

MINUTES OF PHCC GENERAL STRATEGIC MEETING

Held on Thursday 21 February 2019
at Millbrook Winery, Old Chestnut Lane, Jarrahdale

The Chairman opened the meeting at 9.08am

1. Attendance

Present:

Cr Caroline Knight	Chairman
Jan Star AM	Deputy Chairman
Paddi Creevey	Secretary [until 1.45pm]
Bob Pond	Executive Committee (DWER)
Darralyn Ebsary	Community Member
Sue Fyfe	Community Member
Andy Gulliver	Community Member
Michael Schultz	Community Member
Amanda Willmott	Community Member [until 1.45pm]
Cr Eliza Dowling	Local Govt Member (Inland)
Cr Stephen Lee	Local Govt Member Proxy (Coastal) [until 3.00pm]
Mark Cugley	DBCA
Adrian Parker	PDC Proxy [from 10.25am]
Scott Haine	DPLH Peel (Observer)

In Attendance:

Jane O'Malley	Chief Executive Officer PHCC
Steve Fisher	Program Manager Science and Waterways PHCC
Andrew Del Marco	Program Manager PHCC
Mel Durack	Program Manager PHCC [from 9.25am]
Thelma Crook	Project Support PHCC
Patricia Sutton	Manager Corporate Services (Minutes) PHCC
Allison Owens	Administration Officer PHCC
Angela Elder	Manager, Aboriginal Policy & Coordination Unit DPC [from 9.25am to 10.25am]
Jane Townsend	Rivercare Officer, HRRT [from 10.25am to 12.30pm]
Jeremy Elliott	Director SW Settlement Aboriginal Heritage [from 9.25am to 10.25am]
Mark Webb	Director General, DBCA [from 11.10am to 1.45pm]
Mike Rowe	Director General, DWER [from 11.10am to 1.45pm]
Nicole Lucas-Smith	Director Strategy, WAPC [from 11.10am to 12.30pm]
Prof Giles Hardy	Murdoch University [from 9.25am to 3.30pm]
Richard George	Principal Research Scientist, Biosecurity & Sust, DPIRD [from 10.25am to 1.45pm]

Apologies:

Marilyn Gray	Treasurer
Howard Mitchell	Community Member (leave of absence)
Rob Summers	DPIRD
Andrew Ward	PDC
Suzanne Brown	Water Corporation (Observer)
Dave Caddy	Chairman WAPC (represented by Nicole Lucas-Smith)

2. Declarations of Interest

Andy Gulliver declared an interest, advising that he has a commercial business south of Keralup. His business is putting a submission for the East Keralup proposal and he is also working on a personal submission as part of East Keralup, looking at a UNESCO 'Man in the Biosphere' concept.

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

Andy Gulliver advised that he was not in attendance at the last meeting and was an apology. The minutes were corrected.

Moved: Bob Pond

Seconded: Amanda Willmot

That the Minutes of the meeting held on 13 December 2018 be confirmed as a true and correct record of the meeting with the amendment that Andy Gulliver was not in attendance.

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

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

No.	DETAILS	RESP.	COMPLETE
1.	Item 6.10 General Business [13 December 2018] <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>	Jane O'Malley	IN PROGRESS
2.	Item 8 Endorsement of Policies – Policy 4.12 Devolved Grants Programs [13 December 2018] <i>ACTION: Note the following for discussion when Policy 4.12 Devolved Grants Programs is reviewed in February/March 2019:</i> <ul style="list-style-type: none"><i>In-kind PHCC expectation of 50%</i>	Jane O'Malley	COMPLETE

	<ul style="list-style-type: none"> Review Clause 3 and change “individual” in Clause 3.2 to “applicant” Send policy with tracked changes to Amanda Willmott to review. <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>		
3.	<p>Item 10 Treasurer’s Report [13 December 2018]</p> <p>MOTION:</p> <ol style="list-style-type: none"> 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. Credit Card Review <p>That the following recommendations be endorsed:</p> <ol style="list-style-type: none"> Increase the ANZ Credit Card facility limit on Account No 4564-8070-0047-3072 from \$10,000 to \$15,000. Update Chair details on the ANZ Credit Card by adding Caroline Knight and removing Andrew Gulliver. Cancel credit cards held with Kim Wilson and Thelma Crook. Increase Melanie Durack’s monthly credit card limit from \$1000 to \$2,000. Increase Jane Townsend’s monthly credit card limit from \$500 to \$1,000. Add the following staff as cardholders with the approved monthly spending cap: <ul style="list-style-type: none"> 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 Bank Signatories <p>That the following recommendations be endorsed:</p> <ol style="list-style-type: none"> Chair of PHCC, Caroline Knight is to be added to the Bank Signatory for all Bank Accounts. The 4 existing signatories to remain, being Jan Star, Deputy Chair; Marilyn Gray, Treasurer; Michael Schultz, Community Member and Andrew Gulliver, Community Member. 	Jane O’Malley / Karen Henderson	IN PROGRESS
4.	<ol style="list-style-type: none"> Use of Equity to fund air-conditioning to the shed <p>That the following Executive recommendation be endorsed:</p> <ol style="list-style-type: none"> That up to \$10,000 of Equity be used to fund the installation of reverse-cycle air-conditioning to the Shed. <p>Update: Three quotes received and air-conditioning was installed on 11 February.</p> 		COMPLETE

5.	Item 10.1 Finance and Audit Committee Minutes [13 December 2018] <i>MOTION: That the minutes of the Finance and Audit Committee meeting held on 3 December 2018 be endorsed as presented.</i>	Karen Henderson	NOTED COMPLETE
6.	Item 12 CEOs report [13 December 2018] <i>MOTION: That the Board delegates authority to Jane to submit the report on the ACNC website. 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>	Jane O'Malley	COMPLETE

5. Correspondence

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

Moved: Paddi Creevey Seconded: Andy Gulliver

That Correspondence In and Correspondence Out be accepted.

