

MINUTES OF GENERAL MEETING

Held on Thursday 15 December 2016
at Marine Operations Centre, Mandurah

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 [from 10.35am]
	Bob Pond	Executive Committee (DoW)
	Darralyn Ebsary	Member [from 9.20am]
	Michael Schultz	Member
	Craig Olejnik	DPaW
	Andrew Ward	PDC
	Cr Caroline Knight	Local Govt Member (Coastal)
	Cale Luxton	DoP Peel (Observer)
In Attendance:	Jane O'Malley	CEO
	Steve Fisher	Science Advisor [until 11.45am]
	Thelma Crook	Program Manager [from 10.30am]
	Patricia Sutton	Office Manager (Minute Taker)
	Anna Gstaettner	Volunteer [until 11.45am]
	John Erren	CEO Shire of SJ [from 11.15am]
Apologies:	Dr Peter Hick	Member
	Howard Mitchell	Member
	Cr John Allert	Local Govt Member (Inland)
	Cr Eliza Dowling	Local Govt Member (Inland) Proxy
	Cr Stephen Lee	Local Govt Member Proxy (Coastal)
	Louise Oorschot	DER
	Rob Summers	DAFWA
	Scott Haime	DoP (Peel) – Observer
	Francis Smit	Landcare SJ

2. Declarations of Interest

Nil

3. Confirmation of Minutes of Meeting held on 20 October 2016

Moved: Bob Pond Seconded: Marilyn Gray

That the Minutes of the meeting held on 20 October 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.	<p>Item 7 SAPPR Report [18 August 2016]</p> <p>Jane to ask DPC for a summary of the main issues that have come from the submissions on the Green Growth Plan and how they are addressing them.</p> <p><i>Awaiting summary. General presentation made at September SHARE meeting.</i></p>	Jane	PENDING
2.	<p>Item 8 CEO Report [18 August 2016] - Organisational Professional Excellence self-assessment.</p> <p>1. Circulate to all members the Organisational Professional Excellence self-assessment, as required by the Australian Government.</p> <p><i>Organisational Professional Excellence self-assessment document</i></p> <p>2. Members' performance management to be discussed at a future meeting.</p> <p><i>Andy to report at October meeting</i></p>	Jane Andy	COMPLETE
3.	<p>Item 8 CEO Report [18 August 2016]</p> <p>Eliza Dowling to send information to PHCC concerning the Shire of Cuballing's experience with eco-tourism.</p>	Eliza Dowling	

Summary of actions from meeting of 20 October 2016:

No.	DETAILS	RESP.	COMPLETE
1.	<p>Item 8 CEO Report [20 October 2016]</p> <p>Arrange for impacts on Banksia Woodlands to be discussed with Peel local governments at the Peel Regional Leaders Forum.</p> <p><i>Listed for discussion at PRLF meeting scheduled for March 2017</i></p>	Jane O'Malley	PENDING

5. Correspondence

Moved: Caroline Knight

Seconded: Jan Star

That Correspondence In and Correspondence Out be accepted.

CARRIED

6. Chairman's Report

Andy Gulliver spoke to his report:

Peel Regional Leader's Forum

- *PRLF critical of level of engagement between LGA's and the Green Growth Plan. LGA's feel that consultation has been inadequate and have publicised letters critical of the consultation process*
- *Met with Michaelia Cash (WA Senator and Federal Minister) at end of October. Strong plea from LGA's to support investment in region to help address employment and associated social issues.*
- *Attached is the PRLF Chair's report for 2016 for interest ([Attachment](#)).*
- *You may wish to view PRLF website at www.prlf.org.au*

SAPPR - Green Growth Plan (GGP)

- *Continues to make steady progress despite criticisms from LGA's regarding consultation*
- *DPC and DG's of government departments seem committed to pursuing the GGP. There has been too much invested to give up now*
- *PHCC has met with political parties to encourage support for the GGP across the political spectrum to build on the work done so far. It is unlikely that any commitments will be made before the State election in March 2017. Good planning and environmental management should last beyond election cycles and PHCC has lobbied to ensure that major parties commit to building on past good work.*

Regular agency meetings – PHCC continues to regularly communicate with senior bureaucrats and politicians

- *Met with Tom Hatton, Chair of EPA on 7 November. Relationship still strong with productive exchange of ideas*
- *Jim Sharp, DG of DPaW, presented at the NRM Chairs meeting on 2 December. Interesting insight into how an agency has leveraged work of volunteers to cover cutbacks in funding*
- *Met with Eric Lumsden, Chair of WAPC, on 5 December. Good sharing of thoughts on future implementation of GGP and feedback on PHCC submissions and contribution to the process*
- *Met with Colin Holt (WA Nationals MP and Parliamentary Secretary) on 6 December. Presented election 'asks' including support for; base funding of NRM regions; strategic assessment (GGP); and Stage 1 of PWI.*

NRM WA

- *Meeting of Chairs of WA NRM Regions at DPaW Head office on 2 December. Meeting at head offices of key government agencies has been a good strategy to reinforce linkages between NRM and agencies*
- *NRM WA representatives have visited Canberra (see CEO report). The 7 NRM regions in WA are working together and are sharing information on the many contacts made with politicians across the NRM Groups. There has been a coordinated push to ensure that we take every opportunity to reinforce the value of NRM to politicians*
- *Many NRM WA regions were represented at Conservation Council meeting on 28 November discussing future of community NRM. Colin Holt and Chris Tallentire represented major parties on panel discussion. Good opportunity for NRM WA to network and show a unified front.*

Projects

- *Smoking ceremony conducted by Harry Nannup to launch 'Restoring the Health of the Serpentine River' project. Well attended by dignitaries. Great opportunity to connect with Noongar community and demonstrate value of PHCC to politicians and agencies.*

