

MINUTES OF PHCC GENERAL MEETING

Held on Thursday 18 October 2018
at PHCC Shed, 58 Sutton Street, Mandurah



The Acting Chairman opened the meeting at 9am

1. Attendance

Present:

Andy Gulliver	Chairman (Leave of Absence)
Jan Star AM	Acting Chairman
Paddi Creevey OAM	Secretary
Marilyn Gray	Treasurer
Bob Pond	Executive Committee (DWER)
Sue Fyfe	Community Member
Howard Mitchell	Community Member
Michael Schultz	Community Member
Rob Summers	DPIRD
Andrew Ward	PDC [from 9.10am]
Cr Stephen Lee	Local Govt Member Proxy (Coastal)
Scott Haine	DPLH Peel (Observer)

In Attendance:

Jane O'Malley	Chief Executive Officer
Steve Fisher	Program Manager Science and Waterways
Patricia Sutton	Manager Corporate Services (Minutes)
Kim Wilson	Special Projects Officer
Paula Pownall	Regional Agricultural Landcare Facilitator
Rick James	Wetlands Restoration Officer
Julie MacMile	Coordinator Graphics, Communications & Support [from 9.50am]
Amanda Willmott	Observer [from 10.55am]

Apologies:

Darralyn Ebsary	Community Member
Mark Cugley	DBCA
Cr Eliza Dowling	Local Govt Member (Inland)
Cr Caroline Knight	Local Govt Member (Coastal)
Cr David Smart	Local Govt Member Proxy (Inland) - Resigned
Suzanne Brown	Water Corporation (Observer)

2. Declarations of Interest

1. Jan Star declared an interest in the Southern Dirt growers group (item 6.4.) and
2. Andy Gulliver declared an interest in East Keralup (item 6.4)

3. Confirmation of Minutes of Meeting held on 16 August 2018

Moved: Marilyn Gray

Seconded: Howard Mitchell

That the Minutes of the meeting held on 16 August 2018 be confirmed as a true and correct record of the meeting.

CARRIED

4. Business Arising from Previous Minutes

Summary of Actions and Resolutions from previous meetings:

No.	DETAILS	RESP.	COMPLETE
1.	Item 6 Chairman's Report [15 December 2016] <i>Seek an opportunity for Marilyn Gray to present to the Peel CCI</i> <i>19 Oct 2017: Marilyn reported that an opportunity for PHCC to host a Business After Hours at Peel CCI had been pencilled in for May 2018.</i>	Marilyn Gray	REVIEW IN 2019
2	Item 7.4 Agency and Member Reports [19 April 2018] <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> <i>Update: Seeking meeting with David Caddy, Chairman WAPC</i>	Jane O'Malley	PENDING
3.	Item 13 CEO Report [19 April 2018] <i>ACTION: Jane to:</i> <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> <i>b) continue meetings across government and industry to try to influence a commitment to implementation of priority SAPPR outcomes.</i> <i>Update: See PHCC SAPP Submission in Correspondence No 30.0</i>	Jane O'Malley	COMPLETE
4.	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> <i>Meeting held on Thursday 13 September 2018. DBCA and PHCC working with communities for strategy and action (refer Facebook post)</i>	Jane O'Malley	COMPLETE

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

No.	DETAILS	RESP.	COMPLETE
1.	<p>Item 6.3 Agency Reports - Myalup water resource expansion document [16 August 2018]</p> <p><i>ACTIONS:</i></p> <ol style="list-style-type: none"> 1. <i>Kim to determine if the Arris report is out for comment and consider providing a submission.</i> 2. <i>Jan to refer Arris report to next Exec meeting to consider a presentation from Rob Summers.</i> 3. <i>Bob to provide Peel Waterways Institute document (CSIRO Water for Regional Development in the Peel Food Zone Stg 2) for circulation.</i> <p><i>Update:</i> 1 & 2 – Exec considered on 13 September and resolved to ask Rob Summers to present on the Myalup irrigated horticulture managed aquifer recharge – Prefeasibility study Report summary – DWER Report April 2018 at a future meeting, with input from Andrew Ward. 4. – PWI document circulated 11 September 2018. Richard George will speak at the December meeting</p>		COMPLETE
2.	<p>Item 6.4 Member Reports [16 August 2018]</p> <p><i>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.</i></p> <p><i>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.</i></p> <p><i>Update: PHCC sought advice from WALGA and received a copy of their information sheet for local government on the use of Glyphosate. Jane has referred the WALGA information sheet and topic to the Senior Management Team, who are reviewing PHCC contracts, to ensure that a suitable clause is provided in all levels of contracts/landholder agreements, along the lines of “that PHCC supports industry advice/information regarding safety and that there is an expectation that handling of chemicals is done according to best practice.”</i></p> <p><i>WALGA Glyphosate flyer distributed with agenda for 18 October 2018 meeting</i></p>	Jane O’Malley	COMPLETE
3.	<p>Item 8 Endorsement of Terms of Reference of Project/Program Steering Sub-Committees [16 August 2018]</p> <p><i>That the Terms of Reference of Project/Program Steering Sub-Committees be endorsed as presented.</i></p> <p><i>Terms of Reference circulated to Board and Staff on 4/9/2018.</i></p>	Kim Wilson	COMPLETE
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-</p>	Kim Wilson	COMPLETE

Committees and members responded with their endorsement. All respondents (13) endorsed the motion.

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.*

Updated schedule of Project/Program Steering Sub-Committees circulated to members and staff on 6/9/2018.

In accordance with the Constitution, Project/Program Steering Sub-Committees will be tabled seeking endorsement at the AGM.

Item 4 [Business Arising 21 June 2018 Feral Pig Control] – Jane reported on the PHCC initiated workshop held on 13 September with our Stakeholders and advised that the State has prepared a discussion paper which is the basis to a series of workshops that will be held to help inform the proposed preparation of a state wide feral pig strategy. There is much to be done in this space and the PHCC are prioritising actions.

Item [6.3 Agency Reports - Myalup water resource expansion document 16 August 2018] – Richard George from DPIRD will present at the 13 December 2018 meeting.

Item 6.4 [Member Reports 16 August 2018 - Glyphosate] - Will embed glyphosate use into our contracts.

[Andrew Ward arrived at 9.10am]

5. Correspondence

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

Moved: Marilyn Gray

Seconded: Paddi Creevey

That Correspondence In and Correspondence Out be accepted.