CARRIED

6. Chairman's Report

Caroline Knight spoke to her report.

Welcome to the start of what I believe will be a busy productive year for us at PHCC.

There is a great buzz in the office every time I drop by and I can feel the immense energy from staff as they begin another year of great work that always emanates out of PHCC.

Meetings and Events

Since our last board gathering in December I've attended a number of meetings.

On the 17th of January Jan Star, Jane O'Malley, Steve Fisher, and I met with Dr Tom Hatton Chairman of the EPA. Also present was Robert Harvey the Deputy Chair and Jenny Pope Board Member.

Topics discussed included:

- *A brief update on our Peel-Harvey Projects*
- *Impacts arising from the proposed additional resources for the EPA Services Division*
- *Point Grey Marina and the process the EPA plays in the Commonwealth review of the approval due in June 2019*
- *SAPPR.*

On the 23rd of January Jan Star, Jane O'Malley and I met with Eric Lumsden for a general catch up on all things planning, emphasising the need for a totally strategic approach to the protection of the Peel Harvey.

On the 4th of February Jan Star, Jane O'Malley, Andrew Del Marco and I met with David Caddy Chairman of the West Australian Planning Commission and David Saunders Assistant Director General, Land Use Planning DoPLH.

- *Discussion topics were similar to those had with the EPA but included the Subregional Structure Plan and the Planning Investigation areas.*

- On the 8th, Jane and I attended the NRMWA meeting. While at times long and challenging I believe we have made some real progress.
- Collectively we have agreed to a workshop for purpose clarification to allow for structure, priority actions, responsibilities etc to be identified
- Rob Keogh from NACC was appointed Chair of Chairs
- Mark Webb from DBCA joined us for discussions
- Jane presented on RLP WA Investment of approximately \$80 million over the next 5 years, the changes that have occurred with funding reductions resulting in a loss of approximately 60 NRM professionals within Rural Communities
- Discussions included identifying opportunities, critical gaps, collaborative implementation with the State not competition and funding constraints within the Department.

No meetings with Federal politicians have occurred in the last period however given the imminent election I expect that will change in the next little while.

News

The PHCC was mentioned in the Summer edition of Bushland News under the Urban Nature Update re our Banksia Woodlands project thanks to Andrew and Jordan and an article titled Noongar Walk and Talk by Megan LeRoy featured a PHCC event. Great to see our name out there so thank you to the staff involved. We were called upon by the media to comment on Trail bikes and Feral Cats and Jane gave a great radio interview to ABC Bunbury radio re Feral cats.

A quick congratulations to Amanda Willmott who has now been appointed as the Ramsar TAG Chairperson, after a wonderful innings by founding Chair Jan Star.

Other news includes another successful Shorebird 2020 Count. Clean Up Peel Waterways occurs across March –loads of fabulous events and activities on the horizon so keep your eyes on the events calendar on the website.

Pat has kicked 2019 off with the introduction of the PHCC badged hat, a must have item for anyone out and about in the sun! Thanks Pat!

The Year Ahead

The year has kicked off with much interest in Feral Cats and their possible inclusion on the Biosecurity and Agriculture Management Act 2007 (BAM Act).

There is much happening on-ground and you'll need to have a look at the Program Manager summary reports to try to get across the sheer scale of what we are delivering. A big thank you to the team for all their hard work.

Our Strategic meeting on the 21st of this month promises to be a big day and I'll look forward to catching up with you then.

Caroline Knight
Chairman

Moved: Andy Gulliver

Seconded: Paddi Creevey

That the Chairman's report be accepted.

CARRIED

7. Chief Executive Officer's Report (Including Program Managers' Reports)

Staff – Movements, Professional Development and more

- **Mike Griffiths** has accepted a contract as our **Wetland Restoration Officer** commencing 11 March
- **Kate Barr** will return to the team 2 days a week as Project Support in the upper catchment.
- **Megan LeRoy** finishes with the PHCC on 1 March to circumnavigate Australia with her family.
- **Sharon Meredith** has temporarily increased her hours to full time (to April).
- **Jessie Fenelon** is providing casual support to the Ramsar Community Engagement team 2 days / week.

Projects

Please refer to the Program Manager reports that provide a summary of project status, highlights etc.

