

## MINUTES OF PHCC FORUM and GENERAL MEETING

Held on Thursday 16 February, 2017  
at Marine Operations Centre, Mandurah

The Chairman opened the meeting at 9.00am and welcomed Dave Charles (DPaW) and Sharon Meredith, PHCC Wetlands and People Officer. He advised that Craig Olejnik (DPaW) has moved to the Kimberley as District Manager of DPaW.

**ACTION:** Write a note of thanks to Craig Olejnik who served as the DPaW representative on the PHCC for several years.

### 1. Attendance

Present:	Andy Gulliver	Chairman
	Jan Star AM	Deputy Chairman
	Marilyn Gray	Treasurer
	Paddi Creevey OAM	Secretary [until 11.35am, returning 1.40pm]
	Bob Pond	Executive Committee (DoW)
	Darralyn Ebsary	Member [from 9.20am]
	Dr Peter Hick	Member
	Howard Mitchell	Member [until 2.20pm]
	Michael Schultz	Member
	Cr John Allert	Local Govt Member (Inland) [until 3.40pm]
	Cr Caroline Knight	Local Govt Member (Coastal)
	Cr Stephen Lee	Local Govt Member Proxy (Coastal)
	Karl Brennan	DPaW [from 11.00am]
	David Charles	DPaW [until 10.15am]
	Scott Haine	DoP (Peel) – Observer [12.00]
	Rob Summers	DAFWA
	Andrew Ward	PDC
In Attendance:	Jane O'Malley	CEO
	Andrew Del Marco	Project Support [from 10.50am until 1.30pm]
	Steve Fisher	Science Advisor
	Karen Henderson	Finance Manager [until 2.45pm]
	Kelly Lavell	Healthy Waterways Program Manager [10.15am – 12.00]
	Sharon Meredith	Wetlands & People Officer [until 12.00]
	Patricia Sutton	Office Manager (Minute Taker)
	Kim Wilson	Program Manager
	Jess Oakley	Administration Officer
	Cr John Erren	President, Shire of SJ [from 9.00am]
	Francis Smit	Landcare SJ [until 12.00]
	Adam Dennis	City of Mandurah [from 2.45pm]
	Brett Flugge	Shire of Murray [9.00am to 12.00, returned 2.45pm]
	Jordeana Cain	MZI [from 10.35am]
	Piers Goodman	MZI [from 10.35am]
	Karen Priest	MAPTO [from 2.45pm]
Apologies:	Cr Eliza Dowling	Local Govt Member (Inland) Proxy
	Louise Oorschot	DER

## 2. Declarations of Interest

Andy noted that a review of Stipends would be discussed later in the agenda (Item 15.4) and Executive members who received fees would abstain from voting but all Members have a Common Interest in respect to sitting fees and travel expenses.

## 3. Confirmation of Minutes of Meeting held on 15 December 2016

*Moved: Andrew Ward Secoded: Marilyn Gray*

***That the Minutes of the meeting held on 15 December 2016 be confirmed as a true and correct record of the meeting.***

CARRIED

## 4. Business Arising from Previous Minutes

Summary of actions from previous meetings:

No.	DETAILS	RESP.	COMPLETE
1.	<b>Item 7 SAPPR Report [18 August 2016]</b> Jane to ask DPC for a summary of the main issues that have come from the submissions on the Green Growth Plan and how they are addressing them. Awaiting summary. General presentation made at September SHARE meeting	Jane O'Malley	PENDING
2.	<b>Item 8 CEO Report [18 August 2016] - Organisational Professional Excellence self-assessment.</b> 1. Circulate to all members the Organisational Professional Excellence self-assessment, as required by the Australian Government. Organisational Professional Excellence self-assessment document 2. Members' performance management to be discussed at a future meeting. Andy to report at October meeting	Jane O'Malley  Andy	PENDING
3.	<b>Item 8 CEO Report [18 August 2016]</b> Eliza Dowling to send information to PHCC concerning the <b>Shire of Cuballing's experience with eco-tourism.</b>	Eliza Dowling	REMOVE
4.	<b>Item 8 CEO Report [20 October 2016]</b> Arrange for impacts on <b>Banksia Woodlands</b> to be discussed with Peel local governments at the Peel Regional Leaders Forum. <i>Requested to be listed for meeting of 20 February</i>	Jane O'Malley	COMPLETE

Summary of actions from meeting of 15 December 2016:

No.	DETAILS	RESP.	COMPLETE
1.	<b>Item 6 Chairman's Report [15 December 2016]</b> Add to February 2017 Strategic Meeting agenda to discuss opportunities when direct flights from London to Perth commence in 2018 <i>Listed on Agenda for discussion with Karen Priest (Item 17)</i>	Jane O'Malley	COMPLETE

2.	Item 6 Chairman's Report [15 December 2016] PHCC to consider providing comment on the <b>Perth and Peel Master Bike Plan</b>	Jane O'Malley	REMOVE (CLOSED January)
3.	Item 6 Chairman's Report [15 December 2016] Seek an opportunity for Marilyn Gray to present to the <b>Peel CCI</b>	Marilyn Gray	
4.	Item 8 CEO Report [15 December 2016] The <b>Community Engagement Steering Committee</b> to consider co-opting a member of the community as a representative on that Committee <i>Date of Steering Committee meeting to be determined.</i>	Julie MacMile	IN PROGRESS
5.	Item 12.5 Members' Reports [15 December 2016] Invite Water Corporation to be an observer on the Peel-Harvey Catchment Council	Jane O'Malley	
6.	Item 12.5 Members' Reports [15 December 2016] Invite Mark Newman and Dean Unsworth to the February Strategic Meeting to present and discuss the <b>Regional Centres Development Plan</b> <i>Mark Newman and Dean Unsworth not available. Brett Flugge (SoM) and Adam Denniss (CoM) to attend (Item 18)</i>	Jane O'Malley	COMPLETE – presenting at February Meeting

## 5. Correspondence

*Moved: Paddi Creevey Secoded: Rob Summers*

***That Correspondence In and Correspondence Out be accepted.***

**CARRIED**

## 6. Chairman's Report

Andy Gulliver spoke to his report:

### Peel Regional Leader's Forum

- *Meetings arranged with candidates in State election*
  - **Zak Kirkup**, Lib, Dawesville
  - **Colin Holt**, Nat, South West and
  - **Paul Gillett**, Nat, Murray - Wellington
  - **David Forbes**, Lib, Mandurah
  - **Tony Simpson**, Lib, Darling Range
  - **David Templeman**, Lab, Mandurah
  - **Murray Cowper**, Lib, Murray - Wellington
  - **Ross Slater**, One Nation, Murray – Wellington
  - **Adam Woodage**, Labor, Dawesville