Media

- *Interviewed by Peter Rowe on 6MM on 24 November and discussed Noongar training programme Peel Community Foundation*
- *Met with staff at Murdoch on 30 November to review scholarship program. PHCC Chair is still notionally Chair of Community Foundation. Activities of PCF stopped in 2013 and residual funds (\$180,000) were donated to Murdoch University in 2013 to fund 2 scholarships per year for student from the Peel Region to study science or environmental subjects at University*
- *Programme was reviewed at meeting and ideas explored for improvement. This is still a work in progress. Will also discuss future of PCF with PDC*
- *The Science Advisor role may be able to leverage more value out of this scholarship incorporating the scholarship into other programmes and work with schools*
- *May be an opportunity to re-establish PCF to create future funds for projects in region*

Board Member Support for PHCC Representation

It would be appreciated if Members could assist to represent PHCC at events and alike so that we can increase our coverage in this area, for example:

- *Steering Committee members be invited to appropriately linked events*
- *If we are running events potentially the whole board be invited; and*
- *If someone else's event we invite Members to represent the PHCC.*

As good ambassadors, members will need to be across our 'business' (current, pending and future projects and consistent messages). This will greatly enhance our operations and community engagement.

Strategic Meeting – 16 February, 2017

Members are asked to consider what topics/issues they would like to focus on at our Strategic Workshop in February, noting that this year we will not need to review our 2 yearly 'Achievements Planned' of our Strategic Directions. The Risk Management Plan and updated policies will be topics that will be discussed with an aim to finalising and endorsing them.

Andy Gulliver

Chairman

Jane added, when speaking with Howard Mitchell, he suggested to add for discussion at the February Strategic Meeting to think about opportunities when direct flights from London to Perth commence in 2018.

ACTION: Add to February 2017 Strategic Meeting agenda to discuss opportunities when direct flights from London to Perth commence in 2018.

Craig Olejnik said that discussions had already commenced at DPaW regarding opportunities for ecotourism, cultural experiences and wildlife interactions day trips in the Peel to Yanchep catchments. Members discussed the importance of these opportunities and Andrew Ward said that PDC had launched the Tourism Economic Development Infrastructure Strategy (<http://www.peel.wa.gov.au/wp-content/uploads/2016/12/FINAL-Peel-TEDIS-Strategy-LR.pdf>) which discusses Dwellingup trails and adventures, marine/waterways and National Parks being opportunities for day trips. He said MAPTO was a good partner for marketing. The Perth and Peel Master Bike Plan is open for comment and Andrew suggested PHCC could comment.

ACTION: PHCC to consider providing comment on the Perth and Peel Master Bike Plan.

Jane said the PRLF had approved funding towards a Trails Officer for the Peel who would be tasked with gathering existing information, work on opportunities and consolidate current available information.

Marilyn said that PHCC, as members of Peel CCI, should present to members at a business level to demonstrate that environmental stewardship has an enormous multiplier effect into the economy. We could market the message of #1000sofLocalSolutions that NRM provides.

ACTION: Seek an opportunity for Marilyn Gray to present to the Peel CCI.

Moved: Darralyn Ebsary Seconded: Jan Star

That the Chairman's report be accepted.

CARRIED

7. Update on SAPPR

Included in Chair's Report.

8. Chief Executive Officer's Report

Jane O'Malley spoke to her report:

Staff movements include: Welcome to:

- **Megan LeRoy - NRM Officer – Fire Recovery**, (19 hrs / week x 2 years), supervised by Luke Rogers;
- **Wetlands & People Plan Officer** – (3 days / week x 18 mths). We hope to announce at the meeting;
- **Michelle Mullarkey - Field Officer** – (casual) Monitoring at the Peel Main Drain site (REI).

National Regions CEO meeting – Canberra 28 Nov. WA was well represented with six of the seven Regions attending (& SouthCoast NRM CEO as a proxy at the National Chairs meeting on the 29th). State Reports highlighted the diversity of challenges across Australia, with Queensland pursuing innovative actions such as shared services. Qld is the only other state where Regions are community groups (similar to WA), and, like WA they have no State NRM plan. Collaboration and working relationships across Australia are very positive and encouraging.

There were presentations from the DoEE and Ag. An announcement is anticipated on the **future of NLP** in May '17, with key decisions between January & April. Both reiterated the need for Regions to do a better job at promoting what we achieve, in a manner that captures the attention of Local Members and Federal Ministers, so that they are more aware of our value to communities and contribution to the economy. It is disappointing that short term media opportunities are trumping long term important programs. We need to be clever about promoting benefits of longer term programs, if we want them to continue.

We will increase our media (MERIT blogs etc.), linked to NLP with positive messages about the people we support, how it is making a difference on-ground and links to agriculture and industry. We have provided DoEE Case Studies showing landscape scale change. Kate Andrews, A/EO, NRM Regions has prepared an engagement strategy, including key messages and tag lines so we provide a consistent message. A copy was provided with the Agenda. All Members are asked to take an active role in promoting the Regional model in line with these messages.

While in Canberra I took the opportunity to meet with others, as summarised below. Generally this was a very worthwhile trip and we have a lot of follow up actions to complete. Meetings included:

1. Hon **Josh Frydenberg, Minister for Environment and Energy** (Andrew Hastie and staff) – re continuation of NLP program, Thrombolites and Waterways Institute. We were one of only 2 Regions to see him;
2. **Mark Richards, Advisor** to Minister for Environment and Energy – re Strategic Assessment
3. **Gregory Andrews, Threatened Species Commissioner** – re encouraging feral cats to be listed under the Biodiversity Cons.Bill; Ambassador to projects & Landcare SJ Cockatubes. He hopes to visit in February;
4. **Bruce Edwards, Assistant Secretary for the DoE for the Strategic Assessment** – re SAPPR;
5. **Mark Bourne & Matthew White, DoEE** – re engagement/awareness of Banksia Woodland TEC listing;
6. **Peter Ottensen, Assistant Secretary, Department of Agriculture** – re NLP Agriculture Program
7. **Keith Armstrong** (Director, DoEE), **Nathan Sibley and colleagues** – with WA CEO's re NLP Delivery.