1. National Landcare Program – Core Services

- **Review of NRM Strategy against NLP2 Outcomes** – We plan to commence this process in April (due 19 July, with a further 6 months to update our Strategy)
- **Community Participation (engagement) Plan submitted 18.1.19**
- **Communications Plan [interim] submitted 18.1.19**
- **Fraud Control Plan** – we have contracted AMD to help prepare this and they are waiting for us to prepare a fraud policy to accompany it before finalization (no due date, but if the Australian Government asks to see it, we are required to provide it)
- It has been confirmed that we no longer need to prepare a **Transition Out Plan**
- Communications, Media and general are all in hand

Noongar Participation – Thelma Crook

- Department of Aboriginal Affairs have provided feedback to help inform the review of our **Noongar Participation Plan** (due 19 July). Updates will include links to procurement and Noongar Leadership.
- Thelma is working with the PDC re opportunities for **engaging Noongar businesses** and we have started a Noongar Business Register for procurement purposes
- Meeting pending with the Indigenous Land Council re joint opportunities for **working on country**
- Working with Winjan, DBCA & City of Mandurah to develop an application for a local **Rangers Program** - 4 Rangers & 1 Supervisor (3 years) (due 15 March). Work will predominately be on DBCA land. PHCC is coordinating meetings between the groups and assisting with writing the application.
- Jane and Thelma attended the **Noongar Chamber of Commerce** Sundowner (12 Feb), Executive Group have supported suggestion to join the CCI, and look at modifying our procurement process

2. Regional Estuaries Initiative

Peel Main Drain

- Treatment swales to be completed by March
- Weir continues to be challenging but working through
- Three way agreement (PHCC, DWER & W/Corporation) to continue to 2025 (but with no funding)
- Water Corporation has confirmed it will take ownership of the in drain infrastructure
- Site management plan being prepared
- Reviewing additional staffing resources to assist with e.g. site management plan

Mayfield

- 1 weir constructed; 3 under contract for construction in 2019; 1 historical weir to be rebuilt
- Looking for additional sites (up to 3 more depending on costs)

1. Federal Election Campaign

We are continuing to advocate for election commitments for the Peel-Harvey, as described below.

- \$20 million for healthy waterways infrastructure
- \$4.6 million to establish a 10 year Aboriginal (Noongar) Rangers Program
- \$500,000 for a pilot scale trial to reduce the salinity of Lake Clifton (for Thrombolites)
- \$1,850,000 for Stage 1 of the Peel Waterways Institute

Jane met with Melissa Teede again on 12 February particularly re the Labor Party's announcement of \$200 million for Urban Rivers and Waterways. Senator Louise Pratt's office is working with us to prepare a commitment for consideration (our healthy waterways ask against the Urban Rivers announcement).

We have been unsuccessful in securing a meeting with Andrew Hastie, despite personal contact, emailing and written correspondence since December 2018.

NRM WA have also prepared draft election asks for WA, being :

- \$450 million for the S.W. Biodiversity Hotspot (tourism, jobs & agricultural productivity); and
- \$680 million for drought resilience (productivity & profitability)

The drought resilience aligns nicely with the Labor "Drought Resilience Infrastructure" announcement, though only \$100 million p.a. nationally.

2. ACNC – Annual Report

Has been submitted as per previous delegation to the CEO.

3. SAPPR and PHEMC Update – Suspension of SAPPR:

We understand that the SAPPR Review Panel have had their term extended a further 6 months. We have requested a copy of the Review Panel report, and the Governments response.

Other highlights and project updates

1. We have accepted an invitation to the Dwellingup Futures TAG (Andrew DeMarco) and Stakeholder Reference Group (Jane)
2. We were successful with our State NRM Grants, being:
 - **Land for Wildlife** – \$80,032 (across State on behalf of 7 Regions)
 - **Lake McLarty** – \$350,859 - Priority actions as identified in the Action Plan, and continuing discussions with the TAG and FOLM (further meeting scheduled 12 July)
 - Unfortunately **HRRT** were not successfulMassively oversubscribed - 253 projects and \$40.4 million sought (111 successful & \$7.75 million avail.)
3. **Declaration of Feral Cats, Policy to minimise risk to domestic cats** – We have submitted comment into the DPIRD Policy policy (refer correspondence out) and continue to advocate for Declaration, across all land tenures.
4. WABSI is holding a **Stakeholder Workshop on conserving biodiversity in WA by improving feral cat management outcomes** on 12 & 13 March (invite only). PHCC will be represented.
5. We are continuing to work with Department of Communities and DBCA re Feral Pig management at Keralup.
6. **Keralup** remains on our radar, with the ROI's currently open. We have been asked to meet with 2 organisations putting in ROI's.

7. The Mandurah **Water Towers** project is proving challenging with the City of Mandurah considering reducing funding commitment, based on we can only do 2 towers, not 5.
8. **NRM WA CEO's** meeting on 1 February was productive.
9. **Peel Regional Leaders Group** is progressing well with the new EO, Anika Serer. Jane went to the Health and Wellness Plan for the Peel Region on 6 Feb. Some fabulous opportunities for Peel to be trial for an integrated health plan, tackling a range of issues including preventative health to assist so less people get to emergency stages of health care.
10. We are working towards the launch of our **e-newsletter** (hopefully April).

11. PHCC Events – not covered in Project Manager Reports (see events webpage)

- 21 March SHARE – “Managing our Forests – for What?” (on International Day of Forests)
- 28 March Chamber of Commerce Business After Hours (PHCC hosting)

12. Operational Issues

Occupational Health and Safety - There are no incidences to report
Please keep following our Facebook and Twitter accounts for project information, events and more. A huge thank you to the team who are doing a great job.

Jane O'Malley

Chief Executive Officer

Andy Gulliver acknowledged the great work of the Executive Group, the CEO and the team in delivering five years of funding and also on the management structures that allow us to connect. It is looking like a fantastic five years ahead.

