

# MINUTES OF PHCC GENERAL MEETING

Held on Thursday 20 April 2017  
at PHCC, 58 Sutton Street, Mandurah



The Chairman opened the meeting at 9.05am and welcomed Neil Dixon, PHCC's new Healthy Waterways Program Manager and Brett Fitzgerald who is DPaW's new representative on PHCC.

## 1. Attendance

|                |                    |   |
|----------------|--------------------|---|
| Present:       | Andy Gulliver      | Chairman  |
|                | Jan Star AM        | Deputy Chairman   |
|                | Marilyn Gray       | Treasurer   |
|                | Paddi Creevey OAM  | Secretary [until 11.40am]   |
|                | Bob Pond           | Executive Committee (DoW) [until 11.30am]                             |
|                | Darralyn Ebsary    | Member  |
|                | Dr Peter Hick      | Member  |
|                | Howard Mitchell    | Member  |
|                | Michael Schultz    | Member  |
|                | Cr John Allert     | Local Govt Member (Inland)  |
|                | Cr Caroline Knight | Local Govt Member (Coastal)   |
|                | Brett Fitzgerald   | DPaW  |
|                | Andrew Ward        | PDC [until 10.45am]   |
|                | Andrea Lawson      | DoP (Peel) – Observer - deputising                                    |
| In Attendance: | Jane O'Malley      | CEO   |
|                | Neil Dixon         | Healthy Waterways Program Manager                                     |
|                | Patricia Sutton    | Office Manager (Minute Taker)   |
|                | Jess Oakley        | Admin Officer   |
|                | Mel Durack         | Hotham Williams NRM Coordinator [11.00am to 11.40am]                  |
|                | Julie MacMile      | PHCC Community Engagement Coordinator [11.00am to 11.40am]            |
|                | Jo Garvey          | PHCC Natural Assets Coordinator [11.00am to 11.40am]                  |
|                | Thelma Crook       | PHCC Program Manager [11.00am to 11.40am]                             |
|                | Jordon Garbellini  | PHCC Project Support Officer [11.00am to 11.40am]                     |
|                | Sharon Meredith    | Wetlands & People Officer [11.00am to 11.40am]                        |
|                | Andrew Del Marco   | Project Support [11.00am to 11.40am]                                  |
|                | Andy Ellett        | DoW Project Manager, Transform Peel [9.50am to 10.45am]               |
|                | Aidan Ash          | Heritage, Dept of Aboriginal Affairs [11.00am to 11.40am]             |
|                | Glen Shaw          | Snr Heritage Officer, Dept of Aboriginal Affairs [11.00am to 11.40am] |
|                | Tom Lerner         | Shire of Murray [until 11.40am]                                       |
|                | Kelly Shipway      | Shire of Murray [until 11.40am]                                       |
| Apologies:     | Cr Eliza Dowling   | Local Govt Member (Inland) Proxy                                      |
|                | Cr Stephen Lee     | Local Govt Member Proxy (Coastal)                                     |
|                | Louise Oorschot    | DER   |
|                | Rob Summers        | DAFWA   |
|                | Suzanne Brown      | Water Corporation – Observer  |
|                | Scott Haine        | DoP (Peel) – Observer   |
|                | Steve Fisher       | Science Advisor   |

## 2. Declarations of Interest

Jan Star declared an interest in discussion of sustainable agriculture grants. She is a member of the Food and Farm Alliance in Serpentine Jarrahdale.

## 3. Confirmation of Minutes of Meeting held on 16 February 2017

*Moved: Jan Star                      Seconded: Caroline Knight*

***That the Minutes of the meeting held on 16 February 2017 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.  | Item 6 Chairman's Report [15 December 2016]<br>Seek an opportunity for Marilyn Gray to present to the Peel CCI   | Marilyn Gray  |          |
| 2.  | Item 8 CEO Report [15 December 2016]<br>The Community Engagement Steering Committee to consider co-opting a member of the community as a representative on that Committee<br>Date of Steering Committee meeting to be determined.<br>Cr Knight to be endorsed at meeting of 20 April 2017<br><i>Cr Knight was endorsed at the meeting - Refer Item 9</i> | Julie MacMile | Complete |
| 3.  | Item 12.5 Members' Reports [15 December 2016]<br>Invite Water Corporation to be an observer on the Peel-Harvey Catchment Council<br>Letter sent to Water Corporation 22 February 2017 – refer Correspondence Out Item 2.7a   | Jane O'Malley | Complete |

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.<br><i>Thank you card sent</i>   | Jane O'Malley              | Complete |
| 2.  | Item 10.1 Agency Reports – Bob Pond [16 February 2017]<br>To arrange presentation to the PHCC Board on the Peel Integrated Water Initiative<br>Andy Ellet to present at meeting of 20 April 2017<br><i>Andy presented at this meeting – Refer Item 11</i>  | Bob Pond (with Pat Sutton) | Complete |
| 3.  | Item 15.5 Water Corporation Partnership [16 February 2017]<br>The CEO to write to Water Corporation inviting them to be observers on the PHCC and advise of endorsement of Agreement.<br>Letter sent 22 February 2017 – refer Correspondence Out Item 2.7a | Jane O'Malley              | Complete |

Marilyn advised that Item 6 Chairman's Report [15 December 2016] is in progress.

