

AGENDA

A General Meeting of the PHCC will be held
from 9.00am to 12.00 noon on Thursday 15 August 2019
at the Shed, PHCC, 58 Sutton Street, Mandurah



PHCC | Working Together

START	FINISH	DURATION	
8.45	9.00	15 mins	Grab your cuppa
9.00	9.10	10 mins	<ol style="list-style-type: none"> 1. Apologies 2. Declarations of Interest 3. Confirmation of Minutes of Meeting held on 20 June 2019 4. Business arising from previous Minutes 5. Correspondence (available on PHCC website & tabled)
9.10	10.10	60 mins	<ol style="list-style-type: none"> 6. Agency and Member Updates <ol style="list-style-type: none"> 6.1 DPIRD (Agriculture and Food) – Rob Summers 6.2 DBCA (Parks and Wildlife) – Mark Cugley 6.3 DWER (Water and Regulation) – Bob Pond 6.4 PDC (Peel Development Commission) – Andrew Ward 6.5 DPLH (Planning - Peel) - Observer – Scott Haine 6.6 Water Corporation - Observer – Suzanne Browne 6.7 Community Members 6.8 Local Government Representatives
10.10	10.30	20 mins	Morning Tea
10.30	10.45	10 mins + 5 mins Q&A	7. Presentation: Mark Humble, Sustainable Forest Management Co-ordinator - Perth Hills District. DBCA – Forest Management
10.45	10.55	5 mins + 5 mins Q&A	8. Staff Presentation: Paula Pownall, Regional Agriculture Landcare Facilitator
10.55	11.05	10 mins	9. Treasurer’s Report 9.1 Adoption of 2019/20 budget
11.05	11.15	10 mins	10. Chief Executive Officer’s Report, including Program Managers’ reports
11.15	11.25	10 mins	11. Chairman’s Report
<p>Next meeting: Thursday 20 October 2019</p> <p>NOTE: This meeting will also include the AGM</p> <p>Venue to be advised</p>			

Summary of actions from previous meetings:

No.	DETAILS	RESP.	COMPLETE
1.	<p>Item 6.10 General Business [13 December 2018]</p> <p>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.</p>	Jane O'Malley	IN PROGRESS
2.	<p>Item 10 Treasurer's Report [13 December 2018]</p> <p>3. Bank Signatories</p> <p>That the following recommendations be endorsed:</p> <p>3.1 Chair of PHCC, Caroline Knight is to be added to the Bank Signatory for all Bank Accounts.</p> <p>UPDATE: 3.1 Not yet complete. Westpac Term Deposit in progress.</p> <p>UPDATE: Completed</p>	Jane O'Malley / Karen Henderson	COMPLETE
3.	<p>Item 11.1 Treasurer's Report & Financial Reports [18 April 2019]</p> <ol style="list-style-type: none"> 1. That the Westpac Term Deposit maturing on 12 June 2019, plus interest, be rolled over with the length of term to be determined by the Treasurer in regards to the best rates available during the period of negotiation with Westpac. 2. That \$1m of Project Funds be placed in an ANZ Term Deposit with length of term to be determined by the Treasurer in regards to the best rates available during the period of negotiation. 3. That PHCC Delegated Authority be amended to reflect that the City of Mandurah has been provided with a Device Digital Certificate (AusKey) to install on their server to enable them to lodge fortnightly payroll data to the ATO on PHCC's behalf as part of the new Single Touch Payroll system requirement. 4. That the new MYOB file changeover date to be delayed until 1 July 2019. <p>UPDATE:</p> <ol style="list-style-type: none"> 1. Marilyn will negotiate once Term Deposit is due on 12 June and should be finalised by 19 June. Caroline will be added as signatory when Term Deposit paperwork is signed. In progress. 2. Completed on 17 June 2019. 3. Delegated Authority Register updated. Complete. 4. Delayed until 1 July 2019. <p>UPDATE: Item 4 – Transition to MYOB still in progress.</p>	Jane O'Malley / Karen Henderson	IN PROGRESS

4.	Item 12 Chief Executive Officer's Report [18 April 2019] Point Grey discussion and deputation to Shire of Murray ACTION: Jane to speak to Minister Safiotti about Point Grey State Government conditions.	Jane O'Malley	PENDING
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Summary of actions from meeting of 20 June 2019

