

MINUTES OF PHCC GENERAL MEETING

Held on Thursday 13 December 2018
at Marine Operations Centre
107 Breakwater Parade, Mandurah Ocean Marina



The Chairman opened the meeting at 9.05am

1. Attendance

Present:

Cr Caroline Knight	Chairman
Jan Star AM	Deputy Chairman
Marilyn Gray	Treasurer
Bob Pond	Executive Committee (DWER)
Sue Fyfe	Community Member
Andy Gulliver	Community Member
Michael Schultz	Community Member
Amanda Willmott	Community Member
Andrew Ward	PDC [until 11.00am]
Mark Cugley	DBCA
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 [from 10.00am to 11.00am]
Sharon Meredith	Wetlands and People Officer [from 10.00am to 11.00am]

Apologies:

Paddi Creevey OAM	Secretary
Darralyn Ebsary	Community Member
Howard Mitchell	Community Member
Rob Summers	DPIRD
Cr Eliza Dowling	Local Govt Member (Inland)
Cr Stephen Lee	Local Govt Member Proxy (Coastal)
Suzanne Brown	Water Corporation (Observer)

2. Declarations of Interest

There were no declarations of interest.

3. Confirmation of Minutes of Meeting held on 13 October 2018

Moved: Marilyn Gray Seconded: Andrew Ward

That the Minutes of the meeting held on 13 October 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. David has been on leave.</i>	Jane O'Malley	IN PROGRESS

Summary of actions and resolutions 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 and to be circulated soon</i>	Jane O'Malley	IN PROGRESS
3.	Item 7 Presentation – Julie Mac Mile PHCC's new website [18 October 2018]	Julie MacMile	COMPLETE

	<p>ACTION: Julie to enable the option for separate tabs to open on the PHCC website.</p> <p>UPDATE: Julie has made this modification as requested.</p>		
	<p>Item 8a East Asian Australasian Flyway Partnership [18 October 2018]</p> <p>That: Steve to draw attention to the EAAPF CEPA at the National Estuaries meeting in November</p> <p>Note: the National Estuaries meeting was postponed</p>	Steve Fisher	Cancelled - REMOVE
4.	<p>Item 8a East Asian Australasian Flyway Partnership [18 October 2018]</p> <p>That:</p> <ol style="list-style-type: none"> 1. The PHCC acknowledges that our contributions to the EAAPF CEPA Workshop were well-received and that the PHCC has been invited to: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> iii. nominates a representative for the EAAPF CEPA Working Group iv. 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. <p>UPDATE: Executive Group endorsed as recommended, with Kim Wilson to be the PHCC representative</p>	Executive Group	COMPLETE
5.	<p>Item 9 Endorsement of Policies – Policy 4.1 Privacy [18 October 2018]</p> <p>That Policy 4.1 Privacy be endorsed as presented.</p> <p>ACTION: Update Policy Register; Members, Staff and Volunteers to read and acknowledge; add to PHCC website.</p>	Pat Sutton	COMPLETE
6.	<p>Item 10 Treasurer's Report [18 October 2018]</p> <p>That a letter be sent to ANZ Bank authorising Finance Manager Karen Henderson as our representative to:</p> <ol style="list-style-type: none"> 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". <p>UPDATE: Letter sent 21 November 2018</p>	Jane O'Malley/ Karen Henderson	COMPLETE

Item 6.4 Agency and Member Reports – Andrew Ward [18 October 2018]

Jane advised that the Peel Food Zone management plan would be placed on the Members page of the PHCC website. She noted that it was a confidential document.

Item 8a East Asian Australasian Flyway Partnership [18 October 2018]

Jane advised the Executive Group considered the invitation to nominate a representative and recommended that Kim Wilson be that representative. The offer to go the meeting in China was declined at this stage as the timing and capacity were not good.

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: Mike Schultz Seconded: Andrew Ward

That Correspondence In and Correspondence Out be accepted.

CARRIED

6. Agency and Member Updates and General Business

6.1 Rob Summers – DPIRD

Rob was an apology and a report was not presented.

6.2 Mark Cugley – DBCA

- Kooljerranup Nature Reserve: DBCA has been undertaking weed mapping and weed control on its reserves in the Peel-Harvey. There has been considerable focus on the Kooljerranup Nature Reserve with funding available as part of a Main Roads offset package for Roe 8, The Nature Reserve is significant as it contains the threatened Declared Rare Flora species *Caladenia hueglijii* (Clubbed Spider Orchid) and *Drakea elastica* (Hammer Orchid). The Department is also installing die back wash down structures and fencing to minimise the threat of die back being spread in the reserve. There is also a road reserve through Kooljeranup that the Department and Shire of Murray are looking to close and amalgamate into the reserve to control vehicle access which is contributing to these threats.
- Feral pig control: DBCA has been working with Department of Communities (DOC) regarding the control of feral pigs at Keralup. DBCA has prepared a scope of works for DOC to consider, further to the stakeholder workshop that was held on feral pig control in September 2018.
- Lake McLarty: DBCA secured a parcel of land abutting the south-east corner of the nature reserve. The major agricultural drain that delivers the majority of water to Lake McLarty, runs through this property. DCBA is looking at options to reconfigure this drain into a swale and wetland configuration, so that it improves water quality and provides other benefits such as habitat. Will be seeking some specialist input from others and we look at how best to do this in the new year.
- Banksia Woodland TEC: DBCA has been working with PHCC and proposed several project sites that may be worthy of funding through NLP2 to manage and protect Banksia Woodland TEC with Jordan and Andrew. Apart from what may be considered on DBCA land, we are looking at building our collective understanding of where Banksia Woodland is present on the Swan Coastal Plain to better understand the spatial extent of this TEC regardless of tenure.

6.3 Bob Pond - DWER

Bob's report to be provided.

6.4 Andrew Ward – Peel Development Commission

- The East Keralup ROI is now out and it closes on 2 February 2019. A number of businesses have already registered and a briefing session will be held at the Shire of Murray on 19 December. Andrew invited PHCC to send a representative. Adrian Parker has the details.
- Drains – Peel Business Park. Landcorp have released Stage One and they have been advised to progress discussions with PHCC about the design of the open drain systems. (Jane has had no contact yet.) Suggest PHCC makes contact with LandCorp to progress.
- The Southern Dirt growers group – This has been raised at PRLF and PHCC is going to be a lead in that space. About 20 farmers attended a recent meeting for farmers in Murray from the Waroona and Murray districts suggesting a good level of interest.