Moved: Jan Star

Seconded: Darralyn Ebsary

That the Chief Executive's Report be accepted.

CARRIED

8. Treasurer's Report

The Treasurer, Marilyn Gray, was absent from the meeting.

The past 2 months have been extremely busy with Quarterly Reporting to State Agency funding bodies; Annual Reporting to our Industry Partners; acquitting 3 State NRM grants which were completed on 31 December 2018 and Quarterly Invoicing for NLP11 Cores Services and 4 Projects.

Bendigo Bank: A huge thank you to Bendigo Bank for the \$3,000 Community Grant for the partial cost of fitting out the Shed.

ACNC: The Annual Information Statement for the period ending 30 June 2018 was submitted via the ACNC Portal on 13 February. The Responsible Persons will now be up-dated to reflect the changes in Positions and persons post 30 June.

Credit Card Facility (Refer to attached request for endorsement): Paperwork for completing the increase in Facility Limit, change of authority details, the additional/cancellation of cardholders is currently being undertaken.

Quarterly Salary Payment (Refer to attached request for endorsement): Reimbursement of Salaries for the period 1/10/18 – 31/12/18 has been paid to City of Mandurah for the total of \$392,286.17. PAYG liability and Superannuation payments have been paid by CoM on PHCC's behalf. With additional staff to

the PHCC Payroll, it has prompted the Organisation to review the Delegated of Authority limits for the CEO and Finance Manager to be increased.

BAS: Quarterly BAS reporting for period 1/10/18 to 31/12/18 has been lodged with the ATO and a refund of \$5,545 is due.

Signatory for PHCC Banking: Our Chair, Caroline Knight, has been added to the ANZ Bank Accounts and registered for Internet Banking. Westpac authority details to be updated when the Term Deposit Renewal becomes due in June.

MYOB File: The new MYOB data file is currently being developed by Karen. We have received confirmation that an Analytical Comparison report must be provided at the F18-19 audit. In order to match data, the financial data from the previous financial year must be converted to align to the new Standard Chart of Account data file. Discussions will be had at the next F&A Meeting to determine which financial year will be conversion year to minimise the workload for this enormous task ahead.

Project Funding:

1. **3600** – Land for Wildlife: Shire of Waroona invoiced for F18/19 annual contribution of \$2,500.
2. **7300** – State NRM Capacity Building in the Hotham-Williams: Completed 31 December 2018 and audited financial statement signed off by our auditors AMD. Financial Statement has been submitted to State NRM as part of the final reporting requirement.
3. **7500** – State NRM Waroona NRM and Fire Recovery: Completed 31 December 2018 and audited financial statement signed off by our auditors AMD. Financial Statement has been submitted to State NRM as part of the final reporting requirement.
4. **7890** – HRRT State NRM Saving the Marron in the Harvey River: Completed 31 December 2018 and audited financial statement signed off by our auditors AMD. Financial Statement has been submitted to State NRM as part of the final reporting requirement.
5. **5000** - Regional Estuaries Initiative – Quarterly financial reporting submitted for Mayfield Drain, Peel Main Drain and Fertilising the Farm.
6. **5500** – **Alcoa Foundation** – Half yearly financial reporting submitted to funding body on 31 December 2018.
7. **6300** – Newmont Hotham-Williams River & Tributaries NRM and Conservation project: Annual financial reporting for year ending 31 December prepared by Finance Manager and available for viewing by Newmont if requested. Year 2 funding of \$100,000 to be invoiced once Year 1 reporting has been approved.
8. **6600** – South32 Tunbridge Gully: Stage 1 & 2 financial statement prepared by Finance Manager and submitted to South32 with annual reporting requirements.
9. **9500** – Peel Harvey Estuaries – 1FTE - Quarterly financial reporting submitted to PDC as per grant requirements.
10. **9600** – Hotham William 4 Shires – MOU: Shire of Cuballing [\$5,000] and Shire of Williams [\$5,000] have been invoiced for F18-19 contributions. Waiting for response from Shire of Boddington and Shire of Wandering before raising those annual contributions.
11. **9700** – Peel-Harvey Estuaries - FishRec - Quarterly financial reporting submitted to PDC as per grant requirements.
12. **RLP** – December 2018 Quarter invoicing for Core Services, Ramsar, Numbat Neighbourhood, Banksia Woodlands and Greening Farms were sent on 17th January for a total amount of \$637,893.24. Core Services [\$82,425] received 05/02/2019. Jane has reported that payment of the Project invoices can be expected on 18th February – 30 days after approval of invoice. 1st Payments of Round 1 of Community Environment Grants have commenced rolling out across the catchment.

Core Services payment 4 is due Mar 5th and Projects will be due 5th April.

With sufficient cash reserves, the Organisation is able to meet the payments being received in arrears, but as the projects invest heavily in On-grounds and Community Engagement works over the next 5 months, we anticipate that our Unspent Funds at the 30 June will appear to be the lowest it has been in many years.

Bank Statement Balance as at 31 January 2019:

ANZ Corporate Online Saver Account	\$493,650.94
Westpac Corporate Term Deposit	\$633,142.94
ANZ Project Online Saver Account	\$3,225,257.51
ANZ Project Cheque Account	\$33,773.12
ANZ Transaction Account	\$20.44
Petty Cash	\$13.900
Merchandise	\$1.00
ANZ Visa Card	-\$3,064.20
ATO Holding Account	5,545.00

Total Cash at Hand: \$ 4,388,606.65

PHCC equity as at 31 January 2019 **\$1,033,290.28**

The next meeting of the Finance & Audit Steering Committee is scheduled for Monday 1 April 2019.