Comment: It was noted that, when meeting with the State Minister for the Environment, it would be pertinent to remember that he has a strong connection with Tuart Trees and this topic may assist in engaging him with the Peel-Harvey Region.

Organisational Performance Excellence (with presentation [attached](#)). Self-assessments showed a 94% competency across Australia. The PHCC received 19/20 with our only expectation not met being timeliness and accuracy of our February NLP MERIT reporting. Refer correspondence In Item No. 1.4. This reporting incident was one of several issues that triggered a review of operations and restructure of the organisation. The subsequent NLP reporting was timely and accurate (thank you Kim and the team) and the Australian Government has formally recognised our appropriate and effective response to meet this (ongoing) expectation. We will need to be prepared to meet **future expected competencies** which at this stage are indicated to include e.g.: a cultural competency framework; regional NRM planning process includes an independent scientific review process; a Reconciliation Action Plan; a preferential procurement policy/strategy to support local Indigenous businesses; and an Indigenous advisory group or similar that provides advice to the Board is in place. We have asked the Australian Government to advise of support that may be provided in meeting future expectations, particularly for those Regions (like ourselves) with lesser regional allocations.

We are scheduled for an **Audit** by the Australian Government in September 2017. Preference is an on-site audit as it will be easier for the auditors to have a better appreciation of our operations. The team will prioritise preparations for this, in respect to ensuring that our processes are well defined and accessible.

We anticipate an announcement that the **Green Army** program will be cancelled when the budget is announced (19th December). Our first team has finished (December). Our second team commences January 16 – June 30. We expect that if the program is cancelled, it will only impact on our Round 5 application.

State Election – PHCC Campaign – We have been actively meeting with sitting members, candidates and influential members of Parliament to ensure we are clear on our asks as a voice for our community. Thank you to the Exec team and staff who have been involved in meetings. Our community Members are asked to network and advocate with a consistent message. Copies of our ‘asks’ are provided. Please keep some on hand so that you can seize any opportunity that arises. In summary our key asks are

- A State NRM Strategy and funding program;
- Endorsement of the SAPPR, with amendments; and
- Support for Stage 1 of the Peel Waterways institute.

PHCC Grants via NLP Funding - Summary:

Hotham Williams Eucalypt Woodland Grants (Natural Assets – total available \$100,000)

- 6 landowners receiving total of \$47,620 (landowner funds (in-kind and other) - \$38,343
- 230.5ha will be protected via fencing, weed control, feral animal control, and restoration.

Biosecurity – Weed Control Grants (Sustainable Ag NLP Funding – total available = \$10,000):

- 28 applications seeking \$18,000. Approved total of \$8,128
- Landowner contributions = approximately \$30,000
- Will result in the treatment of weeds across approximately 280ha of agricultural land

Small Action Grants (NLP Funding – Natural Assets + Community Engagement - ongoing):

- 10 applications to date with 7 approved. Total approved = \$7,017
- Applicants contribution - > \$20,146 (for all 10)
- Works funded – equipment, baiting, citizen science, seedlings, weed control, signage, brochures

PHCC Service Delivery Agreements via NLP (Natural Assets & Sustainable Ag):

- **Landcare SJ** – \$40,000 – capability and delivery of e.g. Sustainable Ag & Cockatubes.
- **HRRT** – \$40,000 – capability and onground works e.g. demonstration reach project.
- **Peel Harvey Biosecurity Group** - \$15,000 – capability & grants (above + biosecurity strategy framework).
- **DPaW** - \$121,326 – 4 x contracts for on-ground works on TEC’s and Ramsar sites
- **Shire of Murray** - \$13,500 – 2 x contracts for on-ground works on TEC’s and Ramsar Sites

Other:

- **NRMWA meeting** – CEO's (1 December) and Chairs (2 December) – see Chairs report
- **Land for Wildlife** – this is progressing and we have a further meeting with DPaW on 20 December
- **Water Corporation Partnership** – Progressing well
- **River System Management Meeting** – Shire of Murray, City of Mandurah and DPaW to look at how we can play an active role here (first collaborative meeting held 8 November)
- **REI – The Smoking Ceremony** (6 Dec) was a great success – thank you to the team, particularly Julie and Thelma. We are modifying the contract, e.g. adding PHCC delivery of aspects of Voluntary Soil Testing
- **Lake McLarty Action Plan** – progressing with Friends of Lake McLarty and DPaW
- **Thrombolite Recovery Group** – DPaW has agreed to the PHCC providing coordinating role
- **Volunteers** – We have a team of great volunteers assisting in a variety of roles which is a great support
- **IT Benchmarking Review** – Resulted in us re-signing our contract with Royal I.T. for 12 months and we will implement recommendations and investigate alternative support providers. We will be undertaking reviews of our 12 odd service arrangements across our operations to ensure value and applicability.

We have had a **Work Health Safety** incident with snakes on-site. I am satisfied that this has been dealt with in a manner that makes staff as safe as practicably possible. There are no other incidences to report.

The office will be closed from 26 December to 3 January. 2017 Meeting Calendar has been distributed.

A huge thank you to the staff for their very hard work. Members are reminded to keep across all the exciting things that are happening, please keep an eye on our **Facebook** page and/or **Twitter** account.

Jane O'Malley
Chief Executive Officer

Moved: Bob Pond

Seconded: Mike Schultz

That the CEO report be accepted.

CARRIED

Andy added that we were making good progress with Water Corporation partnership agreement.

