

MINUTES OF PHCC GENERAL MEETING

Held on Thursday 15 August 2019
The Shed, PHCC, 58 Sutton Street, Mandurah



The Chairman opened the meeting at 9.05am and acknowledged that the meeting was being held on the traditional land of the Bindjareb people, and paid respects to their Elders past and present.

1. Attendance

Present:

Cr Caroline Knight	Chairman
Jan Star AM	Deputy Chairman
Marilyn Gray	Treasurer
Darralyn Ebsary	Community Member
Sue Fyfe	Community Member
Howard Mitchell	Community Member [from 9.07am]
Amanda Willmott	Community Member [until 12.00noon]
Mark Cugley	DBCA
Rob Summers	DPIRD
Adrian Parker	PDC [deputising]

In Attendance:

Jane O'Malley	Chief Executive Officer [from 9.43am]
Andrew Del Marco	Program Manager Land Conservation [from 9.07am]
Mel Durack	Program Manager Hotham Williams [from 9.15am]
Steve Fisher	Program Manager Science & Waterways [from 11.50am]
Patricia Sutton	Manager Corporate Services (Minutes)
Mark Humble	Sustainable Forest Management Coordinator, Perth Hills District, DBCA [until 11.25am]

Apologies:

Paddi Creevey OAM	Secretary
Bob Pond	Executive Committee
Andy Gulliver	Community Member
Andrew Ward	PDC
Cr Eliza Dowling	Local Govt Member (Inland)
Cr Stephen Lee	Local Govt Member Proxy (Coastal)
Suzanne Brown	Water Corporation – Observer
Scott Haine	DPLH (Peel) – Observer
Paula Pownall	Regional Landcare Facilitator

2. Declarations of Interest

Nil

[Howard Mitchell and Andrew Del Marco arrived at 9.07am]

3. Confirmation of Minutes of Meeting held on 20 June 2019

Moved: Marilyn Gray Seconded: Rob Summers

That the Minutes of the meeting held on 20 June 2019 be confirmed as a true and correct record of the meeting.

CARRIED

4. Business Arising from Previous Minutes

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> <p>UPDATE: Letter drafted and ready for signature and posting</p>	Jane O'Malley	COMPLETE
2.	<p>Item 10 Treasurer's Report [13 December 2018]</p> <p>3. Bank Signatories</p> <p>MOTION: 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.	Jane O'Malley / Karen Henderson	IN PROGRESS

	<p>UPDATE:</p> <p>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.</p> <p>2. Completed on 17 June 2019.</p> <p>3. Delegated Authority Register updated. Complete.</p> <p>4. Delayed until 1 July 2019.</p> <p>UPDATE: Item 4 – Transition to MYOB still in progress.</p>		
4.	<p>Item 12 Chief Executive Officer's Report [18 April 2019] Point Grey discussion and deputation to Shire of Murray</p> <p>ACTION: Jane to speak to Minister Safiotti about Point Grey State Government conditions.</p>	Jane O'Malley	PENDING

Summary of actions from meeting of 20 June 2019

No.	DETAILS	RESP.	COMPLETE
1.	<p>Item 6.1 Rob Summers Report [20 June 2019]</p> <p>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.</p> <p>UPDATE: Meeting arranged for Tuesday 26 August + Alan Cransberg will be in attendance (Deputy Chair, PDC).</p>	Jane O'Malley	IN PROGRESS
2.	<p>Item 6.4 Andrew Ward, PDC Report [20 June 2019]</p> <p>ACTION: Andrew Ward be invited to provide an update on East Keralup at an appropriate time.</p>	Jane O'Malley	
3.	<p>Item 7.1 New Policies for Endorsement [20 June 2019]</p> <p>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.</p> <p>Item 7.2 Previously Endorsed Policies Reviewed</p> <p>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.</p> <p>Item 7.3 Policies Approved by CEO</p> <p>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.</p> <p>ACTION: All the above policies be made available to board and staff for reading and acknowledgement on the Members Page on the PHCC website.</p> <p>UPDATE: Links to policies sent to Board, Staff and Volunteers</p>	Patricia Sutton	COMPLETE
4.	<p>Item 8 Endorsement of Noongar Participation Plan [20 June 2019]</p> <p>MOTION: That the Board endorse the revised Noongar Participation Plan as recommended by the Noongar Participation Steering Committee.</p> <p>UPDATE: Endorsed Plan sent to Neil Riches, RLP Western Australia on 20 June 2019</p>	Jane O'Malley	COMPLETE
5.	<p>Item 9 Endorsement of Communications Plan and Community Participation Plan [20 June 2019]</p> <p>MOTION: That the Board endorse:</p> <ul style="list-style-type: none"> The Communications Plan, and 	Jane O'Malley	COMPLETE

