

MINUTES OF PHCC GENERAL MEETING

Held on Thursday 16 August 2018
at Boddington RSL Hall, cnr George Street & Hotham Avenue, Boddington



The Chairman opened the meeting at 09.05am

1. Attendance

Present:

Jan Star AM	Acting Chairman
Marilyn Gray	Treasurer
Bob Pond	Executive Committee (DWER)
Darralyn Ebsary	Community Member
Sue Fyfe	Community Member [until 10.30am]
Michael Schultz	Community Member
Mark Cugley	DBCA
Rob Summers	DPIRD
Cr Eliza Dowling	Local Govt Member (Inland) [from 9.10am]

In Attendance:

Kim Wilson	Acting Chief Executive Officer
Steve Fisher	Science Advisor
Melanie Durack	Program Manager Hotham-Williams
Patricia Sutton	Manager Corporate Services (Minutes)
Christine Townsend	Hotham-Williams Project Support
Liam Mulcahy	Greening Australia [from 9.05am to 9.55am]

Apologies:

Andy Gulliver	Chairman (Leave of Absence)
Paddi Creevey OAM	Secretary
Jane O'Malley	Chief Executive Officer
Andrew Ward	PDC
Cr Caroline Knight	Local Govt Member (Coastal)
Cr Stephen Lee	Local Govt Member Proxy (Coastal)
Cr David Smart	Local Govt Member Proxy (Inland)
Suzanne Brown	Water Corporation (Observer)
Scott Haine	DPLH Peel (Observer)

Absent:

Howard Mitchell	Community Member
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2. Declarations of Interest

Nil

3. Confirmation of Minutes of Meeting held on 21 June 2018

Moved: Mike Schultz

Seconded: Marilyn Gray

That the Minutes of the meeting held on 21 June 2018 be confirmed as a true and correct record of the meeting.

CARRIED

4. Business Arising from Previous Minutes

Summary of actions from previous meetings:

No.	DETAILS	RESP.	COMPLETE
1.	<p>Item 6 Chairman's Report [15 December 2016]</p> <p><i>Seek an opportunity for Marilyn Gray to present to the Peel CCI</i></p> <p><i>19 Oct 2017: Marilyn reported that an opportunity for PHCC to host a Business After Hours at Peel CCI had been pencilled in for May 2018.</i></p> <p><i>Deferred to later in 2018 – possibly October/November.</i></p>	Marilyn Gray	IN PROGRESS
2.	<p>Item 11 Ratification of Project and Steering Committees [15 Feb 2018]</p> <p><i>Defer the ratification of Project and Steering Committees until the commencement of NLP2 projects.</i></p> <p><i>To be presented at June meeting</i></p>	Jane O'Malley	PENDING endorsement at August Meeting
3.	<p>Item 7.2 Agency and Member Reports [19 April 2018]</p> <p><i>ACTION: Luke Rogers to provide a report at the next meeting on the progress of feral pig control.</i></p> <p><i>Jane provided a presentation at the 21 June 2018 meeting</i></p>	Luke Rogers / Jane O'Malley	COMPLETE
4.	<p>Item 7.4 Agency and Member Reports [19 April 2018]</p> <p><i>ACTION: Request Eric Lumsden or Department of Planning, Lands and Heritage Peel representative to give a briefing to the Board on future planning proposals.</i></p>	Jane O'Malley	PENDING
5.	<p>Item 13 CEO Report [19 April 2018]</p> <p><i>ACTION: Jane to:</i></p> <p><i>a) prepare a paper on behalf of the PHCC outlining our asks of the Government in response to their suspension of the SAPPR process to accompany a public statement, to be endorsed by the Executive Group prior to distribution; and</i></p> <p><i>b) continue meetings across government and industry to try to influence a commitment to implementation of priority SAPPR outcomes.</i></p> <p><i>Update:</i></p> <ul style="list-style-type: none"><i>Correspondence has been sent to Ministers Dawson, Kelly, Saffioti and MacTiernan; Darren Forster, David Templeman, Robyn Clarke, Senator Pratt, Andrew Hastie and Dr Sally Talbot.</i>	Jane O'Malley	IN PROGRESS

	<ul style="list-style-type: none"> • Responses received from Minister Kelly and Minister Dawson with instructions to contact Minister Dawson's Policy Advisors. A meeting is being arranged. • SAPP Review Committee has been established - http://peel-harvey.org.au/?page_id=5391 		
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Summary of Actions and Resolutions from meeting held on 21 June 2018

No.	DETAILS	RESP.	COMPLETE
1.	Item 4 Business Arising [21 June 2018] Feral Pig Control <i>Jane to contact John Savell of Department of Communities to discuss the management of feral pigs on the Keralup Landholding. DBCA to be invited to be involved in discussions.</i>	Jane O'Malley	In progress

[Item 4 Business Arising, 21 June 2018]

Mark Cugley advised that a meeting to discuss feral pig management at Keralup and across the region was being arranged for 13 September.

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: Mike Schultz

Seconded: Mark Cugley

That Correspondence In and Correspondence Out be accepted.

CARRIED

Late item noted: Email from Australian Government advising of public announcement of the Regional Land Partnerships via media release on 14 August 2018.

6. Agency and Member Updates

6.1 Rob Summers – DPIRD

Rob presented his report and noted that he had been on leave for most of the period:

Assessment of Equine Stocking rate

- Reviewed the total nutrient output of horses relying on imported feed as part of the Peel Equine Strategy. Some issues have been found with the DoW (now DWER) Water Quality Protection Note 13 which appears to have significantly understated the output from horses.
- Currently working with DWER to check this.

Regional Estuaries Initiative (REI) soil sampling

- Expressions of interest for soil sampling has closed and selections of participants have been made.
- Surveying of the new participants will be going ahead, Megan Leroy will be visiting the farmers and collecting the details of their nutrient management prior to the soil sampling season beginning.
- Megan has also contacted landholders who were soil tested this year to alert them to free plant tissue testing which is coming up in spring.
- The fertiliser demonstrations are growing well and preparations for a field day are going ahead.

