

AGENDA - PHCC STRATEGIC and GENERAL MEETING

A Strategic and General Meeting of the PHCC will be held
at 8.45am on Thursday 21 February 2019, at
Millbrook Winery, Old Chestnut Lane, Jarrahdale (see map on back page)



PHCC Working Together

START	FINISH	DURATION	GENERAL MEETING
8.45	9.00	15 mins	Grab your cuppa and prepare to start meeting
9.00	9.10	10 mins	PHCC General Meeting: 1. Apologies 2. Declarations of Interest 3. Confirmation of Minutes of Meeting held on 13 December 2018 4. Business arising from previous Minutes 5. Correspondence (available on PHCC website)
9.10	9.15	5 mins	6. Chairman's Report
-	-	nil	7. Chief Executive Officer's Report – incl. Program Manager Reports
9.15	9.20	5 mins	8. Treasurer's Report
9.20	9.25	5 mins	9. Agency / Member critical issues – highlights
			STRATEGIC MEETING
9:25	9.55	30 mins	10. Jeremy Elliott, Director South West Settlement, Department of Lands Heritage - re South West Native Title Settlement update and proposed Internal Regional Agreement (PHCC & DPLH)
10.00	10.15	15 mins	MORNING TEA
10.15	11.15	60 mins	11. What are we doing across the next 5 years and what will this achieve? <i>An overview of our ~19 projects, ~\$13 million investment, what, where, when, what are we going to achieve and how will we measure/evaluate?</i> 11.1 Land Conservation (Andrew) 11.2 Hotham Williams (Mel) 11.3 Science and Waterways (Steve)
11:15	11:30	15 mins	12. Mark Webb, DG DBCA – DBCA priorities and collaboration, State NRM Strategy and more
11.30	12.30	60 mins (15 mins each)	13. Critical issues for the Peel-Harvey Catchment 13.1 Peel Food Zone – Janine Hatch, Principal Officer Economic & Regional Development 13.2 Water Allocation & Myalup Irrigated Agriculture Precinct – Dr Richard George , Principal Research Scientist, Biosecurity and Sustainability, DPIRD 13.3 Strategic Planning – David Caddy , Chairman, WAPC 13.4 Jarrahdale Forest State of Health and Future – Professor Giles Hardy , State Centre of Excellence on Climate Change, Woodland and Forest Health, Murdoch University
12.30	1.15	45 mins	LUNCH (Mike Rowe, Mark Webb, David Caddy to join)
1.15	1.45	30 mins	14. Mike Rowe, DG DWER – DWER Approach to System Stewardship and Intersection with the PHCC
1.45			Mike Rowe and Mark Webb depart meeting

1.50	2.20	30 mins	<p>15. Setting the Scene –</p> <p>15.1 Where are we financially, asset wise, staffing, security of our landcare (etc) groups (are we secure and providing right environment/support to meet our objectives)?</p> <p>16. How are we tracking against our NRM Strategy?</p>
2.20	2.35	15 mins	17. Review 2 year “Key Achievements Planned” 2016-2018 against our 6 Goals
2.35	3:00	25 mins	AFTERNOON TEA
3.00	3:35	35 mins	18. Workshop/Whiteboard Session - Members to put forward key/priority actions they consider vital for the PHCC to focus on for the following 2 years. These rough ideas will be “polished” into “Key Achievements” and sent out for further consideration and it is proposed to seek final endorsement at the April PHCC meeting. This will enable the operations team to capture the Boards initial thoughts but also give Members time to more fully consider prioritisation of Key Achievements, following the information gained at this February meeting.
3.35	3.45	10 mins	19. Wrap-up

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>Update: Business After Hours scheduled for Thursday 28 March 2019. Co-hosting with Wayne Goring from Arboreal Tree Care.</p>	Marilyn Gray	COMPLETE
2.	<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> <p><i>UPDATE: Seeking meeting with David Caddy, Chairman WAPC. David has been on leave.</i></p> <p>Update: Caroline Knight, Jan Star, Jane O'Malley and Andrew Del Marco met with David Caddy on Monday 4 February.</p>	Jane O'Malley	COMPLETE

Summary of actions and resolutions from meeting of 13 December 2018:

No.	DETAILS	RESP.	COMPLETE
1.	<p>Item 6.10 General Business [13 December 2018]</p> <p><i>MOTION: That the PHCC write to the Minister for Water; Fisheries; Forestry; Innovation and ICT; Science requesting that the Water Conservation Act be reinforced in relation to landing seaplanes on the estuary; with a copy to the Premier and the local member.</i></p>	Jane O'Malley	IN PROGRESS
2.	<p>Item 8 Endorsement of Policies – Policy 4.12 Devolved Grants Programs [13 December 2018]</p> <p><i>ACTION: Note the following for discussion when Policy 4.12 Devolved Grants Programs is reviewed in February/March 2019:</i></p> <ul style="list-style-type: none"> • <i>In-kind PHCC expectation of 50%</i> • <i>Review Clause 3 and change "individual" in Clause 3.2 to "applicant"</i> • <i>Send policy with tracked changes to Amanda Willmott to review.</i> <p>Update: A suite of policies will be presented to the Board at the April meeting, seeking endorsement, including the modified Devolved Grants Policy.</p>	Jane O'Malley	COMPLETE