	<ul style="list-style-type: none"> The Community Participation Plan. <p>UPDATE: Endorsed Plan sent to Neil Riches, RLP Western Australia on 20 June 2019</p>		
6.	<p>Item 12.1 Endorsement of 2018-19 Budget [20 June 2019]</p> <p>MOTION: That the Board endorse the PHCC 2018-19 Budget as presented.</p>	Karen Henderson	COMPLETE
7.	<p>Item 13.1 Endorsement of HRRT Auspice Agreement [20 June 2019]</p> <p>MOTION: That the PHCC:</p> <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.	<p>Item 13.2 Endorsement of Change in Correspondence Process [20 June 2019]</p> <p>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.</p> <p>UPDATE: New process adopted.</p>	Patricia Sutton	COMPLETE
9.	<p>Item 14.1 Passing of Mike Schultz [20 June 2019]</p> <p>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.</p> <p>UPDATE: Mike's name has been removed as signatory to all bank accounts and ACNC Responsible Persons Listing</p>	Jane O'Malley, Marilyn Gray, Karen Henderson	COMPLETE
10	<p>Item 14.2 Bank Signatories [20 June 2019]</p> <p>MOTION: That the PHCC endorse the addition of the following bank signatories to PHCC bank accounts:</p> <ol style="list-style-type: none"> Caroline Knight (as a back-up/reserve) Amanda Willmott Sue Fyfe <p>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.</p>	Karen Henderson	IN PROGRESS

Item 14.2 Bank Signatories [20 June 2019]: Marilyn advised that Karen Henderson would arrange an induction for Amanda Willmott and Sue Fyfe on the responsibilities of bank signatories.

ACTION: Karen Henderson to arrange an induction for Amanda Willmott and Sue Fyfe on the responsibilities of bank signatories.

5. Correspondence

Correspondence was posted weekly on the Members' page of the website.

The following items of correspondence were discussed when Jane O'Malley arrived at the meeting:

Letter No 52.0 from Michael Coote, DBCA, regarding to Wetland City Accreditation. Jan asked about the status of this correspondence. Jane advised that Kim Wilson has been tasked to review this opportunity and make recommendation in respect to the PHCC bringing to the attention of City of Mandurah and Shires of Murray, Harvey and Waroona, for potential nomination for 2022. Potential nominees would need to advise the Ramsar Administrative Authority of their interest by 30 September, 2020.

ACTION: Jane to follow up Letter No 52.0 from Michael Coote, DBCA regarding recommending the City of Mandurah and Shires of Murray, Harvey and Waroona, nominating for Wetland City Accreditation.

Letter No 31.0 from Mark Worthington, Lead Corporate Affairs Worsley regarding the public consultation period for the Worsley Mine Expansion. Sue queried the progress of this letter. PHCC provided a submission recommending "Assess – Public Environmental Review".

ACTION: Jane to advise the Board on the progress of the submission to the EPA in relation to the proposed Worsley expansion.

Letter No 18.0 from Ronaldi Soetanto, Benger Solar Farm regarding invitation to community information session. Rob Summers reported that he sent Benger Solar Farm a paper on the use of solar and its compatibility with farming. Jane advised that she unfortunately declined the invitation due to a shortage of time.