[9.10am Cr Eliza Dowling arrived at the meeting during this report]

6.2 Mark Cugley – DBCA

- The significant rainfall that has been occurring during the winter of 2018 in the Lake McLarty and Lake Mealup catchments has resulted in the highest water levels in those systems for over ten years
- The DBCA is in the process of purchasing the property that abuts the South East corner of Lake McLarty Nature Reserve. It is through this 7.2ha property that water flows into Lake McLarty and its purchase will help safeguard existing flows and provide an opportunity to improve water quality
- Thank you to PHCC for the grant application that it submitted to the State NRM Program. It was a lot of work and is really appreciated by DBCA staff
- We have employed two additional employees for the June – September period to undertake fencing, revegetation, weed mapping and weed control activities in DBCA reserves at Austin Bay Nature Reserve, Kooljerrenup Nature Reserve, Lowlands Nature Reserve, Yalgorup National Park and sites along the Serpentine River
- Jamie Wright has been employed to help backfill Paul Tholen's position providing coordination to local issues on DBCA reserves and other conservation areas, local government, community and other key stakeholders
- Met with Tom Lerner from Shire of Murray on roads and reserves in the Shire. We are working through how some road reserves that have never eventuated and will never be needed can be consolidated into nature reserves and other DBCA conservation estate within the region.

6.3 Bob Pond - DWER

- There are still two dredging campaigns underway. The Zig Zag channel has had a couple of minor breaches in reporting parameters, but nothing seriously out of range and haven't travelled far from dredge sites. All parameters have been comparable to background level within 250 m of disposal site. Going quite well
- Foreshore works at Nairns are complete. There are still some houseboat issues in the area
- Wilgie Creek – the new pump was installed yesterday
- The regional hydrographers (measurement crews) have been working busily around the Catchment with all the rain. Two sites had their highest measured flows as we were lucky to catch the peaks. Plenty of water around
- Peel Waterways Institute – Bob has an update on the CSIRO water resource assessment work he can distribute (circulated to members 11 September 2018). It is a very technical document but will give an idea of the work being undertaken
- The Myalup water resource expansion document (Arris Report: Investigation of potential water sources for proposed Managed Aquifer Recharge and direct irrigation in the Myalup area; commissioned by DPIRD) has now come across to DWER for comment and response. The premise of the report is that 100% of water (peak winter flows) in Harvey Drain, Mayfield Drain and Meredith Drain are available for abstraction. It is disappointing on several levels – Ramsar was mentioned only once, there was no recognition of conserving wetlands downstream, no recognition of HRRT and no mention of limits of acceptable change in the Harvey Estuary that call for winter salinity targets. There are some issues that should be closely reviewed.

ACTIONS:

- 1. Kim to determine if the Arris report is out for comment and consider providing a submission.**
- 2. Jan to refer Arris report to next Exec meeting to consider a presentation from Rob Summers.**
- 3. Bob to provide Peel Waterways Institute document (CSIRO Water for Regional Development in the Peel Food Zone Stg 2) for circulation.**

6.4 Mike Schultz

- Mike attended a couple of steering committee meetings and good progress is being made
- Attended a meeting with Newmont in Boddington last week, hosted by Mel Durack. He congratulated her on a fine effort and the plans for future partnership with Newmont
- Mike raised whether (in light of the recent US Court findings) there are any repercussions that need to be considered in regard to the use of glyphosate (Roundup) in regard to our engagement of contractors and their safety should be considered.

ACTION: Executive Committee to consider if any action should be taken in regard to any repercussions that should be considered in regard to the use of glyphosate.

6.5 Sue Fyfe

Sue reported that there had been continuing work with the Shire of Murray and the Dwellingup Community Compact in relation to the indefinite deferral of bauxite mining in the Dwellingup area.

6.6 Darralyn Ebsary

- Darralyn also attended the meeting with Newmont
- She welcomed Christine Townsend to PHCC
- The rain has been wonderful with good flushing for very saline systems. There is some water logging and a few concerns about that, but the rain is very welcome.

6.7 Cr Eliza Dowling

- Eliza also attended the meeting with Newmont and reported that Mel did a fantastic job in representing PHCC
- It is also very wet in Cuballing; some concern regarding salinity outbreaks after the dry years where salinity has been static; wettest year since the 1980s
- There are continuing worries with feral pests in the whole upper catchment
- Eliza is involved with equine groups in the upper catchment and there are huge opportunities to work with pony clubs and equine centres to discuss horse stocking rates (see Rob Summers' report Item 6.1).

Marilyn noted a recent media release from Melissa Price (Federal Member for Durack and Assistant Minister for the Environment) regarding Smart Farms grants. All Federal Members were advised of grants given in their areas, but it was up to them to individually decide when to announce them. It was suggested that members call their local Federal MP to ask when they will be releasing information for their area.

7. Science Advisor Update – Steve Fisher

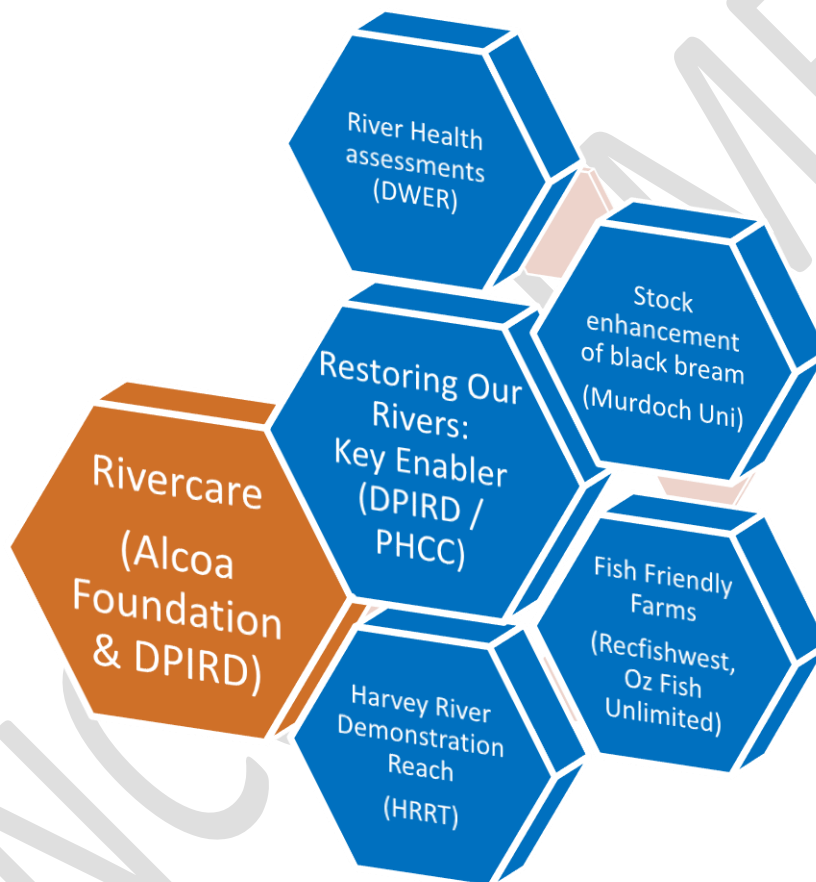
Steve's report was included with the agenda. He added that he had been very busy trying to kick off some of the projects.

