

MINUTES OF PHCC GENERAL MEETING

Held on Thursday 15 February 2018
at Binjareb Park, Murray Districts Aboriginal Association
70 Hampton Road, Pinjarra



The Chairman opened the meeting at 9.00am

1. Attendance

Present:

Andy Gulliver	Chairman
Jan Star AM	Deputy Chairman
Marilyn Gray	Treasurer
Paddi Creevey OAM	Secretary [from 9.05am]
Bob Pond	Executive Committee (DWER)
Darralyn Ebsary	Community Member
Michael Schultz	Community Member
Cr Stephen Lee	Local Govt Member Proxy (Coastal)
Cr David Smart	Local Govt Member Proxy (Inland)
Rob Summers	DPIRD
Paul Tholen	DBCA [deputising]
Andrew Ward	PDC
Andrea Lawson	Observer DPLH (Peel) [deputising] [from 9.25am]

In Attendance:

Jane O'Malley	Chief Executive Officer
Steve Fisher	Science Advisor
Patricia Sutton	Office Manager (Minutes)
Jesse Rowley	Administration/Project Support
Francis Smit	Landcare SJ [until 10.45am]
Clara Obregon Lafuente	PhD Candidate, Centre for Fish and Fisheries Research, School of Veterinary and Live Sciences, Murdoch University [from 9.00am – 9.40am] – Item 9
James Tweedley	Murdoch University [from 9.00am – 9.40am] – Item 9
Kristie Tonkin	Principal Consultant Industry, Skills & Regional Capability PDC [from 11.30am] – Item 15
Adrian Parker	Director Regional and Economic Development PDC [from 11.30am] – Item 15
John Lambrecht	CEO RDA Peel [from 11.30am] – Item 15

Apologies:

Howard Mitchell	Community Member
Cr Eliza Dowling	Local Govt Member (Inland)
Cr Caroline Knight	Local Govt Member (Coastal)
Brett Fitzgerald	DBCA
Suzanne Brown	Observer Water Corporation
Scott Haine	Observer DPLH Peel

2. Declarations of Interest

Nil

3. Confirmation of Minutes of Meeting held on 14 December 2017

Moved: Marilyn Gray

Seconded: Stephen Lee

That the Minutes of the meeting held on 14 December 2017 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.	<p>Item 6 Chairman's Report [15 December 2016]</p> <p><i>Seek an opportunity for Marilyn Gray to present to the Peel CCI</i></p> <p><i>17 Aug 2017: Consider a joint Business After Hours with local businesses such as Dolphin Cruises</i></p> <p><i>19 Oct 2017: Marilyn Gray reported that an opportunity for PHCC to host a Business After Hours at Peel CCI had been pencilled in for May 2018</i></p>	Marilyn Gray	IN PROGRESS
2.	<p>Item 7 CEOs Report [20 April 2017]</p> <p><i>Jane to seek a meeting with Minister MacTiernan</i></p> <p><i>19 Oct 2017: Jane had a five minute informal meeting with Minister MacTiernan at a function last week and managed to get some key messages across. She hopes to meet again as a consequence of that discussion.</i></p>	Jane O'Malley	IN PROGRESS

No business arising.

5. Correspondence

Correspondence was posted weekly on the Members' page of the website, with emails to members to advise new correspondence had been uploaded. The correspondence was tabled at the meeting.

Moved: Rob Summers

Seconded: Stephen Lee

That Correspondence In and Correspondence Out be accepted.

CARRIED

Jane advised that a two week extension had been granted for PHCC to comment on the Draft State Planning Policy 2.1 for the Peel-Harvey Coastal Plain Catchment Policy.

ACTION: PHCC to make a submission on the Draft State Planning Policy 2.1 for the Peel-Harvey Coastal Plain Catchment Policy.

[Paddi Creevey arrived at 9.05am]

[Item 9 - Guest Speaker Clara Obregon Lafuente was brought forward to this point of the meeting at 9.05am]

Item 9 - Guest Speaker : Clara Obregon Lafuente, PhD Candidate, Centre for Fish and Fisheries Research, School of Veterinary and Life Sciences, Murdoch University

Steve Fisher introduced Clara Obregon Lafuente (PhD Candidate, Centre for Fish and Fisheries Research, School of Veterinary and Life Sciences, Murdoch University) and explained that Clara is working on a Golden Fish project which aligns with our Ramsar values. It is about the value of small scale fisheries to the community as a whole.