Letter No. 47.0 – Marine Stewardship Council Surveillance Audit. Amanda asked for more information on PHCC's input into the 3rd Surveillance Audit of the Marine Stewardship Council certification of the Peel-Harvey Estuarine Fishery.

ACTION: Pat to put on the website: PHCC's input into the 3rd Surveillance Audit of the Marine Stewardship Council certification of the Peel-Harvey Estuarine Fishery.

Moved: Marilyn Gray Seconded: Jan Star

That Correspondence In and Correspondence Out be accepted.

CARRIED

6. Agency and Member Updates

6.1 Rob Summers, DPIRD

Rob spoke to his update:

Smart Farms project now called uPtake has 19 of the 36 trial sites set up and being monitored. Testing of new equipment is underway with ultrasonic meters and drones being used to measure pasture yield for comparison with manual testing.

Reviewing historical and compiling P application data for the Peel-Harvey to relate this to the water quality measurements, catchment nutrient balance, extension campaigns and economic signals such as fertiliser price.

Assessing the efficiency of nutrient use on a regenerative farm in comparison with a neighbouring conventional farm in Franklin. Very different production systems- regen: poultry and limited cattle with some grain grown entirely for the poultry on site; conventional: mainly conventional grains/canola rotations and cattle. Conventional very efficient, regen not as efficient. Regen farm was previously organic but nutrient levels had diminished to the point that some fertiliser was required to be imported. Both systems have imbalances in nutrients which require addressing. The assessment was limited and needs to be broader to consider economic and social impacts of the systems on top of a broader range of sustainability measures.

Members discussed soil testing and Andrew Del Marco said a farmer's workshop was being held in February.

ACTION: Andrew Del Marco to invite all board members to the February Farmers' Workshop.

[Mel Durack arrived during Rob Summer report at 9.15am]

6.2 Mark Cugley, DBCA

Mark Cugley reported on the following:

- William Fowler commenced on 29 July as a full time Conservation Officer. Mark will introduce him to PHCC staff as he attends various meetings and site visits in the coming weeks
- Kooljerranup Nature Reserve is very important reserve as it contains some Threatened Ecological Communities. On the east side there is a road reserve, which hasn't been developed and is vested in the Shire of Murray. DBCA has been working with the Shire of Murray to amalgamate the road reserve into the nature reserve. There is a track used by horseriders that meanders between the unmade road reserve and the nature reserve, that is likely to be a conduit for dieback. If this track can be formalised, it could be limestoned and recognised as a bridle trail. It is also envisaged that adjoining property owners be given a key to the gate to move machinery and as an alternate access
- DBCA has acquired an additional property (Lot 252) which abuts the estuary between Lake Mealup and Lake McLarty
- Monitoring of Lake Mealup and Lake McLarty – community assistance is appreciated. There should be enough water to enable the lakes not to be dried out for an extended period during the coming summer that can contribute to acid sulphate soils, but more water would be beneficial
- A property east of Lake McLarty, which was purchased last year, is being used to understand the hydrology to begin to plan a living stream, increase the flowpath and see if there is improved water flow into the Lake. DBCA is working with PHCC on this
- Weed control in reserves. Have boosted staff ahead of the fire season to get on top of weed mapping and weed control.

6.3 Adrian Parker, PDC (representing Andrew Ward)

Adrian reported on the following:

- Tahlia Jones left PDC and has been replaced by Therese Ejsak as Local Content Advisor
- Janine Hatch is on long service leave for September and October
- Currently a lot of projects in progress:
 - Tourism – So Perth (a tourism paper) reported on the ten best kept secrets in Mandurah with an emphasis on waterways, Lake Clifton, Thrombolites, etc
 - Some sponsorship has been received from Tourism WA to determine how to get people from the station to the foreshore
 - Dwellingup Futures – the Shire of Murray, other State agencies and the community are part of this group and it is hoped that the Shire will be able to appoint consultants soon, in

order to formally commence technical investigations, growth scenario development and development of the *Dwellingup Futures Roadmap*.