CARRIED

6. Agency and Member Updates

6.1 Rob Summers – DPIRD

- Smart Farms is a \$2.4m project which will examine fertiliser treatments and endeavour to test innovative field measurement techniques including hand held XRF and NIR spectroscopy to examine pasture and soil nutrition as well remote sensing of pasture yield.
- The Smart Farms technical workshop was held on Wed 17th Oct to agree on the objectives, management, measurement and the design of the field trials and demonstrations.
- The project is seeking expressions of interest from farmers who are interested in hosting pasture trials that aim to improve confidence in fertiliser recommendations for local soils and conditions. A desired outcome of the trials is increased uptake of evidence-based fertiliser application that optimises production whilst reducing excess run off of nutrients into waterways and estuaries. 36 trials will be established in the coastal areas that cover the REI catchments.

Jane asked about PHCC involvement in Smart Farms and if would there be a formal invitation.

Rob said they were quite a way along in the process regarding having input and he was not sure what the next step was but he would provide feedback that if Regions are being invited play a key role in the delivery, it would be good to formalise this approach with the Regions to allow them to consider it as a business proposal, and to enable works to be scheduled within busy work programs.

Jan asked if there was a soil scientist in the TAG group. Rob said there are several and advised that he had an online link to a presentation and videos on soil microbiology that he could pass on to Jan. They were not looking at microbiology, just the end product.

ACTION: **Rob Summers to provide link to paper on soil microbiology in relation to the Smart Farms project. Here is the link:**
<http://www.fertilizer.org.au/Portals/0/Documents/Conf2018/Influences%20of%20alternative%20fertilizers%20on%20pastures%20-%20Fiona%20Leech.pdf?ver=2018-10-16-130953-227>

- PIWI - Peel Integrated Water Initiative glasshouse trials have been completed and are showing the responses to fertiliser can be predicted using current fertiliser recommendations. It appears that the activity of mining will significantly change the phosphorus retention of the Nambeelup Brook catchment and reduce the phosphorus loss into the estuary.

6.2 Mark Cugley – DBCA

Mark was an apology for this meeting and no report was received.

6.3 Bob Pond - DWER

- Zig Zag channel dredging is fully complete and we are awaiting a close out report
- Yunderup Channel work is complete and we are waiting for final survey
- There have been boating safety issues at the Port Mandurah Entrance Channel and a new dredging licence, with basic plume monitoring, has been issued. It is very mobile fresh sand and there are no acid sulphate concerns there. Dredge spoil is being put along the breakwater in front of the Department of Water office. It is approximately a four week campaign.
- We have had two meetings in the past months with the Shire of Murray and residents of the Delta Islands. There have been issues of residents, particularly in the Yunderup area, wanting to make foreshore improvements, which can be a problem. It is being reviewed with the Shire of Murray which is looking at doing seven different treatment options for foreshores including tree planting, vegetation and solid engineered walling. The Department can then hopefully issue a retaining wall licence to the Shire, then the Shire can work directly with residents to have appropriate structures built along each reserve.

Steve said the Nature Conservancy was looking at different options for similar issues. Chris Gillies would be in town in next couple of weeks and could chat to Scott and Bob. They're looking at more natural based solutions. Howard suggested it could include something that really addresses the riparian vegetation at the waters' edge.

- We have also been discussing with the Shire of Murray the installation of more public jetties near the boat ramp at South Yunderup on the Lower Murray proper.

6.4 Andrew Ward – Peel Development Commission

- Transform Peel – Peel Food Zone Management Plan was tabled this week. There are 15 – 17 recommendations and it would be worth PHCC reviewing. The document is confidential.

ACTION: Andrew to provide a copy of the Peel Food Zone Management Plan, to be placed on the Members confidential page, and Members and relevant staff to review.

- East Keralup – a portion of the landholding may go out for market testing via R.O.I. on potential uses of the land in line with current zoning. It is the vegetated portion of the land with a large emphasis on maintaining environmental sensitivities in that space. This is a good move by the State Government to market test options.

Jane asked if the East Keralup Stakeholder Reference group would meet again. Andrew said this is more about administration and market testing and they will conduct public forums once the ROI goes out. PHCC will be contacted.

- The Transform Peel Business Park is progressing. Landcorp is looking at doing the first call for public tenders soon. Andrew met with them recently regarding expectations about drainage issues and they are more than willing to meet with PHCC. Brenton Pham from LandCorp will be in contact with PHCC to arrange a meeting time.
- At a meeting with Mike Rowe (DWER) a number of environmental issues were raised, including red sands (Alcoa). They are open for Alcoa coming back to them and how we want to manage it in the future.

Steve said there had not been any further discussion with Alcoa, but he has flagged it with Jodie Read. Paddi said there was an urgency about this because of the implications for fill problems for the construction industry.

- The VFAS (Voluntary Fishers Adjustment Scheme) – is a buy back scheme of licences. This is an election commitment. They see a significant benefit for recreational fishers, in this process. It is anticipated that the scheme will be open until April 2019.

Jane acknowledged Andrew's role with negotiating a financial contribution towards the VFAS from Recfishwest. This outcome has enabled the additional habitat work to be funded.

- Mandurah Foreshore redevelopment – The City of Mandurah has started to promote pre-development designs. If PHCC want to have input, the public consultation period is open.
- The North Dandalup innovation for agriculture (the Roger Dawkins facility) received \$2.5m from the Building Better Regions Federal Government funding) for the facility.
- The Southern Dirt growers group is progressing. Paddi said some farmers in this region were involved in Southern Dirt. It is in the early stages, initiated by farmers in the Serpentine Jarrahdale area, and is trying to engage farmers throughout the region. This ties up with the whole Peel Food Zone and is an opportunity to improve agriculture practices in the region. PDC is actively supporting the process and Paula Pownall (PHCC's Regional Agriculture Landcare Facilitator) is involved.

Declarations of Interest:

- 1. Jan Star declared an interest in the Southern Dirt growers group.***
- 2. Andy Gulliver declared an interest in East Keralup***

6.5 Scott Haine – DPLH (Peel) Observer

Scott had nothing to report.

Paddi asked if Scott had anything to report in terms of the Perth and Peel report regarding environmental issues. Without SAPPR there would be challenges for the region. Scott said he was not in a position to provide an informed answer.

6.6 Suzanne Brown - Water Corporation Observer

Suzanne was an apology and no report was received.

6.7 Mike Shultz – Community Member

- Mike reported that the recent SHARE meeting was very interesting and Milly Formby's presentation and project were exciting
- The PHCC website is excellent
- The Great Aussie Backyard Bird Count is on next week.

6.8 Sue Fyfe – Community Member

- Sue expressed her concerns about mining. 50% of rehabilitation was done on time, but 50% will be done in future years. (Jan and Sue are giving input on the review of the Forest Management Plan.)
- The focus of the Forest Management Report seemed to be on fire management and forest productivity. The threatened ecosystem and vulnerable species took second place. There was a comment that weed density was decreasing in the forest region, but it's hard to see that. Quarantine roads – 50% of the sampled road closures weren't effective. A detailed review would be done to examine why not. Many of the recommendations were for further review, improved methods or clarifying measurement rather than clear actions.