A copy of the presentation is attached to these minutes.

[Andrea Lawson arrived at 9.25am]

[Clare Obregon Lafuente and James Tweedley left the meeting at 9.40am]

6. Agency and Member Updates

6.1 Rob Summers – DPIRD

Workshops

- Regional Estuaries Initiative fertiliser management workshops are starting next week in Pinjarra and then for two weeks travelling around the coast to Albany.

Horticultural property in the Peel

- Working with the landholder and their consultant to minimise the impact of the operations on runoff. Considering interception options. Discussion with DWER and landholder next week.
- Sampled water from monitoring bores.

Mineral sands project

- PIWI project- mineral sands mine samples of clay and sand being mixed for a glasshouse trial to test the best proportion of clay to be added to the soil at rehabilitation.

6.3 Bob Pond – DWER

- A dredging licence for The Point Grey (Zig-Zag Channel) has been issued and will commence after 30 April. Side casting is the only economic option. Baseline benthic habitat studies have been made a condition prior to sediment discharge and in follow up surveys. The impacts of side casting will be reported on as part of the licensing
- A licence for dredging the Yunderup Channel will be issued for commencement after Easter. Conditions of the licence will be similar to the Point Grey channel and include pre and post benthic habitat survey to study the impact of side casting spoil
- The pump shaft at Wilgie Creek has corroded and the intake is blocked. The creek level is low and complaints about the odour have been received. It is hoped to have a short term solution to repair the pump within the next week or so, but a replacement pump for longer term operating is being sought
- There have been high levels of algae activity, particularly in the Murray River. It is not an issue yet, but last week there were extremely high oxygen levels on the surface
- An aerial electromagnetic survey was undertaken last week across the Peel Food Zone as part of the Peel Integrated Water Initiative Results will become available in the next four to eight weeks

- There has been one reported fish kill in the Carrabungup Drain. On investigation it appears to have been disposed of excess and undersized catch
- River health assessments are still being conducted, with some work being done in the Harvey.

6.4 Paul Tholen – DBCA (deputising for Brett Fitzgerald)

- In relation to an East Keralup Update, fencing is likely to start on the east side of the Serpentine River within the next two months. Water hyacinth control is being coordinated through Landcare SJ with the Dept of Communities being responsible until eradication is achieved.
- Megan Sheehan (DBCA Operation Officer) accepted a three month secondment to the Rivers and Estuaries Division. She will be back early March to continue with joint projects with PHCC
- Matt Verdouw (DBCA Operation Officer) is back from parental leave and will continue with several key PHCC projects, such as the feral pig program at Yunderup.
- Under PHCC funded projects, water monitoring stations are being set up at Lake McLarty and Roberts Bay to gain a better understanding of surface water hydrology – Contract variations with the PHCC are underway to reflect this new arrangement.
- Matt Verdouw is currently looking through images from remote cameras set up at Kooljerranup, Carrabungup and Austin Bay Nature Reserves. Some large pigs have been sighted on cameras, but it is known that they are being unlawfully moved around and may be difficult to catch. PHCC funding is being used by DBCA to install fencing and gates to reduce illegal access. Members discussed the problems associated with the movement of feral pigs and the associated difficulties
- With PHCC funding, DBCA has undertaken a great deal of cotton bush control in DBCA managed reserves; however cotton bush remains a major issue in the Region – more thought needs to go into cotton bush projects before they are rolled out.

6.5 Andrew Ward – PDC

- There have been a handful of workshops with stakeholders to review the Blueprint. It is a work in progress and, in June, representatives from key stakeholders will meet to discuss the outcomes of the workshops
- The Governor will be in Mandurah on 20 February
- PDC facilitated meetings with delegates from Fund Singapore who were in Perth last week. A MoU was executed between Hon. Alannah MacTiernan MLC Minister for Regional Development; Agriculture and Food, Fund Singapore, Murdoch University and the Peel Development Commission
- A suite of five projects to improve the health of the estuary have been endorsed for further funding through a 2017 election commitment. PDC, Recfishwest, WA Fishing Industry Council and Mandurah Licensed Fishermen's Association endorsed the projects. The financial assistance agreement will go through a number of processes with DPIRD before sign off
- PDC has some new board members – Mayor Rhys Williams, Cr Michelle Rich (President Shire of Serpentine Jarrahdale) and Greg Poland, who is the new Deputy Chairman
- Westport update – Kwinana port may be looked at in the future by the State Government and they are currently conducting a range of stakeholder consultations. Peel has two representatives – the Shire of Serpentine Jarrahdale and PDC.