- Members discussed tourism in Dwellingup and concerns that the numbers of visitors to smaller events in the town, such as the Dwellingup 100, are not recognised by the State. Adrian offered assistance after the event

[Jane O'Malley arrived during Adrian's report at 9.43am]

- Keralup – has been through a Registration of Interest process and an executive panel is in an exclusive negotiating phase with four proponents
- Blue swimmer crabs – a research paper has been released. The Minister is in receipt of some significant correspondence which was unprecedented in terms of stakeholder agreement amongst various sectors. The ministerial decision on the future of the fishery was imminent. (This was subsequently announced on 21 August 2019.)

6.4 Darralyn Ebsary, Community Member

Darralyn reported:

Landholders in the Upper Catchment would love more rain. There are a lot of queries for asset grants for water storage and the guidelines aren't specific. They have asked for more information. She asked if there was any more support that PHCC could provide. Jane said there was information on the PHCC website in relation to grants.

ACTION: Mel to follow up grants information about water storage infrastructure for farmers and provide this to Darralyn, and share with upper catchment networks (possibly advertising in the next Hotham Williams newsletter).

6.5 Marilyn Gray, Treasurer

Marilyn mentioned a waste disposal site she noticed on King Road, Mundijong and she could see composted material. Adrian said it was a soil blending operation.

Marilyn spoke about the presence of quokkas on the mainland and suggested there may be tourism opportunities to see quokkas in the Darling Range, as well as Rottnest. Was there government funding available for quokka research in this area? Jan added that DBCA rarely mention that there are quokkas in the forest as they are fairly shy. Some were being fed at Jarrahdale.

Mel added that Peter Lacey was developing an app to help people to record where they sight fauna.

ACTION: Mark Cugley to provide information to the Board on the status of quokkas in the Darling Range, to enable PHCC to better inform the community if they notice them in the forest. Further discussion required.

6.6 Jan Star, Deputy Chair

Jan reported:

- Swans had been sighted on a road in Serpentine
- The Serpentine River has no winter flow whatsoever
- Greenhouse gas assessment guidelines - are we making a submission to the EPA?

ACTION: Jane to make a submission on greenhouse gas assessment guidelines to the EPA.

6.6 Amanda Willmott, Community Member

Amanda reported that:

- She had spent the school holidays up north on a pastoral station
- She attended a presentation at the City of Perth library, in partnership with UWA, about oil and gas mining at Groote Eylandt in the NT
- She will be attending Governance Foundations for Not for Profit Directors training at AICD on 19 and 20 August.

6.7 Howard Mitchell, Community Member

Howard reported that:

- The Shire of Murray was going to review the access arrangement alongside the Murray River in South Yunderup
- Quite a lot of support is being gained for the masterplans for the paceway and racecourse in the Murray Shire
- The film **2040** is well worth seeing. It's about alternate agriculture and mechanisms for reducing, not only nutrient runoff, but maximising opportunities in layman's language.

6.8 Sue Fyfe, Community Member

Sue reported that:

- The Dwellingup community is working very effectively with the DBCA Dwellingup office
- Rainfall in the town is down – 30mm this month and there should be 200mm
- There have been sightings of some amazing red and white cockatoos
- Alcoa is mining close to the Munda Biddi trail.

The meeting broke for morning tea at 10.25am and resumed at 10.50am

7 Presentation: Mark Humble, Sustainable Forest Management Coordinator, Perth Hills District DBCA

Mark provided a presentation which is available on the PHCC website. Some highlights were:

- Key NRM Issues:
 - Impact of multiple uses on forest health
 - Climate change impacts on biodiversity
 - Biosecurity
 - Recreation
- Multiple industries operate in the forest area including mining, timber industry, public utilities, tourism, apiarists, seeds & wildflowers, public firewood, craftwood and traditional / customary activities
- Several impacts of multiple use on the future productivity
- Threats to biodiversity including dieback spread, feral animals, weeds, illegal dumping of rubbish (including asbestos), unauthorised timber removal, unauthorised 4WD and motorbike trails, and wildfires
- Encouraging developments include quokka research, major threats, feral pigs, wildfire, alterations to habitat structure and lack of protection and cover leave them vulnerable to predation

- DBCA has developed a new approach to cover all activities that have capacity to cause disturbance (DAS – Disturbance Approval System) to be used by all industries that intend to carry out activities and likely to cause disturbance.