Building Research Networks

1. *Program to improve the ecological health of Peel-Harvey waterways to enhance fish habitat (also known as Restoring our Rivers 2017 State Election Commitment) – see Figure 1 below.*
 - a) *Developed a framework for the delivery of these projects and submitted (July 31) to Department of Primary Industries and Regional Development (DPIRD) according to the Financial Assistance Agreement*
 - b) *Met with:*

- Andrew Rowland (CEO Recfishwest) and Andrew Matthews (Senior Program Manager, Ozfish Unlimited) to discuss how best to collaborate on the Fish Friendly Farms component project across both the Restoring the Serpentine River project and the Restoring our Rivers component projects. Ozfish Unlimited is a not-for-profit organisation “dedicated to helping millions of Aussie recreational fishers take control of the health of their rivers, lakes and estuaries and shore up the future of the sport that we all love.” (9 August). Both Recfishwest and Ozfish Unlimited are keen to engage in the project and offer their expertise.
- DPIRD to discuss measurement and evaluation plans to measure the success of the projects against the election commitment to improve the health of the estuary for recreational fishing. (14 August). The River Health Assessments were included as a component project for this purpose.

Figure 1: The 2017 State Election Commitment projects managed by PHCC. Key partners for each project are shown in parentheses



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

b) Jo Garvey and Jesse Rowley attended National Tree day (29 July) to raise awareness in the community about the project and commence engagement with landholders on the Serpentine River. Jo, Jesse, Jordon Garbellini and I also attended the Serpentine-Jarrahdale Community Fair (11 August) to do similarly.

3. Peel Bright Minds: Inspiring a Curious Community

a) Attended the Inaugural Peel Bright Minds ESTEAM awards held 28 June at Contemporary Art Spaces Mandurah CASM) where I won the award for Science Communicator of the Year. The following people with whom we collaborate closely also won awards:

- Barbara Sing and Kim Davies (John Tonkin College Estuary Guardians) joint Citizen Scientist of the Year

- *Lee-Anne Walley (Greenfields Primary School), ESTEAM Champion of the Year*
- b) *Attended the Steering Group meeting on 30 July.*
- c) *Represented Peel Bright Minds (and PHCC, see above) at the Serpentine - Jarrahdale Community Fair (11 August) to raise awareness of Peel Bright Minds mission and activities among the community*
- 4. *Potential ARC Linkage project: Predicting water quality impacts from wildfire and prescription burns*
 - b) *Participated in preparing a proposal to be submitted to the Australian Research Council Predicting water quality impacts from wildfire and prescription burns". The Water Corporation will be the Partner Organisation committing the majority of the funds to the project.*
 - c) *This project stems from the previous Edith Cowan University (ECU) Industry Collaboration Project "Designing water quality monitoring protocols in catchments after severe wildfires: the 2016 Harvey River Basin case study" completed in 2017 in partnership with ECU and DWER.*
 - d) *The proposed research team comprises Prof. Pierre Horwitz (limnology, fire, and water resource management), Dr Dave Blake (GIS, sediment erosion modelling, fire), and Associate Prof Mary Boyce (analytical chemistry) all from Edith Cowan University; Prof. Gary Sheridan and Dr Petter Nyman (University of Melbourne), both of whom have relevant research experience in South Eastern Australia. Partner Investigators are Ms Jacquie Belhouse (water resource management) and Dr Emma Plant (water chemistry), both from Water Corporation and Dr Lachie McCaw (fire impacts, fire management) from DBCA (Parks and Wildlife Services).*
 - e) *PHCC has not committed cash to the project nor have a nominated Partner Investigator on the proposal. If the proposal is successful, we will contribute through stakeholder engagement, facilitating meetings and workshops and providing local knowledge where appropriate in our catchment and so will be engaged in the project.*
- 5. *Other*
 - a) *Collaborated with DWER (Water Science) to provided information to Brett Moloney (DPIRD, Fisheries Research) about monitoring programs for water quality in South West and South Coast estuaries of Western Australian for the National Marine Baselines and Monitoring Working Group Workshop. The workshop, held in Canberra 12 & 13 July, was attended by Brett and was organised by the Australian Institute of Marine Science to progress toward establishing a national framework monitoring and baselines to support the delivery of the National Marine Science Plan.*

Advice (including Integrating Science into PHCC Projects)

1. *National Landcare Program 2 / Regional Land Partnerships (NLP 2)*
 - a) *Planning for the implementation of the Project Design Wetlands and People – A community restoring the Ecological Character of the Peel-Yalgorup Ramsar 482 Wetlands (ongoing throughout July and August), including running recruitment processes for:*
 - *A Wetlands Restoration Officer to deliver the on-ground component of the project, and*
 - *A Coordinator of Science and Management to oversee the science, monitoring, collaborative management and management and evaluation component of the project.*
2. *MZI Resources Keysbrook site visit*
 - a) *Visited the MZI Mineral sands mining and processing site at Keysbrook (26 June). The operations take place on private landholding, mostly used for beef cattle grazing. During mining operations the upper layer of soil (approx. 0.5 to 5 m below ground level) is removed and processed to recover leucoxene, an ore containing titanium and zircon. After separation of the heavy mineral concentrate, the sand and*

clay is returned to the land, presenting opportunities to increase the phosphorus retention characteristics of the topsoil and reform the landscape to reduce nutrient loss.