## 5. Correspondence

Moved: Peter Hick      Seconded: Marilyn Gray

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

*CARRIED*

In relation to Item 2.9, Caroline asked if Jane would meet regularly with Jane Priest from MAPTO to discuss nature based tourism options, with clarity about which activities are permissible in the Estuary. Jane said she and Karen have regular meetings scheduled and she would ensure that MAPTO was informed. There are tourism aspirations for the Estuary that are potentially detrimental to the values of a Ramsar listed wetland (e.g. seaplanes, helicopter rides over the estuary) and she would discuss this with Karen to make sure that business activities which are not conducive are understood and seek Karen's support to not encourage them.

**ACTION:            Jane to work with DoW and others to clarify specific tourism activities that would not be permissible in or on the Estuary under the Waterways Conservation Act, 1976.**

## 6. Chairman's Report

Andy Gulliver spoke to his report:

*Meetings and events attended during March/April:*

- *Peter Ottesen, Federal Department of Agriculture*
- *PDC presentation on 'Global Food Trends'*
- *PRLF at SJ Offices in Mundijong*
- *Mandurah Mail article about WALN 'State of Landcare' Report*
- *PHCC SHARE meeting Peel Harvey "Tossers"*
- *PHCC Shed presentation on 'Restoration Plants'*
- *PDC Public Art launch at MPAC*
- *PHCC Governance Committee*
- *PDC "Peel Food Zone" Workshop, Keysbrook*
- *Dinner with Greg Andrews, Threatened Species Commissioner*
- *WALN AGM and tour, Armadale*
- *Brian Doy, Alcoa*

*Peel Regional Leader's Forum:*

- *Focus very much on growing concern about social issues and the need to create enduring employment*
- *Presentation from Australian Government Department of Employment*
  - *Presentation about youth unemployment from Aust Gov't Department of Employment*
  - *Government presentation used old data that does not represent true picture in Peel Region*
  - *ABS stats still include Peel in 'Perth – South' region and this distorts data*

Jan said she thought the ABS stats issue had been resolved. Paddi explained that the Peel was included in the ABS Perth South SA4 statistical area for economic purposes and therefore not deemed to be regional. These stats have been wrongly used by other government departments which resulted in some areas of the Peel not being classed as regional and therefore missing out on Building Better Regions funding. Andrew Hastie has been lobbying the Prime Minister and Senator Nash for all the Peel region to be eligible to apply for the second round of funding. Andrew Ward added that a letter was being written to the Minister for Small Business for a change to the category. This should alleviate the problem.

- *(Distorted data contributes to situation where Pinjarra considered part of metro Perth)*
- *Clear message sent to Canberra that data needs to be fixed*

#### *Meetings with politicians:*

- *No meetings this period. Informal contact maintained and congratulations shared as needed.*
- *Plan being developed to connect with relevant new Ministers and local Members after election*
- *Labor election commitment to invest \$1.5M in Peel region is being pursued vigorously*
- *Endeavouring to get a role for PHCC with suggestion to base promised new officer at PHCC*

#### *NRM (WA) and WALN:*

- *NRM (WA) have requested additional funds (up to \$5000) for communication campaign with new Ministers and relevant politicians. PHCC Executive have agreed to support with conditions*
- *WALN published "State of Landcare" report. Recommended reading for all members. PHCC have responded to local press asking questions about this and Federal State of Environment report*
- *WALN AGM on 7<sup>th</sup> April. Chair and Dep Chair attended. Lisa Potter from Perth NRM elected Deputy Chair of WALN. Building bridges with WALN. Much work needed by both NRM groups and WALN.*

#### *Peel Development Commission:*

- *Multiple meetings, formal and informal, with PDC staff.*
- *Working with PDC and others to secure best outcomes for election commitments*
- *Peel Food Zone workshop (PFZ)*
  - *PFZ expanded from 28,000 to 40,000 ha*
  - *Now includes low-lying land on east side of Serpentine River (Keralup)*
  - *Provides opportunity to integrate industry and environment, creating significant wetlands, biodiversity and habitat on western side of PFZ that can both protect environment from impacts of food production and processing at same time as creating iconic eco-industrial park*
  - *These concepts floated at PFZ workshop in Keysbrook in addition to environmental design (wildlife corridors and refuges, habitat, planted buffer zones) into PFZ area*