*Meetings frank and open, range of regional issues covered. PHCC interests canvassed by Chair and CEO.*

### Meetings with politicians

*Chair and Steve Fisher met with David Templeman MLA and Chris Tallentire MLA on 19<sup>th</sup> December*

- *David Templeman - Shadow Minister for Local Government; Volunteering; Heritage; Peel; Wheatbelt; Mid West; Member for Mandurah*
- *Chris Tallentire - Shadow Minister for Environment; Climate Change, Member for Gosnells*

Discussion topics included:

1. *Integrating environment, people and economy*
2. *Current initiative (REI and Water Corporation)*
3. *Institutional Funding Arrangements*
4. *Arts and Science Council*
5. *Peel Waterways Institute*
6. *Who we should connect with (e.g. minor parties, others)*

Interesting feedback:

- *'Environment' is very low on the list of the community's priorities*
- *Community groups and public participation are declining*
- *Political parties need 'shovel ready' projects to support*
- *The community expects 'them' to solve the 'environment'. There is a risk that the higher profile of the PHCC may have created the impression that it's the PHCC's job to fix it*
- *Still interested in a funded model for the ongoing governance and financial support of action in the Reel Region*
- *How can PHCC fill the role of the 'expert' for comments on development proposals, particularly at the local level? PHCC could use specific knowledge and expertise at a local level.*
- *Still obviously interested in Landcare group and how NRM groups relate to them*

#### **1. Integrating environment, people and the economy**

- *Discussed objectives from PHCC strategic plan*
  - *"improve community knowledge base"*
  - *"strengthen Landcare networks through the community"*
- *Mentioned recent smoking ceremony and connection with Noongar Community*
- *Opportunities to work more closely with LGA's in the future and provide the services that they do not have the resources to offer. This could possibly be extended to business and industry if / when appropriate.*

#### **2. REI and Water Corporation 'Water for Food'**

- *PHCC delivering projects under contract to DoW*
- *We described positive progress with Water Corp and working towards drainage reform*
- *Looking at drains as more than conveyancing of water and considering the ecological function they perform*
- *Pointed out the value of a strong Minister for Water*
- *Requested Labour Party note initiatives and support them*

#### **3. Institutional Funding Arrangements**

- *Noted "Election ask" for bilateral agreements and \$250,000 support for NRM group*
- *We suggested that \$500,000 would allow the PHCC to keep the office open and yield a great return on involvement to government (unlikely but felt it was worth floating!)*
- *AG noted the PHCC support of the good elements of the SAPPR process and PHCC's desire to build on the process rather than start again if a new government was elected.*
- *CT noted the 5 years of work on SAPPR and pointed out significant deficiencies that would require another round of public consultation. He noted our point about building on 5 years work rather than starting again.*

#### **4. Arts and Science Council**

- *This was mentioned without a lot of discussion*
- *DT aware of initiative*

## 5. Peel Waterways Initiative

- *SF delivered a great summary of the different threads currently coming together to deliver outcomes with limited resources and using existing programs*
- *The idea of 'doing more with less' was discussed and the PWI as 'an idea whose time has come'*
- *DT mentioned that he would like to support PWI as an iconic project that he could campaign for R4R funding when / if he is 'Mister for Peel'*
- *He needs 'shovel ready' projects and encouraged PHCC to continue working up this project*
- *PWI definitely on radar screen for DT and CT. (IMPORTANT)*

### Governance:

*Chair attended AICD course on 'Role of the 'Not for Profit' Chair on 6<sup>th</sup> Feb*

- *Helpful review of role and will help greater effectiveness in future*
- *Similar courses recommended for those who feel they need some training*

### *Board Performance Review*

- *This is both good practice and a requirement of the Australian Government*
- *Paddi Creevey has stepped in to help with the process, probably as a sub group of governance committee.*

Andy added that almost all politicians who had met with PHCC representatives had acknowledged the good work being done by PHCC.

*Moved: Paddi Creevey Seconded: Caroline Knight*

***That the Chairman's report be accepted.***

*CARRIED*

## 7. Chief Executive Officer's Report

Jane advised that there was not a lot to report on SAPP as the Peel-Harvey Estuary Management Committee Senior Officers Group had not yet met this year. She met last week with Simon Taylor and Katrina Walton Department of Premier and Cabinet on 6 February to discuss SAPP and PHEMC in general.

Jane O'Malley spoke to her report:

*After a nice break for most of the operations team it is full steam ahead for an exciting 2017.*

*Congratulations to **Mel Durack** who was nominated by the Shire of Boddington for an **Australia Day Award as Community Citizen** of the Year. The **PHCC** was also nominated for **Active Citizenship Award for Community or Group**.*

### **Staff Movements:**

*Welcome to Sharon Meredith as our Wetlands & People Plan Officer (commenced January).*

*With projects winding down and others commencing and/or ramping up we are reviewing positions and structure with a focus on role clarity and ensuring the team have the support needed for project delivery.*

### **Strategic Issues**

*Our schedule of meetings with Politicians in the lead up to the **State Election**, has continued as discussed by Andy. There has been good support by the Executive Group and staff in these meetings, including: Nigel Hallett MLC (Shooters, Fishers & Farmers SW Region); David Kelly (ALP Bassendean; Hon Colin Holt (Nat SW); Sally Talbot (ALP*

SW region); Hon. Lynn MacLaren MLC (Greens Sth Metro region); Zak Kirkup (Lib candidate for Dawesville); and Minister John Day (Health, Arts & Finance). NRM WA have also been active in this space. Andrew Hastie has committed to advocating our case with the Minister (Josh Frydenberg) on the structure of **NLP and funding allocation** to the PHCC as well as a request for PHCC to be a 'case study' or similar for exemption under the general requirements to establish Deductible Gift Reciprocity status.

With the support of the PDC and DoW we are working closely with the **Transform Peel** teams. I provided a brief overview of PHCC, environmental challenges and collaborative opportunities to the Regional Development Trust on their recent tour and feedback into the Transform Peel Workforce skills analysis.

We are progressing **collaborative projects** with the City of Mandurah and DPaW (Dryandra) (item 13). We have received confirmation that round 4 of **Green Army** will be the last and we have advised our partner groups that our Round 5 application will therefore not be available for their projects.

### **Operational Issues**

**Sections 13 and 15** of today's forum will cover many of the operational issues and will be discussed later. There is an overwhelming amount of great work being delivered by the team, supported by Members on their Steering Committees and/or organisational governance committees. We aspire to finding an effective way to report these outcomes in a manner which enables members to appreciate the scope, without adding reporting burden on the team. For now, please keep following our **Facebook** and **Twitter** accounts for project information, events and more. A huge thank you to the team who are doing a great job.