3. SAPP Review

- a) *Actively participated in the SAPP Review panel visit to the Peel Region hosted by PHCC and PDC on 24 July. The visit included a guided tour of the coastal plain via light aircraft and bus, followed by a presentation and discussion of the challenges we all face in protecting and restoring the natural environment and PHCC's views on the importance of the SAPP to the health of the environment on the Swan Coastal Plain.*
- b) *Met with Mike Rowe (Director General, DWER) with Jane O'Malley and Jan Star on July 30 to discuss reconvening the Peel-Harvey Estuary Management Committee in the context of the review of the SAPP.*

4. Lake McLarty: Technical Advisory Group (TAG) and subgroups; Friends of Lake McLarty

- a) *Worked with Andrew Del Marco to develop an application (submitted 6 August) to the State NRM Program Community Stewardship Grants "Saving Lake McLarty Phase 1: Addressing acidification, hydrology and habitats". The proposal includes funding for on-ground works and project management costs to understand the decline in water levels and mitigate risks of formation and oxidation of acid sulfate materials (approx. \$352K over three years 2019-2021). The proposed works are in accordance with the Lake McLarty Action Plan, developed by PHCC in collaboration with the Friends of Lake McLarty and the Lake McLarty TAG.*

5. Newmont Community Investment

- a) *Met with representatives of Newmont Boddington Gold and Mel Durack at the quarterly meeting on 15 August to discuss the Community Investment Partnership with PHCC, in particular incorporating River Health Assessments as a measurement and evaluation component to measure the effectiveness of restoration activities at investment sites on the Hotham-Williams Rivers.*

Science Communications

6. Oral Presentations:

- a) *"An Introduction to the Peel-Harvey Estuary: Good and Bad News (Part 2)" presented as an after dinner speech to approx. 20 members of the Mandurah Rotary Club at Bendigo Stadium on 25 June*
- b) *"PHCC: Science and Waterways" presented as a 1 hour lecture to approx. 20 members of the University of the 3rd Age on 24 July at the Mandurah Seniors and Community Centre*
- c) *Impromptu presentation to approx. 30 students at Greenfields Primary School on 31 July to inspire them to be curious about their surroundings*
- d) *"The Peel-Harvey Estuary System: Lifeblood of our Region", presented as a breakfast speech to approx. 15 community members as part of the Morning Glory series, hosted by The Makers at Make Place on 6 August.*

7. Written

- a) *The manuscript "Assessment of post-wildfire erosion risks on water quality in southwestern Australia" was submitted to "International Journal of Wildland Fire" on 1 Aug. I am a co-author on this paper with Dave Blake, Pierre Horwitz and Chris Kavazos (Edith Cowan University); Petter Nyman (University of Melbourne); and Helen Nice and Frances D'Souza (DWER). The paper is an outcome from the ECU Industry Collaboration Project "Designing water quality monitoring protocols in catchments after severe wildfires: the 2016 Harvey River Basin case study" completed in 2017.*

8. Other

a) *Interviewed by Charlie Jones (Peel Bright Minds) for a podcast about the Dolphin Watch citizen science initiative.*

8. Endorsement of Terms of Reference of Project/Program Steering Sub-Committees

Moved: Mike Schultz

Seconded: Marilyn Gray

That the Terms of Reference of Project/Program Steering Sub-Committees be endorsed as presented.

CARRIED

9. Endorsement of Project/Program Steering Sub-Committees

Marilyn noted that the Project Management part of Aboriginal Participation was still to be advised.

Moved: Marilyn Gray

Seconded: Sue Fyfe

That the Project/Program Steering Sub-Committees be endorsed as presented.

CARRIED

NB POST MEETING:

Due to an administrative error in the Project/Program Steering and Organisational Sub-Committees schedule presented for endorsement at this meeting, Paddi Creevey was listed on all Project/Program Steering Committees. The revised schedule was emailed to members on 27 August seeking an out of session endorsement of the revised schedule of the Project/Program Steering and Organisational Sub-Committees and members responded with their endorsement. All respondents (13) endorsed the motion.

Moved: Jan Star

Seconded: Marilyn Gray

That the Board endorses:

- 1. The Project/Program Steering Sub-Committees as presented in the revised Project/Program Steering Committees and Organisational Sub-Committees schedule***
- 2. The Organisational Sub-Committees as presented in the revised Project/Program Steering Committees and Organisational Sub-Committees schedule.***

CARRIED

10. Treasurer's Report

Marilyn Gray presented the Treasurer's Report:

The main focus during the months of June and July have been to:

- 1. Finalise the National Landcare Program Project, the State NRM Wetland & Peoples Plan Project and the DRD Science Advisor Project, complete with Financial Statements presented for audit;***
- 2. Preparation of Quarterly reporting requirements for the REI and Peel-Harvey Estuary Projects;***
- 3. Prepare the financial reports for the Organisation Audit that was conducted on August 1 and 2;***
- 4. Carry forward unspent funding for existing projects into the new financial year and preparing annual budgets;***
- 5. Transitioning towards the new Regional Landcare Partnerships program; and***

6. *Reconciling employment budget at 30 June 2018.*

Audits:

1. *I am pleased to report that the Organisation Audit went very smoothly, and the two new Auditors, Jordan and Zara, were pleasantly surprised and extremely impressed with how the annual organisation data was presented to them electronically. I met with Jordan and Zara to answer any concerns that they had with Fraud and Risk Management and Karen, Jane and Pat responded to the day-to-day management processes of the organisation. At the conclusion of the 2 day audit approximately 90% of the scope testing had been performed with the balance being conducted off-site. Karen has had follow up questions during the past two weeks, with nothing of concern. Once again, the audit process has been very comprehensive. The draft Financial Statements for the period ending 30 June 2018 are presented for your perusal and the final Statement will be completed for endorsement at the AGM in October.*

In Summary, the financial position of PHCC as at 30 June 2018 is:

<i>Total Assets:</i>	<i>\$5,668,400.98</i>
<i>Total Liabilities:</i>	<i>\$4,578,891.25</i>
<i>Total Equity:</i>	<i>\$1,089,509.73</i>
<i>Total Profit 17/18:</i>	<i>\$131,321.55</i>

Please note that the \$131,321.55 has been transferred across to the Corporate Online Saver Account.