6.6 Andrea Lawson – Observer (Deputising) DPLH (Peel)

Andrea reported that there was still no update on the State Planning framework and there no other items to report.

7. NLP2 Tender Update – Jane O’Malley

Project Designs and Proposals

Jane reported on the progress of the NLP2 tender and said she planned submitting it to the Australian Government on 24 February. There would be modifications as it progresses, but essentially there were 1.2 million hectares in the Peel-Harvey catchment, with many priority species/communities/Ramsar identified by the Australian Government as Matters of National Environmental Significance, eligible for funding under the tender criteria. There will be gaps in areas that the PHCC have traditionally operated and the PHCC would need to seek alternative funding/arrangements and/or no longer service these areas, e.g. coastal works outside of MNES (traditional coastcare). The designs of the proposed projects were broken down into six month chunks over five years. Program logics had been prepared and project designs and proposals were being finalised, following the multiple layered prioritisation processes with the support of our PHCC community, Board Members and others.

Jane provided members with a summary of the six (6) detailed projects and the project proposals, with the agenda, via the members’ page on the PHCC website. Jane explained the tender process, projects being tendered for and the expected timelines once the Australian Government had reviewed all submissions.

Jane thanked all staff and board members who had helped so far and, especially, Mike Schultz who had prior experience with funding applications for the South West Catchments Council and provided valuable support in the process.

Andy reminded Members that we are competing with other organisations across Australia and reminded members that all information provided to date was provided as ‘Commercial in Confidence’.

After discussion Members provided in principle endorsement of the projects.

Moved: Bob Pond

Seconded: Darralyn Ebsary

That the PHCC Board:

- 1. Thanks and commends staff for their efforts in the tender process, and***
- 2. Endorses in principle the projects as provided, noting that modifications may be made and that this would be at the discretion of the CEO for final submission.***

CARRIED

Cash flow and Compliance

Jane reiterated concerns raised at the previous meeting regarding the ability for the PHCC to manage cash flow with the tender proposing payments in arrears. At Jane’s request Marilyn (as Treasurer) has reviewed the tender documents to assist to determine the financial risks involved for the PHCC, should we be successful with the tender, to varying extents. Members discussed the potential implications of progressing with a tender and were asked to nominate their recommendation for the financial component of the tender to show that, we were:

1. Compliant
2. Partially compliant, or
3. Non-compliant.

Discussion followed and members expressed their concerns, including:

- Cash flow issue - how the organisation would manage financially if successful
- The liability of trading insolvent
- Worst case scenario – PHCC would have to take out a business loan.

The meeting broke for morning tea at 10.45am and reconvened at 11.05am

Jane advised that she felt that the decision should be made by the Board, and she was not comfortable recommending a resolution. Jane outlined her perspective of the risks involved, including showing 'non' or 'partially compliant' and the potential significant additional workloads that would arise from frequent milestone payments.

There was further discussion about:

- The high risk of the tender being rejected if non-compliant
- PHCC's capacity to service a loan – ie Equity.

Moved: Bob Pond Seconded: Paddi Creevey

That the tender be submitted as 'Compliant'.

CARRIED

Bob added that he supports the idea that the decision needs to be kept under constant review between now and the signing of any documents.

Paddi said the motion should be conditional on:

1. No major red flags come up in the next stage of the process, and
2. The strategy is to be constantly reviewed at each point of contact.

Moved: Paddi Creevey Seconded: Mike Schultz

That endorsement of the motion that the tender be submitted as 'Compliant' is conditional on:

- 1. There are no 'red flags' in the next stage of the process***
- 2. The strategy to be constantly reviewed at each point of contact***
- 3. The Board delegates the CEO to raise with the Board at different milestones any concerns that would negate the spirit of the motion.***

CARRIED

Bob said staff had put in many long days and weekends and it was far above and beyond what should be reasonably expected. He said he would like some level of acknowledgement put in place and suggested that all staff should be recognised for their contribution by closing the office for a day once the tender had been submitted.

All members were fully supportive of Bob's suggestion.