There are no significant **WHS** issues to report.

Moved: Howard Mitchell

Seconded: Mike Schultz

**That the CEO report be accepted.**

CARRIED

## **8. Treasurer's Report**

The Treasurer presented her report:

*The past two months have been a time to follow up on Actions from the past meeting.*

### **1 Credit Card:**

*New card limits have been approved for Kim Wilson and Patricia Sutton.*

*New Cardholder applications for Julie MacMile and Melanie Durack have been processed and awaiting approval. Additional card fees of \$30/card apply for these cards as we have exhausted the limit of free cards.*

### **2 Petty cash:** Petty cash recoup limit increased to \$300 in January.

### **3 ANZ Term Deposit:** Account opened on 15<sup>th</sup> December 2016 and will mature on 15<sup>th</sup> June 2017.

### **4 PayPal:** Application for PayPal has been approved and in the process of adding Karen Henderson [Finance Manager] and Jane O'Malley [CEO] as "Secondary Users" of the account to manage the day-to-day operations. We have requested NFP rates to be applied to our Account which is quite a reduction in fees – 1.11% and 30 cents per transaction.

### **5 Bank Account:** A new Business Transaction Account [016-745 4637-83443] has been opened to link PayPal and MYOB PayDirect payments.

- 6 **Quarterly Salary Payment:** Reimbursement of Salaries for the period 1/10/16 – 31/12/16 has been paid to City of Mandurah for the total of \$292,504.62. PAYG liability and Superannuation payments are paid by CoM on PHCC behalf. Our Equity has been decreased accordingly.
- 7 **BAS:** Quarterly BAS reporting for period 1/10/16 to 31/12/16 has been lodged with ATO and payment of \$17,146.00 for GST Liability processed.
- 8 **MYOB Upgrade:** The latest version of MYOB has been installed and this allows for Sales to be made using MYOB PayDirect via VISA/MasterCard. We will purchase the PayDirect Reader now that we can link MYOB to our new Business Transaction account. This will enable us to sell our Merchandise, event sales, etc. at POS.

**Project Funding:**

1. 9000 – NLP: December Quarter reporting has been submitted for approval and a tax Invoice for \$500,000 raised to State NRM for the final payment this financial year.
2. 8000 – R2R –December Quarter reporting has been approved and final payment of \$155,477 has been received ahead of scheduled payment date.
3. 7100 – Science Advisor - DRD payment of \$100,000 was received on 18/01/2017.
4. 5200 – REI – Tax Invoice for \$900,000 sent to DoW; payment pending agreement on revised Project Plan.
5. 7400 – CCGL15427 – Peoples & Wetlands – Payment of \$50,000 received on 11/01/2017.

**Bank Statement Balance as at 31 January 2017**

ANZ Corporate Online Saver Account	\$332,047.64
Westpac Term Deposit	\$601,099.48
ANZ Project Online Saver Account	\$1,754,362.04
ANZ Project Cheque Account	\$53,233.16
ANZ Term Deposit	\$1,000,000.00
Petty Cash	\$215.60
Merchandise	\$136.00
ANZ Visa Card	-\$3,743.16
<b>Total Cash at Hand:</b>	<b>\$ 3,737,350.76</b>

The next meeting of the **Finance and Audit Committee** will be held on Monday 3 April at 10:00am.

Peter Hick asked if we had any FBT liabilities. Jane advised that we removed some of the processes previously around vehicles. We now purchase and lease back vehicles to projects.

Andy expressed thanks to Karen and Marilyn for managing our financial affairs superbly. He said we are looking forward to a world where NLP funding may not be available in 2018 and now is the time to think about a different future for PHCC.

Moved: Bob Pond      Seconded: Howard Mitchell

**That the Treasurer's report and January financial statements be endorsed.**

CARRIED

## 9. Science Update : Steve Fisher, Science Advisor

Steve Fisher presented his report (in full below) and because of the small time allocation for the Science Update, Steve spoke to only one item - Building Research Networks 2. Australian Research Council (ARC) Linkage project: Balancing estuarine and societal health in a changing environment. He spoke about the potential sampling strategy for N and O isotope analysis by Southern Cross University and explained using isotopes to differentiate sources of nutrients. He focussed on the Waroona Waste Water Treatment Plant (WWTP) and said the plan is to track the isotopes to see how they change through the WWTP. The water sampling team will also be working in the Catchment and on the estuary taking water samples to find out the fate of different sources of nutrients.

### **Building Research Networks**

#### **1. Measuring impacts of the Waroona and Yarloop bushfires on water quality in the Harvey Basin**

*The research team, led by Pierre Horwitz (Edith Cowan University, ECU) met on 15 December 2016 and 2 February 2017 to review the results of the chemical analysis and discuss next steps. In summary:*

- *A preliminary analysis of the nutrient concentrations measured routinely by DoW at various locations in the catchment revealed an increase in nitrogen and phosphorus concentrations after the fire*
- *PFOS (perfluorooctanesulphonate), a surface active agent which may be a component of fire retardant foams, was found at two sampling sites in the Harvey Catchment: at Samson Brook Drain North and Bancell Brook. The concentrations of PFOS were below the enHealth Interim Drinking Water Quality Guideline and the draft standard for protection of aquatic ecosystem health in a moderately disturbed system.*
- *The heavy metals chromium, copper and lead exceeded the ANZECC and ARMCANZ (2001) trigger values for protection of aquatic ecosystem health in a moderately disturbed system.*
- *Cores of sediment will be collected in March 2017 at sites where deposition of eroded sediment is likely. The sediment core will be sectioned and analysed for chemicals likely to be produced from the fire (e.g. polycyclic aromatic hydrocarbons) and sediment particle size to estimate the extent of deposition.*

#### **2. Australian Research Council (ARC)-Linkage project: Balancing estuarine and societal health in a changing environment**

*I met with Mustefa Rashid (PhD candidate, Southern Cross University), Fiona Valesini (Murdoch University), Peshing Huang (University of WA [UWA]) and Kiernyn Kilminster and Karl Henning (both DoW) on 10 February to discuss a sampling and analysis plan for the Peel-Harvey Estuary for determination of the isotopic signature of nitrogen and oxygen ( $\delta^{15}\text{N}$  and  $\delta^{18}\text{O}$ ) in nitrate, ammonium and phosphate. These signatures can be used to differentiate between and estimate the contribution of various sources of nitrogen and phosphorus in water samples collected from the estuary or receiving water body.*