#### *Department of Energy and Environment, Threatened Species Commissioner:*

- *Greg Andrews is first Federal commissioner. Visited region, see CEO's report*
- *Group of Peel Harvey people had dinner with Greg. Great insights into his role and philosophy*
- *Strong understanding of NRM and the role it plays. Greg has very large Twitter following*
- *Good supporter of NRM at Federal level, particularly important for urban MP's/ Ministers with little understanding of the environment and issues/importance.*

#### *Meeting with Alcoa:*

- *Andy, Jan, Marilyn and Jane met with Brian Doy on 11<sup>th</sup> April*
- *Brian gave excellent overview of significant changes within Alcoa during 2016. Splitting of the mining and refining businesses now completed and Alcoa can re-focus on local programmes*
- *PHCC presented impressive array of current and planned projects, many of which fitted with Alcoa's strategic intent and needs. Positive prospects for renewed relationship and investment in NRM.*

#### *Governance:*

- *PHCC continues to make progress with internal assessment of governance*
- *This is a mandatory requirement of Australian Government. Federal audit of PHCC on 4<sup>th</sup> July.*
- *PHCC staff will need timely responses and support from all members to internal questionnaire*
- *We know we won't get it right the first time so please bear with us. Any feedback gratefully received.*

#### *Good News*

- *Rhonda Butcher's quote at Ramsar TAG meeting. Complimented PHCC and stakeholders with descriptions that included "highly collaborative,....inspiring, ...unique". Take a bow everyone*
- *Absolutely delighted with SHARE and Shed meetings during March. It was so good to see young people taking such an active interest and role at Peel "Tossers" meeting and then to see the level of community interest and engagement at the 'Restoration Plants' session. Another bouquet for us all*

- *We are delighted to see that Jane has been accepted into Women's Leadership Course at Harvard University, Boston. This is a prestigious and respected course. Congratulations to Jane.*

Andy Gulliver

**Chairman**

Paddi congratulated Andy on work well done.

*Moved: Bob Pond      Seconded: Darralyn Ebsary*

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

*CARRIED*

## 6.1 Board Performance Evaluation: Presentation Paddi Creevey

Paddi explained that it is a requirement of the Australian Government (via our NLP Contract) that we must undertake Board Performance evaluations and we want to ensure this is working well for our own benefit. She emphasised that it is very important to continue our high standard of governance. Jane has reviewed other associations' frameworks and Paddi thanked her and those members of the Governance Steering Committee who have been involved in the process and commented on the draft. This evaluation will be put into a survey and circulated to members and will be used for Commonwealth reporting and our own continuous improvement processes. Members were asked to be very honest with their answers to ensure we accurate information, warts and all.

It is intended that the survey will be provided to members by 28 April. Members are asked to complete the survey by 15 May to enable collated responses to be provided back for the June meeting.

Jan noted that on page 14 Ref no's 05 and 06 need to be modified to relate specifically to the PHCC.

Brett Fitzgerald asked, that given that this was his first PHCC meeting, would it be more appropriate for Craig Olejnik to complete the survey? Jane said she would send it to Craig.

**ACTIONS:**

1. **Jane to amend Ref No's 05 and 06 on page 14 of the draft Evaluation to refer to PHCC.**
3. **Send the survey to Craig Olejnik, asking him to complete on behalf of DPaW.**
2. **The report back to the PHCC to be collated to show any difference in response from Community, Local Government and Agency representatives.**

## 7. Chief Executive Officer's Report

Jane provided a short visual presentation and spoke to her report.

### **Staff Movements & Training**

- *Welcome to Neil Dixon as our Water Quality Improvement Program Manager (commenced 18 April).*
- *We have welcomed 3 new Professional **Volunteers** who are assisting the team.*
- *Jane will be away for 3 chunks of time across May, June, July and August. **Steve Fisher will be A/CEO.***
- *Four team members attended **Community Based Social Marketing** Training in Busselton*
- *Sharon Meredith attended a 4 day **CBSM** training session in Melbourne*
- *Steve and Sharon attended '**Communicate to Inspire**' conference in Perth*
- *The **Annual Staff forum** on 28 March was a success. Most of the team attended and invitations for the 'tree adventure' were extended to Landcare SJ and HRRT. An evaluation form has been sent to staff and some recommendations are already being implemented (e.g. a Staff Page on the website for procedures and relevant information).*

**ACTION: A copy of the Staff Forum program will be provided with the minutes**

- We have introduced a series of **staff support programs**. The first informed staff on superannuation options. The second (12 April) was with Mandurah Legal who conducted an interactive session re wills. They are providing a special rate for drafting wills for staff and families and we will encourage staff to take up the offer (including 2 hrs of work time to arrange).

