

MINUTES OF PHCC GENERAL MEETING

Held on Thursday 19 October 2017
Waroona Community Resource Centre
10 Henning Street, Waroona



The Chairman opened the meeting at 9.05am

1. Attendance

Present:	Andy Gulliver	Chairman
	Jan Star AM	Deputy Chairman
	Marilyn Gray	Treasurer
	Paddi Creevey OAM	Secretary
	Bob Pond	Executive Committee (DWER))
	Howard Mitchell	Community Member
	Michael Schultz	Community Member
	Cr John Allert	Local Govt Member (Inland)
	Cr Caroline Knight	Local Govt Member (Coastal)
	Cr Stephen Lee	Local Govt Member Proxy (Coastal)
	Rob Summers	DPIRD
	Suzanne Brown	Water Corporation – Observer

In Attendance:	Jane O'Malley	Chief Executive Officer
	Steve Fisher	Acting CEO
	Kim Wilson	Program Manager
	Karen Henderson	Finance Manager
	Megan Leroy	NRM Officer, Fire Recovery [from 10am]
	Luke Rogers	Regional Landcare Facilitator
	Patricia Sutton	Office Manager (Minutes)
	Jesse Rowley	Admin Support
	Jonelle Cleland	Executive Officer, Peel Harvey Biosecurity Group
	Alan Neil	HRRT
	Francis Smit	Landcare SJ Inc
	Jane Townsend	HRRT Rivercare Officer

Apologies:	Darralyn Ebsary	Community Member
	Dr Peter Hick	Community Member
	Leon Brouwer	DWER
	Brett Dunn	PDC
	Brett Fitzgerald	DBCA
	Andrew Ward	PDC
	Cr Eliza Dowling	Local Govt Member Proxy (Inland)
	Scott Haine	DPLH (Peel) – Observer

The Chairman acknowledged retiring Community Member Peter Hick, whose contribution was highly valued by staff and the Board over many years. Peter had indicated he was happy to continue with assistance where required.

The Chairman thanked Inland Local Government representative, Cr John Allert (President Shire of Boddington) who was not standing for council re-election this year. John's contribution was also acknowledged.

2. Declarations of Interest

Nil.

3. Confirmation of Minutes of Meeting held on 17 August 2017

Moved: Marilyn Gray Seconded: Jan Star

That the Minutes of the meeting held on 17 August 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.	Item 6 Chairman's Report [15 December 2016] <i>Seek an opportunity for Marilyn Gray to present to the Peel CCI 17 Aug 2017: Consider a joint Business After Hours with local businesses such as Dolphin Cruises</i>	Marilyn Gray	
2.	Item 7 CEOs Report [20 April 2017] <i>Jane to seek a meeting with Minister MacTiernan</i>	Jane O'Malley	IN PROGRESS
3.	Item 14.2 Agency / Member Reports [20 April 2017] <i>Brett to provide information on the Tuart recovery program and the Wandoo project. Brett was absent from the June meeting. Brett to report at the August meeting [See Item 6.4 17 Aug 2017, below]</i>	Brett Fitzgerald	COMPLETE
4.	Item 7 Chairman's Report [15 June 2017] <i>Executive Committee to form a small working group to strategically think about how to change behaviours. This will be used as a package to politicians describing the value of NRM to the Peel Region.</i>	Andy Gulliver	COMPLETE

Summary of actions from meeting of 17 August 2017:

No.	DETAILS	RESP.	COMPLETE
1.	Item 6.1 Agency Reports : Bob Pond – DWER [17 Aug 2017] <i>Steve Fisher, Rob Summers and Howard Mitchell to meet to discuss how to best keep the community engaged in relation to fish kills and identify opportunities and the next steps to take. Consider setting up a working group.</i>	Steve Fisher, Rob Summers, Howard Mitchell	
2.	Item 6.4 Agency reports [17 Aug 2017]: <i>Steve Fisher and Brett Fitzgerald to summarise the content of the two papers regarding Tuart and Wandoo research into a short paper for circulation to members prior to the October meeting.</i>	Steve Fisher, Brett Fitzgerald	
3.	Item 10 Chairman's Report [17 Aug 2017] <i>Following further discussion at PHCC Executive Committee, a working group be formed to discuss PHCC's contribution to the East Keralup concept plan discussions.</i>	Andy Gulliver	

Discussion:

1. Item 6 Chairman's Report [15 December 2016]
Marilyn Gray reported that an opportunity for PHCC to host a Business After Hours at Peel CCI had been pencilled in for May 2018.
2. Item 7 CEOs Report [20 April 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.
3. Item 6.1 Agency Reports : Bob Pond – DWER [17 Aug 2017]
Steve Fisher, Howard Mitchell and Rob Summers met to discuss PHCC's role in community engagement to fish kills. A summary of that meeting, with recommendations, was attached to the agenda for this meeting.
4. Item 6.4 Agency reports [17 Aug 2017]
Steve Fisher advised that a summary of the papers on Wandoo and Tuart research was attached to the agenda for this meeting.
5. Item 10 Chairman's Report [17 Aug 2017]
Jane advised that a small group is looking at progressing East Keralup concept plan discussions.

5. Correspondence

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

Moved: John Allert Seconded: Jan Star

That Correspondence In and Correspondence Out be accepted.