Jan noted that the Forest Management Plan covers the whole coastal plain and includes the Ramsar site.

- DBCA have just created three mountain bike trails in the Murray Valley and it is really impressive.

Jan noted that there were quokkas in Jarrahdale. Sue added that she had also seen them at Marrinup.

6.9 Cr Steve Lee (Proxy Coastal Local Government Representative)

As well as the information that Bob provided regarding Yunderup foreshore improvements, the Shire is progressing with the Coastal Hazard Risk Management Adaption Plan. Requests for tender have been called.

7. Presentation: PHCC's new website – Julie MacMile

Julie gave a brief overview of the Member Pages on the new PHCC website and explained how to find relevant sections – eg steering committees, Ramsar TAG, agendas, confidential items button, etc. Members were encouraged to provide any suggestions for improvement.

Marilyn suggested the ability to open documents in a new tab would be useful so one can switch between tabs when reviewing items on the website.

ACTION: Julie to enable the option for separate tabs to open on the PHCC website.

8. Science Advisor Update – Steve Fisher

Steve's report was included with the agenda.

Building Research Networks

1. Report Cards for the Peel-Harvey Estuary

- *Met with Frances D'Souza and Catherine Thomson (DWER, Water Science Branch) on 12 October to discuss progress on the DWER report cards describing the condition of the Peel-Harvey Estuary and how these might complement/ be complemented by PHCC's Condition report cards for the Ramsar Site (based on comparison with Limits of Acceptable Change, LACs).*
- *The (DWER) Estuary Report Cards do not necessarily reflect the LACS but are based on an extensive analysis of water quality data collected over the past two decades. They currently exist in a draft form.*
- *We agreed that the Ramsar Report Card would refer to the DWER Estuary Report Cards if and when they were published. The Estuary Protection Plan is one opportunity to produce and publish these report card.*
- *DWER are hosting the National Estuaries network meeting in Mandurah in early November. I will follow up with DWER to see how many representatives from PHCC can attend.*

2. Program to improve the ecological health of Peel-Harvey waterways to enhance fish habitat (also known as Peel-Harvey Estuary Grants 2017, State Election Commitment).

- *Continued to work with Murdoch University and Harvey River Restoration Taskforce (HRRT) to develop project plans for the Stock enhancement of Black Bream (Murray River) and Harvey River Restoration: component projects respectively. Contracts for each are currently being negotiated.*
- *Organised a meeting with Tim Storer and Gill White (DWER); Jane Townsend (HRRT); Jo Garvey, Jesse Rowley and Mel Durack (PHCC) to discuss the approach to implementing coordinated River Health Assessments in the Serpentine River (Alcoa Foundation); Murray River and Harvey River (Peel-Harvey Estuary Grants) and Hotham-Williams River System (Newmont Boddington Gold). A follow up workshop will be held on 22 October to establish site selection and monitoring priorities.*

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

- *In addition to the above, on 11 October I reviewed and provided comment on the River Condition Summary Reports prepared by DWER for two sites assessed in the Serpentine River in November 2017, namely Lowlands Reserve (MR127SERP1) and below the confluence of the Peel Main Drain (MR83SERP1).*
- *Facilitated the Serpentine River Forum, and event planned and organized by the project team, and in particular Jesse Rowley. The purpose of the forum was to:*
 - *inform landholders with properties abutting the Serpentine River downstream of Lowlands Reserve about the Restoring the Serpentine River project and how it fits with other initiatives to improve the health of the Peel-Harvey Estuary and waterways that drain in to it.*
 - *encourage landholders to participate in on ground activities funded through our devolved grants scheme and assist them in filling out an expression Of Interest to do so.*

The event was attended by approximately 10 landholders, 6 of whom completed an Expression of interest; 2 PHCC Board members (Andy Gulliver and Jan Star) and Suellen Jerrard (Corporate Affairs Manager, Alcoa Australia).

The following people made presentations:

- *Harry Nannup (Local Elder of the Noongar People)*
- *Steve Fisher (PHCC)*
- *Christine Allen (Senior Project Officer, Greening Australia)*
- *Alex Hams (Marine Project Coordinator Australia Project, The Nature Conservancy)*
- *Natalie Lees (City of Mandurah, Water Projects Officer)*
- *Rupert Richardson (Landholder)*
- *Neil Kentish (Landholder)*
- *Jesse Rowley (PHCC)*

4. Peel Bright Minds: Inspiring a Curious Community

- *Attended the Steering Group Meetings on 8 October. Charlie Jones (Coordinator, Peel Bright Minds) continues to do a great job organizing various events designed to promote ESTEAM throughout the region. Charlie's position is funded through contributions from Inspiring Australia at Scitech, PHCC, Regional Development Australia, Peel Development Commission; City of Mandurah; Shire of Waroona; Shire of Murray; Shire of Serpentine-Jarrahdale and Shire of Boddington. Events have been held in each of these shires.*

5. SHARE in the Shed - Migratory Shorebirds theme

- *I facilitated the event "Winged Travellers" on 25 September, attended by approximately 35 community members. The event included the following presentations:*
 - *Vicki Stokes (WA Program Manager, Birdlife Australia) who spoke about a project she is leading in partnership with PHCC to investigate migratory shorebird disturbance (see 5. Below for more detail)*
 - *Sharon Meredith (Wetland and People Officer, PHCC) who presented on her upcoming attendance at the East Australasian Asian Flyway Partnership Communications, Capacity Building, Education, Participation and Awareness (CEPA) Working Group Workshop (What I call, the "Thrilla in Manila 2").*
 - *Milly Formby (Winged Threads) who spoke about her planned flight around Australia in her microlight aeroplane to promote awareness of migratory shorebirds.*
- *Milly also brought her microlight aeroplane with her which she assembled in the courtyard outside the shed, which created a lot of interest and was a big drawcard for the evening.*

6. Disturbance of Migratory Birds (with Birdlife Australia)

- *In 2017 Birdlife Australia was successful in obtaining a grant from the (then) State NRM Office through the Community Action Grants to fund a project investigating the disturbance of shore birds by various activities through a series of surveys throughout the summer of 2018/19. This project complements studies undertaken by Department of Primary Industries and Regional Development (Fisheries) investigating the disturbance caused by recreational crabbing.*
- *PHCC committed to assisting with recruitment of volunteers and hosting bird identification workshops for these volunteers to enable these surveys. One such workshop was held on 6 September and was attended by approximately 20 members of the community. In addition to those recruited at similar events held earlier in 2018, we have sufficient volunteers to support the surveys.*
- *The project was also promoted at the SHARE in the Shed Event described in detail above.*