### **Strategic Issues**

We are working to prepare a proposal to the new **Labor Government** in respect to the proposed **\$1.5 million** and employee cited in their 'Platform for the Peel'. Their objectives are stated as:

- "halt the diminishing of environmental standards and start the rehabilitation of this important ecological system"
- Ensure the continued health of the Peel-Harvey Estuary (re recreational fishing)
- Develop a comprehensive program to improve the health ..... reducing amount of nutrient and non-nutrient pollutants entering the river system and audits of potential polluters.

We have sought a meeting with the **Minister for Environment** and will seek to meet with the new Ministers in due course.

We have a meeting scheduled with **Darren Foster**, Deputy DG for DPC re **SAPPR commitments** linked to Peel-Harvey health and how these may be delivered over the longer term (proposed 30 year timeframe).

We are meeting with all of the **upper catchment local governments** over the next couple of months to discuss how we can embed an **NRMO** in the upper catchment. There is good support and we need to establish a framework that provides structure and certainty over time, including the establishment of a Steering Committee for the Hotham Williams.

We provided support through the DoEE's visit to WA on the proposed **TEC listing of Tuart Woodland**. Thank you to Kim and Mike for their input and support. We have flagged our proposed nomination of Eucalyptus **Lane Poolei** with DoEE representatives and Bronwyn Kierghery. It has been suggested that Wandoo be added to this and we will work towards a nomination in the next round (due about 10 months from now).

**Water Corporation** have accepted our invitation to be an observer on the PHCC.

I am happy to have accepted an invitation to become a **WA Parks Foundation Ambassador**.

### **Partnerships / new projects**

The **City of Mandurah** have endorsed a 5 year project with the PHCC which will provide a total of \$250,000 to work with landowners in the **Lake Clifton Catchment**, offering Land for Wildlife Assessments; Voluntary Management Agreements; and access to grant funding. We will advertise internally for expressions of interest for this 2 day / week position to commence as soon as contractual arrangements are in place.

Our '**Farmers4Fauna**' partnership with **DPaW** was launched by Gregory Andrews at Dryandra on 6 April. NLP funding will provide for 1 day / week for Mel Durack to work with landowners around Dryandra for control of feral cats and foxes to protect Numbats and Woylies in Dryandra. DPaW are providing in-kind support.

The **Shire of Cuballing** is working with us on a trial **Feral Cat Management** project at the Popanyinning Tipsite. NLP funding has enabled us to contract WA Feral Animal Management to undertake the trial. This was also launched by Gregory Andrews on 6 April.

### **Operational Issues**

- The National **NRM Regions CEO's** meeting is scheduled for 27 & 28 June
- We have developed a draft **project reporting framework** that we hope to roll out by July 1
- Fringing vegetation assessments are being scoped – thank you to Pete and Mike
- Relevant **policies and procedures** (including e.g. Noongar Participation Plan, Risk Management Plan etc.) will be provided on the **Members page** for easy access
- **SHARE Event** on 18 May will cover Shorebird 2020 results and thank volunteers
- The second round of the **Community Environmental Grants** have been launched

- **Fire Recovery Grants** have closed and been assessed
- 11 May – there is a **cottonbush event** with landowners adjacent to the lower Murray River
- We have commenced work to develop project **case studies**
- We are progressing **new website**
- We are working with Keep Australia Beautiful re a **litter reduction campaign**
- There are some challenges around the delivery of the Peel Main Drain component of the **Regional Estuaries Initiative** and we are working towards a solution
- Pat is doing a great job working through **policies & procedures**
- The **Sustainable Agriculture Technical Working Group** are continuing to collaborate and looking at new challenges to tackle (e.g. industry that is above stocking rate but below licensing thresholds)
- A lot of good things via the Wetlands and People project – Sharon will present on this

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.

Would like to make special mention of the passing of **Shirley Joiner**. Shirley has worked tirelessly for decades to protect our natural assets and is well regarded and respected. She will be missed.

Jane O'Malley  
**Chief Executive Officer**

Mitch suggested Jane seek a meeting with Minister MacTiernan. Jane said there had been a joint approach with the PRLF in securing meetings with politicians. She had hoped the NRMWA would have a statewide approach, but they were not moving as fast as she had hoped.

Andy acknowledged Jane's appointment as a WA Parks Ambassador and Jane gave an overview of the activities she would be involved in.

**ACTION: Jane to seek a meeting with Minister MacTiernan.**

Moved: Bob Pond      Seconded: Darralyn Ebsary

**That the CEO report be accepted.**

**CARRIED**

## 7.1 Science Report : Steve Fisher, Science Advisor

In Steve's absence the Science Report was tabled.