6.5 Scott Haine – DPLH (Peel) Observer

Scott reported that there has been some reorganisation of the Land Use Planning division of DPLH. The new Metro South Peel team is divided into two area teams, being Metro South West and Metro South East.

Metro SE deals with the following local governments: City of Gosnells, City of Armadale, Shire of Serpentine-Jarrahdale and Shire of Murray.

Metro SW deals with the following local governments: City of Cockburn, City of Kwinana, City of Rockingham and City of Mandurah.

Cameron Bulstrode is the Planning Director for the Metro South Peel team. The Planning Manager for Metro SE is Justin Breeze, and the Planning Manager for Metro SW is Alice Brown. Scott Haine and John Pride are now Principal Planning Officers, with Scott generally aligned to the Metro SE team and John generally aligned to the Metro SW team.

South West Regions (Bunbury office) now deals with planning matters within the Shire of Waroona. Planning matters relating to Boddington are dealt with by another team (Regional South). (Note – I accidentally used the term Wheatbelt team in relation to Boddington matters, which is incorrect.)

6.6 Suzanne Brown - Water Corporation Observer

Suzanne was an apology and no report was received.

6.7 Mike Schultz – Community Member

- Mike reported that he had attended three rounds of steering committee meetings in the past months and he commented that the work done to have uniformity in the process was great. It has been a difficult time for staff and they did an excellent job pulling information together.
- Mike recommended reading the book *Dark Emu* by Bruce Pascoe.
- Mike shared some interesting data on the Great Aussie Bird Count and in our region there were 456 checklists with 839 species and 15,800 birds counted. There was not one postcode in the region that did not have someone putting in a checklist. Red-tailed cockatoos and White-tailed cockatoos were included on checklists 10 and 9 times respectively.
- Mike conducted an interesting quiz about the proportion of humans, domestic and wild animals (vertebrates) in the world with the following results:
Humans - 32%
Domestic animals – 65
Wild animals – 3%.

6.8 Sue Fyfe – Community Member

- Sue reported that the Dwellingup Futures Group had been constituted. A number of local and state government representatives, mining representatives met with community members at the end of November to set the Terms of Reference. It was an interesting meeting and information sharing session. The next meeting will be held in March 2019.
- Sue said the community is very concerned about the State Forest. There are feral pigs on the Scarp and Cotton Bush and Watsonia seems to be spreading. Some Landowners are managing it, but it is not being controlled on some rail and road reserves.

Jane noted the formation of the Dwellingup Futures Group and congratulated them on the approach to bring a lot of representatives together to work together.

Sue added that it was community led with a broad perspective about the whole Scarp and the northern jarrah forest.

Jan Star (declaring an interest) noted that Jarrahdale is behind it, but might be seeking to explore an opportunity for that.

6.9 Amanda Willmott – Community Member

- Amanda gave an update on the Fairy Tern Sanctuary. The results of the predation events were that more than 80% of chicks were killed and more abandoned. There is some momentum about doing something about cats and local residents have been monitoring the birds overnight.

Jane said Clare Greenwell (a PHD candidate at Murdoch University) did a presentation to Council and was upfront in saying if the Fairy Terns cannot be protected, then there shouldn't be a sanctuary. The sanctuary is working, but it now needs to be managed. It is a bigger picture.

Caroline said there is going to be a movement to gain control over cats in the community. That was a very significant number of Terns that were lost and the sanctuary was full of birds.

Jane said she has asked Thelma to write a case study on the Fairy Tern Sanctuary as she worked for years with Nic Dunlop and the Conservation Council to establish a working group. She also wanted to record that the sanctuary is a great outcome. The group's Facebook page is amazing with a lot of information every day and over 500 followers.

Jane has started a conversation with Clare to incorporate something with the Fairy Terns. If we could help facilitate keeping researchers in the area – for example if they need temporary accommodation and facilities. There is nothing there for visitors and something could be set up to help the community and researchers.

Other points discussed were:

- Getting message out about what cats are doing, not just locally.
- Loop in MAPTO to highlight the interest.

Jane – good to write to Alannah MacTiernan to encourage getting cats onto the BAM Act.

6.9 Cr Steve Lee (Proxy Coastal Local Government Representative)

Cr Lee was an apology and no report was received.

6.10 General Business

Members discussed their concerns with the prospect of seaplanes landing on the estuary and agreed that a letter be written to the Minister for Water.

Moved: Jan Star Seconded: Caroline Knight

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.

CARRIED

NB: State Government agency representatives and observer abstained from voting.

7. Science Advisor Update – Steve Fisher

Steve's report was included with the agenda.

Building Research Networks:

1. *Report Cards for the Peel-Harvey Estuary*

Produced a Draft Report Card for the Peel-Yalgorup Ramsar Site based on a comparison of measured data with the Limits of Acceptable Change (LACs) described in the Ecological Character Description for the Peel-Yalgorup Ramsar Site. I presented this to the Science Integration Steering Committee at the meeting on 15 November

The National Estuaries Network meeting proposed to be held in Mandurah in early November has been postponed until sometime in early 2019. I will stay in contact with DWER Water Science Branch to make sure we are represented at the meeting.

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).*

Presented an update of progress of these projects as well as the 1FTE project (Science Integration) to the Peel Development Commission, Recfishwest, DWER (Water Science) and DPIRD (Fisheries) at a meeting at PDC on 27 November. This presentation included the Draft Ramsar Report Card (see 1 above) as one of the deliverables the Science Integration project. Jane and I also received an update on progress of the other initiatives of the State Election Commitments.

- Voluntary Fisheries Adjustment Scheme (Tim Nicholas, DPIRD (Fisheries)) including a discussion regarding the proposed changes in management arrangements for the south west crab fisheries.*
- The Peel-Harvey Estuary Protection Plan – Water Quality (Malcolm Robb, DWER Water Science)*

Finalised (through Jo Garvey) an agreement with HRRT to deliver the Harvey River Restoration – Implementation of the Demonstration Reach component project and continued to negotiate with Murdoch University on an agreement to deliver the Stock enhancement of Black Bream (Murray River) component.