2. *The NLP, REI, WPP and Science Advisor Projects submitted for final/annual acquittal audits are currently being reviewed and should be finalised by the end of this week. Karen has provided additional supporting documentation as requested by the auditors to allow them to form an opinion that the funding has been expended according to Funding Agreements.*

Other:

1. **Insurances:** *A review of the Organisation's Insurance requirements with Broker Sam Norrish of Nexus Risk Services Pty Ltd was undertaken early July to ensure that we meet our obligations. It was agreed to transfer the vehicle insurance policies over to Nexus Risk Management to manage as they come up for renewal so that all Insurance Policies fall under the one Provider.*
2. **Regional Landcare Partnerships Funding – Core Services:** *The Service Agreement for Core Services was signed on 18 July 2018 for the total funding of \$2,382,737 over a five year period. This equates to the following:*

Core Services General: \$1,732,737 with 1st Year allocation of \$364,553.
Core Services RALF: \$ 650,000 with 1st Year allocation of \$130,000.
Total 1st Year funding \$494,553

There will be six tax invoices issued in arrears during F18-19 as per Schedule 3 accompanied by a signed Statutory Declaration declaring that all works have been performed for that payment period.

Please note that the annual allocation does vary each year with next year funds decreasing by \$51K.

3. **2018-2019 Draft Budget:** *The PHCC Organisation Budget is currently under review and will be formalised at the October Meeting. With the transition, and somewhat current uncertainty, over to the new Project and Staff structure, the extra time allows us time to determine what costs can be offset and allocated through the Salary Model from the various new Project Service Agreements.*

4. **Square Device:** *The Cashless Point of Sales Square Device is up and running after a rigorous set up process. Chairman, Secretary and Treasurer are listed as Authorised persons and Finance Manager authorised to manage the day-to-day transactions. The Square Device will be used as another option for payment when purchasing Merchandise over the counter or at events.*
5. **Vehicle Purchase:** *Executive have approved a budget of up to \$30,000 to purchase a second-hand vehicle for the Hotham-Williams program. The Ford Ranger 2WD has been transferred to Mel Durack in the interim whilst a suitable vehicle can be purchased.*
6. **Petty Cash and Merchandise Floats:** *With the loss of our Administration Officer, the Finance Manager, Karen Henderson, has become the Custodian of the Petty Cash and Merchandise floats. The Manager Corporate Services, Patricia Sutton, will counter-sign end-of-month reporting as applicable.*
7. **Mileage Rate increase:** *We have been advised by the ATO that the Mileage Rate for use of private vehicle for business related travel has increased to 68 cents per kilometre effective 1 July 2018. This applies to both Staff and Member Claims.*

Project Funding:

1. 9000 – NLP: Completed with NIL funds to be returned. Final project acquittal in progress.
2. 6600 – South32 Tunbridge Gully Project: Extension approved for completion date 31 December 2018.
3. 5200 – REI Peel Main Drain: Outstanding Tax Invoice for \$72,727.27 was paid by Water Corporation on 30th July. Annual Project acquittal for 5000 REI Projects with Auditors.
4. 7400 – State NRM Wetlands & Peoples Plan: Completed with Nil funds to be returned. Final project acquittal in progress.
5. 7100 – Science Advisor: Completed with Nil funds to be returned. Final project acquittal in progress.
6. 7890 –HRRT Saving the Marron in the Harvey River: Final payment of \$20,000 received 31/07/2018.
7. 9500 – PH Estuary 1FTE: CoM have approved funding of \$20,000 for F18-19 contribution towards Science Advisor position – to be invoiced once Purchase Order is received.

Bank Statement Balance as at 31 July 2018

ANZ Corporate Online Saver Account	\$522,191.13
Westpac Term Deposit	\$633,140.94
ANZ Project Online Saver Account	\$3,692,801.51
ANZ Project Cheque Account	\$210,997.05
ANZ Transaction Account	\$10.90
Petty Cash	\$257.15
Merchandise	\$150.00
ANZ Visa Card	-\$4,678.47
Total Cash at Hand:	5,054,870.21

The next meeting of the **Finance and Audit Committee** will be held on Monday 17 September at 10:00am. It has been a very busy time these last two months. I congratulate Karen and the rest of the team on the outstanding and comprehensive work that they do, and extend my thanks to them. You all make us very proud, and your work is fundamental to our ongoing good reputation.

Moved: Bob Pond

Seconded: Sue Fyfe

That the July 2018 Financial Reports and the Treasurer's Report be endorsed as presented.

CARRIED

11. Acting Chief Executive Officer's Report

Acting CEO, Kim Wilson, spoke to her report:

1. Staff – Movements, Professional Development and more

- Kim is Acting CEO while Jane is on leave (August 6th to September 11th); thank you to the team for your support these past two weeks (and for the next three!)
- Kim will become Special Projects Officer three days per week when Jane returns.
- Jess Oakley left us on July 20th. Due to insufficient resources the Admin role no longer exists and has been shared across three staff: Pat (Manager Corporate Services), Julie (Coordinator Communications & Graphics) and Karen (Manager Finance and Payroll) and we are asking the whole team to step up also.
- Thelma commenced well-deserved 5 weeks leave on August 8th.
- New staff structure has been in place since July 1st or the relevant start/change-over date up to and including August 2nd as appropriate to existing contracts of employment.
- Recruitment has been underway for three positions: Coordinator, Wetlands Science and Management; Wetlands Restoration Officer; Regional Agricultural Landcare Facilitator (RALF). I'm pleased to announce the RALF will be Paula Pownall, who is commencing this Monday 20 August.
- Sophie Brown, a Workplace Learning student from Mandurah Catholic College continues with us until the end of this school term. She's been assisting in the office and at events.

Professional Development: Summary of Training/Professional Development (May – August 2018):

11/05/2018	Jane O'Malley	Staff	WA State Budget Post Budget Breakfast Briefing	Peel CCI
14/05/2018	Jane O'Malley	Staff	International Workshop - Geotourism and Geoparks	GeoParks WA
1/06/2018	Karen Henderson	Staff	2018 Financial Reporting Update	AMD's
Upcoming:				
31/08/2018	Jordon Garbellini	Staff	DIG 2018 (Dieback Conference)	Dieback Working Group
31/08/2018	Mel Durack	Staff	DIG 2018 (Dieback Conference)	Dieback Working Group

2. Strategic Issues

2.1 National Landcare Program – Round II – Regional Land Partnerships \$450 million 2018- 2023

We signed the Core Services Agreement with the Commonwealth on 19 July 2018 for Regional Landcare partnership for the Peel-Harvey Management Unit; (indicative date was 1 July) (Refer also to Treasurer's report). Received approx. ¼ of the tendered amount.