Jane called for nominations for the Community Engagement Steering Committee vacancy. Caroline said she was considering nominating. Jane said we could also consider co-opting a member of the community.

ACTION: The Community Engagement Steering Committee to consider co-opting a member of the community as a representative on that Committee.

9. Treasurer's Report

The Treasurer presented her report:

*The **Finance & Audit Committee** met on 5 December 2016 and welcomed Cr Caroline Knight to the committee. We thank you for graciously accepting the position at the AGM. The finances are tracking quite smoothly with income being received from project sources as per milestone payments. This has enabled us to transfer committed employment costs out of projects over to Project Officer Employment [POE] on receipt of payment, rather than on a quarterly basis. As is demonstrated by the increase in unspent funds with POE at 30th November, this is a more streamlined approach for managing our payroll expenditure incurred with City of Mandurah.*

The Organisation's Credit Card and Petty Cash Approved Officer limits were reviewed by the Committee due to change of officer roles within the organisation, and the shift in the way we make our purchases since we have moved to Regional status. The Committee have made the following recommendations and seek the Boards endorsement:

1. Credit Card:

That the following individual cardholder monthly limits to be changed to:

1. **Kim Wilson [Program Manager] – reduce \$5000/month to \$2,000/month – only used periodically.**
2. **Patricia Sutton [Office Manager] – increase \$2,000/month to 4,000/month – allow for greater flexibility when accommodation and air travel bookings are made.**
3. **Julie MacMile [NLP CE Coordinator] – New Cardholder with limit \$1000/month – Streamline purchasing procedures for community engagement events.**

Note: The credit card monthly limit and all other authorised cardholder limits to remain unchanged.

2. Petty cash: To meet the demands of small purchases the Committee recommendation is:

That:

1. **The Petty Cash Recoup limit be increased from \$200 to \$300.**
2. **The single cash purchase approval be increased from \$20 to \$50 per transaction.**

3. Term Deposit: The Committee reviewed the Term Deposit rates on offer on day of meeting and recommended that we keep our funds with ANZ. The following endorsement is therefore sought:

That PHCC open an ANZ Business Term Deposit Account to invest \$1,000,000 for a 6 month period at a rate of 2.5%.

The Committee also discussed the CEO's request that a PayPal account be opened in order to facilitate the sale of merchandise (including eventually other items such as event tickets) through our website. The upgrade to our website will be implemented shortly. A new bank account to be opened to link for PayPal use only. The item for endorsement is:

1. **That a new bank account be opened to link for PayPal use only.**
2. **That the Finance Manager be approved to make an online application, on behalf of the PHCC, to open a PayPal account for the purpose of the sale of PHCC merchandise online.**

The F16-17 Organisation Audit for year ending 30 June 2017 will be conducted by AMD Chartered Accountants on-site with a date to be confirmed for the cost of \$4,950 + GST as per quote received.

Project Funding:

1. 9000 – NLP: 2nd payment of \$389,390 received on 22/11/16. A number of grants to "Our Community" from across all 3 NLP Activities have been approved and Milestone payments are currently being released as signed documents have been received.
2. 8000 – R2R – 2nd payment of \$155,479 received on 4/11/16. Thelma and Karen are tracking the expenditure closely as the project moves into the final stage of this 4 year \$3.89M project.
3. 7100 – Science Advisor - \$10,000 received from CoM. Still waiting on DRD payment of \$100,000.
4. 5200 – REI – Tax Invoice for \$900,000 sent to DoW, payment pending.
5. 7400 – CCGL15427 – Peoples & Wetlands – Tax Invoice for 1st payment \$50,000 sent to State NRM.

Bank Statement Balance as at 30th November 2016

ANZ Corporate Online Saver Account	\$216,439.56
Westpac Term Deposit	\$601,099.48
ANZ Project Online Saver Account	\$3,256,718.90
ANZ Project Cheque Account	\$68,787.20
Petty Cash	\$121.50
Merchandise	\$50.00
ANZ Visa Card	-\$4,462.25
Total Cash at Hand:	\$ 4,139,097.98

To close my report, I would like to announce that PHCC has reached a historical milestone in its short life - something which has rewarded our constant attention to good fiscal management:

“As at 30th November 2016, PHCC’s equity ticked over the \$1,000,000 mark!”

We are only 5 months into the financial year and we expect the equity to reduce as we close in on 30th June, however, it has happened! To show you our journey in the last 5 years, the Balance Sheet Report gives you a comparison of where we were at in November 2011 to date - a wonderful achievement on which to end 2016. Thanks to Karen and the rest of the team for this outstanding result.

Balance Sheet			
As of November 2016			
	30/11/2016	30/11/2015	30/11/2011
	Current	1 Year	5 Years
Total Assets	\$5,289,324.13	\$3,265,072.70	\$1,539,797.20
Total Liabilities	\$4,285,830.41	\$2,371,986.11	\$1,239,928.16
Total Equity	\$1,003,493.72	\$893,086.59	\$299,869.04

Marilyn Gray, Treasurer

Jan asked if Bendigo Bank had been approached for term deposit interest rates. Marilyn said that she hadn’t this time, but had previously and they were not able to match ANZ’s rates.

Jane expressed her appreciation to Marilyn for her efforts as Treasurer. Andy endorsed Jane’s comments.

Moved: Bob Pond Seconded: Jan Star

1. That the Treasurer’s report and November financial statements be endorsed.

2. That the items below be adopted enbloc:

2.1. Credit Card:

That the following individual cardholder monthly limits to be changed:

- 2.1.1. Kim Wilson [Program Manager] – reduce \$5000/month to \$2,000/month**
- 2.1.2. Patricia Sutton [Office Manager] – increase \$2,000/month to 4,000/month**
- 2.1.3. Julie MacMile [NLP CE Coordinator] – New Cardholder with limit \$1000/month.**

2.2. Petty cash:

That:

- 2.2.1. The Petty Cash Recoup limit be increased from \$200 to \$300**
- 2.2.2. The single cash purchase approval be increased from \$20 to \$50 per transaction.**

2.3. Term Deposit:

That PHCC open an ANZ Business Term Deposit Account to invest \$1,000,000 for a 6 month period at a rate of 2.5%.