8. Science Advisor Update

Building Research Networks

- 1. Investigating the hydrological regimes of Lake Clifton (with CSIRO, UWA, Department of Water and Environmental Regulation)***
 - ***Prepared a sub-project as part of the "Ramsar 482: People Working Together to Restore the Ecological Character of the Peel-Yalgorup System" to be considered for inclusion into our NLP2***

Tender submission. The sub-project entitled “Addressing key knowledge gaps” will, amongst other actions, improve the understanding of the ecological character of Lake Clifton through:

- investigating groundwater levels and quality (Years 1 to 5)*
 - Thrombology: undertaking biological investigations to establish condition of the Lake Clifton Thrombolite Threatened Ecological Community and help design recovery actions (Years 2 to 5)*
 - Implementing a field trial of diversion of groundwater to the thrombolites to inform Recovery Actions (Years 4 and 5)*
- Through this process, I met with John Rayner (CSIRO, Research Team Leader Pollutant Fate and Remediation) and contacted Henning Prommer (UWA, Senior Principal Research Fellow, School of Earth Sciences) for advice. Both showed an interest in extending the works proposed in the NLP2 Tender submission to include a research program by multiple post-graduate students. I will meet with John and Henning and Geoff Turner and Greg Davis (CSIRO) and Sarah Bourke (UWA) in the coming weeks to progress.*
- 2. Program to improve the ecological health of Peel-Harvey waterways to enhance fish habitat.*
- In my report from December 2017, I reported that representatives from Peel Development Commission (PDC), Recfishwest, WA Fishing Industry Council (WAFIC) and Mandurah Licensed Fishermen’s Association (MLFA) had endorsed a suite of 5 projects for further consideration for funding through a 2017 Election Commitment to improve the Health of the Peel-Harvey Estuary (see Table 1 below). A Summary Investment Proposal (SIP) to fund the projects was submitted to DPIRD by Brett Dunne (PDC) on 9 February and we are awaiting finalisation through a Financial Assistance Agreement (FAA). The projects would commence in May 2018 and end in 2020.*
 - On 18 January I met with James Tweedley, Chris Hallett, Alan Cottingham and Clara Obregón LaFuente (all from Murdoch University Centre for Fish and Fisheries Research) to discuss*
 - progressing the Restocking of bream in the Murray River (Project #2 below, led by Alan and Chris);*
 - links to the Golden Fish Project and the Stock enhancement of the Western School Prawn (Metapenaeus dalli) in the Swan-Canning Estuary; evaluating recruitment limitation, environment and release strategies (led by James); and*
 - Clara’s PhD research program on the ecological, social and economic values of recreational fishing.*

There is obvious synergy between these projects and great opportunities for collaboration between PHCC, Murdoch University, DPIRD (Fisheries), John Tonkin College and Recfishwest on which I’ll follow up after the FAA is finalised.

Table 1: Summary of approximate costs of delivering the key enabling project and additional component projects aimed at enhancing fish abundance and habitat quality in Peel-Harvey Waterways. Each component commences May 2018 unless otherwise specified

Priority	Project name	Project lead	Approx. cost	Timeframe
Key	Key Enabler: Restoring our Rivers	PHCC	\$250K	3 years
1	Component 1: Fish Friendly farms on the three rivers	Recfishwest	\$150K	3 years
2	Component 2: Restocking of bream in the Murray River	Murdoch University	\$150K	2 years (From 2019)
3	Component 3: Harvey River Restoration – Implementation of Demonstration Reach Project	Harvey River Restoration Taskforce	\$150K	3 years
4	Component 4: Measuring Effectiveness of Restoration 1: River Health Assessments in the Murray, Serpentine and Harvey Rivers	PHCC	\$50K	3 years