ACTION: Jan indicated she was happy to collate any further questions members had about forest management and meet with Mark Humble for further discussion and report back.

8. Staff Presentation: Paula Pownall, Regional Agriculture Landcare Facilitator

Paula was not well and Andrew Del Marco presented on her behalf. He acknowledged the Hotham-Williams team's help with delivering contracted outcomes of the Land Conservation team.

A copy of the presentation can be found on the Members Page.

Highlights:

- Diversity of agricultural systems
- Start with listening
- Pressures in the catchment
- Opportunities in the catchment
- Projects:
 - PHCC community environment grants
 - Fertilising the Farm (REI)
 - REI uptake (Smartfarms)
 - Other partnership projects – farm water management workshop and stateside Regen Ag Survey (SWCC)
- RALF Support – landholders, SJ Food and Farm Alliance, Southern Dirt – Peel Hub, Facilitating Partnerships, Peel-Harvey Biosecurity Group and Regen WA
- Farmer engagement.

9. Treasurer's Report

Marilyn spoke to her report:

The main focus during the months of June and July have been to:

1. *Finalise Year 1 of the Regional Landcare Program with the 4 Quarter 4 Project Invoices and final Core Services invoice sent to Dept. of Environment and Energy on 28th June 2019*
2. *Preparation of Quarterly reporting requirements for the REI and 2 Peel Harvey Estuary Projects*
3. *Preparation of Annual Financial Statements for audit for the REI and 2 Peel Harvey Estuary Projects*
4. *Preparation of Half Yearly reporting requirement at 30th June 2019 for the Alcoa Foundation Project*
5. *Carry forward unspent funding for existing projects into the new financial year and preparing annual budgets*
6. *Reconciling employment budget at 30 June 2019*
7. *Six payment runs prepared and authorised for payment consisting of over 120 Tax Invoices*
8. *Prepare the financial reports for the Organisation Audit that was conducted on August 1 and 2.*

Audits:

1. *I am pleased to report that the Organisation Audit went very smoothly, and the two Auditors, Rebecca and Issy, were amazed and extremely impressed with how the annual organisation data was presented electronically and the willingness to assist them as questions were asked or further documents were required. I met with Rebecca and Issy on Day 2 of the audit to answer any*

concerns that they had with Fraud and Risk Management and Karen, Jane and Pat responded to the day-to-day management processes of the organisation. At the conclusion of the two day audit approximately 90% of the scope testing had been performed with the balance being conducted off-site. Jane and Karen will assist with follow up questions but it is anticipated that the audit will be finalised by Monday 26th August to allow Karen enough time to prepare the AGM Reports prior to her going on leave for five weeks. Once again, the audit process has been very comprehensive.

The draft Financial Statements for the period ending 30 June 2019 are presented for your perusal and the final Statement will be completed for endorsement at the AGM in October.

In Summary, the financial position of PHCC as at 30 June 2019 is:

Total Assets:	\$5,942,669.20
Total Liabilities:	\$4,721,928.75
Total Equity:	\$1,220,740.45
Total Profit 17/18:	\$131,230.72

2. The REI and Peel Harvey Estuary Grants that have been submitted for annual acquittal audits are currently being reviewed and should be finalised by 26th August.

Other:

1. **Insurances:** The decision made last July to transfer all Insurance Policies to be managed by Broker Sam Norrish of Nexus Risk Services Pty Ltd has paid dividends with substantial savings to the organisation for our Workers Compensation and vehicles. Thank you to Pat Sutton, Corporate Services Manager, for the tireless work that you do to make sure that we meet our insurance obligations and the savings that have been made through the rigorous process.
2. **2019-2020 Draft Budget:** The PHCC Organisation Budget has been reviewed by the Finance & Audit Committee last Monday and I present the Budget for your consideration and endorsement

Recommendation:

That the Board endorse the 2019-2020 PHCC Organisation Budget.