CARRIED

6. Agency and Member Updates

6.1 Rob Summers – DPIRD

Rob Summers reported:

Community consultation meetings were held, seeking input from the public at Pinjarra and Serpentine about the Peel Food Zone:

Many points of view

- A number of beef farmers have been considering alternatives to beef farming and welcome assistance with change
- Landholders were looking for assurances of employment tied to the region.
- Need for training to meet the skills required and expectations of those seeking work.
- Buffers around some industries represent challenges on neighbouring properties requiring consideration early on in land use change

Staff from DWER and DPIRD travelled to Queensland to see their efforts to protect the Great Barrier Reef and also assess their legislation. Reports to come.

Demonstration at Archibald's showing different P fertilizer rates on a soil that does not need P fertiliser.

Coming up:

- Meeting with vegetable grower from Corio Rd (Troy Cukrov) to discuss their soil amendment program (bentonite clay) and to assess its effectiveness
- Sampling of rehabilitated soil at MZI in Keysbrook in mid-November to assess the effectiveness of mixing and the impact on increasing P retention
- Meeting with Bioscience to discuss some aspects of their recommendations and proposals
- Presenting the Whole Farm Nutrient Mapping Program to the WALGA conference in Collie.

6.2 Brett Fitzgerald – DBCA

Brett Fitzgerald was an apology for this meeting and did not provide a report.

6.3 Bob Pond – DWER

Bob Pond reported on:

- Dredging of the Mandurah Ocean Marina entrance channel
- A larger dredging operation is being proposed at the zig zag channel is probably going to be deferred until 2018
- There will be some meetings between now and Christmas with the water science branch for river health assessments
- Looking at doing a river assessments in the upper Murray River at lower end of Dandalup before it enters the Murray, Nambeelup, as well as Lowlands and probably just below the confluence of Peel Main Drain and Serpentine Rivers.
- Bob also gave a presentation on fish kills, pointing out monitoring sites on the Harvey Estuary, Peel Estuary, Serpentine Rive and Murray River. Consideration is being given to developing fact sheets about likely causes of fish kills to be distributed via social media. PHCC could be involved in sharing this information on social media and the PHCC website.

Steve Fisher referred to Response Action Item 1 – August meeting (attached to the Agenda) and suggested recommendations from his discussions with Howard Mitchell and Rob Summers regarding managing fish kills.

Recommendations:

1. *In the short term PHCC maintains its current level of engagement with DPIRD, DWER, Recfishwest and the community regarding fish kill communications*
2. *PHCC (Steve) to keep a watching brief on the preparation of communications materials by DWER and report back progress to the General Meeting in February 2018. At this time we could consider the longer term opportunities.*
3. *PHCC to consider how / where to include links to fish kill information in the development of the new PHCC website.*
4. *PHCC hosts a SHARE or similar event regarding the fish kill response protocol and communication strategy. This event would need to be supported by Recfishwest, DPRID and DWER.*

ACTIONS: Steve Fisher to monitor the following:

1. In the short term PHCC maintains its current level of engagement with DPIRD, DWER, Recfishwest and the community regarding fish kill communications
2. PHCC (Steve) to keep a watching brief on the preparation of communications materials by DWER and report back progress to the General Meeting in February 2018. At this time we could consider the longer term opportunities.
3. PHCC to consider how / where to include links to fish kill information in the development of the new PHCC website.

4. PHCC hosts a SHARE or similar event regarding the fish kill response protocol and communication strategy. This event would need to be supported by Recfishwest, DPRID and DWER.

6.4 DWER Rep – TBA

New DWER representative yet to be advised.

6.5 Andrew Ward – PDC

Andrew was an apology.

Paddi Creevey, the new PDC Chair, reported on Andrew's behalf noting that Andrew had recently returned from the Murdoch University campus in Singapore where there is a lot of research being conducted in terms of the Food Zone. The Singapore government is very interested.

Development Commissions across the State have been reshaped and the PDC has reduced its number of board members from nine to six.

Andy congratulated Paddi on her appointment to the position of Chair of PDC.

6.6 Scott Haine – DPLH (Observer)

Scott was an apology and did not provide a report.

6.7 Suzanne Browne – Water Corporation (Observer)

Andy welcomed Suzanne Browne to the meeting as an observer representing Water Corporation.

Suzanne said she was delighted to be there and she gave an overview of her past and present roles at Water Corporation. She is now managing drainage assets and sees them more as assets that can serve the community and tie together the engineering, environmental science and community aspects. Water Corporation has signed a three-way agreement with PHCC and DWER and the three organisations are working together on common goals.

She said she was looking forward to working with PHCC.

7. Harvey River Restoration Taskforce (HRRT) Update – Jane Townsend

Jane Townsend provided a presentation about the history of HRRT, where they are now and their plans for the future. She said she can provide more information later if required.

Paddi said she learnt so much from Jane's presentation. It was very informative and she congratulated Jane and her team.

Jane O'Malley said the Taskforce has made many achievements with a small team. Jane Townsend works a couple of days per week and Jordon Garbellini assists her one day per week. From a PHCC perspective, HRRT is one of our most important delivery partners.

Jane Townsend acknowledged the support from volunteer Taskforce panel members such as Alan Neil, who was present at the meeting. Alan said it was not possible for volunteers alone to do the work and he expressed his appreciation of the work that Jane does.

Andy asked Jane to pass on PHCC's congratulations to the Taskforce.