2.4. Paypal:

That:

- 2.4.1. A new bank account be opened to link for PayPal use only**
- 2.4.2. The Finance Manager be approved to make an online application, on behalf of the PHCC, to open a PayPal account for the purpose of the sale of PHCC merchandise online.**

CARRIED

The meeting broke for morning tea from 10.10 until 10.30

10. Science Update : Steve Fisher, Science Advisor

Steve Fisher gave a presentation ([attached to these Minutes](#)).

[Paddi Creevey arrived at 10.35am during this presentation]

Building Research Networks

1. *Measuring impacts of the Waroona and Yarloop bushfires on water quality in the Harvey Basin*
 - *Finalised the Sampling and Analysis Plan to investigate the effects of bushfire on the water quality in the Harvey River Basin collaboratively with the research team (Department of Water, Harvey River Restoration Taskforce, Edith Cowan University and Melbourne University)*
 - *On 16 November, the research team ground-truthed the selected sampling sites and collected samples from four fire-impacted sites and one reference site from outside of the fire scar. Water quality variables included in-situ measurements of dissolved oxygen, pH, salinity, turbidity and laboratory measurement of nutrients, suspended solids and markers for fire-retardant foams*
 - *The research team will meet on 15 December to review the results of the chemical analysis (if available) and discuss next steps.*
 - *Two other components of the project i.e. Erosion and Loss of Riparian Vegetation and Impacts of Fire Retardant Foams are on track. The other component, Impacts on Aquatic Biota have only been assessed with for fire-retardant foams through an ecotoxicity trial.*

2. *Australian Research Council (ARC)-Linkage project: Balancing estuarine and societal health in a changing environment*
 - *I met with Brett Brenchley, Veronique Largier (City of Mandurah), Craig Perry (Peron Naturaliste Partnership [PNP]), Fiona Valesini (Murdoch University), Matt Hipsey (University of WA [UWA]), and Nancy Haddaden (UWA) on 4 November to discuss how the Coastal Values: Community Perspectives project being undertaken by the City of Mandurah and PNP might align with the social science investigations for the Peel Harvey estuary.*
 - *The PNP project focusses on assessing what the community values on the coast through a series of public meetings, guided workshops, questionnaires and surveys to be held in 2017, and how these values will be impacted by climate change. Three beach-scale sites have been chosen: Pelican Point (City of Bunbury); Dunsborough Foreshore (City of Busselton) and Safety Bay (City of Rockingham)*
 - *The ARC-Linkage project aims to quantify the value of ecosystem services delivered by the Peel-Harvey Estuary and how these might be threatened by changes in the estuary system. Both the timing (commencing in early 2017) and methodology seem to align with the PNP project, so the projects will work in parallel to each other, sharing resources and information where possible*
 - *The ARC-Linkage project also involves scenario planning for different future ecological outcomes for the estuary similar to the CRC for Water Sensitive Cities Scenario Planning exercises.*

3. *Conservation Council of WA (CCWA)*
 - *Nic Dunlop (CCWA) has submitted a paper to Marine Ornithology “Local movements, foraging patterns and heavy metals exposure in Caspian Terns breeding on Penguin Island, South Western Australia.” In this study:*
 - *high concentrations of heavy metals, in particular mercury, were measured in the tail feathers of banded birds sampled at Penguin Island. He also observed that the diet of these Caspian Terns consists mainly of sea mullet, yellow fin whiting and Perth herring.*

- Seventy three of the 74 subsequent sightings of banded birds were made in the Peel Inlet, with 72 of these at Coodanup. The Peel Inlet therefore provides habitat (including food) for the Caspian Terns. The next step in this study is to determine the source of mercury through investigation of mercury concentrations in the diet of the birds, including in the Peel Inlet.
- Chris Hallett (Murdoch University) has collected specimens of sea mullet from around the area in Peel Inlet where Caspian Terns forage
- I've made enquiries with the Chemistry Centre of WA and Department of Health to identify subsidies and funding for determining the concentration of mercury in sea mullet and passed the information on to Nic Dunlop. To date he has not been successful in obtaining funds.
- A concerted effort is needed to bring together the Conservation Council WA, Department of Fisheries WA, Department of Health, Recfishwest and the Mandurah Licensed Fishermen's Association to design both a communications strategy and a sampling and analysis plan. PHCC does not have to play a role in this, but I recommend that we should follow this opportunity to learn more about the health of the estuary under the guise of the Marine Stewardship Council (MSC) Certification of the sea-mullet fishery.

4. Peel Waterways Institute (Stage 1)

- The vision for the Peel Waterways Institute (Stage 1) is to establish a headquarters with modest buildings and infrastructure that serves the immediate needs of current researchers, scientists and students in the Peel Region. Subsequent stages of the institute will use existing facilities in the region as appropriate.
- On 25 October I met with Kim Savins (Principal, John Tonkin College) to discuss the potential for collaboration at their Maritime Centre at the Dawesville Channel. She was very supportive and encouraged further discussion in how the college could support and be involved in the PWI. The next step is to host a workshop with John Tonkin College, university research groups and others (C.Y. O'Connor Foundation, Mandurah TAFE and Murdoch University) to formally canvass the priorities for each of the stakeholders so we can get a clearer picture of what the institute might look like.