Facilitated a workshop on 22 October to develop a strategy for performing River Health Assessments for the following projects:

- the Peel-Harvey Estuary Grants (with Jane Townsend)*
- Connecting Corridors and Communities: Restoring the Serpentine River (Jo Garvey, Jesse Rowley, Rick James)*
- Newmont Boddington Gold Community Investment Agreement: (Mel Durack, Avril Baxter)*

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

Jo Garvey continues to manage this project with some oversight from me. As a result of a community forum we conducted on 13 August, we received 12 Expressions of Interest from landholders whose properties adjoin the Serpentine River for our Community Environment Grants round. Of these eight progressed to full applications which have been assessed by the Independent Assessment Panel and another two have been given a time extension to collect more information. The overall value of these 10 projects is expected to be between \$150K and \$200K.

4. ARC Linkage Project: Balancing Estuarine and Societal Health in a Changing Environment

Helped organize a workshop scheduled for 18 December at PHCC to discuss the work done by the project team to date in understanding the economic health of the region and how that may impact the estuary via land-use changes accompanying development and relates to the societal health aspect of the investigations. The team, led by Fiona Valesini (Murdoch University) and Paul Plummer (UWA) has undertaken “an economic evaluation of the Peel region as a whole, and also each of its Local Government Areas to assess the competitive and comparative advantage of the region and LGAs compared to the rest of WA, as well as the key drivers of employment growth and the influence of local factors”. Invitees include City of Mandurah; Peel Development Commission; Shire of Waroona; Shire of Boddington; Shire of Serpentine-Jarrahdale; Shire of Harvey. The workshop will also be promoted at the Peel Regional Leader’s forum on 7 December.

There are strong links between this piece of work and the Community Values section of the Peel-Harvey Estuary Protection Plan.

5. Other

Attended a workshop and training exercise on 22 October organized by FORM (Lamis Sabra) in partnership with UWA as a professional development for approximately 15 school teachers on Creative Learning. This workshop and training was delivered by Paul Collard (Creativity, Culture and Education) Newcastle, UK - see also <https://www.form.net.au/2018/02/creative-learning-paul-collard/> and <https://www.creativitycultureeducation.org/>

Peel-Harvey Estuary Protection Plan – Water Quality

- Met with Sarah Larsen and Romeny Lynch (DWER) on 30 October to discuss the Estuary Protection Plan, and in particular documents and other means through which PHCC could contribute to the Community Values section of the plan.*

Non-point source nutrient management

- Participated in a focus group interview on 2 November to discuss the problem of nutrient losses to water resources from agricultural practices in our catchment and understand the political hurdles to reducing the threat. This interview was organized by Jeanette Jensen (UWA Law School) under supervision of Alex Gardner to assist her in her PhD research project which investigates the usefulness of regulatory solutions to nutrient losses. The study includes other areas in addition to the Peel-Harvey Catchment including Queensland, where a focus interview was also organized. Other organisations involved in the interview were included the City of Canning; Western Dairy; Pastoralists and Grazers Association; South West Catchments Council; Department of Water (South West)*

Peel Bright Minds: Inspiring a Curious Community

- Attended the Steering Group Meeting on 20 November.*

Dolphin Forum

- *Attended the Dolphin Forum organized by The Estuary Guardians at PHCC's Shed on 29 November where Krista Nicolson and Martin van Aswegen (Murdoch University Cetacean Research Unit) presented results from their research on the dolphin stock assessment for the Peel-Harvey and novel technique for measuring the length of dolphins using laser photogrammetry respectively. Nat Goddard from Mandurah Cruises also spoke about how the data they collect contributes to the research effort.*

Common Cause

- *Attended an introductory training session on 29 November delivered by Common Cause at PHCC's Shed on how to engage people's values to motivate community action*

Advice (including Integrating Science into PHCC Projects)

1. *Fisheries Management Paper No. 288 – proposed changes to management arrangements for the blue swimmer crab resource in the South West.*
 - *Attended a meeting on 19 November with representatives from City of Mandurah, Mandurah Licensed Fishermen's Association, Peel Development Commission and Mandurah Cruises to provide advice on the proposed changes to the management arrangements of the Peel-Harvey Estuary blue swimmer crab fishery. One of the proposed changes involved extending the closure of the Peel-Harvey Estuary to crab fishing by commercial and recreational fishers, currently from 1 September to 31 October inclusive each year to protect mated pre-spawning female crabs.*
 - *As a result of this meeting, on 23 November I made a submission on behalf of PHCC to DPIRD (Fisheries), supporting an extended closure for at least one month to include November, especially to recreational fishing, to provide additional respite for migratory shorebirds from disturbance as they re-provisioned. PHCC is supportive of management actions that protect crab and fish stocks as these are important features of the ecological character of the Ramsar site. To this end the submission also recommended that:*
 - *the sustainability principals upon which the Marine Stewardship Council Certification are based, including the Harvest Strategy for blue swimmer crabs are used to guide management of the fishery and are consistent with the proposed changes to management arrangements*
 - *regulations for commercial fishers did not necessarily need to be identical to those for recreational fishers.*
 - *A monitoring program be re-implemented to monitor the effects of an extended closure.*
 - *Developing fisheries operating in Areas 1 (Comet Bay) and 2 (Mandurah to Bunbury) outside of the Peel-Harvey Estuary should be subject to similar management arrangements to protect breeding stock levels of blue swimmer crabs.*

See outgoing correspondence 0110_2018_1123 for the full submission which was endorsed by PHCC's Executive on 23 November as PHCC's position on the matter. City of Mandurah and Mandurah Licensed Fishermen's Association and Recfishwest also made a submission.

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

Helped Kim Wilson and Sharon Meredith finalise the MERI Plan for the Project Design Wetlands and People – A community restoring the Ecological Character of the Peel-Yalgorup Ramsar 482 Wetlands, also known as the Ramsar Project. As a result PHCC received an executed work order from the Australian Government on 22 November and so can now proceed in implementing the project.

Completed a successful recruitment process for the Coordinator, Wetland Science and Management to oversee the science, monitoring, collaborative management and management and evaluation component of the NLP2 Ramsar Project.