3.	<p>Item 10 Treasurer's Report [13 December 2018]</p> <p>MOTION:</p> <ol style="list-style-type: none"> 1. <i>That the Board accepts the Financial Statements to October 31 2018, noting that November statements are not able to be finalised due to the December meeting being brought forward by one week.</i> 2. <i>Credit Card Review</i> <i>That the following recommendations be endorsed:</i> <ol style="list-style-type: none"> 2.1 <i>Increase the ANZ Credit Card facility limit on Account No 4564-8070-0047-3072 from \$10,000 to \$15,000.</i> 2.2 <i>Update Chair details on the ANZ Credit Card by adding Caroline Knight and removing Andrew Gulliver.</i> 2.3 <i>Cancel credit cards held with Kim Wilson and Thelma Crook.</i> 2.4 <i>Increase Melanie Durack's monthly credit card limit from \$1000 to \$2,000.</i> 2.5 <i>Increase Jane Townsend's monthly credit card limit from \$500 to \$1,000.</i> 2.6 <i>Add the following staff as cardholders with the approved monthly spending cap:</i> <ul style="list-style-type: none"> • <i>Administration Officer [TBC] \$1,000 when advised by CEO</i> • <i>Andrew Del Marco - \$1,000</i> • <i>Jesse Rowley - \$1,000</i> • <i>Rick James - \$1,000</i> • <i>Sharon Meredith - \$1,000</i> • <i>Steve Fisher - \$2,000</i> • <i>Vacant, HW Officer - \$1,000 when advised by CEO</i> 3. <i>Bank Signatories</i> <i>That the following recommendations be endorsed:</i> <ol style="list-style-type: none"> 3.1 <i>Chair of PHCC, Caroline Knight is to be added to the Bank Signatory for all Bank Accounts.</i> 3.2 <i>The 4 existing signatories to remain, being Jan Star, Deputy Chair; Marilyn Gray, Treasurer; Michael Schultz, Community Member and Andrew Gulliver, Community Member.</i> 	Jane O'Malley / Karen Henderson	IN PROGRESS
4.	<p>4. <i>Use of Equity to fund air-conditioning to the shed</i></p> <p><i>That the following Executive recommendation be endorsed:</i></p> <ol style="list-style-type: none"> 4.1 <i>That up to \$10,000 of Equity be used to fund the installation of reverse-cycle air-conditioning to the Shed.</i> <p>Update: Three quotes sought and air-conditioning to be installed on Monday 11 February.</p>		COMPLETE

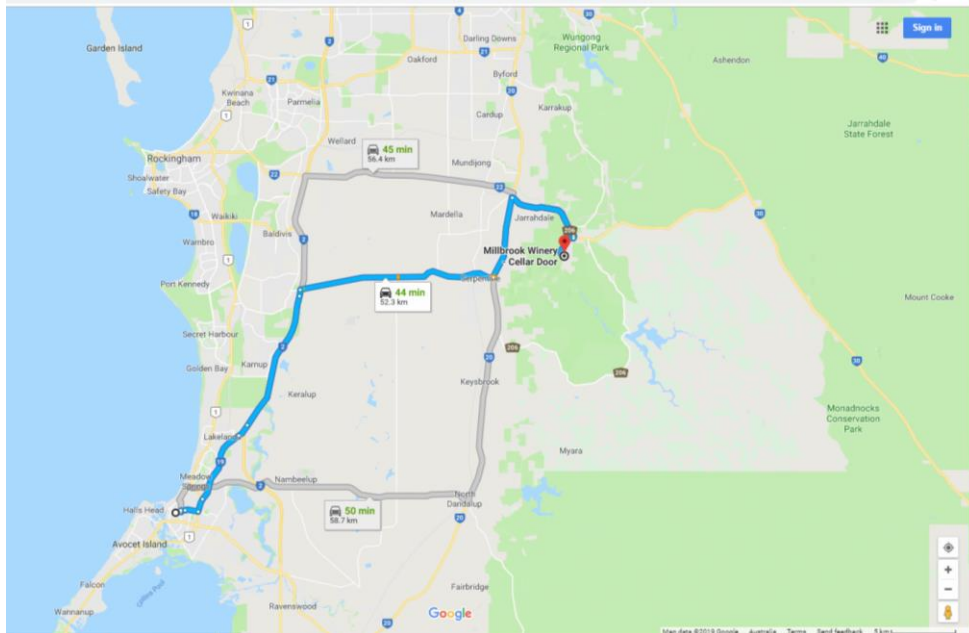
5.	<p>Item 10.1 Finance and Audit Committee Minutes [13 December 2018]</p> <p><i>MOTION: That the minutes of the Finance and Audit Committee meeting held on 3 December 2018 be endorsed as presented.</i></p>	Karen Henderson	NOTED COMPLETE
6.	<p>Item 12 CEOs report [13 December 2018]</p> <p>MOTION:</p> <p><i>That the Board delegates authority to Jane to submit the report on the ACNC website.</i></p> <p><i>Update: ACNC granted an extension due to problems with the ACNC portal. As at 7/2/19 the report is now able to be submitted.</i></p>	Jane O'Malley	COMPLETE





MILLBROOK

Winery



Take the Kwinana Freeway South (or North) to Mundijong road, continue across Southwestern Highway onto Jarrahdale Road

or

Take Southwestern Highway South until Jarrahdale Road, turn left (or right if coming from Mandurah).

Take a sharp right onto Atkins Street.

Veer right on Old Chestnut Lane (winery is signposted)