5. The University of Western Australia Law School / Cooperative Research Centre for Water Sensitive Cities

- I provided comments on the report "Legal Duties for Restoration of Waterways & Wetlands- a Western Australian Analysis and Case Study" by Jeanette Jensen and Alex Gardner (on 18 October). This is a more detailed written account of the presentation Jeanette made to the PHCC General Meeting in April 2016 examining the legal obligations by Government to maintain environmental flows to the Peel-Yalgorup Ramsar wetlands. In summary, there are no enforceable legal obligations under the current acts.

6. Other opportunities

- attended Murdoch University and Peel CCI Business after hours event (26 October) and celebration for Murdoch University Research Supporters (27 October)
- attended the Sustainable Schools WA Peel Region Network meeting (9 November)
- attended the South West Celebration (SWCC) in Margaret River (10 & 11 November)
- assisted the PNP in assessing applications for the Regional Coastal Monitoring Project (18 November)

Advice (Integrating Science into PHCC Projects)

7. Proposed buy-out of commercial fishing licences in the Peel-Harvey Estuary

- I prepared a paper on November 9 making the recommendation to not support the proposal by Zak Kirkup to buy-out licences from commercial fishers in response to the increased catch of yellow fin whiting, and the apparent increase in catch of blue swimmer crabs from the Peel-Harvey Estuary by commercial fishers. In summary:
 - The MSC certification depends largely on the success of harvest strategies for sea mullet and blue swimmer crabs in controlling the catch of the target species, other retained species and by-catch (i.e. non-retained species)

- *Yellow fin whiting is a retained species from the netting methods targeting sea mullet certified by the MSC and so there are control rules specified for this species in the harvest strategy*
 - *The call for a buy-out of licences is premature. Instead, the Harvest Strategies for both yellow fin whiting and blue swimmer crabs, which call for investigations into why the catches are outside acceptable limits, should be allowed to take effect as a first step.*
 - *Reliable statistics upon which the assessment of the sustainability of both the sea mullet and blue swimmer crab stocks are based are supplied by the commercial fishers. A buy-out of commercial licences would remove this vital source of information.*
8. *Regional Estuaries Initiative (REI): Peel Main Drain – offline water treatment*
- *I assisted Kelly Lavell (Healthy Waterways Program manager) by analysing the water quality data collected from the first two sampling events at 19 sites on 12 and 24 October 2016 to establish a baseline of water quality for the site.*
 - *Water quality variables included the nutrients nitrogen, phosphorus and organic carbon; metals; suspended solids and in-situ measurements of pH, salinity, dissolved oxygen and turbidity. In summary, the water quality in the Peel Main Drain in the first two sampling events was comparable to the quality of water in the wetland.*
 - *The concentrations of the heavy metals aluminium, cobalt, copper and iron, exceeded the trigger values (ANZECC & ARMCANZ Guidelines, 2001) for freshwater aquatic ecosystems in most samples collected from the wetland.*
 - *Revised the Sampling and Analysis Plan accordingly for the third sampling event on 8 December to now include 11 sites. Sampling will continue throughout the summer based on the availability of water*
 - *Organised a fly over of the site on 6 December to compare and contrast the condition of the site with the earlier flyover on 26 June, and to coincide with the Smoking Ceremony.*
 - *Attended the meeting of the REI Peel Drainage Projects Technical Working Group on 31 October to discuss progress and learnings from the Peel main Drain project and the DoW-led projects investigating the effectiveness of soil amendments and clays in removing nutrients from drainage water at Gull Road Drain and Punrak Drain.*
 - *On 28 November, accompanied Kelly Lavell and Bob Pond and Ben Marillier (Department of Water) to a meeting with Suzanne Brown and James Wegner (Water Corporation) to describe the Peel Main Drain project and determine what information Water Corporation need from PHCC to progress.*
9. *Lake McLarty TAG Recovery Team*
- *With Jo Garvey, represented PHCC at the meeting of the Technical Advisory Group on 24 November, the first meeting of this group (formerly known as the Lake McLarty Working group) since November 2015.*
 - *Jo presented on the intent of a Draft Action Plan for the Lake McLarty Nature Reserve that she prepared with Andrew Del Marco.*
 - *Peter Muirden (formerly Department of Water) reported on his understanding of the hydrology of the site that he has pieced together from analysis of existing data.*
10. *Water Corporation Partner Agreement*
- *With Jane O’Malley and Andrew Del Marco, met with Suzanne Brown and Jason Mackay (Drainage and Liveability Section) on 27 October to discuss and devise a partnering agreement aimed at getting better environmental outcomes from drainage operations.*
11. *Other*
- *Drainage Intervention workshop (Department of Premier and Cabinet): I met with Department of Premier and Cabinet, Department of Parks and Wildlife, Department of Water on 9 November with the intent of discussing a process to identify future drainage projects with the potential to deliver the commitments from the Green Growth Plan. The intent was not met.*

Science Communications

12. *Annual progress report to the Department of Regional Development for the 2015/16 Financial Year: Employment of a Senior Scientist to provide science leadership and better integrate science into the management of the Peel-Harvey Catchment*

- *I submitted the annual report showing progress against milestones for the project on 8 November. The report was accepted on 21 November by DRD as having met the reporting requirements for the 2015/16 year.*

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

- *In collaboration with Fiona Valesini (Murdoch University), I made a presentation to City of Mandurah Council on 22 November to explain the objectives of the project; the progress to date; the management questions the project will help to answer; and how the project complements other research and science initiatives in the Peel region. These initiatives include:*

- *The Regional Estuaries Initiative*
- *MSC Certification of the Peel-Harvey Estuarine Fishery*
- *Dolphin Population Assessment (Murdoch University)*
- *Estuary Guardians Citizen Science (John Tonkin College)*
- *Coastal Values: Community Perspectives (City of Mandurah, PNP)*
- *Bird surveys (e.g. Caspian Terns, Conservation Council WA)*
- *Transform Peel - Peel Waterways Initiative (Peel Development Corporation [PDC])*
- *Green Growth Plan / SAPP (Department of Premier and Cabinet)*
- *Peel Waterways Institute (Stage 1, PDC, PHCC, Peel Regional Leaders' Forum)*