7. Other

- *Migratory Birds agreement*
 - *On 17 August, I met with Alex Gardner, (Professor, UWA Law School); Carina Bury (Potential PhD Candidate; Masters in International Economic Law from Université Paris II Panthéon-Assas) and Prof Feng Chunping (Professor of Law, Hainan Normal University Law School, Regulation on Wetland Conservation in Hainan Province) to discuss a potential regarding international migratory bird agreements and their effectiveness in protecting bird habitat (30 years of China-Australia Migratory Birds Agreements: Time to take Stock).*
 - *The meeting was also attended by Sharon Meredith (PHCC) as it has clear links to our Ramsar CEPA Plan.*
- *Discussion with Sora Marin Estrella (Edith Cowan University, 6 September) regarding a potential future research project identifying and mapping the distribution of prey / diet of migratory shorebirds throughout the Peel-Yalgorup System Ramsar Site through carbon and nitrogen isotope analysis of gut content.*
- *Participated in a survey by Kirsten Abernethy (Sea Change Consulting) investigating the relationships or perceived relationships between recreational fishers, commercial fishers and the community and general with respect to commercial fishing activities in the Peel-Harvey Estuary and commercial fisher's social licence to operate i.e. what are the things a fishery needs to do, to get support from society. This interview is part of an information gathering component of a Fisheries Research Development Commission (FRDC) project, comparing the Peel-Harvey Estuarine Fishery as one case study with another in Port Phillip Bay.*

Advice (including Integrating Science into PHCC Projects)

1. Point Grey Marina proposal

- *In 2011, the Minister for Environment granted approval for construction of a marina located at Point Grey and a channel to connect the marina to the Dawesville Cut. In 2017, the proponent requested a change to a condition of the approval to extend the (then) Time Limit of Authorisation for implementation of the Point Grey Marina proposal from 1 August 2017 (when it was due to lapse) to 28 July 2019 to align with the Commonwealth approval timeframe under the EPBC Act...*
- *On 26 September 2017, at the invitation of the EPA, I prepared a submission on behalf of PHCC detailing information published since 2011 and relevant to the proposal which showed a decline in the health of the estuary and/or led to a better understanding that implementation of the proposal would further exacerbate the poor condition of the estuary and recommending that the extension not be granted.*
- *After considering PHCC's submission and those by others, the EPA advised the Minister that the information provided was not sufficient to stop the Minister from approving an extension to the (now) Time Limit for Substantial Commencement to the proponent. Furthermore, in response to a request by the proponent, the EPA recommended that the Time Limit be extended for a further 5 years to 2022 i.e. beyond the Commonwealth time frame as there was unlikely to be any new information provided in the interim.*
- *On 10 September, I drafted a letter to the Minister reiterating our concerns (see 0084_2018_0910_S Dawson_PointGrey_SF_JS), drawing attention to the flawed logic applied by the EPA to considering our proposal and recommending that the Time Limit not be extended beyond 2017 and as a compromise not beyond July 2019.*
- *On 21 September 2018, the Minister granted an extension to the Time Limit for Substantial Commencement to 1 August 2022. Stay tuned.....*

2. SAPPR Review

- *Attended a meeting with the Senior Policy Advisors and Principal Policy Advisors for each of the Minister for Environment and Minister for Planning on 20 September to discuss how planning and environmental issues would be progressed while the SAPP R was under review. Jane O'Malley, Andrew Del Marco and Jan Star were also present and led the discussion with occasional input from me regarding the impact of dredging on estuarine values.*
- *The same representatives from PHCC met with the SAPP R Review panel on 20 September as a follow up to their visit to the Peel-Harvey in August and reiterate PHCCs view on the importance of considering the environment in planning decisions.*

3. National Landcare Program 2 / Regional Land Partnerships (NLP 2)

- *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 September and October).*
- *Following an initial unsuccessful recruitment process, a second recruitment processes for A Coordinator of Science and Management to oversee the science, monitoring, collaborative management and management and evaluation component of the project was started in September. Applicants are currently being assessed for shortlisting for interview.*

Science Communications

1. Oral Presentations:

- *“Technology Applied to Catchment Management” presented to approximately 20 Community members at the Bill Hicks Reserve Hall in Byford on 23 August. This event was one of the series of Science Cafes organized by Peel Bright Minds.*
- *Facilitated the “Winged Travellers” SHARE in the Shed on 25 September. (see above) with presentations by Vicki Stokes (BirdLife Australia, WA Program Manager); Sharon Meredith (PHCC Wetlands and People Officer) and Milly Formby (Winged Threads)*
- *“Our Magnificent Ramsar Wetlands: Values, Threats and Actions” presented to approx. 100 members of the Combined Probus Club of Mandurah at their meeting at Bendigo Stadium on 16 October*

2. Other

- *Interviewed by Paddi Creevey and Darren de Mello on the on the “Focus on Peel” radio slot on 6MM on 10 September to promote our “River Care Projects” i.e.: Connecting Corridors and Communities: Restoring the Serpentine River (Alcoa Foundation) and the Peel-Harvey Estuary Grants (2017 State Election Commitment)*
- *Organised and attended an incursion with 6 students and their teacher at Mandurah Baptist College on 17 August to discuss a long-term student project to protect and improve a patch of bush at the school through the Land for Wildlife initiative. Vicki Groves (BirdLife Australia) also attended.*

Jane read a feedback message from Probus where Steve presented. They were very impressed with his presentation.

8a. Late Item : East Asian-Australasian Flyway Partnership PHCC Membership and Meeting of Parties (China December 2018)

Kim Wilson and Sharon Meredith, representing PHCC, Australia and the Peel-Yalgorup System, attended the East Asian-Australasian Flyway Partnership (EAAFP) CEPA Working Group Meeting held in Manila, Philippines, October 2nd to 4th, and National Geographic Youth learning event October 5th. An excellent record of the two events was provided via the PHCC's Facebook and Twitter pages and it is suggested that Members refer to these as background information.

Outcomes and Opportunities

The Main outcomes from EAAFP (East Asian-Australasian Flyway Partnership) CEPA Working Group meeting in Manila were that:

PHCC have been invited to:

1. Join the EAAFP CEPA Working Group (representative to be nominated; contact generally via email)
2. Attend the EAAFP Meeting of Parties (MOP) December 10-14 Hainan, China (representative to be nominated; funding support currently unclear); and
 - a. Attend the CEPA Working Group meeting to be held December 9, Hainan, China – this is a face to face meeting day prior to MOP starting.