Marilyn Gray
Treasurer

RECOMMENDATIONS

Subject: Modifications to Delegations of Authority – Endorsement sought
Date / Time: PHCC Meeting, 21 February 2019
Author: Jane O’Malley, CEO

The following modifications are recommended to the Delegations of Authority Register. This modification has been unanimously supported for endorsement by the Finance and Audit Sub Committee (out of session request January 2019); and the Executive Group (out of session request January 2019).

Recommendation:

That the PHCC accept modification to the Delegations of Authority as presented:

- Increase 5.7 approved expenditure for payroll from \$350,000 to \$450,000**

Section 5 Financial Delegations – Purchasing & Payments

FINANCIAL DELEGATIONS - Purchasing			
The Association delegates authority for purchasing activities, as detailed below, provided these activities are in accordance with the:			
<ul style="list-style-type: none"> – levels provided for within the organisational budget endorsed by the PHCC – levels provided for within the project budget, recommended by the Steering Committee and endorsed by the Executive Group (projects over \$1million) – or CEO (under \$1million) – purchasing and contracting policies previously adopted by Executive 			
Purchasing – Administrative / Capital Items		Approve	Authorise
(approve expenditure for any one transaction up to and including):			
5.7	\$350,000 (payroll only)	Finance Manager	CEO

Justification:

The PHCC invoice for our September to December quarterly payroll included 7 payrolls and was \$392,000, which was over current delegated authorisation.

With at least one more full time staff member to join the team (~February/March) it is likely we will exceed the current authorisation limit on a more regular basis.

It should be noted that all payroll cheques are signed by two authorised Board Members, in addition to the Approval and Authorisation process.

Section 4 - Financial Delegations – Budgeting and Accounting

- 2. New - Set credit facility limit (overall credit limit) through a master limit or combined card limits (refer new 4.11)**

FINANCIAL DELEGATIONS – Budgeting and Accounting			
The Association delegates authority for purchasing activities, as detailed below, provided these activities are in accordance with the:			
	Budget and investment	Recommendations	Approval
4.8	Approve a credit card holder and issue of a credit card to the CEO	Finance and Audit Committee	Executive Committee
4.9	Approve a credit card holder and issue of a credit card to the staff other than the CEO	Finance and Audit Committee	CEO
4.10	Establish an additional credit card holder (banking process to create a new credit card authority)	CEO	Treasurer & Chairman
4.11	Set credit facility limit (overall credit limit) through a master limit or combined card limits	Finance and Audit Committee	Executive Committee

Justification:

This delegation has previously been an unintentional omission from the Delegations of Authority.

Moved: Andy Gulliver

Seconded: Bob Pond

That the PHCC accept modification to the Delegations of Authority as presented:

- 1. Increase Section 5.7 approved expenditure for payroll from \$350,000 to \$450,000**
- 2. New - Set credit facility limit (overall credit limit) through a master limit or combined card limits for between \$10,000 and \$15,000 (refer new Section 4.11).**

CARRIED

Moved: Mike Schultz

Seconded: Darralyn Ebsary

That Mike Griffiths, Wetlands Restoration Officer, be added as a cardholder with the approved monthly spending cap of \$1,000.00.

CARRIED

Moved: Andy Gulliver

Seconded: Mike Schultz

- 1. That the Board accepts the Financial Statements to 31 January 2019.**
- 2. That the Board accepts the Treasurer’s Report.**

CARRIED

9. Agency / Member Critical Issues – Highlights

9.1 Mark Cugley, DBCA Update

- Creery Wetland Nature Reserve – repairs and maintenance have been undertaken on the predator exclusion fence that encompasses the Creery Wetland Nature Reserve to prevent foxes from gaining easy access to the nature reserve and to reduce their impact on the breeding colonies of birds. Overhanging branches and trees growing through the fence are being removed, holes patched and the electric fence maintained. Foxes are also continuing to be controlled with regular 1080 baiting.
- East Keralup - in partnership with the Department of Communities that owns the land at East Keralup, DBCA is currently installing 11 kilometres of fencing through the site to demarcate what will be the boundary between areas for future land use developments and the proposed nature reserve alongside the Serpentine River. This will remove grazing pressure along this significant reach of the Serpentine River and the ecological values of the surrounding floodplain.
- Yalgorup National Park – thanks to the PHCC for engaging contractors to undertake weed mapping and weed control, particularly of cotton bush within Yalgorup National Park and also in Kooljerrenup Nature Reserve (south of Heron Point Rd). This works is being funded by the Banksia Woodlands Threatened Ecological Communities (TEC) project under the NPL2 Program.

9.2 Scott Haine, DPLH (Peel) Observer

Scott had nothing to report at this meeting.

9.3 Bob Pond, DWER

Bob reported on the reappearance of 'cappucino' scum, which can be toxic, on Murray River. There hasn't been a fish kill, but one could occur if the conditions were right.