14. *Peel Waterways Institute*

- *On 17 November I produced a two-page document describing the contemporary vision for the PWI consistent with the \$1.8M costing included in the PRLF Peel Regional Strategic Priorities Plan 2016-2020.*
 - *John Lambrecht (Regional Development Australia) took this document to Canberra for his audience with the Federal Government.*
 - *I also discussed with state politicians Dave Kelly (Shadow Minister for Water, Fisheries, Youth) and Sally Talbot (MLC) on 29 November*

15. *Other*

- *Engaged with Greenfields Primary School students, teachers and parents on their excursion to the Serpentine River (24 October)*
- *Engaged with Year 8 students at Santa Maria College (Attadale) as a guest speaker to inspire them to be passionate advocates for the environment, especially healthy waterways (22 November).*

Steve Fisher

Science Advisor

11. Noongar Participation Plan

Jane provided a short presentation and background on the preparation of the PHCC's Noongar Participation Plan (which was provided with the Agenda). She thanked Thelma for her assistance in preparing this Plan.

Caroline said the Plan and associated protocols and procedures were comprehensive, clear and concise with a consistent approach. Bob endorsed Caroline's comments.

Paddi agreed and said it was excellent that we have built up relationships to this stage. She supports some flexibility for the CEO to make modifications as we are not always dealing with just one group.

Jane said it was important to note that subsequent to the detailed consultation across the catchment, Thelma had arranged for the Draft Plan to be reviewed by Geri Hayden (a community representative of Hotham-Williams Noongar Elders) who made some minor changes and was very happy with it. Robert Reynolds from DAA also peer reviewed the Draft.

Craig agreed with the paragraphs on Cultural Heritage and Values and said there could be a little more detail so that there could be a greater appreciation of some of our significant sites. Jane responded that it would be good for us to look at how this was done and that we might aspire to sharing some of the stories in future versions

Mike said the SWCC guidelines were very useful. Thelma said the SWCC document was used as a reference and the matrix would probably sit behind this rather than in it. The matrix is good and DAA strongly support it.

Jan asked if we were recording stories and information that we were collecting along the way. We don't want to lose any valuable information. Jane said it is identified in our NRM strategy and is a good suggestion.

Jan asked if every project had a notice to every language group. Thelma advised that we would consult with Elders as per the Plan, Protocols and Procedures. In the flow chart a guideline states that the consultation process requires that we record outcomes of meetings, unless requested not to, which sometimes happens.

Moved: Caroline Knight Seconded: Paddi Creevey

That members endorse:

- 1. *The final Noongar Participation Plan (public summary document)***
- 2. *The Protocols/Procedures including:***
 - ***Working on Country, Consultation and Engagement***
 - ***Welcome to Country***
 - ***Acknowledgement of Country***
 - ***Fee structure***
- 3. *The Noongar Steering Committee delegated to approve minor modifications to the Noongar Participation Plan***
- 4. *The CEO be delegated to approve ongoing modifications to Protocols/Procedures.***

CARRIED

12 Agency Reports

12.1 Craig Olejnik, DPaW

- Attended the Lake McLarty TAG meeting and reported on the information gathered over six months
- Prescribed burning: DPaW has worked hard on over 60ha of prescribed burns in the Swan Region in the spring, including Dwellingup, Tims Thicket and Melros
- Yalgorup National Park: Counting visitors to the beach. There have been 200,000 movements which is a significant impact on the dunes. They are working with the City of Mandurah on a joint brochure and a joint signage plan with key messages about looking after the environment and driving on the beach
- Starting surveys this week on Ring-tailed Possums in the National Park
- Baiting (for foxes) extended into the Sarich property at Yalgorup and investigating incorporating cat baiting
- Partnerships with PHCC: Lowlands R2R project is coming to an end with some more fencing and dieback control to complete. Lowlands is a better place for the work done.
- New projects: Austin Bay, Watkins Road (fencing and weed control), Roberts Bay (putting in stock bores to stop salt water intrusion)
- The Wheeler air field is operational, and can be used in any conditions, but waiting for the ground to dry out before building a cross runway. Dam and pump upgraded. Alcoa and local governments have also contributed. As a district there have been 20 fires less than this time last year, which is due to late rain, however there is quite a lot of fuel and there will still be bad days in summer.

[John Erren arrived at 11.15am]

12.2 Cale Luxton, DoP Peel (observer)

Nothing to report.

12.3 Bob Pond, DoW

- Reported that Waterways Conservation Act licenses for the Mandurah Bridge Replacement and the Eastern Foreshore Redevelopment projects were proceeding well with no issues arising.
- Health Warnings had been put in place at Waroona and Drakesbrook Dams after algal blooms were detected, but had since been lifted.
- Agreements between the DoW and the PDC had been signed off for the Peel Integrated Water Initiative PIWI, which is part of the suite of Transform Peel Projects. The DoW was also working in partnership with the Shire of Murray on the Managed Aquifer Recharge project, which would be assessing the suitability of the Catamarra Aquifer for active recharging. Andrew Ellett has been employed by the Department for the PIWI projects and he brings considerable project management experience to the role.
- The Department was still working on its Business Transformation Project, but was expected to be delayed due to the upcoming State election.
- Brett Dunn has taken a 12 month secondment to the PDC.
- Leon Brouwer and Carey Johnston gave a stakeholder presentation regarding surface and groundwater analysis of issues around the Elliot Rd wetlands and the MZI Keysbrook Mineral Sand project. A similar briefing to the PHCC could be arranged if desired.