These were announced by way of a general media release on Tuesday 14 August; we need to seek permission to make announcements.

Relationship Management Plan and Work Health & Safety Plan were required to the Department of the Environment & Energy within four weeks and I submitted these on Thursday 9 August.

Staff are working on a) MERI Plans, b) Project Logics and c) Unit Costings Budgets for four projects of which remain confidential until such time as Work Orders are issued:

All three documents a) b) c) are required prior to MERI Plan sign off. We need sign-off for the Work Orders to be issued, whereby Projects can be announced, once permission is sort and given by the Australian Government, and commence delivery.

Therefore, these are due ASAP but it is a new process. It is especially important that we get them right as 1) it influences bi-monthly cash flow (in arrears on completion of deliverables) and 2) project variations are not encouraged. Especially challenging for the 5 year project.

Thelma has done the bulk of the work drafting up the MERI Plans and seeking AG feedback on the drafts. They are now with Program Managers and myself for finalising. There is a fair bit of work to go but we are closer.

2.2 SAPPR Update – Suspension of SAPPR:

We were invited to meet with the SAPPR Review Panel on Tuesday 24 July. This included a 45min flight over the catchment. We had a beautiful fine morning in a week of storms.

Jane, Kim and Steve provided commentary in each of the three planes. Andrew DelMarco joined the post-flight bus tour (which was cut short due to extended flight time) which visited Austin Cove and the dredge spoil dump at the mouth of South Yunderup Canals entrance channel. We then all met over lunch, Jan joined for last hour. Jane provided a presentation that addressed:

Overview –SAPPR is imperative:

- We must enable the estimated population growth with quality built form that protects our economic basis –our waterways
- The Planning System is failing in WA -for everyone
- Provide certainty to industry
- Protect Matters of National Environmental Significance
- Must have outcomes that improve the current condition (not maintain Status Quo)
- Reforms must meet objectives

Agenda:

- Background and Condition
- Solutions
- Response to Questions

Jane subsequently on 8 August submitted a “draft - Submission: Review of Strategic Assessment of the Perth and Peel Regions (SAPPR)” to the Review Panel. The agreed way forward being that the PHCC’s draft submission to the terms of reference, will be reviewed and a final submission provided, two weeks after meeting with Review Panel in September (when Jane is back from leave). SAPPR are supporting PHCC by scheduling the meeting after 11 September, to allow Jane to attend the meeting. The Panel may also wish to discuss the SAPPR with the PHCC team prior to the September meeting, which will be arranged via our A/CEO Kim Wilson; no indication to date of this meeting.

3. NRMWA CEOs meeting 26 July

There is a new structure with the Regions rotating the Chair and Secretary duties by meeting. Jane chaired and prepared the minutes for the CEO meeting on 26 July. Minutes are on the web site. New co-operative arrangements between regions, e.g. sharing of Plans required for Core Services seems to be working well (Kim’s observation).

4. Peel Regional Investment Blueprint Monitoring and Review process workshop – 2 June 2018

Kim attended the workshop on June 20 on behalf of Jane/PHCC. The purpose of the workshop was to:

Identify a small number of leveraged & collaborative projects capable of contributing to a progressive, prosperous & dynamic Peel Region with a culture of care. In the afternoon attendees broke into 4 “breakout” groups:

1. Environment with a tourism focus (E)
2. Transport (T)
3. Employment and self-sufficiency and unemployment (Empt)
4. Agriculture and food (A&F)

Kim was a member of the Environment with a tourism focus workshop in the afternoon session. Cr Caroline Knight, Sue Fyfe and Leon Brouwer were also in this workshop. The objective of the workshop session was to “Identify at least 1 and up to 3 collaborative projects relating to your topic, which have the potential to make a big difference to Peel as a whole region over the next 5-10 years”. Unfortunately, the session was bogged down by an argument about whether the Trails Hub should be in Serpentine-Jarrahdale or Dwellingup (Shire of Murray). Towards the end of the session Kim had the opportunity to have noted on the butcher’s paper that PHCC saw as priorities:

- Improved infrastructure at the Thrombolite boardwalk
- Peel Regional Park Access Plan (SAPPR commitment)
- Peel Waterways Institute (also in 2019 election asks)

It was decided the “Environment with a tourism focus” group would need to meet again to make progress on the session’s objective. I’m not aware of this group having been reconvened or a meeting date set.

5. PRLF

Steve will attend the PRLF CEO meeting on Monday on my/Jane’s behalf where the Agenda includes further discussion of the 2019 Election Commitment requests. PHCC has provided further detail on:

1. Healthy Waterways Infrastructure Program - \$20 million to establish an infrastructure fund for projects to establish healthy waterways across the Peel-Harvey Catchment.
2. Reducing Salinity in Lake Clifton to protect Thrombolites and ecology of the Lake - \$500,000 to reduce salinity in Lake Clifton
3. Establishment of the Peel Waterways Institute (Stage 1) - \$1.8 million

Another potential Agenda item relates to “individual initiatives on tourism strategies”. If discussed, the three Strategies PHCC tabled at the Blueprint Workshop on June 20 will be presented along with the potential tourism opportunities through “Activating wetlands” at Keralup.

6. Labor Government Election Commitments – via PDC

We received the first instalment of funding for both projects / grants in June 2018 and have completed our annual report for 2017/18 financial year. Since there was no expenditure, we were not required to provide an audited financial statement for either. Also see Science Advisor update.