8. Science Advisor Update

Steve provided his presentation and he highlighted the slides from Bob's presentation re the effects on the environment over a period of time. He echoed the sentiments about Jane Townsend's great work, especially on bushfire recovery research.

Jan Star said there was some great material in the submission on the Point Grey marina proposal. Steve acknowledged Kim's input.

Science Advisor Report:

Building Research Networks:

1. ARC-Linkage project: *Balancing estuarine and societal health in a changing environment*

Attended confirmation of candidature seminar by Sorcha Cronin Reilly at Murdoch University on 21 Sep. Sorcha is undertaking a PhD investigating the benthic invertebrate ecology and sediment biogeochemistry of the Peel-Harvey Estuary System, funded through the ARC-Linkage Project. This is an important component of the report card for the estuary.

Organised and facilitated presentations by Fiona Valesini (Murdoch University), Matt Hipsey (UWA) and Karl Hennig (Department of Water and Environmental Regulation, DWER) to explain the water chemistry, modelling and biotic indicators of estuarine health components of the project to our community at the SHARE event on 28 Sep (see also Communications below)

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

Met with the project team on 14 Sep and 3 Oct to progress a final report and Executive Summary for presentation to Stakeholders.

Chaired a meeting with project stakeholders on 10 October at Alcoa Regional Office, Pinjarra.

- Jane Townsend (HRRT) organised the meeting with the research team (DWER; PHCC; HRRT, ECU and Melbourne University) and representatives from Alcoa, Harvey Water, Shire of Waroona, Shire of Harvey, Water Corporation, Department of Primary industries and Regional Development (DPIRD); Department of Health attending. (Department of Biodiversity Conservation and Attractions (DBCA) was an apology).*
- Pierre Horwitz (Edith Cowan University) presented the Executive Summary after which the group discussed the usefulness of the research and suggestions for future work.*
- The project will conclude in October 2017 and in the interim the research team will finalise the report.*
- Presented a case for funding an extension of the project to develop a protocol in response to bushfire that is focused on the Harvey River basin but also applicable to other catchments. Funding is proposed via an ARC-Linkage project with Partner Organisations contributing a total of \$300K matched by the ARC.*
- There was sufficient interest amongst the stakeholders and research team to warrant developing a selection of project briefs.*

3. *Peel Knowledge Council (Peel Bright Minds)*

Inspiring Australia at Scitech has invited the Peel Knowledge Council to submit a proposal for funding for 2017/18 as a Regional Hub. Regional Development Australia Peel Region (RDA) has accepted the invitation on behalf of the Knowledge Council. If successful:

- *Inspiring Australia will provide \$25,000 in 2017/18 to implement the hub provided other cash commitments totalling a minimum \$12,500. Other cash contributions committed to the hub are RDA (\$7,500); Peel Development Commission (\$5,000) and PHCC (\$2,500)*
- *If successful the funding will be used to employ an Executive Officer and conduct a minimum of five events / initiatives driven by Peel Bright Minds*

4. Recfishwest and Department of Fisheries (now DPIRD) – Election Commitment funding

Jane O’Malley and I met with Andrew Rowland (CEO Recfishwest), Tim Nicolas (DPIRD) and Brett Dunn and Andrew Ward (PDC) on 12 Oct to discuss:

- *the implications of a buyback of commercial fishing licences on the sustainability of fishing and the Marine Stewardship Council Certification of the Peel-Harvey estuarine fishery*
- *where possible, embedding good outcomes for fishers and fisheries management into projects we deliver. For example the Recfishwest Fish Friendly Farms initiative on the Murray River, involving on ground work on demonstration properties owned by landholders with an interest in sustainable fishing as well as an education component to engage recreational fishers in habitat restoration in the Peel Region.*

Met with Andrew Rowland, Brett Dunn, Bob Pond and Michael Kenrick (DWER) on 12 Oct to discuss potential changes to the Fish Kill Response Protocol regarding communication with the community (see also response to Action Item 1 from August meeting).

5. Investment Framework for Environmental Resources (Inffer)

Attended a training course on 28 & 29 August organised by Jane Townsend and the Harvey River Restoration Taskforce.

- *Inffer is a decision support tool based on a benefit to cost analysis of an environmental project and accordingly enables prioritisation of projects.*
- *used the Peel Main Drain project as a worked example for the ‘benefit to cost’ analysis.*
- *the tool has useful supporting information e.g. what value to place on an environmental asset.*
- *Potential application of Inffer to prioritisation of drainage intervention sites in the Peel-Harvey Catchment (see SAPPR Drainage Intervention Working Group below)*

6. Other

- *Attended the following events:*
 - *Threatened Species Forum, Geraldton 7 & 8 Sep organised by Northern Agricultural Catchments Council*
 - *Meeting to discuss the extension of the (Swan-Canning) River Guardians Dolphin Watch™ initiative to the Peel-Harvey Estuary System, 16 Oct, with DBCA, Mandurah Cruises, John Tonkin College Estuary Guardians, City of Mandurah, GAIA Resources and others.*

Advice (Integrating Science into PHCC Projects)

- 7. Point Grey Marina Proposal** *met with Tom Hatton, Anthony Sutton and Dave Anthony (Environmental Protection Authority, EPA) regarding the proposed change to condition to extend the Time Limit of Authorisation for implementation of the Point Grey Marina proposal (1 Sep).*