The General Meeting closed at 9.25am and the Strategic Meeting commenced at 9.30am

Strategic Meeting

10.1 *South West Native Title Settlement - Angela Elder, Manager, Aboriginal Policy & Co-ordination Unit, Department of Premier and Cabinet (presentation available on the PHCC Members Page)*

Angela provided a presentation and invited people to discuss further subsequent to the meeting and advised that there are a number of fact sheets on the DPC website www.dpc.wa.gov.au.

Angela advised that the Department of Premier and Cabinet's *Land, Approvals and Native Title Unit* and *Aboriginal Policy Unit* had merged to become the Aboriginal Policy and Coordination Unit (APCU). The APCU will have an emphasis on centralised and coordinated policy development and support across Government, Aboriginal community engagement strategies and agreement-making. The APCU's Recognition and Partnership Projects team is responsible for coordinating and supporting whole of Government implementation of the South West Native Title Settlement.

Angela's presentation included:

- A map of the South West Native Title Settlement (SWNTS) Area
- Explanation of South West Native Title Settlement
- Settlement Outcomes
- SWNTS Governance Structure
- Noongar Land Estate
- Access for customary activities – Land Access Licences (Public Drinking Water Source Areas)
- Surplus water reserve / catchment areas
- Further information can be obtained from:
DPC website: www.dpc.wa.gov.au
DPC South West Settlement Implementation Unit:
Email: southwestsettlement@dpc.wa.gov.au
Phone: 08 6552 6191

10.2 *South West Native Title Settlement update and proposed Internal Regional Agreement (PHCC & DPLH) - Jeremy Elliott, Director South West Settlement, Department of Lands Heritage (presentation available on the PHCC Members Page)*

Jeremy explained the following information in his presentation and agreed to send a copy of the Gnaala Karla Boodja map for our information and use.

- SWS Heritage context – Heritage Agreement Provisions (since 8 June 2015) requirements
- Benefits of a Noongar Standard Heritage Agreement (NSHA)
- The key heritage principles of the NSHA
- Positive outcomes from the NSHA process
- Noongar Heritage Partnership Agreement (NHPA)
- Contacts:
 - **SWALSC – Currently acting on behalf of Agreement Groups**
General heritage enquiries including executing a new NSHA
Peter Nettleton - 9358 7400; Peter.Nettleton@noongar.org.au
 - **DPLH (Aboriginal Heritage):**
'Go to' agency for heritage information/advice
Jeremy Elliott - SW Settlement Director: 6551 8070 Jeremy.Elliott@dplh.wa.gov.au
 - **DPC (APCU, Recognition and Partnership Projects):**
Overseeing implementation of SWS Agreements:
Angela Elder – Manager: 6552 5491 Angela.Elder@dpc.wa.gov.au
Natalie Contos – Principal Policy Officer: 6552 6236 Natalie.Contos@dpc.wa.gov.au

Question: How would the Settlement impact future access to basic raw materials, e.g. sandmining? Would the Noongar people have a say over this?

Answer: The Aboriginal Heritage Act still overrides any settlement and the Jarrah forest is covered by State Agreements. The Settlement does not negate the State Agreement, so no the settlement would not change anything here.

The meeting broke for morning tea at 10.00am and recommenced at 10.25am

11. What are we doing across the next 5 years and what will this achieve? (presentations available on the PHCC Members Page)

Presentations from staff followed, providing details of what the PHCC are contracted to deliver in the next five years, across each of the program areas. Presentations are available on the PHCC Members Page.

- 11.1 Science and Waterways (Steve Fisher)
- 11.2 Hotham Williams (Melanie Durack)
- 11.3 Land Conservation (Andrew DelMarco)
- 11.4 Core Services & Regional Estuaries Initiative (Jane O'Malley)

12. Mark Webb, DG DBCA – DBCA priorities and collaboration, State NRM Strategy and more

Mark Webb spoke on priorities for DBCA and how he saw partnerships and collaboration with NRM groups, such as the PHCC as critical in achieving mutual objectives. He provided an outline on the following:

- The regulations for the WA Biodiversity Conservation Act (2016) have been finalised and are available on the website <https://www.dpaw.wa.gov.au/plants-and-animals/biodiversity-conservation-act-regulations>. These came into place on 1 January 2019 and will replace the regulations of the Wildlife Conservation Act 1950 and Sandalwood Act 1929. Changes include addressing deficiencies in penalties, e.g. penalties for clearing cockatoo habitat have increased from \$10,000 to \$500,000.
- Tabled the DBCA Strategic Directions 2018-21 - <https://www.dbca.wa.gov.au/about/24-strategic-directions> and Science Strategic Plan 2019 – 21 - https://www.dbca.wa.gov.au/images/docs/science/DBCA_Science_Strategic_Plan_2018-20.pdf
- All scientists report to Dr Margaret Byrne now.
- In February the DBCA announced their “Plan for our Parks, securing 5 million hectares over 5 years”. A copy of this can be viewed at <https://www.dpaw.wa.gov.au/parks/plan-for-our-parks>
- The DBCA will continue to work to increase Regional Open Space and parcels have been secured to add to Yalgorup National Park and Keralup. Alex Errington of the DBCA has 65 years working in the public service and has exceptional knowledge of land parcels and has been fundamental in the purchase and adding of parcels of land to conservation estate over time.
- DBCA look forward to continuing to work with the PHCC.

Question: Will the Ramsar Extensions be progressed in the near future, given that they have been in the process for ~a decade?