### **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 13 March 2017 to plan the next phase of the sampling and analysis of sediment samples. A Sampling and Analysis Plan was produced describing the collection of sediment cores from three of the sites at which water samples had been collected previously in November 2016. Two of these sites are within the area affected by the January 2016 bushfires, and one without. Triplicate cores will be collected from each site and separate subsamples of sediment deposited before and after the fire will be removed from each core and analysed to determine particle size distribution and concentrations of polycyclic aromatic hydrocarbons, total organic carbon and selected metals. This approach will allow enable comparison of sediment deposition before and after the fire as well as comparison of

concentrations of contaminants likely to have been released from the catchment or formed as a result of the fire. A meeting with project stakeholders will be held on 27 April at Alcoa, Pinjarra.

## 2. ARC-Linkage project: Balancing estuarine and societal health in a changing environment

Throughout March I advised and assisted Mustefa Rashid (PhD candidate, Southern Cross University) in collecting samples of water from the Peel-Harvey Estuary and catchment 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.

Mustefa collected surface water samples from the routine DoW sampling sites in the catchment and estuary (with assistance from DoW); within the Waroona Waste Water Treatment Plant and Drakes Brook drain upstream and downstream from the discharge point from the treatment plant (with PHCC) and Punrak Drain upstream and downstream from the turf farm. He also collected groundwater samples from the surficial aquifer from various bores around the estuary with advice from Carey Johnston (DoW).

I attended a workshop held on 17 March at Waroona for participants in the "Fertilise the Farm" soil testing and nutrient mapping program and successfully gained permission from the 15 landholders present and from DAFWA for Mustefa to use soil samples collected in this program for isotope analysis. Mustefa will return to WA in July 2017 to collect more samples based on the results of the analysis of these surface water, groundwater and soil samples.

The WA-based members of the Research Team will meet with the project partners on 28 April to give an update on progress for the first year of the project.

## 3. Other networking opportunities

- Met with Shelley Sheppard and Helen Brookes (both from Urbaqua) on 28 February to discuss their role in Natural Resource management in the Peel-Harvey catchment
- Attended the Communicate to Inspire Conference on 9 March at Technology Park organized by Inspiring Australia at Scitech
- Assisted Kim Wilson (PHCC) in organizing the Peel-Yalgorup System Ramsar Technical Advisory Group Meeting (#15) held at the Mandurah Marine Operations Centre on 16 March. The theme of the meeting was to assess how the condition of the various components of the Ramsar site are tracking against the Limits of Acceptable Change described in the Ecological Character Description and to identify gaps in monitoring data. This information will be summarized into a report card for the Peel Yalgorup Site.
- Organised and hosted a meeting of the Lake Clifton (Thrombolite) Recovery Team on 29 March. As a result of this meeting, a statement will be produced by the Recovery Team summarizing the condition of the Lake Clifton and the thrombolites against the Limits of Acceptable Change, assessing the effectiveness and prioritising actions from the recovery plan to protect the thrombolites.
- Participated in the Community Based Social Marketing Workshop on 3 & 4 April in Busselton. The workshop was presented and facilitated by Doug McKenzie Mohr and organized through the Sustainable Agriculture Program of the Regional Estuaries Initiative to assist in devising strategies for behavioral change in fertiliser use and dairy effluent management.
- Met with Jeanette Jensen (UWA Law School) and Rob Summers on 10 April to discuss diffuse nutrient sources in the Peel-Harvey catchment and how these are managed or otherwise through regulation. Jeanette is commencing her PhD under the supervision of Alex Gardner.

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

### 4. Regional Estuaries Initiative (REI):

- Assisted in the handover of the Peel Main Drain project from Kelly Lavell (through March)

- Organised a roster of four volunteers (Bryce Henderson, Anna Gstaettner, Jesse Rowley and Sandra Williamson) to assist with sampling at the Peel Main Drain project site
- Commenced analysis of the water quality data from the Peel Main Drain and adjacent wetland collected by DoW and PHCC since Oct 2016.
- Participated in the PHCC Water Quality Improvement Program Steering Committee Meeting (10 April)

#### 5. Local Government Stormwater Strategy

- Assisted in developing a project proposal to overcome barriers to implementation of stormwater best management practices in Serpentine-Jarrahdale, Waroona, Harvey and Murray shires (15 March)

#### 6. National Landcare Program - Natural Assets

- Provided advice (with Pete Hick, Thelma Crook and Mike Shultz and Jo Garvey) for re-invigorating the monitoring of littoral and fringing vegetation for the Peel-Yalgorup Ramsar Site (21 March)

### **Science Communications**

7. Presented at Peel-Yalgorup System Ramsar Technical Advisory Group Meeting (#15) on 18 March, describing the Marine Stewardship Council Certification and Harvest Strategy for blue swimmer crabs and sea mullet and how these relate to the limits of acceptable change for the system.
8. Presented to approx. 60 Year 3 students at the Greenfields Primary School excursion to Winjan's campsite and Seascapes, describing the values of the near-shore marine environment. 23 March
9. Presented at Lake Clifton Recovery team meeting on 29 March, summarising the Recovery Plan for the thrombolites and suggesting changes to the membership structure.
10. Presented at the Soil Nutrient Mapping Workshop (Fertilise the Farm) at DPaW Waroona on 10 March, describing the isotope analysis of soils as described above (ARC-Linkage project: Balancing estuarine and societal health in a changing environment)