At the invitation of the EPA, prepared a submission on behalf of PHCC detailing information published since 2011 (when the proposal was initially approved) and relevant to the proposal which showed a decline in the health of the estuary and/or led to a better understanding that implementation of the

proposal would further exacerbate the poor condition of the estuary (see correspondence 26 Sep for the complete submission). Information sources included excerpts from:

- The Draft Framework for the Assessment of Catchment and Estuarine Health in the Peel-Harvey Region (PHCC) showing a decline in water quality
- PhD Thesis and publications by Morgan (2012) and the ARC-Linkage Project with Southern Cross University (Bush et al, 2012) detailing risks from disturbance of sulfidic materials
- The Shorebird 2020 count (Birdlife Australia) showing our failure to meet limits of acceptable change and the listing of new Threatened and Endangered Species
- Conservation advice for the Subtropical and Temperate Coastal Salt Marsh Ecological Community as a threatened ecological community (TEC).

8. Alcoa Foundation proposal for funding: Connecting Corridors and Communities: Restoring the Serpentine River (see also CEOs report)

- Finalised the (successful) project submission through completion of the charitable organisation Equivalency Determination (23 Aug).
- Met with Tim Storer, Dom Heald, Bob Pond (DWER) on 16 Oct to negotiate to include two sites in the Serpentine River (Lowlands and at confluence with the Peel Main Drain) for ongoing River Health Assessments. This will support the Monitoring and Evaluation programs for the Connecting Corridors and Communities project and the Peel Main Drain project (see below).

9. East Keralup Future Landuses Working Group

Represented PHCC at various meetings with this group and a subset of the group on 22 August; 30 August and 4 October to discuss and influence the environmental and water management strategy for the site. This strategy will underpin the compatibility of future landuses at the site and closely links with the Connecting Corridors and Communities: Restoring the Serpentine River project (see above).

10. Regional Estuaries Initiative (REI)

Neil Dixon (PHCC Healthy Waterways Program Manager) manages these projects with my role to provide advice, especially regarding water quality. Here I attended various meetings of the Peel Main Drain Technical Working Group (12 Sep); with DBCA (29 Sep) and the Project Advisory Team (10 Oct) to help present the latest concept for the project. In a staged approach, the first stage to be implemented in 2017/18 entails diverting the water from the drain to (clay-lined) swales to remove phosphorus then returning the water to the drain. In the second stage (beyond 2018), treated water from the swales may be diverted to the wetlands at the southern end of the site. This stage would also involve a study of the effect of changing hydrology on the Claypans of the Swan Coastal Plain TECs conducted through a PhD program based at Edith Cowan University.

11. SAPPR - Drainage Intervention Working Group

Represented PHCC at the third teleconference of this group on 26 Sep to continue discussions about potential drainage intervention sites in the Peel-Harvey Catchment. The purpose of the workshops is to identify and prioritise sites in the SAPPR footprint in the Peel-Harvey catchment at which drainage interventions can be implemented to achieve a water quality improvement. I provided information about catchment modelling, water quality, landuses; the approach to developing the Peel Main Drain project; the Subcatchment Implementation Plan (Nambeelup, Dirk Brook-Punrak and Mayfield) as an example of how drainage projects have been developed and suggested the use of Inffer (see above) to prioritise drainage intervention sites.

DBCA (Rivers and Estuaries) are sharing their experience and learnings from the Swan-Canning e.g. Ellen Brook and other constructed wetlands and are working with PHCC in developing a prioritisation framework.

Science Communications

12. SHARE in the Shed (28 Sep)

Organised (with Julie MacMile) and facilitated the SHARE in the Shed with the ARC-Linkage project: Balancing estuarine and societal health in a changing environment as the theme.

- *The event was attended by approximately 30 people.*
- *Dr Fiona Valesini (Murdoch University); Dr Matt Hipsey (UWA) and Karl Hennig (DWER) described the objectives, activities and proposed outcomes from the project.*
- *I gave a summary of PHCC's motivation to be involved in the project and how it links to other initiatives including the Regional Estuaries Initiative, Transform Peel, Science Integration, Shorebird 2020 Count and the MSC Certification.*

13. Other

- *Prepared the following written communications*
 - *The ARC-Linkage Project SHARE and link to the Point Grey Marina proposal (Draft Media Release prepared 5 Oct)*
 - *Global tourists flock to Ramsar 482, Steve Fisher, Thelma Crook & Kim Wilson: a short article submitted 29 Sep for Wetlands Australia Magazine (to be published World Wetlands Day, 2018).*

9. Endorsement of Policies

The following policies were presented, seeking their endorsement:

- Policy 1.3 Board Meetings
- Policy 1.6 Grievance Resolution
- Policy 1.7 Sub-Committees (Internal & External)
- Policy 4.4 Gifts and Benefits
- Policy 4.6 Insurance

Moved: Paddi Creevey Seconded: Bob Pond

That all Policies be adopted en bloc as presented.

Paddi commented on the readability of the policies and accepts that there may be some finer points that need to be reviewed, but they are a good platform. We may need to adapt policies from time to time.

Caroline noted that there were some finer points in Policy 4.4 Gifts and Benefits that could be refined and defined, including the value of gifts to be declared, all gifts having to be declared to the CEO and queried there being just one policy for staff and board.

Jane said there was some good discussion internally and all policies were reviewed by the Executive Committee. She would like to know of all gifts received so she can protect board members and staff from any real or perceived conflicts of interest.