Answer: Extensions are being progressed and Mark committed to talk to Michael Coote and come back with an update

Question: Is there any progress/update on the State Wetland Policy?

Answer: Mark committed to finding out and advising.

13. Critical issues for the Peel-Harvey Catchment

13.1 *Myalup Primary Industries Reserve - Dr Richard George, Principal Research Scientist, Biosecurity & Sustainability, Fisheries & Agricultural Resource Management DPIRD (presentation available on the PHCC Members Page)*

Dr George discussed the following points in his presentation:

- Diagram explaining the proposal and outcomes
- Myalup – History of irrigation development from 1844 to 2017
- The areas relevant to PHCC
- Transforming agriculture – Myalup (via Myalup Wellington project) since April 2017
- A regional review of sources of winter agriculture runoff
- Meredith case study – opportunity to use water and manage nutrients
- Collie Futures – protected cropping prefeasibility investigation
- The Why, How and Management of managed aquifer recharge

Question: Jane Townsend (HRRT) questioned the impacts of taking more water from the Harvey River system given it was almost fully allocated. Any further water taken may have an impact on the system by reducing flow. Jane pointed out that adequate flow, and variability of flow is very important and that needs to be taken into consideration when considering any water allocations. Jane advised that Murdoch has undertaken a fish study and found thousands of native fish of varying species at a range of lifecycle stages indicating that while the Harvey is considered a drainage system, it has significant ecological value.

Answer: Richard indicated that this would be taken into consideration and if there was not going to be a community gain, no additional water would be taken out of the system. Richard invited the HRRT and PHCC to provide any relevant information or links to him.

13.2 *Peel Food Zone Phase 1 Update - Adrian Parker, Director Economic & Regional Development, Peel Development Commission (presentation available on the PHCC Members Page)*

Adrian Parker spoke to his presentation, giving an update on the Peel Food Zone Phase 1:

- He acknowledged the funding, agencies and personnel for their input in the project
- Peel jobs and economic growth
- A map of the study area
- Objectives, including jobs, economic and regional development for the Peel region, agriculture, land use planning and the environment
- The project team's activities
- The GHD study completed in 2017 mapped current agriculture land uses as well as land that is highly constrained for agriculture
- The Peel food transition strategy
- The work undertaken as part of the Peel Food Zone project aims to inform future discussions between DPIRD, PDC, DPLH, WAPC and Local Government about agricultural land uses in the Peel
- The draft recommendations in the Management Report – yet to be signed off by DPIRD Executive, so not yet officially circulated

For further information visit:

www.peel.wa.gov.au/transformpeel/

www.agric.wa.gov.au/land-use/planning-proposed-peel-food-zone-report/

13.3 *Jarrah Forest State of Health and its Future – Professor Giles Hardy, State Centre of Excellence on Climate Change, Woodland and Forest Health, Murdoch University (presentation available on PHCC Members Page)*

Professor Hardy spoke about the disturbances and threats to the Jarrah Forest, including the following points:

- Climate change, drought, frost, fire, carbon, Phytophthora and the implications of these
- Ecosystem disturbances and forest health – mining, fire, logging, drought and frost, primary pathogens and secondary/opportunistic (pests and pathogens)
- SW Australia is projected to get hotter and drier, rainfall will decrease and summer temperatures will increase
- Aerial survey and site associations with 2010/11 drought-heatwave conditions
- Mid-storey tree mortality is often observed in the absence of canopy tree death
- Implications for fuels and fire
- Field observations – cockatoo feeding/litter
- Species compositional changes – Marri most affected, followed by Jarrah
- Drought and carbon stores
- Flow on effects of these disturbance events

13.4 *Strategic Planning in the Peel-Harvey catchment area – Nicole Lucas-Smith, Director Strategy WAPC presented on behalf of David Caddy, Chairman, WAPC who was an apology - (presentation available on the PHCC Members Page)*

Nicole spoke on behalf of David Caddy who was an apology.

- The previous Chairman had the Peel-Harvey at the front of his mind in the Plan
- In reference to the PHCC letter regarding protection of Peel-Yalgorup Ramsar site and Peel-Harvey Catchment in the proposed State Water Resources Policy, Nicole said she can guarantee the requests will be considered when presented to the WAPC in March. There is also an opportunity for PHCC to give a deputation to WAPC (Andrew DelMarco is doing this deputation on behalf of PHCC). In the letter to DPLH, PHCC requested that any new policy as a bare minimum addresses seven points relating to the Peel-Harvey policy suite:
 - A clear head of power in the policy to protect the Peel-Harvey system, including the Ramsar site
 - Water quality improvement targets
 - Clearly identify areas that are unsuitable for specific land use types
 - Ramsar Wetland controls
 - Removes the Peel-Harvey from general exemptions of clearing native vegetation
 - Achieves a quantifiable net increase in perennial vegetation
 - Ensures that all new unsewered development in existing zoned locations within the Catchment require planning approval so as to ensure that they also comply with the nutrient retention requirements.

Summary:

Paddi Creevey summed up the morning's discussion, saying that it was about collaboration and proof of that had been demonstrated throughout the morning's presentations. She acknowledged the terrific efforts by staff to have Mike Rowe and Mark Webb at the meeting. They are from the highest level of State Government.

From the brains and expertise of Jeremy Elliott, Angela Elder, Richard George, Giles Hardy, Nicole Lucas-Smith we heard some very important things. Environment, food, forest, etc are all interconnected. As

Richard said – the world doesn't run on boundaries – it runs on people. Your work is vitally important. How you balance resources.