3. Collaborative Management of the Ramsar Site

Teleconference with Kim Wilson and Mike Coote and Heidi Bucktin (DBCA) on 28 November regarding:

- Extending the boundaries of the Peel-Yalgorup System Ramsar Site to include lakes Goegrup and Black as per the submission by PHCC in 2008 (and Map 2 of the PYS Ramsar Site Management Plan) as well as other landholdings that have since come under the management control of DBCA. This discussion was in response to a request for advice from the Minister of Environment to Mike following our meeting with ministerial advisors (for Planning and for Environment) on 20 September. Here we raised our concerns about the suspension of SAPPR and including how it would affect issues currently in abeyance, including changes to the Ramsar Site Boundary. DBCA agreed to progress this.*
- Collection of monitoring data for comparison against the limits of acceptable change (LAC). Mike was looking to PHCC to provide monitoring data for DBCAs annual report to the Australian Government regarding the ecological health of the Ramsar Site. There was also some discussion over how to interpret the data collected and what constituted a frequent breach of a LAC.*
- PHCC's invitation to join the EAAFP CEPA Working Group and the process for the nomination of the Peel-Yalgorup Ramsar Site as an East Asian Australasian Flyway Site*
- a briefing regarding the NLP2 Ramsar Project*

4. Federal Election Commitments

Accompanied Jane, Caroline Knight and Neil Dixon for a site visit to the Peel Main Drain with Tony Burke (Shadow Environment Minister) and Melissa Teede (Labor Party candidate for Canning) to:

- describe the Connecting Corridors and Communities: Restoring the Serpentine River and Peel-Harvey Estuary Grants projects*
- discuss potential election commitments to improve the ecological health of the Ramsar Site and thereby promote tourism and jobs, including rescuing the Lake Clifton thrombolites and establishing Stage 1 of the Peel Waterways Institute*

Science Communications

1. Oral Presentations:

“Peel-Harvey Estuary System: Lifeblood of Our Region” presented to approximately 180 employees of the City of Mandurah Works and Services Directorate at Mandurah Offshore Sailing Club as a keynote at their professional development and wellness day on 24 October.

“2017 State Election Commitments: Peel-Harvey Estuary Grants & 1 FTE Projects” presented to Andrew Ward, Adrian Parker, Kristie Tonkin and Simone Hutton (PDC); Malcolm Robb (DWER); Leyland Campbell (Recfishwest) and Tim Nicolas (DPIRD (Fisheries)) on 27 November at PDC Offices. See also Building Research Networks 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) above.
Greenfields Primary School Excursion to Coodanup (22 November): with Lee-Anne and George Walley, I led an excursion with 62 Year 4 and 5 students and 6 parents and teachers to the estuary foreshore and wetlands at Coodanup Reserve.

In two 1 hour sessions, I led the students along the foreshore, describing the Ramsar values of both the estuary and wetlands, especially as feeding habitat for migratory shore birds, the threats to these values and what actions they could take to protect the values from these threats.

Greenfields Primary School Excursion to Riverside Gardens (29 November): with Lee-Anne and George Walley and Thelma Crook, I led an excursion with 90 students and 9 parents and teachers to the Serpentine River foreshore and wetlands at Riverside Gardens Reserve. In three 30 minute sessions, I spoke to the students about the values of the Serpentine River and the threat of nutrient export from the catchment; the ecology of wetlands and the function they perform in filtering nutrient runoff into the rivers and estuary.

Steve Fisher

Science Advisor

8. Endorsement of Policies – Policy 4.12 Devolved Grants Programs

Jane explained that the board endorsed Policy 4.12 Devolved Grants Programs out of session so it could be used as a reference point in the recent offers of grants. She said there may be some minor tweaks in the New Year, around boundary fences, to make clear our position on funding.

ACTION: Note the following for discussion when Policy 4.12 Devolved Grants Programs is reviewed in February/March 2019:

- 1. In-kind PHCC expectation of 50%**
- 2. Review Clause 3 and change “individual” in Clause 3.2 to “applicant”**
- 3. Send policy with tracked changes to Amanda Willmott to review.**

Bob asked if this policy would be followed up with an operational one as this is strategic. Boundary fencing probably doesn't fit in this document but it could be in operational guidelines.

Jane said the team is suggesting to have a link to the policy. Once we have an organisation position it will be reflected in guidelines. Guidelines are done at operational level.

Moved: Marilyn Gray Seconded: Bob Pond

That the Board accepts the Out of Session endorsement of Policy 4.12 Devolved Grants Programs.

CARRIED

The meeting broke for morning tea at 10.15am and resumed at 10.40am

9. Presentation: Sharon Meredith – an overview of the CEPA Workshop in Manila

Sharon Meredith provided a presentation on the CEPA workshop held in Manila, which she and Kim Wilson attended. A copy of the presentation is attached to these minutes.

Andrew Ward, Kim Wilson and Sharon Meredith left the meeting at 11.00am

10. Treasurer's Report

Marilyn Gray presented the Treasurer's Report:

Finance and Audit Committee

Credit Card Review

The Finance and Audit Committee met on 3 December 2018 and reviewed the current Credit Card Cardholder Register which has a card facility limit of \$10,000 spread across 8 card. The Senior Management Team had input into the need for credit cards for staff under them and then the CEO and Finance Manager put forward a recommendation to the Finance & Audit Committee for consideration and endorsement. In summary, the Committee endorsed the following:

- *4 Cardholders with no change [Jane O'Malley, Patricia Sutton, Julie MacMile & Johanne Garvey]*
- *2 Cardholders Cards to be cancelled [Kim Wilson & Thelma Crook]*
- *7 Cardholders to be added [Steve Fisher, Sharon Meredith, Rick James, Jesse Rowley, Andrew Del Marco plus Admin Officer and Vacant – HW Support Officer when approved by CEO]*
- *2 Cardholders monthly card limits raised [Melanie Durack to \$2000 and Jane Townsend to \$1000]*
- *With a potential 15 Cardholders, the Committee also realised the current Facility Limit could be stretched, and reviewing past history and factored the potential risk to the organisation, they endorsed that the Board give consideration to increasing the Card facility limit from \$10,000 to \$15,000. It was noted that with current internal controls in place by the Finance Manager, the credit card expenditure is tracked weekly or when Bank feeds are downloaded via MYOB, whichever is carried out first.*

Bank Signatories

As part of the Governance process, the Bank Signatories will need to be updated to add Chair, Caroline Knight as a Signatory to all ANZ and Westpac Accounts plus register for Online Banking Authority. The Committee opted to keep the existing signatories in Jan Star, Marilyn Gray, Mike Schultz and Andy Gulliver unchanged.