7. Partnerships / new projects / submitted grant applications –

State NRM applications – closed Monday 6 August midday:

Applicant	Project Name	Period	\$ requested ex GST	Total \$ value:	Key partners
PHCC	Building a new Land4Wildlife community to support regional conservation	15 Months, start date: Feb 2019	\$80,032	\$401,529	DBCA and other 6 WA NRM regions
PHCC	Saving Lake McLarty Phase 1: Addressing	36 months, start date Feb 2019	\$351,859	\$750,681	DBCA, Friends of Lake McLarty, DWER, Birdlife

	<i>acidification, hydrology and habitats</i>				
<i>PHCC as sponsor for HRRT</i>	<i>Community action towards a revitalised and vibrant Harvey River catchment</i>	<i>Nov 18 to June 2021</i>	<i>\$288,545 (Sponsorship fee requested) \$26,231.40</i>	<i>\$578,665</i>	<i>Greening Australia Water Corp Shire of Waroona (office accommodation)</i>

Letters of Commitment/Support

Note that PHCC sent Letters of Commitment to 4 project proponents seeking State NRM funds. The three projects detailed below relate to Regenerative agriculture and were drafted by Andrew DelMarco. The fourth was a letter of support for HRRT's application as PHCC is providing \$170,000 through Election Commitment funds, drafted by Steve Fisher.

1. *SJ Food and Farm Alliance – ON-farm trials (RALF will provide input); approx. 1 year project*
2. *SWCC – Development of the Regenerative Farming Research Strategy (PHCC and all regions get \$\$ to convene a local panel to feed into state strategy); approx 1 year project*
3. *Perth NRM – Regenerative Farmer's network – network coordinated by Perth NRM + conference, funds available to all regions, including PHCC, to hold events over a 3 year period.*

Many thanks to Andrew and Steve for their work on these applications. I provided guidance to HRRT's predominantly in my own time in my role as Deputy Chair of the HRRT Community Panel. I also endeavoured to ensure that PHCC's requirements for sponsorship were met.

8. Shire of Murray Coastal Hazard Risk Management Adaptation Plan

SoM requested PHCC representation on the Technical Working Group for this Plan. Kim Wilson is the initial nominated representative. Given our restricted human resources we will review relevance of participation as things progress. So far I have only been asked to comment on a brief for a tender.

9. Feasibility of establishing a Peel Hub of Southern Dirt (SD)

PHCC has been invited (and is attending) in a number of meetings looking at feasibility of establishing a Peel Hub of Southern Dirt (SD). Andrew DelMarco, Program Manager Land conservation has been facilitating PHCC's role in this concept. He reports progress to date:

Meetings were attended by the Program Manager Land Conservation as follows:

1. *Initial exploratory meeting 5 July 2018, Mundijong. Hosted by Mundijong CRC, at which Tracey Hodgkins CEO of Southern Dirt presented information on Southern Dirt; Rob Summers attended representing DPIRD. Outcome positive. Group agreed to convene another meeting with a broader invitee list, including local governments.*
2. *Briefing to local governments and PDC 27 July 2018 – chaired by Paddi Creevey, attended by reps of most Peel local governments, Tracey Hodgkins presented.*
3. *Informal discussions with Tracey Hodgkins post meeting on 27 July (Andrew Del Marco, Paddi Creevey). Briefed Tracey on PHCC's work in Sustainable Agriculture, and the future role of RALF.*
4. *Next meeting to progress development of a steering group: 17 Aug 2018, Mundijong. Andrew D is scheduled to attend.*
 - i. *Note: Andrew has stressed that a Peel Hub of SD should be farmer/grower driven. PHCC can support this initiative in accordance with our objectives, and the RALF will provide complementary services etc. Important that SD works in with existing groups and programs, and Tracey Hodgkins has stated that this is SD's intent. PHCC needs to be aware of synergies and otherwise with REI Soil testing program etc.*

10. Other highlights and project updates

The team are doing a great job finish NLP1 reporting (due August 24th). Community engagement and Sustainable Agriculture reporting is complete. Natural Assets 90% there. All three will be submitted once NA finished.

Team are working very hard developing new plans etc for Regional Landcare partnership and delivering existing projects such as REI, Alcoa Foundation, Fire recovery etc.

The final report for the State NRM Project managed by Sharon Meredith Supporting People for Wetland Wise Use was submitted on 14 August.

11. PHCC Events (to 16 August 2018) (and/or events PHCC sponsor or presenting)

21/06/2018	Noongar Walk and Talk at Bandicoot Brook
26/06/2018	Demonstration Tour Delivering better drainage - solutions for parks, car parks and infill
26/06/2018	Wandering Lions School Planting Day
30/06/2018	Wandering Lions Community Tree Planting
24/07/2018	Tunbridge Gully Planting Day
29/7/2018	National Tree Day – Frasers Landing, Coodanup
05/08/2018	Light Farming - Restoring Carbon in Agricultural Soils
11/08/2018	SJ Community Fair

Upcoming:
September SHARE

12. 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.

Kim welcomed Christine Townsend who will be assisting Mel Durack one day per week. Kim thanked the team for supporting in her acting role.

Moved: Mike Schultz Seconded: Bob Pond

That the Acting Chief Executive Officer's report be accepted.

CARRIED

12. Acting Chairman's Report

Acting Chairman, Jan Star, spoke to her report:

Firstly – Andy is recovering well but would like a leave of absence for three months until the October meeting to make sure of that recovery. At the Executive meeting we agreed to Marilyn taking over several functions of the Chair including media, local events and helping Jane on some matters, whereas I will focus on external stakeholder meetings, such as NRMWA, Peel Regional Leaders Forum and SAPPR. I am very grateful for her help and advice and for filling the Acting position in June.

The NRM scene in WA has received more attention from the Minister for Agriculture with a State NRM Framework (tabled), and an acknowledgement of neglect of the sector over the past decade. The Minister is keen to work with NRMWA and has specifically asked them to collaborate on regenerative agriculture projects. Perth NRM and SWCC are leading initiatives on developing networks and research trials

respectively with other regions collaborating if they wish. PHCC will submit an application for a Land for Wildlife database project as a joint project. NRMWA is having to reduce its activity with cuts to Regions' budgets, with individual regions taking on more responsibility. Minutes are available on Members Page.

Peel Regional Leaders' Forum are working on Federal election asks with three to be submitted from each member. PHCC's ones are Infrastructure to support healthy waterways (\$20m), Reducing salinity in Lake Clifton (0.5m) and Peel Waterways Institute Stag 1(1.85m). Also discussed were Regional transport, Food Bowl (our RLCF will be involved), tourism and employment.

Kim's report will cover the RLP, which has finally been signed off and announced. We have fared better than most regions in WA though with a drop in income.