Paddi declared an interest (as Chairman of the PDC Board) and said she was proud of what Adrian Parker (PDC) presented today. It is refreshing to see the Government thinking long term. How are we going to grow our foods in our poor soils? There are many years of work by many departments and many people.

Giles told us what we have been dreading – our precious jarrah forest is in danger. How do we communicate that? We, around the table, are very grateful to have a look at that. Congratulations to Giles and his team on doing the science.

Nicole gave us a lesson in versatility. Such ownership of the 'Perth and Peel @ 3.5 million' and appreciate the fact that it's how a small NFP that's absolutely committed to ensuring this precious environment is protected and how we work with others to provide employment. PHCC is willing to work with others and it is refreshing to see long term planning.

Paddi concluded by acknowledging the tremendous minds, great science, presentations and time given by the presenters and she thanked them all.

The meeting broke for lunch at 12.30pm and resumed at 1.20pm

14. *Approach to System Stewardship and Intersection with the PHCC - Mike Rowe, DG DWER (presentation available on the PHCC Members Page)*

Mike discussed the following points of interest:

- DWER's 'system' includes the environment, the people and the organisations that manage and set rules for these interactions.
- 'System Stewardship' for DWER involves partnering across government, across sectors and across the community
- Stewardship and the department's work with PHCC
 - REI projects delivered with PHCC
 - Engagement with Bindjareb Noongar custodians
 - Peel-Harvey Estuary Protection Plan
 - Ongoing strategic and operational actions including PHCC's Prioritisation committee, Ramsar management, healthy waterways and science steering committee

The Institute for Government "System Stewardship – The future of policy making?" working paper referred to can be found here:

<https://www.instituteforgovernment.org.uk/sites/default/files/publications/System%20Stewardship.pdf>

Members discussed the following items with Mike Rowe:

- Licensed premises
- Estuary health
- PHEMC – it is most important that PHCC's point of view be retained
- Reform of the Environmental Protection Act
- Mike Rowe and David Smith have been asked to lead *Streamline WA* and DPIRD will be leading a stream
- Concerns with threats to sand store (above Banksia Woodlands & similar) and the use of spoil
- Red sand and red mud will be a priority this year

[1.45pm: Mark Webb, Mike Rowe, Scott Haine, Richard George left the meeting at this point]

15. Setting the Scene – Jane O’Malley (presentation available on the PHCC Members Page)

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)? (Presentation available on the PHCC website)

Jane provided a presentation on where the PHCC is sitting financially, assets, staffing, security of Landcare (etc.) groups to set the scene for discussions on Strategic Activities for the next 2 years.

16. How are we tracking against our NRM Strategy? (presentation available on the PHCC Members Page)

Jane provided a presentation on how we are tracking against our NRM Strategy.

17. Review 2 year “Key Achievements Planned” 2016-2018 against our 6 Goals

Jane referred to the summary document that had been prepared reviewing how we were tracking against our 2016-18 goals. It was noted that the key achievements were scheduled to be updated in February 2018 but because the team was preparing the tender for NLP2 (Regional Land Partnerships), and the uncertainty of whether the PHCC would receive funding, this had been extended to February 2019.

The meeting broke for afternoon tea at 2.35pm and resumed at 3.00pm

18. Workshop/Whiteboard Session

Members participated in a session putting forward key/priority actions they consider vital for the PHCC to focus on for the following two years. These rough ideas were captured so that the operations team could “polish” these into “Key Achievements”. The draft Key Achievements would be 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 Board’s initial thoughts but also give Members time to more fully consider prioritisation of Key Achievements, following the information gained at this February meeting.

19. Wrap-up

Chairman, Caroline Knight thanked everyone for their participation and concluded that it had been a very successful meeting.

The meeting closed at 3.45pm

Chairman:

Date:

Summary of Actions and Resolutions from previous meetings:

No.	DETAILS	RESP.	COMPLETE
1.	Item 6.10 General Business [13 December 2018] <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>	Jane O'Malley	IN PROGRESS
3.	Item 10 Treasurer's Report [13 December 2018] <i>MOTION:</i> 4. <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> 5. <i>Credit Card Review</i> <i>That the following recommendations be endorsed:</i> 5.1 <i>Increase the ANZ Credit Card facility limit on Account No 4564-8070-0047-3072 from \$10,000 to \$15,000.</i> 5.2 <i>Update Chair details on the ANZ Credit Card by adding Caroline Knight and removing Andrew Gulliver.</i> 5.3 <i>Cancel credit cards held with Kim Wilson and Thelma Crook.</i> 5.4 <i>Increase Melanie Durack's monthly credit card limit from \$1000 to \$2,000.</i> 5.5 <i>Increase Jane Townsend's monthly credit card limit from \$500 to \$1,000.</i> 5.6 <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> 	Jane O'Malley / Karen Henderson	COMPLETE
	6. <i>Bank Signatories</i> <i>That the following recommendations be endorsed:</i> 6.1 <i>Chair of PHCC, Caroline Knight is to be added to the Bank Signatory for all Bank Accounts.</i> 6.2 <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> <i>Update: ANZ completed. Westpac to be updated when Term Deposit becomes due 1 June – the only time we liaise with them.</i>		ALL COMPLETE
			PENDING