Steve Fisher

**Science Advisor**

Moved: John Allert      Seconded: Mike Schultz

**That the Science Advisor's report be accepted.**

CARRIED

**ACTION: Steve to report on the outcome of the 28 February meeting with Urbaqua at the next meeting.**

## 8. Treasurer's Report

The Treasurer presented her report:

*The PHCC Support budget is tracking at 64% spent as at 31 March, 2017. Taking into account the day-to-day running costs plus the annual Accounting fees, Insurances, IT Licence renewals, Lease, OHS, and Asset depreciation costs which all fall due this quarter, we envisage to stay within the \$628, 045 allocated to run the Organisation this financial year.*

**Term Deposits:**

The Project ANZ Term Deposit of \$1,000,000 matures on 15 June 2017 with disbursement of Principal and interest credited to Bank Account 4942-31182.

The Corporate Westpac Term Deposit of \$601,099.48 matures on 7 June 2017. Current cash-flow projections indicate that we are in a position to roll over this term deposit for a further six months.

Moved: Howard Mitchell          Seconded: Jan Star

**That the Board approve the rollover of the Corporate Term Deposit for a further six months, at the best rate available, to be negotiated by the Treasurer.**

Marilyn proposed, with the approval of the Mover and Seconder, that the period of time be changed to “a further six to twelve months”. The Mover and Seconder agreed.

Amended Motion:

**That the Board approve the rollover of the Corporate Term Deposit for a further six to twelve months, at the best rate available, to be negotiated by the Treasurer.**

CARRIED

#### **Other:**

PayPal and MYOB PayDirect payment facilities have now been approved and linked to the ANZ Transaction Account to receive Online and Over the Counter sales.

Harvey River Restoration Taskforce purchased a second-hand 2012 Ford Ranger Ute [1GDY946] at a cost of \$24,428.18. PHCC has provided financial support of \$2500 towards the cost of the vehicle with Shire of Waroona Landcare account providing \$10,000 and HRRT funding the balance. Separate Asset Vehicle at Cost and Depreciation codes have been setup in MYOB to record HRRT asset in the Balance Sheet.

#### **Project Funding:**

1. 9000 – NLP: Final payment for F16-17 \$500,000 received on 10/03/2017.
2. 8000 – R2R: All Hotham-Williams Landholder Agreements and Lower-Mid Murray Landholder Agreements have been completed. The focus between now and end of May is to wind down this project and make sure that all committed contracts, agreements and activities have been finalised.
3. 5200 – REI – Tax Invoice for \$900,000 sent to DoW; payment pending agreement on revised Project Plan.
4. 6500 – Green Army: New project set up to administer the \$4,922.73 funds received from CoA.

#### **Bank Statement Balance as at 31 March 2017:**

|                                      |                        |
|--------------------------------------|------------------------|
| ANZ Corporate Online Saver Account   | \$332,369.75           |
| Westpac Term Deposit                 | \$601,099.48           |
| ANZ Project Online Saver Account     | \$2,261,280.12         |
| ANZ Project Cheque Account           | \$57,884.10            |
| ANZ Transaction Account              | \$0.10                 |
| ANZ Term Deposit                     | \$1,000,000.00         |
| Petty Cash                           | \$64.80                |
| Merchandise                          | \$50.00                |
| ANZ Visa Card                        | -\$5,807.39            |
| <b>Total Cash at Hand:</b>           | <b>\$ 4,246,940.96</b> |
| <b>PHCC Equity at 31 March 2017:</b> | <b>\$1,057,684.76</b>  |

The next meeting of the **Finance and Audit Committee** will be held on Monday 4 May at 10:00am.

Marilyn Gray  
**Treasurer**

Moved: Caroline Knight          Seconded: Bob Pond

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

CARRIED

## 9. Endorsement of Community Engagement Steering Committee Member

Caroline Knight had previously indicated she would be interested in being a representative on the Community Engagement Steering Committee.

Moved: John Allert          Seconded: Jan Star

**That Caroline Knight be endorsed as a representative on the Community Engagement Committee.**

CARRIED

## 10. Endorsement of Policies

Pat has been working with Lisa Potter from Perth NRM on the policies review. We aspire to have them all up to date and endorsed by the end of this calendar year.

### 10.1 Risk Management Policy – No\_4.3\_

Moved: Marilyn Gray          Seconded: Andrew Ward

**That PHCC endorse the Risk Management Policy as presented.**

CARRIED

A common interest was declared by those involved (Chairman, Deputy Chair, Treasurer and Secretary) for the below item.