Paddi was happy for the motion to be changed to allow for a review of Policy 4.4 Gifts and Benefits and for it to be presented at the next board meeting, seconded Bob Pond.

Moved: Paddi Creevey

Seconded: Bob Pond

1. ***That all Policies be adopted en bloc as presented, with the exception of 4.4 Gifts and Benefits.***
2. ***That 4.4 Gifts and Benefits be further refined for presentation at the December meeting.***

CARRIED

10. Delegations of Authority Modifications

The following modifications were recommended to the Delegations of Authority Register. These had been recommended for endorsement by the Executive Group at their meeting of 14 September, 2017.

Recommendation:

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

1. **Add:**

Add Section 11.3 re the calling of general meetings to the responsibility of the CEO

DUTIES OF OFFICE BEARERS (Constitution Section 9 and 10)	
The following roles of the Office Bearers of the Peel Harvey Catchment Council are delegated as indicated:	
Secretary (9)	<p><i>The following roles of the Secretary, as defined in sub clause 9, 11, 12 and 15 of the PHCC Constitution shall be delegated to the Chief Executive Officer:</i></p> <p>9.1 Coordination of correspondence</p> <p>9.2 Keep full and correct minutes of the proceedings of Council</p> <p>9.3 Have custody of all books, documents, records and registers of the Association; other than those required to be kept and maintained by the Treasurer (sub clause 9.3)</p> <p>11.3 The Secretary must provide members not less than 7 days' notice of a general meeting. That notice shall include.... (11.3.1 to 11.3.3)</p> <p>12.3 Notice of the Annual General Meeting (12.3.1; 12.3.2; 12.3.3)</p> <p>15.1 Ensure proper minutes of all annual meetings, general meetings and sub-committee meetings</p>

2. **New:**

Audit and Auditor		
8.19	Make an assessment of the PHCC's assets, in accordance with AASB136.9 to determine if any assets are deemed to be "impaired" as defined under AASB9136.9	CEO

Moved: Caroline Knight

Seconded: Bob Pond

That the PHCC accept modifications to the Delegations of Authority as presented.

CARRIED

11. Treasurer's Report

Marilyn presented her report and added that the minutes of the Finance and Audit Committee meetings held on 10 July 2017 and 18 September 2017 (draft) were tabled.

Without a doubt, the first quarter of this financial year has been extremely busy as financial reporting took place to close off the 2016/2017 financial year and budget preparation for the new financial year.

The Organisation Audit and all Project Audits were completed by first week of October. Jane and Karen have reported that the Organisation Audit was comprehensive but a smooth process, however there was a greater presence of scrutiny with the Project Audits as the R2R project came to its completion; a benchmark for the REI projects being set; and the increase in NLP's Community Grants funding across all NLP projects. I am very pleased to report that no changes were required after the completion of all audits and requests to carry over Project funds into F17-18 have been sent to the relevant funding body for approval and trigger contract payments as per payment schedules.

At the 10 July 2017 Finance & Audit Meeting, it was recommended that the following changes be made to PHCC Equity Reserves at 1 July:

- a. 3-4200 – Asset Replacement IT – increase Asset Replacement – IT with residual Office equipment funds
- b. 3-4300 – Asset Replacement Office – Cap at \$15,000 and transfer balance to 3-4200 to increase IT fund
- c. 3-3203 – PHCC WQIP – No longer required – transfer balance to 3-3201 PHCC Support
- d. 3-3202 – Publication Printing – No longer required – transfer balance to 3-3201 PHCC Support

With these recommendations carried out and distribution of equity, PHCC Equity Reserves at 1 July 2017 is set out below:

Code	Opening Balance 1 July 2016	Equity Distribution 30 June 2017	Recommended Changes [+/-]	Closing Balance 1 July 2017
3-3201 PHCC Support	\$781,640.73	\$58,818.66	+ \$14,251.16 + \$13,514.70	\$868,225.25
3-3202 PHCC Printing	\$14,251.16	\$0.00	- \$14,251.16	\$0.00
3-3203 PHCC WQIP	\$13,514.70	\$0.00	- \$13,514.70	\$0.00
3-3204 PHCC Remuneration	\$7,500.00	-\$2,200.00	0.00	\$5,300.00
3-4100 Asset Replacement Vehicle	\$28,250.00	\$12,750.00	\$0.00	\$41,000.00
3-4200 Asset Replacement IT	\$2,404.29	\$4,795.71	+21,462.93	\$28,662.93
3-4300 Asset Replacement Office Equip	\$36,462.93	\$0.00	- \$21,462.93	\$15,000.00
Total	\$884,023.81	\$74,164.37	\$0.00	\$958,188.18

The F&A Committee met on 18 September to have a debrief on PHCC Organisation audit; investment of Project funding; and to review the finance section of the Risk Management Plan to make recommendations to the Governance Steering Committee.

Based on recommendations from the F&A Committee, Marilyn is liaising with ANZ Bank to ascertain the best interest rate for transferring up to \$1,500,000 of project funds to a Term Deposit Account to mature by mid-May 2018. This will allow PHCC to have sufficient funds on hand to pay all committed project funds by 30 June.

Project Funding:

1. **3600 – Lake Clifton Community Engagement:** Shire of Waroona contribution of \$2,500 for the Lake Clifton Partnership project pending payment.