*In summary, I arranged for collection of samples from:*

- *the routine DoW sampling sites in the Peel-Harvey catchment i.e. bottom of subcatchment sites used for nutrient and flow modeling (28 February with DoW Kwinana Peel)*
- *the routine DoW sampling sites in the Peel-Harvey estuary and lower reaches of the Serpentine and Murray Rivers (20 and 21 February with DoW Kwinana Peel). PHCC might also assist through possible access to mid-Murray river sites upstream of Pinjarra difficult to reach by boat via PHCC agreements with landholders*
- *the Waroona Waste Water Treatment Plant (date to be confirmed, with Water Corporation)*

*I also referred the research team to DAFWA (Rob Summers) to discuss soil sampling and analysis and to DoW Kwinana Peel (Carey Johnson) for groundwater sampling and analysis.*

*Chris Hallett (Murdoch University Post-doctoral Fellow) commenced sampling of fish from the Peel-Harvey estuary and Murray and Serpentine rivers in November 2016 continuing through February 2017. From this information, he will develop an indicator of estuarine health based on fish assemblages. The abundance of species such as yellowfin whiting will be estimated from this work and so it may have implications for the Harvest Strategy of Finfish in the Peel-Harvey Estuary, where yellowfin whiting is a retained species from the sea mullet fishery. The Harvest Strategy sets out management rules for the fishery and so the findings of the work by Murdoch University may also have implications for the audit of the Marine Stewardship Council certification of the sea mullet fishery, which uses the Harvest strategy to assess the sustainability of the fishery.*

### **3. Department of Fisheries – monitoring of the recreational crab fishery**

PHCC was invited by Steve Taylor Department of Fisheries Research Division to comment on a funding proposal to the Recreational Fishing Industry Fund titled “Estimating the footprint of recreational scoop-net fishing for blue swimmer crab in Peel Harvey Estuary using an innovative method”. If successful the DoF will use a thermal imaging camera mounted to a boat to monitor fishing activities in the Peel-Harvey estuary, especially scoop-netting for blue swimmer crabs. Information collected using the roving camera will complement that from cameras at fixed locations in the estuary to better estimate:

- Illegal fishing activity, including fishing during the estuary closure
- the recreational catch of crabs
- areas frequented by fishers with scoop-nets
- physical disturbance of birds and disturbance of bird habitat

This research goes some way to addressing Condition No. 7 of the Assessment Report “...to provide evidence that the scoop net sector is highly unlikely to reduce habitat structure and function to a point where there would be serious or irreversible harm. This shall include consideration of overlap with habitat for bird species with emphasis on listed threatened species.”

Although PHCC is not a research partner on this proposal, it is encouraging that DoF asked for and included input from us (on 27 January) in their proposal.

### **4. Peel Knowledge Council (see Agenda Item 11)**

On 18 January I met with John Lambrecht (Regional Development Australia Peel, RDA Peel) to discuss the establishment of a Knowledge Council for the Peel Region, initiated by RDA Peel. According to RDA Peel, the primary purpose of the Knowledge Council is to increase the Science, Technology, Engineering and Mathematics (STEM) capacity in the region and to raise the aspirations of young people to follow a career in STEM in the Peel Region.

I helped the RDA to identify STEM related activities in the region and compile a list of approximately 40 potential stakeholders from Government Departments, NGOs, Research and Science Institutes and schools. RDA will organise a meeting of these stakeholders to discuss the feasibility and purpose of the regional Knowledge Council. The meeting will include presentations from

- South West Science Council Chair Professor Adrian Egan
- WA Chief Scientist Peter Klinken
- Inspiring Australia (Department of Industry, Innovation and Science) representatives Simon Carroll and Carmen Smith

The South West Science Council .....highlights the value of science and innovation and their application for regional benefit. This is done through partnerships with industry, schools, universities, technical institutions, government departments and adult education. The South West Science Council (SWSC) provides a voice and advocacy for a cross-section of sciences in the South West, with a view to encouraging links between local, statewide and international researchers. This mission statement closely aligns with the intent of the Peel Waterways Institute, (Stage 1), and so if this model is adopted for the Peel Knowledge Council this could be the vehicle for the Waterways Institute.

The Knowledge Council could also identify priorities for research and develop projects for uptake by Research Institutions, rather than researchers developing proposals then seeking support from industry, similar to the ARC-Linkage project described in Item 2 above.

### **5. Other opportunities**

- I attended Peel Development Commission Sundowner with the WA Regional Development Trust, RDA, PDC and others on 9 February.
- The proposal by the Shire of Boddington for funding from the PDC Royalties for Regions Community Chest entitled “Rehabilitation of the Lions Weir Pool” was successful. This project entails an assessment of the ecological health of the weir pool and the Hotham River downstream from the weir by Wetland Research &

Management, and the volume and quality of silt accumulated in the weir pool by UWA to establish a baseline condition in preparation for removal of silt from the pool. Mel Durack (PHCC) provided much of the impetus for the proposal while I assisted in liaising with the research groups. This involvement will continue when the project commences after 30 June 2017.

### **Advice (Integrating Science into PHCC Projects)**

#### **6. Regional Estuaries Initiative (REI): Peel Main Drain – offline water treatment**

I assisted Kelly Lavell (PHCC Healthy Waterways Program manager) by:

- attending a meeting on 16 December 2016 with Jane O'Malley, Kelly Lavell and Bob Pond, Malcolm Robb and Ben Marillier (all from DoW) to discuss the results of the preliminary hydraulic modeling performed by DoW of the diversion of water through the adjacent wetland
- reviewing the hydraulic modelling results and the Project Plan for the project (Jan 2017)
- analysing the water quality data collected from the first three sampling events (October to December 2016) and recommending changes to the Sampling and Analysis Plan
- organizing a roster for volunteers to assist with sampling at the project site
- attending a (PHCC) Steering committee meeting for the project on 31 January to discuss options for the design of the project
- reviewing the literature for examples of where natural wetlands have been used to remove nutrients with varying degrees of effectiveness.
- attending a meeting of the REI Peel Drainage Projects Technical Working Group on 14 February where I presented a summary of the effectiveness and longevity of the Spectacles wetlands in reducing nutrient concentrations and loads in the Peel Main Drain. (Thanks to Matt Giraudo for performing the data analysis.)
- exploring a potential research program with Pierre Horwitz to assess the effects of changing hydrological regimes on the Federally-listed Clay pans of the Swan Coastal Plain Threatened Ecological Community (TEC) and the State-listed Forests and woodlands of deep seasonal wetlands of the Swan Coastal Plain TEC in the wetland. One strategy is to engage a PhD candidate funded by an ECU-Industry excellence Scholarship (~\$25K p.a.) with the project funds used to provide a top scholarship (~\$15 K p.a.). These discussions will continue February through to April 2017 with the first round scholarship applications closing in May 2017.