3. Alcoa Foundation: Connecting Corridors and Communities: Restoring the Serpentine River

- *Theлма Crook (PHCC) and I organised and facilitated a meeting of Key Stakeholders in the three Alcoa Foundation - funded projects in the Peel Region, held at PHCC on 18 January. The event was attended by 31 representatives from the community, “Friends of” groups, WA State Government, Local Government, universities, schools, Peel Bright Minds, The Nature Conservancy (TNC), Greening Australia (GA), Alcoa and PHCC. The purpose of the meeting was to raise awareness of the projects and how they might complement each other, and in particular to provide a forum for TNC to explain the objectives of their project to potential stakeholders in more detail. The objectives of the projects were described in a series of presentations followed by a Question and Answer session. Presentations were made by:*
 - *Steve Fisher (PHCC) – “Connecting Corridors and Communities: Restoring the Serpentine River”,*
 - *Blair Parsons (GA) – “The Three Rivers Project: ecological restoration with the local Peel Harvey Community”,*
 - *Chris Gillies (TNC) – “Revitalizing the Peel-Harvey Estuary Through Nature-based Solutions”.*
- *Next steps:*
 - *PHCC will conduct a workshop specific to the Restoring the Serpentine River project, most likely in April 2018.*
 - *TNC will be doing similarly in March 2018. GA and PHCC will attend and present as appropriate.*
 - *Planning is underway for a combined launch of the three projects sometime in March / April 2017*

4. Peel Bright Minds (formerly known as Peel Knowledge Council): Inspiring a Curious Community

- *I attended the launch of Peel Bright Minds as a member of the inaugural Steering Committee on 8 February 2018. Rhys Williams (Mayor, City of Mandurah); Paddi Creevey (Chair, RDA & PDC), Charlee Jones (Coordinator, Peel Bright Minds) and Lynne Beazley (former Chief Scientist of WA, now Science Ambassador) addressed approximately 30 attendees with inspiring speeches. There was a lot of positive energy in the room.*
- *There are some good opportunities for PHCC to collaborate with Peel Bright Minds to promote awareness of Ramsar values and wise use of wetlands through our Wetlands and People Plan initiatives.*

5. Other

- *WA Biodiversity Science Institute (18 December 2017 and 24 January 2018): I and others met with Peter Zurzolo (CEO), Lesley Gibson (Program Director, Biodiversity Survey) and Guy Boggs (Program Director, Restoration and ex-situ Conservation).*
- *Murdoch University Centre for Fish and Fisheries Research (18 January 2018): I met with Clara Obregón LaFuente to discuss her PhD research investigating the values of recreational fishing in South west estuaries (see also 2 above). Clara will be presenting a summary of her PhD proposal at today's meeting (see Item 9).*
- *Birdlife Australia (13 February 2018): Sharon Meredith (PHCC), Thelma Crook and I met with Vicki Stokes (WA Program Manager) to discuss PHCC's role in implementation of their successful project proposal Community-based monitoring of migratory shorebird disturbance on the Peel-Harvey Estuary funded through the State NRM Community Action Grants. The proposal was supported by Conservation Council of WA on submission but they have since withdrawn their support.*

Advice (Integrating Science into PHCC Projects)

1. *National Landcare Program 2 / Regional Land Partnerships (NLP 2)*
 - *I participated in planning for Program Logic and funding proposals including participation in the PHCC Prioritisation subcommittee.*
2. *Friends of Lake McLarty (FoLM)*
 - *I attended the FoLM meeting on 16 January 2018 to provide advice on the proposed actions to investigate the hydrology of Lake McLarty to ensure it aligned with the Action Plan developed for the lake by PHCC, FoLM and the Lake McLarty working group.*

Science Communications

1. *Oral Presentations:*
 - *Connecting Corridors and Communities: Restoring the Serpentine River, Alcoa Foundation Workshop on 18 January 2018 (see above).*
2. *Written communications*
 - *The article "Global tourists flock to the Peel-Yalgorup Ramsar site", (by Fisher, Crook and Wilson) submitted in 2017 was published in Wetlands Australia 2018, Commonwealth of Australia 2018 – see <http://www.environment.gov.au/system/files/resources/b0f30409-2d92-4ec6-a57d-35e59b765be0/files/wa30-full.pdf>*

This short article describes the importance of the Peel-Yalgorup System to migratory shorebirds and PHCC's role in the Shorebird 2020 Count.

9. Guest Speaker : Clara Obregon Lafuente, PhD Candidate, Centre for Fish and Fisheries Research, School of Veterinary and Life Sciences, Murdoch University

This item was moved forward to prior to Item 6.

10. Endorsement of Policies

10.1 Policies for Review

Four policies (previously endorsed) were due for review in February 2018. Policies were reviewed, Laws and Acts were confirmed and minor changes were made to Policy 4.5 (Policy Framework) to include Board Members and Volunteers. No changes were made to Policies 1.1, 2.1 and 2.7.

