclusive of GST. The Financial Statements will be signed off prior to the AGM in October.

Karen is investigating the feasibility of restructuring our Chart of Accounts to come in line with the National Standard for Not-For-Profit Organisations to streamline our end-of-year Financial Reports. Basically, the Balance Sheet structure will remain the same [Asset, Liability & Equity] but the P&L [Income & Expense] Report will take on a new look with generic Account Codes to suit the Organisations' administration and project needs and the emphasis will be on a detailed Job code structure to be able to report on individual project budgets. Karen will present a sample MYOB data file for review at the next F&A Committee Meeting in April and then we will move forward on this process.

Project Funding:

1470 - Establishment of Peel-Harvey NRM Region - Aust Government [A0000010973G]

The carryover funds from F14-15 have now been completely expended as at 31st January, 2016 and a financial report will be provided.

7100 – Science Advisor

F15-16 funding of \$100,000 from Department of Regional Development and \$10,000 from City of Mandurah has been received for the Science Advisor position.

8000 – Rivers 2 Ramsar

Towards the end of December, a number of R2R Landholder Agreement initial payments were paid in order for works to begin. Payment for Stage 5 to our R2R Partners were also finalised. Thelma has submitted the Financial Report for period ending 31 December 2015 to the Australian Government. Once signed off, we are expecting the final payment for F15-16 of \$535,431 to be paid in due course.

Bank Statement Balance as at 31 January 2016:

ANZ Corporate Online Saver Account	\$152,068.16
Westpac Term Deposit	\$593,682.51
ANZ Project Online Saver Account	\$2,007,349.57
ANZ Project Cheque Account	\$151,462.30
Petty Cash	\$159.30
ANZ Visa Card	(\$369.62)
Total Cash at Hand:	\$2,904,402.22

Moved: Jan Star

Seconded: Howard Mitchell

- 1. That the Treasurer's Report be received.**
- 2. That the January financial reports be ratified.**

CARRIED

14. Delegated Authority Register – Endorsement

Jane sought endorsement for the Delegations of Authority Register which was circulated to Members prior to the meeting. The Register had been endorsed by the Executive Group and Finance & Audit Committee.

Howard Mitchell noted that this is an essential component of running any organisation. Marilyn added that the Finance and Audit Committee was comfortable with everything that is in the document and it feeds into what the Governance Steering Committee is reviewing.

Jane advised that there had been a couple of very minor amendments to the version seen by members, including adding authority to complete ACNC reports on behalf of the PHCC and correction of some terms to make them consistent throughout.

Pete asked for an extension of time for members to further consider the Register.

Moved: Paddi Creevey Secoded: Jan Star

That the Delegations of Authority Register be bought back to the April meeting for ratification.

CARRIED

15. Community Engagement Plan

Annette Brown gave a presentation. A copy of this presentation is available on the PHCC website.

Paddi Creevey said the process that Annette and the team went through was very comprehensive and the result was very workable.

Jane said she was very pleased that this had arrived at this point. It helps all to be engaged and will be a great asset to the organisation.

Rob Summers added that he was amazed by the project summary which was, at a glance, on one page and very easy to read.

Moved: Paddi Creevey Secoded: Mike Schultz

That the Community Engagement Plan, as presented, be adopted.

CARRIED

16. Communications Plan

Annette Brown gave a presentation. A copy of this presentation is available on the PHCC website.

Moved: Caroline Knight Secoded: Marilyn Gray

That the Communications Plan, as presented, be adopted.

CARRIED

17. Aboriginal Participation Plan

Annette Brown gave a presentation. A copy of this presentation is available on the PHCC website.

Paddi Creevey said it is very important to take this to the next level and noted that there is a lot of work to do to complete this important Plan.

Moved: Paddi Creevey Secoded: Jan Star

That the Draft Framework for the PHCC Aboriginal Participation Plan, as presented, be adopted.

CARRIED

18. Wetlands & People Plan

Amanda Willmott gave a presentation. A copy of this presentation is available on the PHCC website.

Mike Schultz said this was an unambiguous plan with five clear actions.

Members discussed the format of the document and queried if it would be suitable to take to Treasury. It was noted that the document could be formatted according to the purpose.

Amanda advised that there were some minor edits in the report and that it was aligned with the Community Engagement and Communications Plans.

Marilyn said she would like to get the hierarchy clear. The title itself, we are talking about community engagement – it needs to be *People and Wetlands* and Ramsar should be included in the title. Amanda said the focus was on Ramsar. Thelma added that it was important that *communication, capacity building, education, participation and awareness (CEPA)* were included in the title as it is a recommendation of the Ramsar Convention.

Moved: Paddi Creevey Secoded: Bob Pond

That the Wetlands and People Plan be endorsed with edits (including the title of the plan), subject to an out-of-session review of those edits by nominated Members Marilyn Gray, Paddi Creevey and Jan Star.

CARRIED

The meeting broke for afternoon tea at this point

19. PHCC Representation on Committees and Member organisations

Andy tabled the results of the survey of how we operate as a board and noted that the feedback showed that, as far as the format and running of our meeting went, there is great satisfaction amongst members.

19.1 PHCC Steering Committees

Jane presented the register of PHCC Steering Committees and sought endorsement of Eliza Dowling as a member of the Natural Assets Committee (as part of the NLP Program).