3. **Mileage Rate:** The Mileage Rate for use of private vehicles for business related travel remains at 68 cents per kilometre. This applies to both Staff and Member Claims.
4. **HRRT:** At the request of HRRT Board, Karen provided the Harvey River Restoration Taskforce with an update of unspent funds at 30th June 2019. HRRTs Equity is currently under \$100,000 with the only secured funding coming from PHCC through their Peel-Harvey Estuary FishRec Grant but have submitted an application to State NRM in their latest round of grants. It should be noted that Chair Jenny Stringer, sent a letter to Karen Henderson acknowledging the wonderful work that she does to assist their small operation.

Bank Statement Balance as at 31 July 2019:

ANZ Corporate Online Saver Account	\$494,555.75
Westpac Term Deposit	\$650,047.86
ANZ Term Deposit	\$1,000,000.00
ANZ Project Online Saver Account	\$2,996,659.72
ANZ Project Cheque Account	\$167,802.45
ANZ Transaction Account	\$50.44
Petty Cash	\$119.20
Merchandise	\$150.00
ANZ Visa Card	-\$2,488.24
Total Cash at Hand:	5,306,897.18

*The **Finance and Audit Committee** held its meeting on Monday 12 August and Meeting Notes will be provided at the next General Meeting.*

It has been a very busy time these last two months and Karen couldn't have completed the exhaustive amount of work without the assistance of Volunteer Bart Katariski and Allison Owens who assists her one day per week. Unfortunately, Allison is leaving the organisation next week, but I am sure Allison will take some excellent finance training and knowledge with her as she moves to Victoria.

I congratulate Karen and the rest of the team on the outstanding and comprehensive work that they do, and extend my thanks to them. You all make us very proud, and your work is fundamental to our ongoing good reputation.

Marilyn Gray
Treasurer

Moved: Marilyn Gray Seconded: Rob Summers

That the June 2019 Financial Reports and the Treasurer's Report be endorsed as presented.

CARRIED

9.1 Adoption of 2019-20 Budget

Moved: Jan Star Seconded: Howard Mitchell

That the Board endorse the PHCC 2019-20 Budget as presented.

CARRIED

ACTION: From the Board – thank you to Karen for all your work on the 2019-20 Budget.

10. Chief Executive Officer's Report

Jane spoke to her report:

[Steve Fisher arrived at 11.50am during Jane's report]

Staff – Movements, Professional Development and more

- **Allison Owens** gave notice with the intention to finish up on 23 August. Jane advised that Allison has had a change of plan and will see out her contract up to the end of December.
- **Deb Tyler** is back with us on a casual basis to support Admin and Finance.
- **Mel** is working with Newmont and looks to be bringing on an **intern** in the near future.
- **Andrew** is temporarily working 4 days / week.
- Several **staff contracts** have been renewed with some modifications.
- **Leave** - Jane will be away for 2 weeks (9-20 September); Karen is away 4 September – 7 October
- There are various conferences, training and professional development opportunities being undertaken by staff and Board (e.g. Amanda Willmott re Governance training).

Projects

Please refer to the Program Manager reports that provide a summary of project status, highlights etc. Our thanks to the project team, but also the support team enabling the project delivery.

1. National Landcare Program – Core Services

- **Our Q4 and Annual Reports** were both submitted on time and we are waiting for any feedback.
- **Review of NRM Strategy** – We are getting limited responses to the open survey and will need to put resources into this overarching review in due course, and may need additional funds to enable a quality review (subject to further discussions).
- **Noongar Participation – Thelma Crook** – The **Noongar Participation Plan** was submitted, as endorsed by the Board. The next **S.H.A.R.E. (19 September)** is on Noongar Participation and the following day Department of Premier and Cabinet will undertake some **business training** for Noongar Businesses at PHCC. A draft **MOU** has been prepared in consultation with our Harry Nannup and others, between PHCC and Bindjareb community, to formalize our working relationship for the delivery of projects on **Bindjareb country**. It is anticipated that this will be finalised early September. Thelma is kicking goals in this space.
- We have been advised that the additional **WHS** information met requirements.