Steve, Jane and I met with Mike Rowe (DG of DWER) seeking support for continuation of PHEMC. He was helpful in tying it to the election commitment for an Estuaries Protection Plan. We need to follow up with local members among other things.

I was able to sit in on the last hour or so of the visit of the SAPPR Review Panel. They obviously appreciated the aerial tour of the problem areas (and it was very wet!) and seemed to be very receptive to our concerns. WALN Forum was well attended and interesting topics. The Minister opened it; they are commenting on the State NRM Framework and seeking input for that.

Marilyn has attended various events including the Peel Bright Minds ESTEAM Awards Presentation Evening – congratulations to Steve Fisher on his win as best science communicator!

[Sue Fyfe left the meeting at 10.30am]

Moved: Rob Summers Seconded: Darralyn Ebsary

That the PHCC board ratifies Leave of Absence for Andy Gulliver until the AGM in October 2018

CARRIED

Moved: Darralyn Ebsary Seconded: Eliza Dowling

That the Acting Chair's report be accepted.

CARRIED

The meeting closed at 10.50am

Chairman:

Date:

Summary of Actions and Resolutions from previous meetings:

No.	DETAILS	RESP.	COMPLETE
1.	<p>Item 6 Chairman's Report [15 December 2016]</p> <p><i>Seek an opportunity for Marilyn Gray to present to the Peel CCI</i></p> <p><i>19 Oct 2017: Marilyn reported that an opportunity for PHCC to host a Business After Hours at Peel CCI had been pencilled in for May 2018.</i></p> <p><i>Deferred to later in 2018 – possibly October/November.</i></p>	Marilyn Gray	IN PROGRESS
2.	<p>Item 11 Ratification of Project and Steering Committees [15 Feb 2018]</p> <p><i>Defer the ratification of Project and Steering Committees until the commencement of NLP2 projects.</i></p> <ul style="list-style-type: none"> • <i>To be presented at June meeting</i> • <i>Presented at August meeting (16/8/2018). See Item 3 [16 August Actions]</i> 	Jane O'Malley	COMPLETE
3	<p>Item 7.4 Agency and Member Reports [19 April 2018]</p> <p><i>ACTION: Request Eric Lumsden or Department of Planning, Lands and Heritage Peel representative to give a briefing to the Board on future planning proposals.</i></p>	Jane O'Malley	PENDING
4.	<p>Item 13 CEO Report [19 April 2018]</p> <p><i>ACTION: Jane to:</i></p> <p><i>a) prepare a paper on behalf of the PHCC outlining our asks of the Government in response to their suspension of the SAPPR process to accompany a public statement, to be endorsed by the Executive Group prior to distribution; and</i></p> <p><i>b) continue meetings across government and industry to try to influence a commitment to implementation of priority SAPPR outcomes.</i></p> <p><i>Update:</i></p> <ul style="list-style-type: none"> • <i>Correspondence has been sent to Ministers Dawson, Kelly, Saffioti and MacTiernan; Darren Forster, David Templeman, Robyn Clarke, Senator Pratt, Andrew Hastie and Dr Sally Talbot.</i> • <i>Responses received from Minister Kelly and Minister Dawson with instructions to contact Minister Dawson's Policy Advisors. A meeting is being arranged.</i> • <i>SAPPR Review Committee has been established - http://peel-harvey.org.au/?page_id=5391</i> 	Jane O'Malley	IN PROGRESS
5.	<p>Item 4 Business Arising [21 June 2018]</p> <p>Feral Pig Control</p> <p><i>Jane to contact John Savell of Department of Communities to discuss the management of feral pigs on the Keralup Landholding. DBCA to be invited to be involved in discussions.</i></p> <p><i>Meeting to be convened Thursday 13 September 2018</i></p>	Jane O'Malley	IN PROGRESS

Summary of Actions and Resolutions from meeting held on 16 August 2018

No.	DETAILS	RESP.	COMPLETE
1.	<p>Item 6.3 Agency Reports [16 August 2018]</p> <p>ACTIONS:</p> <ol style="list-style-type: none"> 1. Kim to determine if the Arris report is out for comment and consider providing a submission. 2. Jan to refer Arris report to next Exec meeting to consider a presentation from Rob Summers. 3. Bob to provide Peel Waterways Institute document (CSIRO Water for Regional Development in the Peel Food Zone Stg 2) for circulation. 	<p>Kim Wilson</p> <p>Jan Star</p> <p>Bob Pond</p>	<p>COMPLETE</p>
2.	<p>Item 6.4 Member Reports [16 August 2018]</p> <p>Mike Schultz raised whether (in light of the recent US Court findings) there are any repercussions that need to be considered in regard to the use of glyphosate (Roundup) in regard to our engagement of contractors and their safety should be considered.</p> <p>ACTION: Executive Committee to consider if any action should be taken in regard to any repercussions that should be considered in regard to the use of glyphosate.</p>	<p>Jane O'Malley</p>	
3.	<p>Item 8 Endorsement of Terms of Reference of Project/Program Steering Sub-Committees [16 August 2018]</p> <p>That the Terms of Reference of Project/Program Steering Sub-Committees be endorsed as presented.</p> <p>Terms of Reference circulated to Board and Staff on 4/9/2018.</p>	<p>Kim Wilson</p>	<p>COMPLETE</p>
4.	<p>Item 9 Endorsement of Project/Program Steering Sub-Committees [16 August 2018]</p> <p>Due to an administrative error in the Project/Program Steering and Organisational Sub-Committees schedule presented for endorsement at this meeting, Paddi Creevey was listed on all Project/Program Steering Committees. The revised schedule was emailed to members on 27 August seeking an out of session endorsement of the revised schedule of the Project/Program Steering and Organisational Sub-Committees and members responded with their endorsement. All respondents (13) endorsed the motion.</p> <p>That the Board endorses:</p> <ol style="list-style-type: none"> 1. The Project/Program Steering Sub-Committees as presented in the revised Project/Program Steering Committees and Organisational Sub-Committees schedule. 2. The Organisational Sub-Committees as presented in the revised Project/Program Steering Committees and Organisational Sub-Committees schedule. <p>Updated schedule of Project/Program Steering Sub-Committees circulated to members and staff on 6/9/2018.</p>	<p>Kim Wilson</p>	<p>COMPLETE</p>