Policy 1.1 Board of Management (approved by Board)

Policy 2.1 Recruitment (operational - approved by CEO)

Policy 2.7 TOIL (operational - approved by CEO)

Policy 4.5 Policy Framework (approved by Board)

10.2 Policies for Endorsement

Five new policies were presented for endorsement:

Policy 1.2 Board Induction

Policy 1.8 Board Performance Review

Policy 3.1 Procurement

Policy 4.4 Gifts and Benefits

Policy 4.8 Media

Moved: Jan Star

Seconded: Paddi Creevey

That all policies (reviewed and new) be endorsed en bloc as presented.

CARRIED

It was noted that Caroline Knight had advised the Chairman that she was comfortable with how the Gifts and Benefits policy had been reframed.

11. Ratification of Project and Steering Committees

This item was deferred from the October 2017 AGM. It was agreed that ratification of Project and Steering Committees be deferred to the April meeting, until the resolution of the NLP2 process.

ACTION: Defer the ratification of Project and Steering Committees until the commencement of NLP2 projects.

12. Treasurer's Report

The Treasurer, Marilyn Gray, spoke to her report.

The finances have been steady over the past couple of months which has enabled the Finance Team to keep the financials ticking over whilst the Project team have been focussed on the NLP2 Tender process.

The Organisation Audit for F17-18 will be conducted onsite by AMD Chartered Accountants on August 1st and 2nd, 2018. The Financial Statements will be signed off prior to the AGM in October. The Project audits have tentatively been booked in for mid-July so that the financial reporting can be finalised early August.

The team have been busy managing Project financial reporting and electronic filing of the 24 current projects and corporate services budgets so that we will be on track to meet stringent deadlines come 30th June.

Quarterly Salary Payment: Reimbursement of Salaries for the period 1/10/17 – 31/12/17 has been paid to City of Mandurah for the total of \$347,095.63. PAYG liability and Superannuation payments have been paid by CoM on PHCC behalf. Our Equity has been decreased accordingly as shown on the Balance Sheet.

BAS: Quarterly BAS reporting for period 1/10/17 to 31/12/17 has been lodged with ATO and payment of \$25,125 for GST Liability processed.

NLP2 Tender: Karen has been assisting Jane with the employment and core services estimates for the tender.

New Signatory for PHCC Banking: With Peter Hick's retirement from the Board at the last meeting, we need to remove him as signatory to our accounts. This action needs to be minuted at a board meeting, along with the approval of the replacement signatory.

Jan Star and Marilyn Gray are currently the two signatories on the Westpac Term Deposit Account. A third signatory is required for this account.

Moved: Marilyn Gray Seconded: Darralyn Ebsary

- 1. That PHCC, consequent on the retirement of Peter Hick from the Board at the last meeting, delete him as a signatory to PHCC bank accounts.**
- 2. That PHCC approve the appointment of Michael Schultz as a signatory to the PHCC bank accounts.**
- 3. That Andrew Gulliver and Mike Shultz be added to the Westpac Term Deposit Account.**

CARRIED

Project Funding:

- 9000 – NLP: Mid-Year Financial report was submitted to the Australian Government on 29th January. At 31 December, 2017 the project ending balance was -\$27,635. This report along with the MERIT reporting will trigger the final payment of \$500,000 which is scheduled to be paid in February. Karen is working with the NLP Team to successfully close off the Project. On recommendation from the Community Engagement Steering Committee, the CEO approved funds to be transferred to Land for Wildlife [\$15,000] and Wetlands & Peoples Project [\$19,711.95] to directly align with the People Working Together Project's objectives and outputs. Milestone payments for Natural Assets and Sustainable Agriculture grants have been paid in January.
- 7100 – Science Advisor: Payment has been received for the outstanding \$100,000 was received on 7th February 2018.
- 3700 – Saltmarshes of Ramsar482 Project has been complete. Financial acquittal reports for the \$20,000 have been prepared by the Finance Manager and signed off by the Treasurer and CEO.
- 6300 – **New** Hotham-Williams River & Tributaries NRM and Conservation project funded by Newmont Boddington Gold Pty Ltd has been established and Tax Invoice for Year 1 funding \$100,000 has been issued.