2. Regional Estuaries Initiative

Peel Main Drain

- We have not yet received approval for the final design of the culverts, or the preliminary design of the weir but we have some progress against both and DWER have taken an accelerated role to help influence the progress of both.
- We anticipate the final culvert design to be submitted to WaterCorps Drawing Management System on 13 August (incorporating all W/C changes).
- DWER is progressing the Site Management Plan in consultation with WAPC.
- We have received the letter accepting ownership and liability for the Weir and Culverts.
- Construction will not continue until the ownership and liability for the swales is in place.
- We will not be doing a trial pump this year.
- We need to understand the final costs of components of the project to enable a final budget estimate. We have sought confirmation that we can maintain funds beyond 30 June 2020 and shift funds from Mayfield to Peel Main Drain.

Mayfield

- Post construction check of the 4 weirs has shown some outstanding issues that are being addressed. The stopboards are still to go into place.
- The Steering Committee have approved the progress on 2 new proposals.
- A monitoring program has been drafted and we are working with DWER to implement.

3. NLP – Environmental Restoration Fund – Black Cockatoos - \$3million over 4 years

We have received formal notification that the Peel-Harvey will be the recipient of part of the \$3million election commitment for revegetating feeding habitat within a 6km radius of nesting sites, as part of the \$100million Environmental Restoration Fund. There will be 5 contracts across the state, and potentially some sub-contracts, to deliver this project. We will be involved in a collaborative program logic workshop and then will need to prepare a project design for consideration. We are working with Neil Riches on this and will report back as it evolves. Birdlife is being consulted in the process.

Strategic Issues (refer also to Chair's report)

1. State Election (March 2021)

Following our meeting with David Templeman and Robyn Clarke (see Chairs report) we submitted some preliminary election asks. These are (for the Mandurah and Murray-Wellington Electorate):

- State 1 of the **Peel Waterways Institute** - \$1.85 million

- Protection of the Ecological Character of the Peel-Yalgorup Ramsar system by improving the **water quality** flowing into the Rivers and Peel-Harvey Estuary – \$3.4 million (links to REI 2)
- Aboriginal (Noongar) **Ranger Program** – \$4.6 million
- Protect the Threatened Ecological Community of the **Thrombolites** of Lake Clifton and improving tourism infrastructure - \$4 million
- **On-Ground Works Department of Biodiversity, Conservation and Attractions** - \$24 million
- **State NRM Grants** – supporting community - \$23.4 million per annum

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

No updates here

3. **Other highlights and project updates**

1. **Feral Cat Working Group and Research Funding Submission** – we have sought \$861,261 from Lotterywest to enable a) State wide Feral Cat Working Group (employ officer; support working group; establish website; workshops & meetings; indigenous knowledge sharing; symposium) + b) Research component (postdoctoral) to be delivered via contract with WABSI.
2. The Mandurah **Water Towers** project is progressing well. The EOI has gone out across the globe to selected artists while we finalise the Water Corporation Licensing Agreements, to enable us to finalise with the contract with FORM. It is hoped that we will see the painting start in October to align with our Wetland Weekend.
3. **NRM WA CEOs'** meeting was held on 8 August and included a phone hook up with our Australian Government colleagues (Environment and Ag), based in Canberra with Neil Riches present. The CEO's collaboration across state wide projects is impressive.
4. We are in discussions with **TNC** re potentially providing office space for their two officers.

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

5. **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: Caroline Knight

Seconded: Marilyn Gray

That the CEO's Report be accepted.

CARRIED

[Amanda Willmott left the meeting at 12.00 noon]

11. **Chairman's Report**

Caroline spoke to her report:

Welcome to our August meeting as we transition into the start of the massive flowering explosion that is Djilba. Beginning with the yellows, cream and then the vivid and striking blues of our native flowers, this is the time of lake and waterhole replenishment and is also known as the season of conception for our fauna.