2. **5300 - REI Fertilising the Farm** – F17-18 progress funding \$35,000 invoiced and funds received on 5/10/2017.
3. **7500 – Waroona NRM and Fire Recovery Support:** Progress payment of \$20,000 invoiced and funds received on 04/10/2017.
4. **1600 – POE – Lake Clifton Herron Landcare Group** - \$1400 for Project management of the Groups 3Rs Project invoiced and funds received 21/08/2017.
5. **6600 – Returning the Mussels to Tunbridge Gully** – Stage II funding of \$37,170 received 13/09/2017 on acceptance of Stage 1 reporting. Approval to carry of \$7,103 of Stage 1 funds approved.
6. **9000 – NLP:** First payment F17-18 of \$224,100 was received on 28/08/2017. Second payment of \$396,300 is due in October on acceptance of 2016-2017 financial report. It is to be noted that interim financial reports will be required in December and February 2018 as we prepare to close off the NLP funding.
7. **7880 – HRRT Sustainable Agriculture & Community Engagement Capacity Building** - \$2,000 from SWCC received for sponsorship of INFFER training for NRM investment planning.
8. **7890 – HRRT Saving the Marron in the Harvey River:** Progress payment of \$50,000 was received on 23/08/2017.

Bank Statement Balance as at 30 September 2017:

ANZ Corporate Online Saver Account	\$389,357.86
Westpac Term Deposit	\$617,329.17
ANZ Project Online Saver Account	\$3,412,725.39
ANZ Project Cheque Account	\$65,760.01
ANZ Transaction Account	\$0.10
Petty Cash	\$46.60
Merchandise	\$85.00
ANZ Visa Card	-\$7,625.96

Total Cash at Hand: \$ 4,477,678.17

Equity on hand at 30 September, 2017 is \$966,095.90

Marilyn Gray
Treasurer

Moved: Jan Star Seconded: Bob Pond

That:

1. **The July 2017 Financial Reports be endorsed as presented.**
2. **The September 2017 Financial Reports be endorsed as presented.**
3. **The Treasurer's Report be endorsed.**
4. **The following changes be made to PHCC Equity Reserves at 1 July:**
 - a. **3-4200 – Asset Replacement IT – increase Asset Replacement – IT with residual Office equipment funds**
 - b. **3-4300 – Asset Replacement Office – Cap at \$15,000 and transfer balance to 3-4200 to increase IT fund**
 - c. **3-3203 – PHCC WQIP – No longer required – transfer balance to 3-3201 PHCC Support**
 - d. **3-3202 – Publication Printing – No longer required – transfer balance to 3-3201 PHCC Support.**

CARRIED

12. Chief Executive Officer's Report

Jane O'Malley presented her report:

Staff Movements and Training:

- Thank you to Steve for A/CEO while I swanned around Ramsar sites in the Caribbean.
- Kim, Jordon, Jo, Luke, Megan, Steve and Jane attended sessions at the **State NRM Conference** in August. Very good presentation by Adrian Ward of the Wentworth Group on how much it would cost to fix Australia's Natural Capital. "\$160 billion additional capital investment between now and 2050. This is >1% of total annual expenditure of government and would create 200,000 jobs. Fixing the environment will create jobs. We must do a better job of engaging people on the values of a healthy environment."
- Mel and Jo Garvey are presenting at the **National Private Land Conservation Conference** 18-20 Oct (Tas).
- Steve attended **Threatened Species Forum** in Geraldton- 7 & 8 Sept. We sponsored this event (\$1,000).
- Karen Henderson and Jesse Rowley are now working full time with PHCC.
- We have completed interviews for an intern to support delivery of the Regional Estuaries Initiative.

Strategic Issues:

1. National Landcare Program – Round II - \$1.1 Billion 2018- 2023 (20% < NLP 1)

- \$450 Million for Regional Land Partnerships (= \$1.6mil/year/Region but this round there are no 'notional' regional allocations). Regions now called Management Units
- Open competitive Tender Process – likely to open early December & close mid Feb
- Paid in arrears on milestones achieved
- Contract 1 year then 4 more years (core services for 5 years, project balance after first year)
- Core services = 20% (planning, engaging, MERI, Governance)
- Regional Agricultural Landcare Facilitator position retained
- Outcomes = 4 x Environment & 2 x Sustainable Ag
- Looking at cross regional partnerships

2. Meeting with Minister David Templeman and Member for Murray/Wellington Robyn Clarke covered:

- Gaps for protection of state natural assets, and how the NLP II is specifically requiring we don't work on State Government reserves (for TEC's), and how the state may support to fill these gaps
- Support for the listing of Cats under the BAM Act (consultation commenced) and on the Biodiversity Conservation Act (no action for consultation at this stage)
- The Minister committed to supporting us to get a representative to talk to us about Aboriginal Ranger Program (EOIs close 31 October)
- SAPPR, including governance frameworks and we need to follow up with a 1 page summarising the areas of the SAPPR which will bring the most positive change.

3. Meeting with Minister David Kelly – 28 August (with Naomi Arrowsmith, Declan Morgan & Anita Mann)

Refer Chairman's report.

4. Alannah MacTiernan – 12 October 2017

I had 5 minutes with Alannah and was able to reinforce our role in respect to soil health, Regional Estuaries Initiative, dung beetles and the State NRM Strategy framework.