Bank Statement Balance as at 31 January 2018:

ANZ Corporate Online Saver Account	\$390,019.65
Westpac Corporate Term Deposit	\$617,329.17
ANZ Project Online Saver Account	\$2,466,830.37
ANZ Project Cheque Account	\$61,229.80
ANZ Project Term Deposit	\$1,500,000.00
ANZ Transaction Account	\$0.11
Petty Cash	\$257.85
Merchandise	\$50.00
ANZ Visa Card	-\$676.31
Total Cash at Hand:	\$ 5,035,040.64

PHCC equity as at 31 January 2018 **\$1,009,815.12**

The next meeting of the Finance & Audit Steering Committee is scheduled for Monday 26 March 2018.

Moved: Darralyn Ebsary Seconded: Andrew Ward

That the January 2017 Financial Reports and the Treasurer's Report be endorsed as presented.

CARRIED

13. Chief Executive Officer's Report

Jane spoke to her report:

- Annual Shorebird 2020 count – Jane acknowledged staff who coordinated and worked at the count. There were 60 volunteers, covering 17 sites around the estuary, over the weekend of the count. Mandurah Cruises sent seven staff and used their boat to access Point Grey. They have committed to sponsor next year's count
- Election Asks – Jane is working with the Executive Group to clarify asks for the next Federal election, particularly in the Canning electorate
- Soil testing – a MoU with DWER has been signed to provide an additional year of soil testing as an extension of the REI Service Agreement
- MoU with four councils in the Hotham-Williams – still being finalised and hoping for the end of this week
- NRM survey – is progressing. It has been adjusted so calls can be made on Saturdays to try to achieve a more diverse age representation
- Governor's visit to the Peel – Steve Fisher and Bob Pond will MC the boat tour of the estuary
- Waroona fire recovery grants out at the moment – about 40 people have expressed an interest, which is significantly more than expected. There is still a very strong need for support for people affected by the Yarloop/Waroona/Harvey fires
- REI (Peel Main Drain and Mayfield) – still experiencing challenges across the approval processes.
- New PHCC website – is progressing and Jane is hopeful it will be live by the next meeting.

Moved: Bob Pond Seconded: Paddi Creevey

That the CEO Report be accepted.

CARRIED

14. Chairman's Report

Quieter reporting period over Xmas but no less intense for the PHCC staff working hard on the NLP2 tender.

Meetings and events attended during Month

- *Ken Monson visiting from NSW, discussion re bird projects – 12th January*
- *Alcoa Foundation Presentations – 18th January*
- *PRLF Workshop @ Shire of Murray – 22nd January*
- *Murray Regional Equestrian Centre Stage 2 launch, Pinjarra – 30th January*
- *New member induction – 31st January*
- *SJFFA meeting and visit to Quarry Farm re Expo – 2nd February*
- *Joseph & Dulcie Nannup Boardwalk opening, Greenfields – 8th February*
- *Peel Bright Minds launch – 8th February*

Meetings with Federal and State politicians

Good discussions about PHCC activities with WA State politicians at Murray Equestrian Centre event - Robyn Clarke MLA Member for Murray-Wellington, Lisa Baker MLA Member for Maylands, Hon. Colin Holt MLC Member for the South West Region, plus reps from Andrew Hastie's office.

CEO and Staff

Tremendous effort put into a highly organised and disciplined approach to NLP2 tender preparation. Thanks to the whole team who are supporting each other in a great effort.

Community

- *The 'Winged Threads' project is starting to fly (pardon the pun). Various organisations (both local and national) are reaping the potential for this project to inform and influence the public's awareness of the importance of shorebirds and the protection of their habitat. Ken Monson will engage with Winged Threads project on east coast (Port Macquarie).*
- *Ongoing conversations with Fremantle Foundation and others about philanthropy in the Peel region. Meetings planned for next reporting period.*

Good News

- *It was very satisfying to see the large number of people who turned out for the opening of the Joseph & Dulcie Nannup Boardwalk on the Serpentine River in Greenfields. Stories and yarns were shared and memories exchanged (and kangaroo meatballs consumed).*
- *An impressive array of local activists at the Peel Bright Minds launch. Lyn Beasley was as inspiring as ever. PHCC's involvement widely acknowledged and valued – well done Steve Fisher and team.*
- *SJFFA successfully applied for 'Farming Partnerships' grant and survey of local producers underway. It would be great to see this initiative rolled out throughout other parts of our region.*

Moved: Bob Pond Seconded: Rob Summers

That the Chairman's Report be accepted.