12.4 Andrew Ward, PDC

- The Peel Tourism Economic Development Infrastructure Strategy launch was yesterday (follow this link : <http://www.peel.wa.gov.au/wp-content/uploads/2016/12/FINAL-Peel-TEDIS-Strategy-LR.pdf>.) There are six main themes: Trail Hubs, Trail Networks, Accommodation Nodes, Waterway Adventures, Event Tourism and Hospitality Innovation and Mixed Adventures. Andrew said that the Strategy looks at 40 projects that have potential to add value to the region and there needs to be stakeholder engagement. MAPTO is a significant player in the region. He can talk to PHCC in greater detail.
- The Transform Peel program Stage 2 is starting to get some investment opportunities ([flyer attached](#))
- The Peel Development Commission hosted a delegation from Singapore – the Singapore Centre for Innovation in Productivity and Technology (SCRIPT) who are collaborating with Murdoch University in Singapore. PDC is engaging SCRIPT to look at smart urban farming in the Peel. ([presentation attached to minutes](#))
- Mandurah has been identified as a Regional Centre for Development in the \$8.5m Stage Two of the State Government's plan. The Peel Development Commission would encourage PHCC to take part and be involved in this program. It is being led by the City of Mandurah in conjunction with the Shire of Murray and the Peel Development Commission. More information to come in early 2017
- RGS and CCF grants have been evaluated, endorsed by the PDC board and are now with the Minister's office. Hoping for an announcement in the next few weeks.

Jane said, through the Green Growth Plan, there is a draft commitment for the implementation of an estuary access plan that would fit with trails. She asked how could it be collaboratively looked at so it would value add to Future trail proposals.

12.5 Member's Updates

- Darralyn Ebsary reported that there had been a numbat release at Dryandra which was very successful. She attended a workshop about women producing food in the Peel which was very interesting.
- Caroline Knight mentioned the KPMG Magnet City report which echoes clarity of identity. It is worth a read at this link <https://assets.kpmg.com/content/dam/kpmg/pdf/2015/03/magnet-cities.pdf>
- Mike Schultz said on reflection it's been a fabulous year with a great deal of enjoyment in being involved in PHCC. He's enjoyed these meetings and going to different areas of the region and seeing the range of diversity

within the Catchment. He has sat on approximately six different groups that looked at projects. He commended the staff involvement and the quality of the information provided.

- Paddi Creevey said there have been some terrific achievements this year. The REI smoking ceremony embodied so much. There has been some ground-breaking work done with our partners.

She said Mark Newman should be invited to present at the February Strategic Meeting as it is crucial that PHCC contributes to the Regional Centres Development Plan which the City of Mandurah is participating in. Dean Unsworth (Shire of Murray) should also be invited.

ACTION: Invite Mark Newman and Dean Unsworth to the February Strategic Meeting to present and discuss the Regional Centres Development Plan.

RDA is wanting to facilitate the development of, for example, a knowledge council. We are the only region in the State to not have one. The idea of a knowledge hub is two-fold – to set a strategic direction and to raise the aspiration of young people in this region.

Given that the Green Growth Plan and SAPPR are coming together is going to be more important. Paddi congratulated Jane on her ability to maintain positive input and decorum in dealing with the frustrating process over the years. That credibility will pay off.

- Jan Star said it has been a great journey. This year has captured it all. Marilyn agreed and offered congratulations to all.
- John Erren apologised for his lack of attendance at meetings this year, but made a commitment to attend in the future. There is a lot happening at the Shire of Serpentine Jarrahdale. The Shire is very much part of the Peel region, although quite frequently forgotten. It has the second largest population in the region. Ken Donohoe (who has a NRM background and comes from the Peel region) is the new CEO at the Shire and will commence in February. John will suggest that Ken attends the PHCC February meeting
- Jane said she was hoping that an agreement with Water Corporation to be a drainage partner would be completed soon. It was suggested that Water Corporation be invited to be a member of PHCC, however under the Constitution they cannot, as they are a corporation. They can be invited to be an observer. Bob added that from a direct partnership point of view on drainage, this would be very appropriate.

Moved: Bob Pond Seconded: Marilyn Gray

That Water Corporation be invited to be an observer on the Peel-Harvey Catchment Council.

CARRIED

ACTION: Invite Water Corporation to be an observer on the Peel-Harvey Catchment Council.

Jane thanked the members and staff for their contributions throughout the year.

Andy said he hoped he was improving in his role as Chairman. The board support and engagement with partners were fantastic. Staff are so important with the critical link being Jane, the CEO. The work could not be done without her.

The meeting closed at 1200

Chairman

Date

Summary of actions from previous meetings:

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

Summary of actions from meeting of 15 December 2016:

No.	DETAILS	RESP.	COMPLETE
1.	<p>Item 6 Chairman's Report [15 December 2016]</p> <p>Add to February 2017 Strategic Meeting agenda to discuss opportunities when direct flights from London to Perth commence in 2018</p>	Jane O'Malley	
2.	<p>Item 6 Chairman's Report [15 December 2016]</p> <p>PHCC to consider providing comment on the Perth and Peel Master Bike Plan.</p>	Jane O'Malley	
3.	<p>Item 6 Chairman's Report [15 December 2016]</p> <p>Seek an opportunity for Marilyn Gray to present to the Peel CCI</p>	Jane O'Malley (Marilyn to present)	
4.	<p>Item 8 CEO Report [15 December 2016]</p> <p>The Community Engagement Steering Committee to consider co-opting a member of the community as a representative on that Committee</p>	Julie MacMile	
5.	<p>Item 12.5 Members' Reports [15 December 2016]</p>	Jane O'Malley	

	Invite Water Corporation to be an observer on the Peel-Harvey Catchment Council		
6.	Item 12.5 Members' Reports [15 December 2016] Invite Mark Newman and Dean Unsworth to the February Strategic Meeting to present and discuss the Regional Centres Development Plan	Jane O'Malley	