Also:

3. Good opportunities established for linking with international sites for NLP2 Ramsar Wetlands & People Project activities: e.g. Sister Schools; Sister Sites; proposed Culture & Livelihoods theme for 2019 World Migratory Bird Days (May & October); and many other project ideas with partner sites.
4. EAAFP may explore with PHCC and partners (e.g. DBCA) having Peel-Yalgorup System listed as a EAAFP Site
5. There are good opportunities to explore application for large Grant/s through National Geographic for "innovative" (first time) "exploration" projects.

Paddi congratulated Kim and said this is a key milestone for PHCC. It opens other platforms, for example have a journalist interview the team for a big article in the papers and social media. It's also an opportunity to write to Federal and State Ministers and Shadow Ministers to blow our trumpet. We need to lead, as this is significant. At a strategic level, to have that link with international people and use them to talk to our governments is significant. Local governments should also be advised of this.

ACTION: Steve to draw attention to the EAAFP CEPA at the National Estuaries meeting in November.

Paddi added that the City of Mandurah was launching Mandurah Matters – a platform for creating a shared vision for our future. This is the kind of information that is publicised there.

Jane said Sharon took magnificent photos and we need to take advantage of the opportunities provided by becoming part of the EAAFP CEPA Working Group. For example National Geographic with the schools. We are working to determine how we can get it to that level.

Moved: Marilyn Gray

Seconded: Bob Pond

That:

- 1. The PHCC acknowledges that our contributions to the EAAPF CEPA Workshop were well-received and that the PHCC has been invited to:**
 - i. Nominate a representative to join the EAAPF's Global CEPA Working Group**
 - ii. Attend the EAAPF Meeting of Parties (MOP) December 10-14 Hainan, China (and the CEPA Working Group meeting to be held December 9), noting that costs to PHCC are yet to be determined;**
- 2. PHCC gains a greater understanding in regard to the implications of these two invitations with respect to costs and benefits to the organisation. Based on this knowledge the Executive group determines whether PHCC accepts the invitation and:**
 - i. nominates a representative for the EAAPF CEPA Working Group**
 - ii. nominates a representative to attend the MOP and CEPA Working Group meeting in China in December**
- 3. Officers continue to explore other opportunities that have arisen through attendance at the CEPA Workshop and National Geographic Youth Learning Event in Manila.**

CARRIED

9. Endorsement of Policies – Policy 4.1 Privacy

Moved: Bob Pond

Seconded: Paddi Creevey

That Policy 4.1 Privacy be endorsed as presented.

CARRIED

Action: Update Policy Register; Members, Staff and Volunteers to read and acknowledge; add to PHCC website

10. Treasurer's Report

Marilyn Gray presented the Treasurer's Report:

Included in the financial reports at this meeting, are the July 2018 Reports which require endorsement.

The first quarter of this financial year has been extremely busy as financial reporting took place to close off the 2017/2018 financial year, but it has been equally frustrating as the Project Team work through the demands of the RLP process with numerous changes made from the initial tender process to what is required to receive individual Project Work Orders. Through this process, we have encountered delays in both being able to finalise the PHCC 2018-2019 budget and invoicing for 2 Quarterly payments Banksia and Ramsar RLP Projects.

The NLP, REI, WPP and Science Advisor Project Audits were completed by mid-August with no changes required to financial statements provided for audit. The financial statement has been forwarded to relevant Funding Body as per end of year/project reporting requirements.

A second-hand 2016 Mitsubishi Triton 4X4 Diesel Ute was purchased on 29th August 2018 at a cost of \$32,500 [\$29,545.45 at cost] and exemption for Stamp Duty approved due to our Charity Status. This vehicle has been allocated to the Hotham-Williams Project team and takes the fleet of vehicles held by PHCC to four (4).

The Finance & Audit Committee met on 17th September to have a debrief on the PHCC Organisation Audit; future investment strategies; update on RLF and fiscal issues arising from the delays in securing Work Orders for projects; and transitioning to new accounting structures. Copy of Meeting Notes has been included in the Agenda items.

The table below, following recommendations from the F&A Committee, sets out the PHCC Equity Reserves held at 1 July 2018:

Code	Opening Balance 1 July 2017	Equity Distribution 30 June 2018	Closing Balance 1 July 2018
3-3201 PHCC Support	\$868,225.25	\$86,664.55	\$954,889.80
3-3204 PHCC Remuneration	\$5,300.00	0.00	\$5,300.00
3-4100 Asset Replacement Vehicle	\$41,000.00	\$10,000.00	\$51,000.00
3-4200 Asset Replacement IT	\$28,662.93	\$16,800	\$45,462.93
3-4300 Asset Replacement Office Equip	\$15,000.00	\$17,857.00	\$32,857.00
Total	\$958,188.18	\$131,321.55	\$1,089,509.73

Following preliminary interest rate discussions Karen has had with our ANZ Business Manager, Jessica Cummins, the F&A Committee agreed that a more strategic approach is needed to maximise our returns on cash held for both Corporate and Project funds by using a mix of both **Standard** [funds at call] and **Advance Notice** [31 Day notice] Term Deposit accounts. To implement this strategic plan, a number of Bank Accounts will need to be initially set up and then be managed by the Finance Manager. Due to Karen not being a signatory the Organisation Bank Accounts, to allow her to continue ongoing discussions, I recommend that a Letter be sent to ANZ Bank authorising Finance Manager Karen Henderson as our representative to (i) conduct all administrative business with the local branch on behalf of the PHCC, and by delegated written authority of the CEO and Treasurer, to (ii) provide instructions to the Bank regarding decisions on the termination or roll-over of "Standard and Advanced Term Deposits".

With the new project structure taking place, our existing MYOB file is becoming obsolete but still functional. Now that the 2018 financials have been confirmed completed, Karen is working on setting up the new Chart of Accounts in a new MYOB file. The F&A Committee have endorsed that Karen be given support where necessary to rollover to the new system – please be patient!

Thank you to the work that Julie MacMile has done to set up financial pages on the Website. We are now in a position to upload our Payment Runs for invoice verification prior to approving invoices lodged for payment on the ANZ Bank site and this will minimise our risk of exposing supplier banking details via email. The F&A Committee can now access bank account reconciliations once complete, something that we have been reluctant to email in the past.

Payroll:

1. The City of Mandurah have paid all PAYG and Superannuation liabilities as at 30th September.
2. Staff leave entitlements, as at 30th September 2018, have been reconciled against CoM reporting and Liability updated in MYOB in the Balance Sheet. Total liability to the Organisation is \$204,996.