New Chart of Accounts and Cost Centres

Karen presented the Committee with a sample of how the new Chart of Accounts and Cost Centre set up is progressing which looks professional, number allocation aligned to the organisations filing hierarchy system and the structure should create a simpler task of extracting important data, though it does come with some challenging time ahead to ensure that at June 30th 2019, we will be able to complete an Analytic Comparison Report for P&L against the previous year. A mammoth task ahead to transition to the new way we will be able to identify true costs across all areas of the Organisation but Karen has a plan and Bart Katarski will assist her in dissecting 2018 data to the new structure with his Excel wizardry.... Stay tuned!

RLP Tender Outcomes

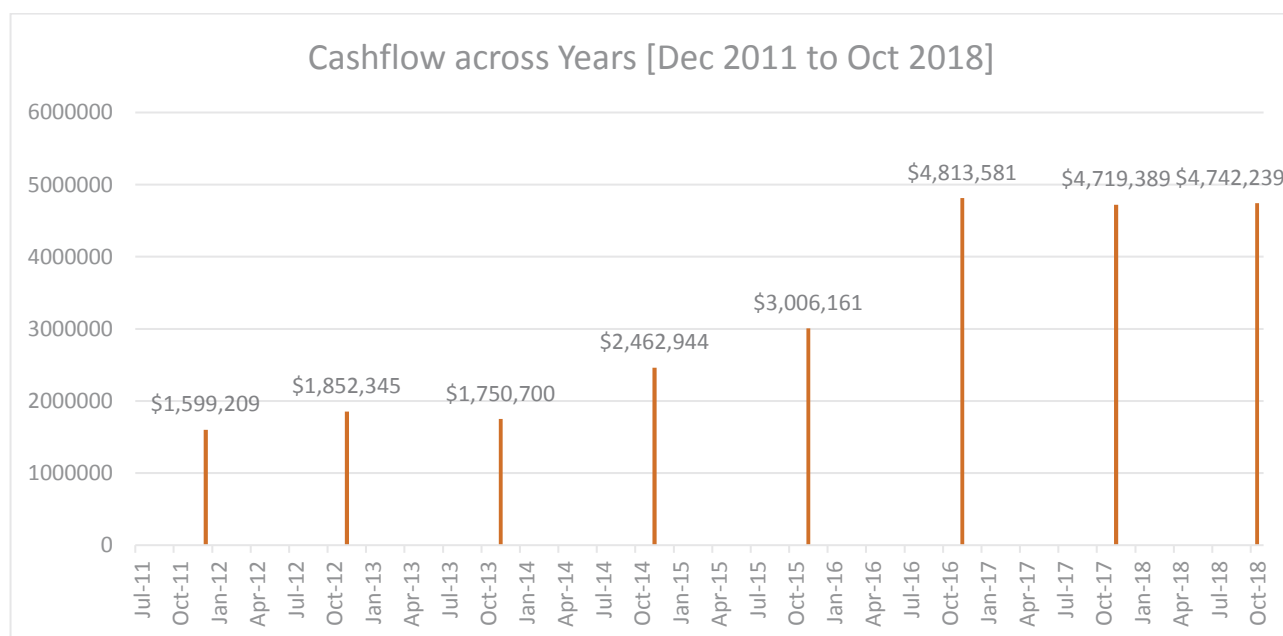
I am very pleased to report that PHCC did exceptionally well in the RLP Tender process with a total of \$12m worth of project funding secured over the next 5 years across the 4 successful Outcomes, with all projects

increased to 60 months. To achieve a grand total of \$14.4m (**Note: Amended to \$12,033,000 at the meeting**) including Core Services is simply outstanding! Along with our other streams of Government and Industry funding, it is important that we set up and implement our financial and project management systems so that we deliver strong fiscal management as we have done in the past. The F&A Committee indicated that they are very comfortable working outside a structured budget for the interim whilst these new processes are being established.

Other

Karen has provided a finance update in the F&A Steering Committee Meeting Notes which covers the period ending 31 October 2018 but I would like to add that PHCC Equity is holding its own at \$1,060,522 as we transition away from funding upfront to claiming payment in arrears. February 2019 should provide us with a better understanding of how this is affecting cash flow as we work diligently to overcome any shortfalls.

Of interest, below is a graph of PHCC Cash flow from December 2011 when we first started to capture this in our bi-monthly reporting to current balance, based on figures at November of each calendar year, with the exception of this year. We can see a significant increase during the period 2014- 2016 since becoming a Region and have been able remain consistent over the past couple of years as we manage the transition away from the Rivers2Ramsar and NLP 1 rounds of funding.



Finance Induction training has been provided to new Board Member Amanda Willmott and staff members Paula Pownall, Rick James and Allison Owens. Karen will provide further training to Project Teams once the MYOB system rolls out in the New Year.

Use of equity to fund reverse cycle air-conditioning in the shed

Subsequent to the last F&A meeting, PHCC was informed that its submission to Bendigo Bank for enhancements to the Shed had been only partially successful. At its last meeting, Executive discussed the matter and approved the use of up to \$10,000 of equity funding to pay for the installation of reverse-cycle air-conditioning in the shed.

Moved: Marilyn Gray Seconded: Bob Pond

- 1. 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.**

- 2. Credit Card Review**

That the following recommendations be endorsed:

- 2.1 Increase the ANZ Credit Card facility limit on Account No 4564-8070-0047-3072 from \$10,000 to \$15,000.***
- 2.2 Update Chair details on the ANZ Credit Card by adding Caroline Knight and removing Andrew Gulliver.***
- 2.3 Cancel credit cards held with Kim Wilson and Thelma Crook.***
- 2.4 Increase Melanie Durack's monthly credit card limit from \$1000 to \$2,000.***
- 2.5 Increase Jane Townsend's monthly credit card limit from \$500 to \$1,000.***
- 2.6 Add the following staff as cardholders with the approved monthly spending cap:***
 - Administration Officer [TBC] \$1,000 when advised by CEO***
 - Andrew Del Marco - \$1,000***
 - Jesse Rowley - \$1,000***
 - Rick James - \$1,000***
 - Sharon Meredith - \$1,000***
 - Steve Fisher - \$2,000***
 - Vacant, HW Officer - \$1,000 when advised by CEO***

3. Bank Signatories

That the following recommendations be endorsed:

- 1. Chair of PHCC, Caroline Knight is to be added to the Bank Signatory for all Bank Accounts.***
- 2. The 4 existing signatories to remain, being Jan Star, Deputy Chair; Marilyn Gray, Treasurer; Michael Schultz, Community Member and Andrew Gulliver, Community Member.***

4. Use of Equity to fund air-conditioning to the shed

That the following Executive recommendation be endorsed:

- 1. That up to \$10,000 of Equity be used to fund the installation of reverse-cycle air-conditioning to the Shed.***

CARRIED

I would like to thank all staff for their conscientious efforts in retaining such high standards whilst grappling with new challenges. Congratulations, take a well-earned rest over the Christmas break and come back fresh to a prosperous and exciting 2019 delivering funding across our Catchment.