5. East Keralup Future Uses Working Group

We are continuing to work on the East Keralup Future Use Working Group.

6. Labor Government Election Commitments

We are continuing discussions with the PDC about election commitments being:

- a. 1 FTE x 3 years (total \$345 commencing 2017/18). We are seeking to secure this funding to extend our Science Advisor position. There is general support and we will continue to work with PDC.*
- b. Funding under the 'Recreational Fishing for the Future". We are working with PDC to determine what funding might be available for on-ground or other works from the \$1.5m election commitment. PDC may wish to report further on this.*

7. Point Grey Marina – EPA meeting 5 September

Steve and I met with Tom Hatton (Chair EPA) and his staff. We were invited to comment on the proposal to extend the timeframe for the Point Grey Channel and Marina. We subsequently prepared a detailed submission referencing new information that should be considered, and recommending that given the fragility of the Estuary, and additional information that supports the risks and the impacts on the Estuary, that the extension not be supported. This was prepared collaboratively and we shared the final draft copy with appropriate members of our community. We are awaiting outcome.

Partnerships / new projects / submitted grant applications:

1. Alcoa Foundation: Restoring the Serpentine (Bilya) River - \$750,000 USD over 3 years

We have successfully secured this grant (USD \$750) for 3 years, commencing 2017/18. Our work will be complemented with other projects with The Nature Conservancy and Greening Australia (please refer to attached media release – embargoed). We need to commence delivery shortly.

2. City of Mandurah Lake Clifton Catchment Stewardship - \$250,000 over 5 years

We have signed a grant with the City to deliver the Lake Clifton Catchment Stewardship Program. This will enable the employment of an officer for 2 days / week for 5 years to undertake Land for Wildlife site assessments; Voluntary Management Agreements; and small grants program (subject to NLP funding). While some works will commence immediately, it is likely the 2 days a week will not commence until early 2018.

3. Department of Water and Environmental Regulation (DWER) – Peel Integrated Water Initiative

We are continuing discussions with DWER to help deliver components of the Transform Peel – Peel Integrated Water Initiative. A) Extending the existing voluntary soil testing program funded through the REI B) Working with MZI mineral sands mining operations on improving the nutrient and moisture retention of soils through the post-mining rehabilitation process. We have a tentative site visit scheduled at MZI on 23 November. Members are welcome to join.

4. Maintaining a NRM presence in the upper catchment

We are continuing to work with the upper catchment councils to seek contributions to fund the salary and overheads for an NRM Officer in partnership with PHCC for five years from July 2018 coinciding with the NLP2 funding round. We are awaiting responses from each. We are also continuing discussions with Newmont towards a proposed five- year partnership for NRM delivery in the upper catchment.

5. Mandurah Water Towers – Community Engagement Project

We presented our Water Towers concept to wide range of stakeholders, including the Minister for Arts and Culture on 13 October. This was well received and we will follow up with a smaller working group to progress.

Other highlights:

- Rivers2Ramsar Celebration in Dwellingup, with Jeanine Lisle from Canberra – excellent celebration of a fabulous effort. Particular thanks to Thelma and Karen.
- We received 20/20 for our Australian Government Audit for 2015/16 – well done to everyone.
- Challenges around the delivery of the Peel Main Drain component of the Regional Estuaries Initiative continue but we aim to have the Development Application submitted by the end of October.
- We have completed interviews for an intern to support delivery of the REI.
- Website contract will be appointed soon with an aim for the new website to go live in February
- Peel Regional Leaders Forum – 8 September. Generally agreed that Peel need to bang the table to ensure resources because we are not effectively influencing services / funding in the Peel.
- NRMWA CEO and Chairs meetings held on 2 & 3 October. Working with DPIRD, WALN and others on development of a State NRM Strategy framework.
- We have confirmed that our lease for 58 Sutton Street will be extended for a further 5 years.
- Commencing discussions to facilitate the 2nd State Feral Cat Workshop
- Working with MAPTO and City of Mandurah on Economic Development and Tourism linkages
- Commenced discussions with DWER re consultation process of the revised Peel-Harvey WQIP
- We have contributed \$2,500 towards the “Peel Bright Minds” (aka Knowledge Council). If RDA’s submission for a part time officer is successful our contribution will help drive the program.
- We contributed (via NLP Community Engagement sponsorship funding):
 - o \$500 - Francis Smit (Landcare SJ) attending ‘Conference of Landcare Studies in Japan (4-8 Nov)
 - o \$750 - Martin van Aswegen attending the 22nd Biennial Conference on the Biology of Marine Mammals, Halifax, Canada 22-27 October

PHCC Events (to December 2017):

- | | |
|----------------|--|
| - 24 August | NRM Environmental Officers |
| - 6 September | Stints are Rad |
| - 10 September | Lake Clifton Festival |
| - 13 September | After the Fires Bus Tour |
| - 14 September | Stories of the Fairy Tern (Shed) |
| - 22 September | Bird Walk and Talk at Lake Yalgorup |
| - 28 September | SHARE – ARC Linkage (Shed) |
| - 14 October | Pave the Way Clean Up Day (Coodanup) |
| - 11 October | Rivers 2 Ramsar Celebration (Dwellingup) |
| - 17 October | Governance Training (Shed) |

Upcoming:

- 28 October Back to Pinjarra Day
- 1 November Launch of Wetlands and People Plan (with Lyn Beazley)
- 14 December End of Year Celebration

Operational Issues:

Occupational Health and Safety - There are no incidences to report

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.