CARRIED

15. Peel Development Commission Blueprint – Kristie Tonkin, Principal Consultant Industry Skills and Regional Capability

Kristie Tonkin provided a presentation on the PDC Blueprint (a copy of the presentation is attached to these minutes). She asked members to advise her if there were any specific matters that were not being addressed in the Blueprint. The following points were discussed:

- Integration of different tourism industries – eg food and nature-based tourism
- Fin Guide
- World Heritage listing for the Thrombolites is proposed, an internationally recognised landmark (Ramsar482) not recognised in the Blueprint
- Biodiversity hotspots
- Wetlands and People Plan is the obvious link to Ramsar482, with many strategies within it that could be highlighted
- A regional park needs to be a higher order
- There is a lot of scope for tourism operators to work together to build packages, cross-promote each other
- Educational tourism – an experience and education all in one – eg nature-based tourism

Kristie said there will be an opportunity in June where stakeholders will workshop actions. She said there are a lot of points in the Wetlands and People Plan and she would like to meet with PHCC staff for their input.

Jane said the staff would prepare a list of dot points ahead of meeting with Kristie.

Andrew Ward said discussion was interesting and he would like a consolidated point of view from the PHCC Board and staff, ideally in priority order, with short, medium and long term goals. PDC need to know what is most important to PHCC.

ACTION: PHCC staff to prepare a list of relevant items to be considered for the Blueprint prior to meeting with Kristie Tonkin.

The meeting closed at 12.40pm

Chairman:

Date:

Summary of actions from previous meetings:

No.	DETAILS	RESP.	COMPLETE
1.	Item 6 Chairman's Report [15 December 2016] <i>Seek an opportunity for Marilyn Gray to present to the Peel CCI</i> <i>19 Oct 2017: Marilyn reported that an opportunity for PHCC to host a Business After Hours at Peel CCI had been pencilled in for May 2018</i>	Marilyn Gray	IN PROGRESS
2.	Item 7 CEOs Report [20 April 2017] <i>Jane to seek a meeting with Minister MacTiernan</i> <i>19 Oct 2017: Jane had a five minute informal meeting with Minister MacTiernan at a function last week and managed to get some key messages across. She hopes to meet again as a consequence of that discussion.</i>	Jane O'Malley	IN PROGRESS

Summary of actions from meeting held on 15 February 2018

No.	DETAILS	RESP.	COMPLETE
1.	Item 5 Correspondence [15 February 2018] <i>PHCC to make a submission on the Draft State Planning Policy 2.1 for the Peel-Harvey Coastal Plain Catchment Policy</i>	Jane O'Malley	
2.	<p>Item 7 NLP2 Tender Update [15 February 2018]</p> <p><u>Resolution:</u> <i>That the PHCC Board:</i></p> <ol style="list-style-type: none"> 1. <i>Thanks and commends staff for their efforts in the tender process, and</i> 2. <i>Endorses in principle the projects as provided, noting that modifications may be made and that this would be at the discretion of the CEO for final submission.</i> <p><u>Resolution:</u> <i>That the tender be submitted as 'Compliant'.</i></p> <p><u>Resolution:</u> <i>That endorsement of the motion that the tender be submitted as 'Compliant' is conditional on:</i></p> <ol style="list-style-type: none"> 1. <i>There are no 'red flags' in the next stage of the process</i> 2. <i>The strategy to be constantly reviewed at each point of contact</i> 3. <i>The Board delegates the CEO to raise with the Board at different milestones any concerns that would negate the spirit of the motion.</i> 	Jane O'Malley	
3.	Item 11 Ratification of Project and Steering Committees [15 February 2018] <i>Defer the ratification of Project and Steering Committees until the commencement of NLP2 projects.</i>	Jane O'Malley	
4.	<p>Item 12 Treasurer's Report [15 February 2018]</p> <p><u>Resolution:</u></p> <ol style="list-style-type: none"> 1. <i>That PHCC, consequent on the retirement of Peter Hick from the Board at the last meeting, delete him as a signatory to PHCC bank accounts.</i> 2. <i>That PHCC approve the appointment of Michael Schultz as a signatory to the PHCC bank accounts.</i> 3. <i>That Andrew Gulliver and Mike Shultz be added to the Westpac Term Deposit Account.</i> 	Karen Henderson	
5.	Item 15 Peel Development Blueprint presentation [15 February 2018] <i>PHCC staff to prepare a list of relevant items to be considered for the Blueprint prior to meeting with Kristie Tonkin.</i>	Jane O'Malley	