*Marilyn Gray
Treasurer*

10.1 Finance and Audit Committee Minutes

Moved: Marilyn Gray Seconded: Bob Pond

That the minutes of the Finance and Audit Committee meeting held on 3 December 2018 be endorsed as presented.

CARRIED

11. Changes to Steering Committees

Jane advised that Amanda Willmott had expressed an interest in being on the Governance and Aboriginal Participation Organisational Committees.

Darralyn Ebsary had requested to be removed from the Land Conservation Steering Committee and to join the Agriculture Steering Committee. Amanda Willmott nominated to fill Darralyn's position on the Land Conservation Steering Committee.

Jan Star nominated Amanda Willmott to sit on the Science Steering Committee. Amanda accepted the nomination.

Moved: Bob Pond Seconded: Mike Schultz

That:

1. **Amanda Willmott be added to the following committees:**
 - a. **Governance Organisational Committee**
 - b. **Aboriginal Participation Organisational Committee**
 - c. **Land Conservation Steering Committee**
 - d. **Science Steering Committee**
2. **Darralyn Ebsary be removed from the Land Conservation Steering Committee**
3. **Darralyn Ebsary be added to the Agriculture Steering Committee.**

CARRIED

12. Chief Executive Officer's Report

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

Staff – Movements, Professional Development and more

- **Rick James** has accepted a contract as our **Coordinator, Wetlands Science and Management** to August 2023. We will need to advertise to backfill our **Wetland Restoration Officer** (Rick's previous position). We will also restructure with the Restoration Officer shifting to directly report to Rick.
- **Neil Dixon** shifted from a full time contract to a 2 days / week casual contract to complete the REI drainage projects.
- Jane added that **Allison Owens** had been employed on a part time basis and has recently agreed to increased hours to full time from 7 January 2019. Allison was engaged through a Federal Government program and PHCC is eligible for an Australian Government Wage Subsidy through Job Active.
- **We have extended contracts for:**
 - *Christine Townsend (increase to 2 days / week extended to March 2019 – Numbats)*
 - *Helen Parsons (extended to March 2019) (Hotham-Williams)*
 - *Michelle Mullarkey (extended to June 2020) (REI – Peel Main Drain)*
 - *Megan LeRoy (extended to March 2019) (REI – Soil Testing)*
- *We will be advertising for a full time officer to support delivery of our **NLP Numbat project** in 2019.*
- *Jordan got engaged!*
- *Staff had a lovely **end of year celebration** on 5th December with a two-hour cruise on the Estuary and then drinks at the Peninsula Hotel. Very nice to be able to show the team our thanks for their efforts, outside of the work environment. Much laughter and some terrible Kris Kringle presents!*

- The office will be closed from 3pm Friday 21 December and re-open on Monday 7 January. Some staff will be working across this time. Andrew DelMarco commences 6 weeks leave from 13 December and Thelma will be acting in his position in his absence.

Projects

There is much happening on the ground and from 2019, each Program Manager will provide a summary of project status, highlights etc. which will accompany the CEO's Report.

1. National Landcare Program

The team are doing a spectacular job in commencing delivery against our NLP projects. We now have confirmation that our 3 one year projects will all be extended to five years. This is great news for long term outcomes. In summary, we have secured **\$12,033,000** for delivery of projects (and core services) to June 2023. Summary:

Banksia Woodlands – Offer for years 2-5 is \$203,624 less than requested (being \$1,120,000). We have accepted the terms and received the executed work order. We now have until 29 January to submit the MERI plan and unit cost pricing table. The **total across 5 years is \$1,401,418**;

Numbats – Offer is \$797,958 less than requested (being \$1,739,604). We have accepted the terms and are waiting to receive a work order. On receipt of that we will have 6 weeks to submit the MERI plan and unit cost pricing table. The **total across 5 years is \$2,174,505**;

Greening Farms - Offer is as requested (being \$857,298). We are waiting receipt of work order to formally accept the offer, and then need it returned counter signed. On receipt of that we will have 6 weeks to submit the MERI plan and unit cost pricing table. The **total across 5 years is \$1,078,254**.

- We have received the executed work order for our 5 year Ramsar project.
- Reporting and invoicing is due January and the team are managing leave around these needs.

Mike congratulated everyone and Jane in particular. It might be worth a reflection on the processes to prioritise, the steps to bed down some of the works. Lessons learned would be good to keep.

2. PHCC 2018-19 Community Environmental Grants (CEG) Program - \$340,000

Thank you to staff and Board involved in the Grant process, with particular thanks to Andrew who was tasked with overhauling and overseeing the whole process. The team deserve an elephant stamp.

A summary of the NLP project grants are provided below which equates to:

- 34 Grants supported across 3 programs
- PHCC contribution (NLP funds) = \$259,940
- Landholder In-kind contributions = \$509,765
- Total value = \$769,705

The Alcoa Foundation, Serpentine River grants have been assessed and eight applicants have requested \$173,957. The team is finalising this process (which is not as time bound as delivery of the NLP grants)

Greening Farms	16 Approved Projects
Landholder contribution (ex GST)	\$ 170,600.29
2018-19 PHCC Farms contribution (+50% seedling cost) (ex GST)	\$ 81,960.79
Seedlings 50% (2019-20) (ex GST)	\$ 10,109.05
Area protected Ha	294.9
Km fencing	18.89
Revegetation Ha	40.2
Weed control Ha	36.6
Bank stabilisation Ha	58.4
Feral animal control	1
Numbats	12 Approved Projects
Landholder contribution (ex GST)	\$ 177,404
2018-19 PHCC Farms contribution	\$ 118,957

Seedlings 50% (2019-20) (ex GST)	21,250
Area protected Ha	276
Km fencing	30
Weed control Ha	Yes - inkind
Feral animal control	Yes – large scale
Banksia	6 Approved Projects
Landholder contribution (ex GST)	\$ 161,761
2018-19 PHCC Farms contribution (+50% seedling cost) (ex GST)	\$ 59,023
Dieback mapping (ha)	117
Artificial habitat structures installed	5
Km fencing	2.76
Revegetation Ha	4.8
Weed control Ha	3

3. *Regional Estuaries Initiative – Peel Main Drain and Mayfield Projects + Soil Testing*

Peel Main Drain – is now progressing well and should be on target for final construction in February. The Mayfield projects are also progressing and on track for construction early 2019, thanks to the efforts of Amanda Best at Water Corporation.