#### **Science Communications**

1. The Summer 2016 edition of the (PDC) Peel Magazine, containing the story on the MSC accreditation of the estuarine fishery titled *The blue tick of sustainability for our blue swimmer crabs and mullet* was published in December 2016.
2. I co-wrote an article with Pierre Horwitz and Jane Townsend (Harvey river restoration taskforce) published in the *Harvey Reporter* and *Drakesbrook Dispatch* (January 2017) describing the *Measuring the impacts of the Waroona and Yarloop bushfires on water quality in the Harvey Basin project* (see *Building Research Networks Item 1*). This story was picked up by ABC Regional radio who interviewed Pierre on 2 February 2017..
3. I assisted Andrew Del Marco in preparing and submitting an abstract to the 2017 Environmental Practitioners Workshop titled "The importance of partnering for effective environmental outcomes: lessons learnt by the Peel-Harvey Catchment Council" to be held on 26 May in Perth

Peter Hick asked whether the research team from Southern Cross University would also be collecting samples of sediments from the drains and estuary to estimate sediment age using lead isotope dating techniques. Steve acknowledged that this was a really good idea but was not being done in this instance as it was outside of the scope of works by the team.

Marilyn asked what was the likely effect of the recent rainfall. Steve said the whole catchment would be flushed. The estuary is usually fairly saline at this time of year, but fresh water would flow across the top and out to sea, resulting in a good flush of the catchment. You might see algal blooms or fish kills. The timing of the isotope analysis following this flushing of the catchment is not ideal.

Rob Summers asked if the research team was also collecting water samples from the drains and estuary to determine sterols to estimate different sources of faecal material in the estuary. Steve said that he was aware of this analysis using coprostanol and other sterols, and that although there were no plans to do so in the current sampling and analysis plan, he would suggest preserving some of the sample collected by the research team for this purpose.

In summary, Andy thanked Steve and acknowledged the advantage of having a dedicated science resource.

## 10. Agency / Member Reports

### 10.1 Bob Pond, DoW

Bob reported on the following:

- Licensing - No problems with the Mandurah bridge and foreshore works;
- PIWI – had meeting with PHCC and Andrew Ellet from DoW to start to look at how it might interact with some PHCC programs. It might be worth organising a briefing for the board later this year.  
**ACTION : Bob to arrange presentation to the PHCC Board on the Peel Intergrated Water Initiative**
- REI – there have been some difficulties on the Peel Main Drain with TECs on that site and Kelly has had to reorganise to some degree. The next step is to take it back to DPaW to see if it is more acceptable to the wetlands branch. They want to conduct a flora survey of the area to determine the impacts of adding water to the claypans
- Michelle and Bronte are looking at Nambeelup this morning. This year will mainly be a character snapshot on the Nambeelup catchment area with a view to extend some trial work at Keralup. Have also taken some sediment analysis at Lake Amarillo
- There have been reports of minor fish kills in the past couple of days due to the flows from last week's heavy rainfall. The current is still flowing 3-4 knots and there have been some minor incidents. Will continue to monitor.

### 10.2 David Charles, DPaW

David reported:

- Craig Olejnik had moved to Broome and Brett Fitzgerald would be acting in the role for the next six months.
- Western ring tail possum monitoring around the Whitehills area in Yalgorup National Park with sitings of between four and nine each night.
- A short presentation had been given to the Bouvard CoastCare group on ringtail possums.
- 2020 bird count 5 February – some of the DPaW team were involved
- Friends of Samphire Cove Nature Reserve – rubbish collections and flora surveys had been taken to determine priorities of winter planting and weed control
- A Friends of Hamel Nursery group had been established and some control burns had been achieved this year
- Hymus Swamp - 4kms of fencing had been completed
- Green Army – the last group is concluding now
- Some land has been purchased, mostly through funding from offsets. A recent purchase was made at Goegrup Lake, near Paterson Road
- Involved with a burn at Tims Thicket Road on Commonwealth land, in preparation for further burns at Yalgorup National Park which is part of a wider plan.

### 10.3 Scott Haine, Department of Planning (Peel)

- The City of Mandurah recently adopted a proposed local plan strategy which is currently being prepared to be sent to DoP.

#### 10.4 Andrew Ward, PDC

- The Regional Development Trust was in Mandurah last week for a meeting and site tour which was completed with a speech by Lyn Beazley
- PDC and DAFWA are co-hosting a breakfast on 9 March. Global food marketing expert Professor David Hughes and innovation expert Associate Professor Christopher Vas from Murdoch University's Singapore Centre for Research in Innovation Productivity and Technology (SCRIPT) will be guest speakers
- Acknowledged RDA Peel completed a pre-budget submission for Transform Peel 2 Phase 2
- Thanks to Jane for assisting with briefing notes for new term of government on estuary issues
- Workforce analysis for Transform Peel. Hope to have an outcome by May/June this year. PHCC has provided input

Peter Hick asked if RDA and PDC could work together on a number of issues that are particularly relevant to PHCC. Andrew said the relationship was already there. Paddi reiterated that RDA and PDC worked closely on a pre-budget submission to source Commonwealth funding to compliment State funds. The relationship between RDA and PDC has never been stronger and RDA Peel is very aware of PHCC and the work it does is integral to the economic wellbeing of the whole area.

Andrew had attended a couple of meetings regarding Regional Centres to start the project moving forward.

#### 10.5 Rob Summers, DAFWA

- The soil sampling for the Whole Farm Soil Mapping component of the Regional Estuaries Initiative for the Peel is complete (21 farms)
- Results are being compiled and farm maps are being generated
- Luke Rogers has interviewed all of the farmers involved. This is a pre-interview providing great insights into the drivers of how and why farmers use fertiliser
- Maps are presented to landholders in a workshop
- Met with a single farmer to go through his results as not available for a workshop
- Arranging the workshops with the catchment groups for the week of 13 March
- Farmers will be given their soil tests and will be taken through how to read the maps, what the results and colours mean and how to estimate their requirements. They will then have access to an independent accredited agronomist to discuss the production and economic implications
- Fertcare accreditation is being undertaken by new agronomists and DAFWA staff next week
- Peel Food Zone – workshop with GHD to define and map constraints and requirements for potential agricultural enterprises.