### 10.2 Board Remuneration Policy – No. 1.5

Moved: Caroline Knight          Seconded: Howard Mitchell

**That PHCC endorse the Board Remuneration Policy as presented.**

CARRIED (Andy Gulliver, Jan Star, Marilyn Gray and Paddi Creevey abstained from voting)

## 11. Presentation: Andy Ellett, DoW Project Manager Transform Peel – Peel Integrated Water Initiative Update

Andy Ellett provided his presentation (attached to these minutes).

Members discussed the initiative and it was agreed that there was much complementary work being done by DoW and PHCC and there were a lot of opportunities to value add, if the two organisations communicate very well. Jane invited Andy Ellett to the ARC Linkage meeting being held at PHCC on 28 April.

**ACTION: Andy Ellett be invited to the ARC Linkage meeting at PHCC on 28 April.**

*The meeting broke for morning tea at 10.45 and resumed at 11.00am*

## 12. Presentation: Aidan Ash, Department of Aboriginal Affairs

Note: Several additional PHCC staff members joined this session

Aidan Ash and Glen Shaw from the Department of Aboriginal Affairs spoke about the Aboriginal Heritage Act.

Key sections of the Act. If not under section 5, not covered by the Act.

[Bob Pond left the meeting at 11.30am]

Thelma said we needed clarity with the changes and interpretation of Regulation 10, particularly when undertaking revegetation and weed management on heritage sites. In the past we've been guided by local elders.

Aidan responded that working with local elders is the right thing to do. He said you should read Regulation 10 and section 18 and seek DAA's opinion, but if you have local elders' support, the registrar will issue consent. It is an advantage to have local Elders support. The DAA will assess the application and make recommendations. If it requires a Regulation 10 or Section 18 DAA will recommend you send your application onto SWALSC.

Glen added there is a list of 25 low ground disturbing activities, as a matter of process you provide a letter and DAA will give advice. This sets a clear path for you. If, within that list of 25, one of the pieces of work you do isn't covered you can negotiate to have it covered. You can send a notice and they are legally bound to advise within 15 days. Any time you are unsure you can contact either Glen or Aidan for advice.

## 13. Staff Updates – Wetlands and People Plan Project

Sharon provided an update on the Wetland and Peoples Plan Project, funded by the State NRM office – (presentation attached to these minutes).

Brief summary of Sharon's presentation:

*Project Timing:*

*Project commenced January 2017*

*Project will run to June 2018*

*Wetland and People's Officer: 3 days a week*

*Funding:*

*State NRM Capability Grant: \$110,000*

*City of Mandurah: \$17,700*

*There are also numerous in-kind contributions*

*Four focus areas: Citizen Science, Social Marketing, Culture and Arts*

Jan welcomed Sharon and said that the Wetlands and People Plan is a document that the Ramsar TAG could use. She said Dr Rhonda Butcher, a consultant working on the Integrated Ecosystem Assessment Framework and using Peel-Yalgorup System as case study said *"This TAG is very different to many others I have worked with. The ongoing,*

*highly collaborative approach is very progressive. The work you are doing is inspiring and it is awesome that you have a CEPA (Communication, Education and Awareness) Plan-the only one I know of for an individual site”.*

Jan asked if we were interacting with the boating fraternity. Sharon said she would like to and a great opportunity might be the social marketing project. A key area is to find different avenues to reduce littering by engaging with community groups.

Jane added that funding for Sharon’s position is provided mainly by State NRM. Activity funding generally comes from the NLP budget. There will be a lot more achieved than just boxes to be ticked for our funders.

## 14. Agency / Member Reports

### 14.1 Andrea Lawson, Snr Planning Officer, DoP Peel

The WAPC has considered the draft Perth and [Peel@3.5million](#) suite of strategic land-use planning and infrastructure frameworks. The WAPC Chairman will provide a briefing to the Minister in due course.

### 14.2 Brett Fitzgerald, DPaW

Brett is currently the Acting District Manager and his normal role is the Parks and Visitor Services Coordinator. Previously he was the District Manager in Shark Bay and prior to that he was in Broome, Carnarvon and the Blackwood district.

Brett said the PHCC meetings are a great forum to keep in touch with what is happening in the greater catchment and gave an overview of current projects. He said he will be in touch with Andy Ellett.

- Thanks for assisting in running the Thrombolite recovery team meeting recently
- Works at Austin Bay nature reserve are ongoing – 2 sections of fencing recently completed
- Lowlands – fencing is ongoing with 1.7km remaining
- 1080 baiting on Lowlands last month. Have picked up dogs wandering on the reserve, asked staff to contact all neighbours twice and rang, unfortunately there was one dog death. That baiting boundary will be modified
- Megan Sheehan recently attended a meeting around the Western Ringtail Possum recovery team
- Green Army – recommenced in March in Mandurah, fencing, typha control and rubbish cleanup with the PHCC on Peel Waterways

Peter Hick asked about the Tuart recovery program and he believed it was resolved there was a strain of *Phytophthora Cinnamomi* present. He asked if any further information was available. Peter also asked about the Wandoo project. Brett took both these questions on notice.