The DWER are working to reallocate some funding to enable the PHCC to carry out a further year of soil testing. We are awaiting a project variation to secure this.

Strategic Issues

1. *Constitution*

Changes to our constitution have been “approved as lodged.....”. The new constitution will be on the website and Members page before end of December.

2. *ACNC – Annual Report*

Has been completed and is presented for endorsement prior to submitting to ACNC.

Moved: Jan Star Seconded Marilyn Gray

That the Board delegates authority to Jane to submit the report on the ACNC website.

CARRIED

3. *SAPPR and PHEMC Update – Suspension of SAPPR:*

Nothing further to report at this stage.

4. *PHCC Strategic Workshop – Thursday February 21 (venue tbd)*

With the support of the Executive Group, Jane is progressing planning for our Strategic Workshop. At this stage it is proposed that the day would include the following (order to be determined):

- a. General meeting – 1 hour
- b. Review of 2 year achievements (as prescribed in current Strategic Directions) and setting of following 2 year planned achievements (at the end of the day, after knowledge sharing etc has inspired out thinking)
- c. Knowledge sharing/setting scene session, including summary of what the PHCC is contracted to deliver in following 2 years; critical issues impacting on delivery outcomes; challenges; critical issues (e.g. water availability etc.); gaps; perhaps an environmental scan / state of play. Key delivery partners may be invited to this session to either contribute and/or understand scope of works committed etc.
- d. Setting the scene for working closer in the Ag space - opportunities

- e. Department of Aboriginal Affairs – update on Native Title Settlement and our desire to establish a Regional Agreement between DAA & PHCC for overarching approvals for works
- f. Presentation by Mike Rowe, DG Department of Water and Environmental Regulation, (tbc) on System Stewardship. See paper <https://www.instituteforgovernment.org.uk/sites/default/files/publications/System%20Stewardship.pdf>

We will also look to invite Mark Webb, DG DBCA to discuss strategic delivery and the State NRM Framework.

Jane also mentioned conversations she had had with Karrie Anne Kearing and Mark Salmon regarding reviewing the name “PHCC”. She has requested a meeting with them, Richard Walley and Caroline.

Other highlights and project updates

1. **Steering Committee’s** seem to be going well and happy for feedback
2. We are still 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).
3. **Feral Cat Taskforce** has not progressed and there has been no announcement about them being listed on the BAM Act.;
4. Working with DBCA, PHBG and landholders re **Feral Pig** management
5. **Forest Management Plan** – Submission prepared and also provided to Robyn Clarke to advocate;
6. Continuing meetings with **Government and Candidates** (see Chair’s report)
7. The Mandurah **Water Towers** project is moving forward. Risk assessments on the 2 remaining towers accepted and Water Corporation is progressing details of requirements for approvals.
8. **CCWA Conference** “Biophilia: A love of life and living things” – was excellent. PHCC sponsored and had a stall. Very worthwhile with opportunity for talks with Ministers Dawson and Kelly, amongst others.
9. We are working with FORM and David Templeman to try to have Paul Collard’s ‘**Creative Learning**’ Programs in 3 schools in 2019, with a focus on Ramsar wetlands (subject to funding);
10. Advocating for a **Master Plan** for the visitor area at **Lake Clifton**, to support protection and greater understanding/awareness/management (discussing with George Walley, DBCA & City of Mandurah);
11. **Keralup** remains on our radar, with the ROI’s currently open. <https://www.tenders.wa.gov.au/watenders/tender/display/tender-details.do?CSRFNONCE=8126A8FD38301A05E25E3EAD8BA6F259&id=41692&action=display-tender-details>
12. We are working towards the launch of our e-newsletter (hopefully February)
13. Met with **Australian Native Food and Botanicals** (via Andy) – good meeting and opportunities
14. PHCC have **rented out the Shed** for first time (Greening Aust)
15. We have been successful with funding from **Bendigo Bank (\$3,000)** to extend **water connection** and a sink into the shed
16. Executive Group has directed Jane to **purchase airconditioning** for the shed from PHCC funds, rather than resubmit the unsuccessful application to Bendigo Bank, to Lotterywest.

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

- 17 January Shorebird Identification Workshop
- 10 February Shorebird 2020 Count

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.

Jane O'Malley

Chief Executive Officer

Moved: Mike Schultz Seconded: Marilyn Gray

That the Chief Executive Officer's report be accepted.

CARRIED

12. Chairman's Report

The Chairman, Caroline Knight, spoke to her report:

Firstly I'd like to extend a big thank you on behalf of us all to Andy Gulliver. Andy your warmth and dedication, firstly as a founding Member of the PHCC, and in the last three years, as Chairman, is much appreciated.

I really want to thank the Board for your confidence in electing me Chair of PHCC, it's hugely exciting and also a little daunting. We have so much going on across our organisation I'm currently on a very rapid learning curve.

The more I learn about this organisation the more blown away I am by the incredible staff that we have. People that are extremely passionate about what they do, going that extra mile to make PHCC one of the true standout successes that it is. I feel very privileged to be your new Chair and look forward to working closely with everyone.

Welcome to our new Member, Amanda Wilmott – welcome to the team.

Having only been in the Chair for just a month I have only a few things to report.

Meetings and Events

With an election looming we've taken the opportunity to vocalize our election wish list.