Project Funding:

1. **5000** – REI Projects – Q1 Reporting completed.
2. **6600** – **Returning the Mussels to Tunbridge Gully** – Stage 3 & 4 approved \$78,141 and first payment invoiced in October [\$26,047].
3. **7300** – **Building Community NRM Capacity in the Hotham William:** Completion date 31/12/18. Quote for Project Acquittal Audit has been sent to AMD Chartered Accountants.

4. 7500 – Waroona NRM and Fire Recovery Support: Completion date 31/12/18. Quote for Project Acquittal Audit has been sent to AMD Chartered Accountants.

5. 7890 – HRRT Saving the Marron in the Harvey River: Completion date 31/12/18. Quote for Project Acquittal Audit has been sent to AMD Chartered Accountants.

6. 9500 – PHE_1FTE [Science Position] - \$20,000 contribution received from City of Mandurah. Q1 Reporting completed.

7. 9700 – PHE_FishRec – Q1 Reporting completed.

8. 9800 – RLP Core Services – 1st Core Services payment of \$82,425 received on 18/09/2018. A schedule of bi-monthly payments has been set-up for the life of Tender.

Bank Statement Balance as at 30 September 2018

ANZ Corporate Online Saver Account	\$492,975.28
Westpac Term Deposit	\$633,142.94
ANZ Project Online Saver Account	\$4,035,279.66
ANZ Project Cheque Account	\$44,440.55
ANZ Transaction Account	\$10.90
Petty Cash	\$272.00
Merchandise	\$150.00
ANZ Visa Card	-\$5,094.54
Total Cash at Hand:	\$ 5,201,176.79

Equity on hand at 30th September, 2018 is \$1,070,620.52.

Next Finance and Audit Steering Committee Meeting is scheduled for 3 December 2018.

Moved: Marilyn Gray Seconded: Howard Mitchell

That a letter be sent to ANZ Bank authorising Finance Manager Karen Henderson as our representative to:

- 1. conduct all administrative business with the local branch on behalf of the PHCC, and**
- 2. by delegated written authority of the CEO and Treasurer as required, to provide instructions to the ANZ Bank regarding decisions on the termination or roll-over of “Standard and Advanced Term Deposits”.**

CARRIED

Moved: Paddi Creevey Seconded: Howard Mitchell

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

CARRIED

10.1 Finance and Audit Committee Minutes

Moved: Bob Pond Seconded: Mike Schultz

That the minutes of the Finance and Audit Committee meeting held on 1 October 2018 be endorsed as presented.

CARRIED

11. Chief Executive Officer's Report

CEO, Jane O'Malley, spoke to her report:

Staff – Movements, Professional Development and more

- Welcome to:
 - **Rick James**, Wetland Restoration Officer (full time to August 2023)
 - **Christine Townsend** (casual ~1 day/week to December 2018)
 - **Helen Parsons** (casual ~2 days/week to December 2018)
- **Sharon Meredith** has accepted a contract as our Wetlands & People Officer (4 days/week to Aug 2023)
- New **staff structure** is in place and we are working through new roles and responsibilities.
- Recruitment – We advertised a second time for our **Coordinator, Wetlands Science and Management**; and will be interviewing shortlisted candidates shortly.
- **Victoria Brockhurst** will soon commence a volunteer position, supporting Mel in the upper catchment.
- Note – the new website is generating a lot of **volunteer** interest.
- **Neil Dixon** has resigned and will finish with us on 2 November.

Projects

There is much happening on the ground and from December, each Program Manager will provide a summary of project status, highlights etc. which will accompany the CEO's Report. Staff will continue to present on key project outcomes on a rotational basis, when time allows.

1 *National Landcare Program*

We received the work orders for:

Banksia – 1 year - \$281,428 (Andrew) - "A World for Woodlands – reducing threats to Banksia Threatened Ecological Communities through land stewardship – Stage 1;

Numbats – 1 year – 434,9010 (Thelma and Mel) - Numbat Neighbourhood – supporting people to protect the vulnerable Noombat wioo (Numbat, *Myrmecobius fasciatus*) in the wild – Phase 1

Greening Farms – 1 year - \$220,956 (Andrew) - "Greening the Peel-Harvey Landscape for Farming, Fodder and Fauna.

We hope to submit the Ramsar MERI Plan by 25 October. This is our 5 year project and the changes by the Government from the tender process, to the preparation of the MERI plan, added considerable workload to all the projects, but particularly across the Ramsar project.

We invoiced for the first quarter for the Numbat and Greening Farm projects, but had not received the executed work order in time to invoice for Banksia. We will have to carry the cost of delivering this project a further 12 weeks.

Executive Group supported a request that the Finance Sub Committee review and make recommendation in respect to making PHCC equity funding available for temporary provision of funding to private landholder and Landcare Groups for the delivery of RLP funding. This request was made noting that we can only claim payment, in arrears at the end of each quarter. It is expected that the AG will take their full 30 days to make payment. Program Managers, with their teams, are making every effort to minimise impact on cash flow (e.g. requesting payment on signing of grants, not on finalisation of e.g. installation of fencing, and timing of payments close to payment dates etc.) but it is inevitable that we will need to access equity on occasion so that our partners are not having to bear the financial load of delivering projects (e.g. landholders having to purchase fencing materials up front will discourage people from applying for funding).

Staff are working on Work Health Safety Plans required for all projects and are doing a wonderful job in commencing delivery.

We have no further advice as to whether our project proposals (projects from year 2-5) have been accepted. The Request for Tender stated that proposals would “commence after October 2018”.

2 **Regional Estuaries Initiative – Peel Main Drain and Mayfield Projects**

Peel Main Drain – A big thank you to The Water Corporation which has formally accepted ownership (and thus liability) for the weir and culverts, from the end of the REI project (30 June 2020), in perpetuity. This acceptance has resulted in the DWER confirming that we have permission to expend funds to construct the weir, as per the intent of the project. We are awaiting receipt of this confirmation in writing.

3 **PHCC 2018-19 Community Environmental Grants (CEG) Program - \$340,000 – closes 12 November**

The PHCC will devolve over \$340,000 to landholders and community groups for on-ground projects across the Catchment in 2018-19 to achieve the objectives of four Projects:

- **Greening Farms (NLP2)**– to improve management of on-farm native vegetation and biodiversity, including native fodder-\$68,000
- **Banksia Woodlands Project (NLP2)** -to improve the condition of the TEC listed Banksia Woodlands on the Swan Coastal Plain - \$80,656
- **Numbat Project (NLP2)** - To conserve the listed Numbat, and other Threatened Species, through awareness raising and on-ground activities -\$120,000
- **Connecting Corridors and Communities – Restoring the Serpentine River (Alcoa Foundation)**- to improve the health and biodiversity of the Lower reaches of the Serpentine River - \$80,000

As at 17 October, over 40 EOI’s have been received from landholders and community groups in response to advertising via local newsletters, newspapers, email networks and workshops.