Members discussed the NLP funding as advised by Jane in her report. She explained that there was a massive amount of work involved in the open competitive tender process. Members acknowledged the significant risk to the organisation and the ability of delivering tangible outcomes within the government's funding.

Moved: Caroline Knight Seconded: Howard Mitchell

- 1. That the Board acknowledges the significant risk to the future viability of the PHCC and the ability therefore of delivering tangible outcomes within the government's funding.**
- 2. That the Board frame a response to the appropriate politicians and bureaucrats expressing our concerns**

CARRIED

Moved: Paddi Creevey Seconded: John Allert

That the CEO Report be accepted.

CARRIED

13. Chairman's Report (including Deputy Chair's report)

Andy Gulliver presented his report which summarised his and the Deputy Chair, Jan Star's, activities whilst he was on leave.

Meetings and events attended

- *Keralup Future Use Group, 22nd August*
- *Massacre Site, planting day, 24th August*
- *Governor General Cocktail reception, 25th August*
- *Minister Dave Kelly, 28th August*
- *AICD, 'Not-for-Profit' Directors Course, 7th-8th September*
- *Chairman on leave from Friday 15th September – Tuesday 17th October*

Meetings with Federal and State politicians

- *Minister Dave Kelly (Minister for Water; Fisheries; Forestry; Innovation and ICT; Science), 28th August*
 - *Has many portfolios and on steep learning curve. Good relationship building*
 - *Staff spent some time with us after meeting and showed much interest in our work.*

Peel Regional Leader's Forum

- *(Chairman's attendance at AICD course conflicted with PRLF meeting on 8th September)*

Meetings with Government Agencies

- *Keralup Future Use Group, 22nd August – see CEO report*

NRM (WA), WALN & NRM Australia

- NRM WA meeting on 3rd October (Chairman on leave, Jan Star unable to deputise) Jane to report

Governance

- Attendance at AICD course. Short courses recommended for refresher or to fill skills gaps.

CEO and Staff

- Rivers to Ramsar celebration, 11th October (Chair on leave).

Celebration in Dwellingup went very well with complimentary speeches from a landowner and Aboriginal elder, Thelma and Karen's contributions were acknowledged. Jane arranged with the team a suitable sign-off, for Thelma's contribution to be rewarded suitably. Apart from landowners, a local government President (Murray) and CEO (SJ) attended. Jeanine Lisle from the Department of Environment (Commonwealth) flew over especially and was most complimentary. Well done to all involved in delivery and acquitting this, our biggest single project funded from the Biodiversity Fund.

Good News

- Many good community engagement events during this period
- Fairy Tern workshop, 14th September,
 - Environment and Art
 - Oversubscribed. Very popular

Andy Gulliver and Jan Star

Chairman and Deputy Chairman

Moved: Caroline Knight Seconded: Rob Summers

That the Chairman's Report be accepted.

CARRIED

The meeting closed at 11.05am and was followed by the AGM

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>17 Aug 2017: Consider a joint Business After Hours with local businesses such as Dolphin Cruises</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	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
3.	Item 6.1 Agency Reports : Bob Pond – DWER [17 Aug 2017] <i>Steve Fisher, Rob Summers and Howard Mitchell to meet to discuss how to best keep the community engaged in relation to fish kills and identify opportunities and the next steps to take. Consider setting up a working group.</i> <i>19 Oct 2017: Steve Fisher reported that he, Howard Mitchell and Rob Summers had met. Summary provided with agenda.</i>	Steve Fisher, Rob Summers, Howard Mitchell	COMPLETE
4.	Item 6.4 Agency reports [17 Aug 2017]: <i>Steve Fisher and Brett Fitzgerald to summarise the content of the two papers regarding Tuart and Wandoo research into a short paper for circulation to members prior to the October meeting.</i> <i>19 Oct 2017: Steve Fisher advised that a summary of the papers on Wandoo and Tuart research was attached to the agenda for this meeting.</i>	Steve Fisher, Brett Fitzgerald	COMPLETE
5.	Item 10 Chairman's Report [17 Aug 2017] <i>Following further discussion at PHCC Executive Committee, a working group be formed to discuss PHCC's contribution to the East Keralup concept plan discussions.</i> <i>19 Oct 2017: Jane advised that a small group is looking at progressing East Keralup concept plan discussions.</i>	Andy Gulliver	IN PROGRESS

Summary of actions from meeting of 19 October 2017:

No.	DETAILS	RESP.	COMPLETE
1.	Item 6.3 Agency Report – Bob Pond (DWER) [19 Oct 2017] <i>Steve Fisher to monitor the following recommendations in relation to fish kills:</i> <i>1. In the short term PHCC maintains its current level of engagement with DPIRD, DWER, Recfishwest and the community regarding fish kill communications</i> <i>2. PHCC (Steve) to keep a watching brief on the preparation of communications materials by DWER and report back progress to the General Meeting in February 2018. At this time we could consider the longer term opportunities.</i> <i>3. PHCC to consider how / where to include links to fish kill information in the development of the new PHCC website.</i> <i>4. PHCC hosts a SHARE or similar event regarding the fish kill response protocol and communication strategy. This event would need to be supported by Recfishwest, DPRID and DWER.</i>	Steve Fisher	