**ACTION: Brett to provide information on the Tuart recovery program and the Wandoo project.**

14.3 Darralyn reported that she went to the PHCC/DPaW Farmers4Fauna workshop, attended by 70 people which was fantastic. Gregory Andrews’ enthusiasm is excellent and inspiring. The visual impact at Tunbridge Gully is very evident and it shows how weed control can be achieved.

14.5 John Allert had just returned from leave and he acknowledged the tremendous amount of work being done by Darralyn and Mel Durack in the Upper Catchment.

14.6 Caroline said the City of Mandurah is excited about the five year project at Lake Clifton. The City has committed to going forward with international heritage listing of the Thrombolites.

14.7 Mike Schultz raised concerns following a report on the ABC regarding roadside vegetation clearing in a region north of the Peel-Harvey region. Given that Main Roads were the responsible party he thought it prudent for

the PHCC to ask if there were plans for similar works in our Region and, given that some roadside vegetation may be deemed to have TEC status, the regional body would wish to be informed.

**ACTION: Jane to ask the Minister for Environment if there were plans for roadside vegetation clearing in the Peel-Harvey catchment.**

Jane thanked Darralyn for attending the farmers' forum. She said it was a good prompter to send a thank you letter to Gregory Andrews with a copy to his minister and she will do a media release out about that. Jane thanked the board for their support for allowing her to attend the course at Harvard University.

**ACTION:**

- 1. Jane to write a media release about the Farmers for Fauna forum held at Dryandra Woodland.**
- 2. Jane to write to the Threatened Species Commissioner, Gregory Andrews, with a copy to his minister, thanking him for attending the Farmers for Fauna forum held at Dryandra Woodland.**

*The meeting closed at 12.15pm*

Chairman: .....

Date: .....

Summary of actions from previous meetings:

| No. | DETAILS  | RESP.            | COMPLETE |
|-----|--|------------------|----------|
| 1.  | Item 6 Chairman's Report [15 December 2016]<br><i>Seek an opportunity for Marilyn Gray to present to the Peel CCI</i>  | Marilyn Gray     |          |
| 2.  | Item 5 Correspondence [20 April 2017]<br><i>Jane to work with DoW and others to clarify specific tourism activities that would not be permissible in or on the Estuary under the Waterways Conservation Act, 1976.</i>   | Jane O'Malley    |          |
| 3.  | Item 6.1 Board Performance [20 April 2017]<br><ol style="list-style-type: none"> <li>1. <i>Jane to amend Ref No's 05 and 06 on page 14 of the draft Evaluation to refer to PHCC.</i></li> <li>2. <i>Send the survey to Craig Olejnik, asking him to complete on behalf of DPaW.</i></li> <li>3. <i>The report back to the PHCC to be collated to show any difference in response from Community, Local Government and Agency representatives.</i></li> </ol> | Jane O'Malley    |          |
| 4.  | Item 7 CEOs Report [20 April 2017]<br><i>A copy of the Staff Forum program will be provided with the minutes</i>   | Jane O'Malley    |          |
| 5.  | Item 7 CEOs Report [20 April 2017]<br><i>Jane to seek a meeting with Minister MacTiernan.</i>  | Jane O'Malley    |          |
| 6.  | Item 7.1 Science Advisors Report [20 April 2017]<br><i>Steve to report on the outcome of the 28 February meeting with Urbaqua at the next meeting</i>  | Steve Fisher     |          |
| 7.  | Item 11<br><i>Andy Ellett be invited to the ARC Linkage meeting at PHCC on 28 April.</i>   | Jane O'Malley    |          |
| 8.  | Item 14.2 Agency / Member Reports [20 April 2017]<br><i>Brett to provide information on the Tuart recovery program and the Wandoo project.</i>   | Brett Fitzgerald |          |
| 9.  | Item 14.7 Agency / Member Reports [20 April 2017]<br><i>Jane to ask the Minister for Environment if there were plans for roadside vegetation clearing in the Peel-Harvey catchment.</i>  | Jane O'Malley    |          |
| 10. | Item 14.7 Agency / Member Reports [20 April 2017]<br><ol style="list-style-type: none"> <li>1. <i>Jane to write a media release about the Farmers for Fauna forum held at Dryandra Woodland.</i></li> <li>2. <i>Jane to write to the Threatened Species Commissioner, Gregory Andrews, with a copy to his minister, thanking him for attending the Farmers for Fauna forum held at Dryandra Woodland.</i></li> </ol>   | Jane O'Malley    |          |