4 **Newmont-PHCC Partnership Case Study and Presentation**

Mel Durack been working with Newmont Boddington Gold to write a case study on the Newmont-PHCC Community Investment Agreement to feature in a Case Study Report specifically considering the Sustainable Development Goals in the context of Australia’s minerals industry. The report seeks to understand how Australian mining companies are working to support community and national aspirations and priorities. The case studies link back to and reference Enduring Value – the Australian Minerals Industry Framework for Sustainable Development to show its 10 principles in practice. The report also provides key takeaways and lessons for industry. This report is the first step in a long-term program of work to better understand and share how Australia’s minerals industry is contributing, and further can contribute to safe, healthy, prosperous and resilient communities.

The case study is entitled “**Effective Collaboration and Catchment Management: Newmont Boddington Gold and Peel-Harvey Catchment Council Supporting Natural Resource Management and Conservation**”. This supports SDG6 – Clean Water and Sanitation: Ensure availability and sustainable management of water and sanitation for all.

The Report is being launched at the Minerals Council of Australia “Environment and Community Workshop 2018” held on **1 & 2 November**. Newmont has been asked to present the case study and partnership and in turn, Newmont have asked Mel to jointly present with them. Newmont is kindly covering flights and expenses for Mel to attend and present at the conference (confirmed 16/10/18).

Strategic Issues

1 SAPPR and PHEMC Update – Suspension of SAPPR

On 20 September Jan, Steve, Andrew and Jane met with senior Ministerial advisers from Minister Saffioti (Transport; Planning; Lands) and Minister Dawson (Environment; Disability Services; Deputy Leader of the Legislative Council). This meeting was at request to discuss how the Government would progress with various issues that we believe should be progressed regardless of the SAPPR review process. This meeting was quite demotivating and we will need to follow up.

On 21st September, we met with the SAPPR Review Panel. This was a much more inspiring meeting and we felt that our voices were being heard and our viewpoints respected. We subsequently sent our submission on 27 September (refer correspondence out), and are awaiting next steps.

Mike Rowe has indicated that the PHEMC continuation won't be resolved until after the SAPPR Review.

2 NRMWA

NRMWA are working towards the employment of a part time **Strategy and Liaison Manager** (or similar title) and it is proposed that this will be advertised early November, following the CEO's meeting scheduled for 2 November. The draft framework for NRM WA is still circulating for comment and there are some varied thoughts here, not particularly assisted by ambiguous Minutes of the Chairs meeting. CEO's are working on an **election campaign** to which Regions have been asked to contribute ~\$2,500. PHCC contribution to NRMWA includes in-kind support and a financial contribution of \$7,000 for the 2018/19 financial year. This is reduced from the earlier suggested \$17,500 and is a result of decreased costs for an Executive Officer and Regions providing in-kind support (e.g. SouthCoast managing finances; Rangelands providing Communications; shared administration burden).

3 Peel Regional Leaders Forum

Anika Serer has been appointed as the Executive Director for the PRLF and will commence shortly.

4 East Asian-Australasian Flyway Partnership (EAAFP) CEPA Working Group - Manila

Kim Wilson and Sharon Meredith, representing PHCC, Australia and the Peel-Yalgorup System, attended the East Asian-Australasian Flyway Partnership (EAAFP) CEPA Working Group Meeting held in Manila, Philippines, October 2nd to 4th, and National Geographic Youth Learning Event October 5th. The ladies did a superb job as Ambassadors for the PHCC and for Australia. Outcomes and future opportunities will be discussed at the meeting (separate item). My thanks to Kim for stepping in to replace Thelma (who was unable to go due to personal reasons), and did a fabulous job.

Other highlights and project updates

1. We are meeting with the **Chairman of the EPA** (Tom Hatton) on 5 November
2. PHCC are a silver **sponsor** (\$1,500) for the **CCWA Conference and Awards 2018** "Biophilia: A love of life and living things" to be held on **Saturday 17 November** (:30 - &:30) Perth Waldorf School. Members are encouraged to attend the Conference. Please respond to Pat's email to confirm your place on a table.
3. We are awaiting the outcome of State NRM Grants, being:
 - **Land for Wildlife** – (across State on behalf of 7 Regions)
 - **Lake McLarty** – Priority actions as identified in the Action Plan, and continuing discussions with the TAG and FOLM (further meeting scheduled 12 July)
 - **Sponsored HRRT** in their application
 - Supporting application by SJ Food and Farm Alliance – re establishing a **farmers hub** on the Swan Coastal Plain (with Southern Dirt) – Paddi might like to talk more
 - Supporting application for regenerative Ag x 2 (Perth NRM and SWCC).
4. 4 of the team attended **Landcare SJ's "R U Okay" Planting day** on 13 September

5. We hosted a **Feral Pig Workshop** on 13 September (refer Facebook post for details) and are continuing to work across Government, industry and community. Department of Communities have committed to management of feral pigs on Keralup;
6. **Feral Cat Taskforce** has not progressed and there has been no announcement about them being listed on the BAM Act. We need to get more active in this space again as soon as we have capacity;
7. **Forest Management Plan** – Submission being prepared (Jan may wish to report more);
8. Continuing meetings with **Government and Candidates** (Zak Kirkup 14 September) (Melissa Teede – briefly 12 October) (David Templeman and Robyn Clarke – scheduled 24 October)
9. Jan and Jane met with **Mike Rowe** (DG for DWER) on 18 September with Leon Brouwer and Bob Pond as part of Mike’s round of regional meetings;
10. **Landcare SJ** had their **AGM** on 26 September where, after many years, David Lindsay stood down as Chairman, handing the reins to Jane Brown (lovely event and recognition of David’s hard work)
11. We held a Peel **Sustainable Agriculture Technical Working Group** Meeting on 5 October. The group is now looking at supporting tools to guide moderate-scale Animal Keeping.
12. The Mandurah **Water Towers** project is moving forward. Water Corporation is progressing details of requirements for approvals and a meeting is scheduled for 23 October.

13 **PHCC Events (to December 2018) (and/or PHCC sponsor or presenting) – check Website**

25 September	S.H.A.R.E. – “Winged Travellers” including Milly Formby
13 October	Serpentine River Community Forum
20 October	Yalgorup Bioblitz
3 November	Pave the Way Clean Up Day
17 November	CCWA Conference “Biophilia: A love of life and living things”
13 December	PHCC End of Year Event (celebration)

14 **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.

Moved: Paddi Creevey

Seconded: Rob Summers

That the Chief Executive Officer’s report be accepted.