No.	DETAILS	RESP.	COMPLETE
1.	Item 6.1 Rob Summers Report [20 June 2019] ACTION: Jane, Paddi, Rob and Andrew Ward to meet to discuss the benefits of soil amendment and the possibility of discussing further with the appropriate Ministers. UPDATE: Meeting arranged for Tuesday 26 August	Jane O'Malley	IN PROGRESS
2.	Item 6.4 Andrew Ward, PDC Report [20 June 2019] ACTION: Andrew Ward be invited to provide an update on East Keralup at an appropriate time.	Jane O'Malley	
3.	Item 7.1 New Policies for Endorsement [20 June 2019] MOTION: That the Board endorse Policy Numbers 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 4.7, 4.9, 4.10, 4.13 and 4.14 en bloc as presented. Item 7.2 Previously Endorsed Policies Reviewed MOTION: That the Board endorse reviewed Policy Numbers 1.1, 1.2, 1.3, 1.5, 1.6, 1.8, 2.1, 2.14, 3.1, 4.2, 4.6 and 4.12 en bloc as presented. Item 7.3 Policies Approved by CEO MOTION: That the CEO's actions in relation to policies 2.3, 2.4, 2.6, 2.8, 2.9, 2.10 and 2.11 be endorsed. ACTION: All the above policies be made available to board and staff for reading and acknowledgement on the Members Page on the PHCC website. UPDATE: Links to policies sent to Board, Staff and Volunteers	Patricia Sutton	COMPLETE
4.	Item 8 Endorsement of Noongar Participation Plan [20 June 2019] MOTION: That the Board endorse the revised Noongar Participation Plan as recommended by the Noongar Participation Steering Committee. UPDATE: Endorsed Plan sent to Neil Riches, RLP Western Australia on 20 June 2019	Jane O'Malley	COMPLETE
5.	Item 9 Endorsement of Communications Plan and Community Participation Plan [20 June 2019] MOTION: That the Board endorse: <ul style="list-style-type: none"> • The Communications Plan, and • The Community Participation Plan. 	Jane O'Malley	COMPLETE

	UPDATE: Endorsed Plan sent to Neil Riches, RLP Western Australia on 20 June 2019		
6.	Item 12.1 Endorsement of 2018-19 Budget [20 June 2019] MOTION: That the Board endorse the PHCC 2018-19 Budget as presented.	Karen Henderson	COMPLETE
7.	Item 13.1 Endorsement of HRRT Auspice Agreement [20 June 2019] MOTION: That the PHCC: <ul style="list-style-type: none"> • Endorse the draft HRRT Auspice Agreement, as presented, with delegated authority to the CEO to finalise any minor modifications and sign the Agreement on behalf of the PHCC, noting that the Agreement will be reviewed on an annual basis; and • Modify the Delegation of Authority Register to provide the CEO delegated authority to sign the Agreement on an annual basis, on the recommendation of the Board. 	Jane O'Malley	COMPLETE
8.	Item 13.2 Endorsement of Change in Correspondence Process [20 June 2019] MOTION: That the Board endorse the change in process so that hard copies of Correspondence In and Out are no longer provided at the PHCC General Meetings, noting that all correspondence is made available to Members via the Members Page, on a regular basis. UPDATE: New process adopted.	Patricia Sutton	COMPLETE
9.	Item 14.1 Passing of Mike Schultz [20 June 2019] MOTION: That the PHCC: Formally records the passing of Mike Schultz on May 1, 2019, while he was an active and contributing member of the PHCC Board; and Delegates authority to the CEO, Finance Manager and Treasurer, to undertake all necessary steps to remove Mike from all PHCC governance and finance processes and listings and similar. UPDATE: Mike's name has been removed as signatory to all bank accounts and ACNC Responsible Persons Listing	Jane O'Malley, Marilyn Gray, Karen Henderson	COMPLETE
10	Item 14.2 Bank Signatories [20 June 2019] MOTION: That the PHCC endorse the addition of the following bank signatories to PHCC bank accounts: 1. Caroline Knight (as a back-up/reserve) 2. Amanda Willmott 3. Sue Fyfe UPDATE: Sue and Amanda completed 100 points identity check on 6 August. Paperwork to be signed by Caroline, Jan, Marilyn and Andy at board meeting.	Karen Henderson	IN PROGRESS