Eliza explained that she was happy to be a provisional member of the committee as she is in a slightly transitional time and would prefer not to commit to something that she could not do. Jane said Eliza could withdraw from the committee if she found she was not able to participate.

Project Title	Project Manager/ Officers	PHCC Committee Members – Core members
PHCC Rivers 2 Ramsar	Thelma Crook	<i>Peter Hick, Bob Pond, Mike Schultz, John Allert (TBC), Kim Wilson, Thelma Crook,</i>
Science Integration	Steve Fisher	<i>Jan Star, Bob Pond, Peter Hick, Rob Summers, Jane O'Malley</i>
FNS III	TBD	<i>Bob Pond, Rob Summers, Jane O'Malley, Steve Fisher, Howard Mitchell</i>
NLP – Overarching Steering Committee	Deb Slater-Lee	<i>Jan Star, Mike Schultz, Jan Star, Bob Pond, Jane O'Malley & Thelma Crook</i>
Natural Assets	Deb Slater-Lee	<i>Mike Schultz, Daralyn Ebsary, Peter Hick, Eliza Dowling</i>
Sustainable Agriculture	Deb Slater-Lee	<i>Marilyn Gray, Andy Gulliver, Darralyn Ebsary and Jan Star, Luke Rogers</i>
Community Engagement	Deb Slater-Lee	<i>Bob Pond, Paddi Creevey, Jane O'Malley, Annette Brown, John Allert</i>

Moved: Marilyn Gray Seconded: Jan Star

That the Project Steering Committee membership be endorsed as presented.

CARRIED

19.2 PHCC Organisational Committees

Jane presented the register of PHCC Organisational Committees and sought endorsement.

Project Title	Project Manager/ Officers	PHCC Committee Members
Communications Strategy (including Branding Refresh)	Annette Brown	Andy Gulliver, Mike Schultz, Caroline Knight, Jane O'Malley, Julie MacMile
Indigenous Participation Plan (including Cultural Awareness)	Annette Brown	John Allert, Darralyn Ebsary, Caroline Knight, Marilyn Gray, Jane O'Malley, Thelma Crook, Craig Olejnik (Karl Brennan proxy)
Prioritisation Process	Deb Slater-Lee	Jan Star, Darralyn Ebsary, Mike Schultz, Bob Pond, Jane O'Malley, Steve Fisher
Governance Review	Jane O'Malley	Jan Star, Paddi Creevey, Peter Hick, Caroline Knight, Jane O'Malley, Annette Brown

Moved: Caroline Knight Seconded: Bob Pond

That the PHCC Organisational Committees be endorsed as presented.

CARRIED

19.3 PHCC Representation on External Committees

Jane explained that the Delegated Authority Register required members representing PHCC on external committees to be endorsed by the Board. A register of PHCC Representation on External Committees was presented with the Agenda.

Moved: Paddi Creevey Seconded: Caroline Knight

That the PHCC Representation on External Committees register be endorsed as presented, with the following amendments

- **PRLF – add Andy Gulliver to representative list**
- **WALN – Andy Gulliver to be the primary representative and Jan Star to be the second representative**
- **Peel CCI – Marilyn Gray to be the primary representative and Andy Gulliver to be the proxy**
- **EDO – CEO to attend if required**
- **CCWA – Mike Schultz – primary representative. Jan Star – proxy.**

CARRIED

20. Recap and Wind Up

Andy said there is work to be done in the background, but it should not be work that is protracted. He hoped that the majority of strategic thinking for this cycle was complete.

Jan noted that there are implications of the Wetlands and People Plan for SAPPR. Jane added that we had sought funding via the State NRM Grants to implement the Plan.

Other members and staff expressed their thanks and appreciation for the work done by the PHCC team.

The meeting closed at 3.45pm

Chairman

Date

Summary of actions from previous meetings:

No.	Details	Resp.	Complete
1.	<p>Item 7 [21 August 2014] Chairman’s Report Follow up DER on reporting annually on licensed premises. <i>The Executive Group is looking at this in a strategic manner, including consideration of the SAPPR process</i></p>	Exec Group	Pending – with Executive Group
2.	<p>Item 8 [19 February 2015 – PHCC Members Forum The Executive Group to consider the merits of holding a PHCC Board training workshop, in a similar forum as the staff workshop. <i>It appears there is good support for a Board Forum and Executive will consider for future pending desired outcomes and resources.</i></p>	Jane O’Malley	Pending
3.	<p>Item 9 [16 April 2015] – CEO Report Request a meeting with EPA to discuss their determination of significance, particularly in light of community expectations of the SAPPR process. <i>Staff are organising a meeting with the EPA Board for early 2016.</i></p>	Jane O’Malley	Pending
4.	<p>Item 4 [15 October 2015] Business arising from previous minutes The issue of mining companies burning timber, particularly in the Boddington area. <i>Pending further information from John Allert.</i></p>	John Allert	Pending further information - John Allert
5.	<p>Item 5 [17 December 2015] Contact Shire of Serpentine Jarrahdale regarding submissions on the Scrivener Road gravel reserve. <i>Staff have contacted Serpentine-Jarrahdale (advice to be provided)</i></p>	Jane O’Malley	Submission presented. Waiting advice