CARRIED

[10.55 Amanda Willmott arrived at the meeting]

12. **Acting Chairman’s Report**

Acting Chairman, Jan Star, spoke to her report:

You must have all been to the new website so do hope you like it. It’s very easy to navigate and full of information even though not fully populated yet. Great work Julie. The media releases are easy to access and give a good overview of our public activities so keep your eye on them. Our protest over the Pt Grey decision gets an airing, along with funding opportunities arising from our recent Federal funding success.

Rightfully dominating social media as well as releases is the successful trip by Kim and Sharon to Manila. Well done team. This was preceded by a S.H.A.R.E talk in the Shed on migratory birds where Milly Formby explained her plans and showed off her fragile looking hydrolite machine. This inspiring adventure is aimed at raising awareness of migratory birds. Kim and Sharon now have international status with some exciting follow-up invitations of which more later.

We have attended several meetings to do with SAPPR, two with the Review Panel and one with Ministerial advisors. The government is obviously wary of the funding commitments and the DPLH advisor surprised us with his misconceptions about its effect on urban sprawl.

The Regional Estuaries Initiative has been problematic but with a lot of hard and skilful work by Jane, Neil and others it is hopefully edging towards resolution. The frustrations and blockages have taken their toll though. There should be great research opportunities if completed as planned.

A big thank you to the staff who are adjusting to a new structure, new roles and new processes. We hope to have certainty about ongoing NLP funding soon to assist with some of the last areas of uncertainty.

Finally welcome to the new staff – we are very glad to have you on board.

Moved: Andy Gulliver Seconded: Marilyn Gray

That the Acting Chair's report be accepted.

CARRIED

Andy spoke about his involvement with PHCC over the years and said he was extremely grateful for the compassion and support shown to him over the past months. It's been very helpful. *"We are a community of concern for individuals. This demonstrates the resilience, because of the power of the people."*

Andy advised that he has decided not to stand as Chair, but resolved to stay on as a community member. He needs to look after himself and is excited about focussing on some projects dear to his heart. Andy thanked everyone for their support and said it was really appreciated. *"PHCC has been a shining light over many years"*.

Jan wished Andy the very best, and said the PHCC Board and staff were very grateful for his contribution over the years and look forward to his continued involvement as a community members.

The meeting closed at 11.05am

Chairman:

Date:

Summary of Actions and Resolutions from previous meetings:

No.	DETAILS	RESP.	COMPLETE
1.	Item 6 Chairman's Report [15 December 2016] <i>Seek an opportunity for Marilyn Gray to present to the Peel CCI</i> <i>19 Oct 2017: Marilyn reported that an opportunity for PHCC to host a Business After Hours at Peel CCI had been pencilled in for May 2018.</i>	Marilyn Gray	REVIEW IN 2019
2	Item 7.4 Agency and Member Reports [19 April 2018] <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> <i>Update: Seeking meeting with David Caddy, Chairman WAPC</i>	Jane O'Malley	PENDING

Summary of actions and resolutions arising from meeting of 18 October 2018

No.	DETAILS	RESP.	COMPLETE
1.	Item 6.1 Agency and Member Reports – Rob Summers[18 October 2018] <i>ACTION: Rob Summers to provide link to paper on soil microbiology in relation to the Smart Farms project.</i> <i>Here is the link:</i> http://www.fertilizer.org.au/Portals/0/Documents/Conf2018/Influences%20of%20alternative%20fertilizers%20on%20pastures%20-%20Fiona%20Leech.pdf?ver=2018-10-16-130953-227 <i>Link emailed to Jan Star 2/11/2018.</i>	Rob Summers	COMPLETE
2.	Item 6.4 Agency and Member Reports – Andrew Ward [18 October 2018] <i>ACTION: Andrew Ward to provide a copy of the Peel Food Zone Management Plan, to be placed on the Members confidential page, and Members and relevant staff to review.</i> <i>UPDATE: Requested 30 November 2018.</i>	Jane O'Malley	IN PROGRESS
3.	Item 7 Presentation – Julie Mac Mile PHCC's new website [18 October 2018] <i>ACTION: Julie to enable the option for separate tabs to open on the PHCC website.</i> <i>Note: Julie has made this modification as requested.</i>	Julie MacMile	COMPLETE
	Item 8a East Asian Australasian Flyway Partnership [18 October 2018] <i>That: Steve to draw attention to the EAAPF CEPA at the National Estuaries meeting in November</i> <i>Note: the National Estuaries meeting was postponed</i>	Steve Fisher	Cancelled - REMOVE
4.	Item 8a East Asian Australasian Flyway Partnership [18 October 2018] <i>That:</i> <ol style="list-style-type: none">1. <i>The PHCC acknowledges that our contributions to the EAAPF CEPA Workshop were well-received and that the PHCC has been invited to:</i> <ol style="list-style-type: none">i. <i>Nominate a representative to join the EAAPF's Global CEPA Working Group</i>	Executive Group	

	<p>ii. <i>Attend the EAAFP Meeting of Parties (MOP) December 10-14 Hainan, China (and the CEPA Working Group meeting to be held December 9), noting that costs to PHCC are yet to be determined;</i></p> <p>2. <i>PHCC gains a greater understanding in regard to the implications of these two invitations with respect to costs and benefits to the organisation. Based on this knowledge the Executive group determines whether PHCC accepts the invitation and:</i></p> <p>iii. <i>nominates a representative for the EAAPF CEPA Working Group</i></p> <p>iv. <i>nominates a representative to attend the MOP and CEPA Working Group meeting in China in December</i></p> <p>3. <i>Officers continue to explore other opportunities that have arisen through attendance at the CEPA Workshop and National Geographic Youth Learning Event in Manila.</i></p>		
5.	<p>Item 9 Endorsement of Policies – Policy 4.1 Privacy [18 October 2018] <i>That Policy 4.1 Privacy be endorsed as presented.</i></p> <p><i>ACTION: Update Policy Register; Members, Staff and Volunteers to read and acknowledge; add to PHCC website.</i></p>	Pat Sutton	COMPLETE
6.	<p>Item 10 Treasurer’s Report [18 October 2018] <i>That a letter be sent to ANZ Bank authorising Finance Manager Karen Henderson as our representative to:</i></p> <p>1. <i>conduct all administrative business with the local branch on behalf of the PHCC, and</i></p> <p>2. <i>by delegated written authority of the CEO and Treasurer as required, to provide instructions to the ANZ Bank regarding decisions on the termination or roll-over of “Standard and Advanced Term Deposits”.</i></p> <p><i>UPDATE: Letter sent 21 November 2018</i></p>	Jane O’Malley/ Karen Henderson	COMPLETE