Members discussed the Peel Food Zone and, in answer to a comment by Cr Erren regarding the Shire of Serpentine Jarrahdale being excluded from the Food Zone, Andrew Ward advised that the Zone extended into the Shire and they had been involved in consultation. It was now the time to comment through the GHD consultation process.

Brett Flugge said the Shire of Murray had discussed with PDC the potential for a Phase 2 Food Zone in the Southern Palasplain mainly on the east of the Forrest Highway.

Darralyn mentioned that recent rains have had a major effect on a lot of businesses in inland shires - on fencing, livestock and local government infrastructure. A lot of roads and bridges are severely damaged. Another ongoing impact is the emergence of weeds.

Fox shoots are about to happen in Boddington and Wandering. In Dryandra an area is fenced (1000 ha) for the protection of numbats, boodies, woylies and basic core species.

***The meeting broke for Morning Tea at 10.15am and resumed at 10.35am***

## 11. Science Council: Steve Fisher

Steve provided a presentation and responded to questions. A copy of the presentation will be provided on the Members Page.

Paddi acknowledged Steve's role in this. She attended the SEGRA conference and found we were the only region that doesn't have a science council. We should draw on the skills in the region for now and the future. This is a work in progress and it fits with some of the R&D work done in Transform Peel. We are very lucky to have the support of Lyn Beazley and Peter Klinken.

Pete added this was a superb development from what was first conceived many years ago

## 12. MZI Resources : An overview of Keysbrook operations – Piers Goodman Environment and Compliance Manager and Jordeana Cain External Affairs Manager, MZI

Jordeana and Piers gave a presentation on the Keysbrook operations and said they would be happy to host a tour any time. A copy of their presentation will be provided on the Members page.

Francis Smit asked about groundwater monitoring. He said there was a seasonal wetland 3-3.5kms from the plant site which held no water last year for the first time. MZI monitoring would be important.

Piers was not particularly familiar with the wetlands referred to. MZI has a shallow aquifer monitoring and surface water monitoring program and the monitoring report is available on their website. He said he couldn't explain specifically, but it has been an issue with some local residents being concerned about impact on water levels. MZI has had advice from DoW as to long term trends in the area and it was observed levels were stable in recent times. 2014/15 were exceptional rainfalls and it remains to be seen what recovery there was from last winter. He expects the wetland referred to is really a shallow expression of the superficial aquifer. He's not specifically familiar with it, but MZI does take an interest and they conduct a level of monitoring for residents.

Rob said that mining leases cover a substantial portion of the Peel Food Zone. DAFWA has put forward to GHD the different activities in the Zone and they are very interested in how it will look afterwards. He would like to see a partnership to look at the hydrological cycle when MZI leaves the site. It will completely change the way the Peel Food Zone is managed. Piers said it would change some areas, but they are very optimistic it will change for the better and they have every opportunity to improve nutrient retention and water retention with readjustment of the insitu materials. Also looking at correcting pH and exploring the use of added organic material to bring about changes in the soil structure. He sees there is a lot of work to be done. In terms of water leaching on the site, MZI wishes to explore how to retain water for longer in the landscape.

Mike asked if operations would be concentrated in this particular site or were there likely more sites for the future. Piers said there were mineral sands up and down the coastal plain. The redeeming feature of this site is the leucoxene, being only 2.5%. Many other deposits have a different percentage. Heavy minerals over millions of years have accumulated. He would envisage a couple of mines if they can demonstrate net benefit and with the consent of landowners.

Jan said some of that area, especially to the west is very low lying. Are there any classified wetlands and plans to keep that water profile there? Ie the area on the east side of Hopelands Road. Piers said it is low lying and there are designated wetlands under the State's classification system. There are a couple in the mine footprint, but the economics of mining diminishes in those areas. Jan said one of the benefits of mining is we increase our knowledge of water arteries and we have past history of those aquifers being interconnected. Are we going to find out more about this? Piers said it is something MZI will be looking at through monitoring data in various aquifers.

Andy thanked Jordeana and Piers for their presentation and attending the meeting.

### 13. Key Influencing Factors, Deliverables & Priorities 2017 – Jane O’Malley

Jane gave a presentation on the Key influences and priorities for 2017 (attached).

John Allert asked if PHCC had received financial assistance from other local governments for the NRMO position in the Upper Catchment. Jane replied that the Shire of Cuballing had committed some funds and they have been well engaged in the process. They have a smaller rate base than Boddington and we couldn’t go to them until they were able to see the value of contributing.

Andy summarised saying this was a comprehensive overview, an insight into the complexity of running the organisation and that Jane doesn’t shirk from continual improvement.

***The meeting broke for lunch at 12.00 and resumed at 12.50pm***

### 14. Finance Structure / Governance / Understanding the Financial Statement – Karen Henderson, Finance Manager

Karen gave a comprehensive overview of how to understand the financial statements and she said she was happy to answer members’ questions any time.

Marilyn said Karen’s work is meticulous and she thanked her for the great job she does.

Karen offered to put appropriate ACNC webinars and website info in minutes and on the Members Page.

### 15. Governance / Board Structure / Function / Performance

Item 15.2 was addressed first.

#### 15.2 Risk Management Plan: Endorsement – Jan Star

The Risk Management Plan was developed with the Governance Steering Committee and staff and was endorsed by the Steering Committee. It identifies priority risks and treatment strategies and links to Strategic Directions and Australian Government Performance Expectation Framework. The implementation of the Plan is to be reviewed by the Governance Review Steering Committee annually.

*Moved: Bob Pond      Seconded: Caroline Knight*

***That the PHCC endorses the Risk Management Plan as presented.***

*CARRIED*

#### 15.1 Policies for Endorsement – Jane O’Malley

In accordance with Goal 1 of our Strategic Directions:

Governing, Leading and Managing the Peel-Harvey Catchment Council, under Governance, Leadership & Management was “We will systemise our governance, leadership and management practice so that it serves the needs of our people, embeds continuous improvement and enables us to perform at our best”. Key Achievements Planned are to “Review Corporate Policies and Procedures and incorporate into system processes”. Lisa Potter, CEO

Perth NRM, was engaged to assist in the review process and to date four policy categories have been reviewed. We will continue with the process, as we have the capacity, aspiring to complete them by the end of this calendar year.

**15.1.1 Policy Framework [Category – Organisation]**

Members discussed whether or not the Board should approve all policies or only strategic policies and delegate authority to the CEO to approve operational policies. Jane said in the past the board adopted all policies. This was discussed and agreed that the CEO be delegated authority to approve appropriate operational policies, as specified at the next meeting.