*On the 12 of November Jan Star, Jane O'Malley, Steve Fisher, Neil Dixon, and I met with **Tony Burke the Shadow Minister for the Environment. Melissa Teede, Labor Candidate for the seat of Canning.** We met at Peel Main Drain site to emphasise the scale of the projects we are involved in with Steve and Neil providing the technical details. Discussion topics included;*

- *The Water Ways Institute (Stage 1)*
- *Healthy Waterways Infrastructure fund*
- *Aboriginal Ranger Program*
- *Thrombolites (reducing salinity in Lake Clifton) and*
- *Support for an increase in the federal budget for environmental funds to at least 2% from the current 0.23%*

We have extended an invitation for a similar meeting to Federal Member Andrew Hastie and hope to meet early in the New Year.

On the 16th November Jane, Thelma Crook and I met with **David Templeman, Robyn Clarke** (Member for Murray-Wellington) and **Melissa Teede**. We again discussed our election asks as well as a number of other issues including PHCC being in Manila for the Global Engagement Project, the mid-term review of the Forest Management Plan, the State Feral Pig Strategy and a Noongar Ranger Program for the Peel.

On the 28th Andrew Delmarco brought together representatives from WAPC, DPLH, DPC, DPIRD, DWER, EPA, Shire of Murray (also representing City of Mandurah), to highlight protection of the Peel Harvey water resources given that **SPP2.1** is under review. I wasn't able to attend but general consensus was the meeting went well. Subsequently, we are in the process of clarifying our 3 major asks, along with several more minor requests. The WAPC has committed to discussing these with the Commission.

7th December **Peel Regional Leaders Forum** held their AGM (with no change in Chair or Deputy). The general meeting saw the endorsement of the 2019 Federal Election Commitment requests which includes:

- Healthy Waterways Infrastructure (\$20 million)
- Peel Waterways Institute (Stage 1) (\$1.85 million)
- Aboriginal Ranger Program (\$4.6 million)
- Rescuing the Lake Clifton Thrombolites (\$500,000)

Paul Forden, Chief Officer, South Metropolitan Health Service discussed the bringing together of key individuals across the region to develop a health and wellness plan. PHCC has nominated to be involved in further discussions.

A new vibrant logo was endorsed so we can expect to see that out in print soon.

Collaboration across the Region sometimes comes with challenges but in general the PRLF is progressing well, with the new Executive Officer, Anika Serer.

NRMWA

NRMWA has finalised a restructure following the overall reduction in funding across WA NRM Regions. Mariyon Slany of Perth NRM is the interim Chair of Chairs. This will be reviewed in the new year when all AGM's are complete. We are in the process of recruiting for a new Executive Officer (Jane is on the panel for this) to assist with policy, advocacy and strategy. Individual Regions will help with administrative functions of the collaborative group.

Following the release of a fairly perfunctory WA NRM framework by DPIRD and its reluctance to reform an NRM Council, WALN is trying to form a peak body to best respond to this void in NRM at a State level. WALN has invited NRMWA along with CCWA, UBC and others. Mariyon, SWCC Chair (Christine and new Chair Bill Biggs) and Wheatbelt CEO attended on behalf of NRM WA.

There is a combined meeting of Chairs and CEO's planned for 8th Feb, and possible teleconference for 14th Dec (Chairs).

Peel-Harvey Biosecurity Group

I would like to acknowledge the great work being done by the Peel Harvey Biosecurity Group, who we continue to work with as they progress with the new levy in place. They are achieving some great outcomes working with landowners to assist in the removal of cotton bush, rabbit and fox control, and our emerging problem of feral pigs.

CEO and Staff

Welcome to our new staff members, which Jane will cover in her report.

News

We are thrilled to receive confirmation that all three of our one-year projects have been extended to five years and the team are madly doing the paperwork associated with securing these additional work orders. We should be very proud of our efforts. A review of RLP project funding across Australia shows that the PHCC secured the 5th highest amount across the 56 management units – not bad for a little old community group.

The Year Ahead

With another busy year ahead starting with our Strategic Meeting in February it's now time to recharge the batteries and enjoy the holiday season. I look forward to catching up with our partners and community at our end of year function today.

Caroline Knight

Chairman

Moved: Bob Pond Seconded: Jan Star

That the Chairman's report be accepted.

CARRIED

The meeting closed at 11.45am

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>	Marilyn Gray	REVIEW IN 2019
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>	Jane O'Malley	IN PROGRESS

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

No.	DETAILS	RESP.	COMPLETE
1.	<p>Item 6.4 Agency and Member Reports – Andrew Ward [18 October 2018]</p> <p><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></p> <p><i>UPDATE: Requested and to be circulated soon</i></p> <p><i>18/12/2018: Provided on PHCC website (DOCUMENT IS CONFIDENTIAL)</i></p>	Jane O'Malley	COMPLETE
2.	<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	
3.	<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><i>MOTION: That the Board accepts the Out of Session endorsement of Policy 4.12 Devolved Grants Programs.</i></p>	Jane O'Malley Pat Sutton	
4.	<p>Item 10 Treasurer's Report [13 December 2018]</p> <p><i>MOTION:</i></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> 	Jane O'Malley / Karen Henderson	

	<p>2. <i>Credit Card Review</i></p> <p><i>That the following recommendations be endorsed:</i></p> <p>2.1 <i>Increase the ANZ Credit Card facility limit on Account No 4564-8070-0047-3072 from \$10,000 to \$15,000.</i></p> <p>2.2 <i>Update Chair details on the ANZ Credit Card by adding Caroline Knight and removing Andrew Gulliver.</i></p> <p>2.3 <i>Cancel credit cards held with Kim Wilson and Thelma Crook.</i></p> <p>2.4 <i>Increase Melanie Durack’s monthly credit card limit from \$1000 to \$2,000.</i></p> <p>2.5 <i>Increase Jane Townsend’s monthly credit card limit from \$500 to \$1,000.</i></p> <p>2.6 <i>Add the following staff as cardholders with the approved monthly spending cap:</i></p> <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> <p>3. <i>Bank Signatories</i></p> <p><i>That the following recommendations be endorsed:</i></p> <p>3.1 <i>Chair of PHCC, Caroline Knight is to be added to the Bank Signatory for all Bank Accounts.</i></p> <p>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></p> <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> <p>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>		
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	
6.	<p>Item 12 CEOs report [13 December 2018]</p> <p><i>MOTION:</i></p> <p><i>That the Board delegates authority to Jane to submit the report on the ACNC website.</i></p>	Jane O’Malley	