Members agreed to an amendment to the policy entitled *Policy Framework*, clause 1.3 to read:  
*“1.3 Operational Policies be approved by the CEO.”*

*Moved: Howard Mitchell      Seconded: Bob Pond*

***That clause 1.3 of PHCC policy entitled “Policy Framework” be amended to read:  
“1.3 Operational Policies be approved by the CEO.”***

*CARRIED*

Members then agreed to endorse the amended policy “Policy Framework”.

*Moved: Bob Pond      Seconded: Marilyn Gray*

***It is recommended that PHCC endorse the Policy Framework Policy as presented, with the following amendment:***

***“1.3 Operational Policies be approved by the CEO.”.***

*CARRIED*

**15.1.2 Board of Management [Category – Board]**

Jane noted that categories and sub-categories of the policies would be made clearer.

*Moved: John Allert      Seconded: Rob Summers*

***It is recommended that PHCC endorse the Board of Management Policy as presented.***

*CARRIED*

Members determined that both the *Recruitment* and *Time Off in Lieu* policies were operational and could be approved by the CEO.

15.1.3 Recruitment [Category – Human Resources – CEO]

15.1.4 Time off in Lieu [Category – Human Resources – CEO]

*Moved:*

***That:***

1. **The Recruitment policy is an operational policy and can be approved by the CEO.**
2. **The Time Off in Lieu policy is an operational policy and can be approved by the CEO.**

CARRIED

### 15.3 Modifications to Delegations of Authority – Endorsement - Marilyn Gray

Marilyn provided an overview of the modifications to Delegations of Authority document, as recommended by the Executive Group.

Moved: Mike Schultz    Seconded: Peter Hick

**That the PHCC accept modifications to the Delegations of Authority as presented:**

**1. Modify:**

**Change Operations Manager to Program Manager and Program Managers resume all delegations previously with the Operations Manager**

**2. New:**

4.10	Establish an additional credit card holder (banking process to create a new credit card authority)	CEO	Treasurer & Chairman
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**3. New:**

FINANCIAL DELEGATIONS - Payments			
The Association delegates authority for payment activities, as detailed below, when authorised in accordance with Section 5 – Financial Delegations, Purchasing. Authorised Members as at 16 February, 2017 are: Treasurer (Marilyn Gray); Chairman (Andy Gulliver); Deputy Chairman (Jan Star); Member (Peter Hick).			
	Payment – Online Banking Approvals	Approve	Authorise
5.20	Online payments and signing of cheques	As per Section 5 (5.1 to 5.19)	1. Treasurer and one other delegated Member; or if not available; 2. Chairman and one other delegated member; or if not available; 3. Deputy Chairman and one other delegated member

**4. Modify: Increase from \$100,000 to \$200,000**

5.4	\$100,000 (ATO/GST only)	Finance Manager	CEO
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**5. New:**

5._	> \$200,000 (ATO/GST only)	Finance Manager (with CEO)	Treasurer
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**6. Increase from \$300,000 to \$350,000:**

5.6	\$300,000 (payroll only)	Finance Manager	CEO
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**7. Modify:**

**From:**

	ACNC		
8.48	Submit ACNC Reports	Finance Manager with CEO	

**To:**

	ACNC		
8.48	Submit ACNC Reports <i>[Finance Manager to prepare the annual ACNC report with the CEO. On recommendation of the Executive Group the report to be presented for endorsement by the Board. The CEO to remain as signatory when submitting the report (with record on recommendation of Executive and endorsement of the Board).]</i>		Board (PHCC Association Members)

**8. Modify:**

**From:**

<b>Banking and authorising payments</b>			
8.49	Managing Banking needs		Finance Manager with CEO

**To:**

	Banking		
8.49	Managing General Banking needs		Finance Manager with CEO

**9. New:**

	Paypal and Online Payment Procedures		
8.50	Managing Paypal Account		Treasurer
8.51	Managing Paypal Needs		Finance Manager with CEO

**15.4 Stipends Review – Endorsement - Howard Mitchell**

As noted in Item 1, Executive members who received fees would abstain from discussions and voting but all Members have a Common Interest in respect to sitting fees and travel expenses. Andy Gulliver vacated the Chair and Bob Pond took the Chair.

Howard Mitchell outlined the Stipends Review. He said the issue of stipends could be considered to be sensitive. In terms of how they are distributed in recognition of the responsibilities of the positions, he fully endorsed on the basis of PHCC being a large and onerous operation. It takes the management of some very good people to keep it operating and this needs to be respected. The figures are appropriate on the basis we are right in the middle of the size of operations. Referring to the review of other NRMs, PHCC sits in the middle. The weight of effort and

responsibility tends to lie with the Chair and Treasurer and it is appropriate for them to be recognised. Howard suggested these figures are very appropriate and we can afford it, the adjustments are modest with how we sit with other organisations. He put to the board that the recommendations be fully endorsed.

*Moved: Caroline Knight*

*Seconded: Howard Mitchell*

**That the PHCC:**

- 1. Endorse the following modifications to annual Stipends:**
  - a. Deputy Chair - Increase stipend payment from \$3,000 to \$5,000**
  - b. Treasurer - Increase stipend payment from \$3,000 to \$5,000**
  - c. Secretary - Commence stipend payment of \$3,000**
- 2. Acknowledge retention of Chair Stipend at current rate of \$15,000**
- 3. Retain current status, whereby sitting fees are not paid; and**
- 4. Endorse mileage reimbursement at current Australian Tax Office rates for travel to and from meetings for Association Members (excluding Agency Members) to attend PHCC General and Steering Committee meetings or other approved representation of the PHCC.**

**effective from 1 January, 2017.**

**CARRIED**

*(Note: The Chairman, Deputy Chairman, Treasurer and Secretary abstained from voting.)*

### **15.5 Water Corporation Partnership – Endorsement - Jane O’Malley**

The draft agreement, as presented, was developed and agreed to in principle with and by senior staff of Water Corporation, Department of Water and PHCC. Endorsement of the draft partnership agreement was sought noting that Water Corporation was happy to be invited to be observers on the PHCC and they welcomed the invitation.

**ACTION: The CEO to write to Water Corporation inviting them to be observers on the PHCC.**

*Moved: Jan Star*

*Seconded: Rob Summers*

**That the PHCC:**

- 1. Endorse the draft partnership agreement**
- 2. Endorse the signatories of the partnership as the CEO of Water Corporation, DG of DoW and CEO of PHCC**
- 3. Delegate minor modifications to the CEO**
- 4. Note further stages to follow**
  - a. Development of Strategies and**
  - b. Projects**

**CARRIED**

### **15.6 Board Performance – Endorsement - Paddi Creevey**

A Board Performance Framework and process is a requirement of the Australian Government, and is good practice. Our draft framework and the process via our nomination/appointment needs to be reviewed and improved. We are working with the other Regions and the Australian Institute of Company Directors to ensure that our Framework and Process meets our specific needs. Paddi asked for members of the Governance Steering Committee to volunteer to assist in this process, with a view to bringing the Framework to the April meeting for consideration.

Moved: Marilyn Gray    Seconded: Bob Pond

**That the PHCC:**

1. **Establish a Subgroup of the Governance Steering Committee, with Paddi Creevey to Chair, to prepare a draft Board Performance Framework to be presented to the April PHCC meeting.**
2. **Seek Members to assist:**
  - **Jan Star**
  - **Peter Hick**
  - **Caroline Knight**
  - **Howard Mitchell**

CARRIED

## 16.                    Biodiversity Project – Mike Schultz

Mike provided a presentation on his proposal. A copy is provided on the Members page.

The proposal aims to prepare additional functionality to the Peel-Harvey Catchment Council's (PHCC) current resources through the development of a regional biodiversity GIS platform. There is a plethora of information regarding the primary floristic assets of the region they are however widely dispersed. This project will collect this material and organise it into a single GIS interactive 'display space'. Central to this platform is a regional map of our primary vegetation classes from the broader bio-regional detail to the community floristic types (CFT) as described by taxonomic experts. Ideally the platform is 'active' in that a reader may move across and into different levels to provide information at a scale of their interest. It develops into an active information base for research, a point of reference for on ground action based works and a base for grants applications. Once established a number of extras can be connected thus developing a biodiversity strategy for the PHCC.

Members discussed the benefits of the project and the importance of a central data collection. DPaW started a very similar project a few years ago and the information resides as a database. Karl Brennan believes it can be accessed through the DPaW library in Kensington. Steve Van Leuwin at DPaW should be able to assist.

Jane said she was happy to have some initial discussion. She would need to know time implications for staff and how it fits for current deliverables. An initial scoping would be appropriate.

Moved: Mike Schultz    Seconded: Darralyn Ebsary

**That a PHCC group be formalised to scope the project, consult with experts and prepare costings and report to the Executive.**

CARRIED

***The meeting broke for Afternoon Tea at 2.20pm and resumed at 2.45pm***

## 17.                    Karen Priest, CEO MAPTO – An overview

Karen Priest gave an overview of MAPTO's operations and she said she wants to increase the level of engagement with PHCC. She and Jane have been liaising and will meet regularly every quarter to ensure sustainability and grow visitation in a sustainable manner.

Jane said there a lot of nature based activities within the Peel that people not tapping into. We have ideas about how to encourage people into those spaces with the view that if they are highly valued, people can see them. She asked was it something PHCC should do or should we support enabling others to progress. Eg shorebird 2020, we run it for free and for a long time have aspired that people globally wish to be involved.

Karen said we have fabulous natural assets, but a recent audit of our tourism operators showed there is need for improvement. There is a lot of work to do to have activities that are purchasable, but there is so much opportunity.

Birdwatching tours and an interest in pushing forward a world heritage nomination were some options. Cruise ship passengers are looking for destinations within two hours of Fremantle. There is quite an interest in the scientific area.

Andy thanked Karen for her presentation.

## 18. Regional Centres Development Plan – Brett Flugge, Shire of Murray and Adam Denniss, City of Mandurah

Adam Denniss and Brett Flugge outlined the Regional Centres Development Plan. It is targeted at the nine regional cities of WA. Ultimately it will be a strategic plan that will target a whole range of projects. There is a need to involve Federal and State governments and the private sector to achieve jobs, industry and growth. What might the opportunities as a region be in next 20-30 yrs and where we think we might be able to grow – eg waterways (undervalued) and birdwatching. We have a wonderful asset – how do we turn it into something that provides growth. The Plan will be reviewing the Southern City study, foreshores and the city centre for approximately 12 months. By this time next year there will be more detail. It was suggested that PHCC play a major role in that. Need to form a MoU with key strategic people, and PHCC will be approached in the very near future.

Brett advised that the Pinjarra Town Centre Strategy has just been launched. It is about how to connect the City of Mandurah and the Shire of Murray. This links intrinsically and a critical aspect is environmental sustainability. This project will look at jobs and employment across the whole region and address social disadvantages.

Andy said PHCC has good knowledge of the environment. Somewhere there is a link. We can play a role in fantastic nature based experience. How would we connect?

Adam suggested this is part of the Plan and it needs a lot of conversation.

Paddi said there has to be community engagement around this, whoever thought about this Plan made it about primary centres in each region. We can't afford to let this be 'business as usual' for fear it will be just another plan. We have an opportunity to do this very differently and hope we will have the opportunity to reach into the community to tap into that knowledge. PHCC is good at working with people in communities. It has to be far wider than just main streets. Interconnectedness around this is wonderful.

Andrew said there will be ownership at the local level with the document. Planning will not own the document, but will sit on the steering committee and provide input.

John Erren asked how the Shire of Serpentine Jarrahdale would fit into it. Adam said the framework is as it is, but it makes a lot of sense to get rid of borders. It is not another blueprint.

Andy concluded by saying PHCC wants to play a part in the future of the Regional Centres Development Plan. He thanked Brett and Adam for their input.

**The meeting closed at 3.50pm**

Summary of actions from previous meetings:

No.	DETAILS	RESP.	COMPLETE
1.	Item 6 Chairman's Report [15 December 2016] Seek an opportunity for Marilyn Gray to present to the <b>Peel CCI</b>	Marilyn Gray	
2.	Item 8 CEO Report [15 December 2016] The <b>Community Engagement Steering Committee</b> to consider co-opting a member of the community as a representative on that Committee <i>Date of Steering Committee meeting to be determined.</i>	Julie MacMile	IN PROGRESS
3.	Item 12.5 Members' Reports [15 December 2016] Invite Water Corporation to be an observer on the Peel-Harvey Catchment Council	Jane O'Malley	IN PROGRESS

Summary of actions from meeting of 16 February 2017:

No.	DETAILS	RESP.	COMPLETE
1.	Write a note of thanks to Craig Olejnik who served as DPaW representative on the PHCC for several years.	Jane O'Malley	
2.	Item 10.1 Agency Reports – Bob Pond [16 February 2017] To arrange presentation to the PHCC Board on the Peel Intergrated Water Initiative	Bob Pond (with Pat Sutton)	
3.	Item 15.5 Water Corporation Partnership [16 February 2017] <i>The CEO to write to Water Corporation inviting them to be observers on the PHCC and advise of endorsement of Agreement.</i>	Jane O'Malley	