Meetings and Events

It's been an interesting and busy two months since we last met and I'm not sure where the time has gone.

The issue of Point Grey has been dominant with the applicant again bringing a Development Application to the Shire of Murray Council meeting on the 27th of June.

There were a number of questions raised by community at the meeting as well as deputations by Birdlife Australia and our own Jane O'Malley and Steve Fisher.

Councillors refused the application sighting that the changed Commonwealth conditions meant that Council and community were no longer able to see an approved Capital Dredging and Soil Disposal Plan prior to the commencement of construction. Given the significance of the project, the potential ongoing financial costs, the risks associated with the dredging, spoil disposal and ongoing maintenance was deemed a risk significant enough to not support the application.

This matter will now be heard in the SAT in early October.

NAIDOC week began on the 8th of July with a well-supported walk along the foreshore to the MANPAC. The walk is significant as it demonstrates proud support of togetherness in a movement of the Australian people for a better future. This year's theme was Voice. Treaty. Truth, let's work together for a shared future. A particularly powerful theme I'm sure you would agree and it was great that several of the PHCC team could join the walk.

On the 9th of July Jane O'Malley and I met with David Templeman and Robyn Clarke discussing election asks focusing on the Peel Waterways Institute Stage 1.

On the 11th of July the Executive committee meet and resolved with the blessing of Peggy and family to create an annual biodiversity scholarship in memory of Mike Schultz, the details have yet to be worked through.

The Peel Alliance meeting on the 12th considered a draft publication concept for the State Budget requests. The 17th of July saw Jan Star, Jane O'Malley, Steve Fisher and myself make the long trek to the EPA's new office in Joondalup which is quite an incredible building utilizing strong sustainability principles in its design. The meeting with Tom Hatton was very productive and covered a number of topics including EPA Greenhouse Gas Guidelines, Waste Derived materials, Native Vegetation tracking, Point Grey and SAPPR. Steve Fisher spoke to a draft of the Ramsar Report Card that has been keeping him busy for some time. Tom was clearly impressed and asked that the snap shot be included in the EPA's Annual report! So well done Steve!

We have locked in six monthly meetings with the EPA now as a matter of course.

Our S.H.A.R.E in the Shed on the 18th, July, River Rescue: Bringing New Life to Our Estuary, was hugely popular and the shed was full. There were some amazing speakers and I found the information on the Fresh water mussels incredible especially given that they can live for 70 years. These events in the shed are bringing in new faces and are a real credit to our staff – the next is on the 19th September (Noongar Participation and Procurement).

On the 24th Thelma Crook, Jane O'Malley and myself met with Minister Stephen Dawson MLC. The main part of the discussion was Plan for our Parks - value adding to DBCA efforts for Parks management and Noongar engagement and employment.

We also managed to include other topics including Jarrah Forest and threatened species, Old growth forest definition concerns, Native vegetation tracking, Point Grey and accreditation of consultants.

Paddi Creevey, Steve Fisher, Jane O'Malley and I met with David Bolt, Dean Unsworth, Rod Peake and Tom Lerner on 5th August to discuss the strategy moving forward with Point Grey. This included a telephone link up with the EPA. The following day Jane O'Malley and myself met with Andrew Hastie and discussed Point Grey in particular, raising our concern with the significant change in the conditions that occurred prior to the Federal election. Andrew has raised this with the Federal Minister Sussan Ley and has invited her to visit the Peel-Harvey.

NRMWA met on the 9th of August and the collective endorsed a linear working model.

News

The recent EPBC listing of the Tuart is bitter sweet, great to see it listed but so very sad that we are seeing the need to have them listed. This follows on the tail of the listing of Banksia woodlands and raises the question as to whether our majestic old growth Jarrah will also go the same way and may warrant us considering putting forward a nomination.

If you didn't catch it on ABC on Sunday night David Attenborough's Climate Change: The Facts is well worth a watch.

Welcome back to Julie MacMile, and don't forget to look out for the latest edition of Wattle & Quoll.

Don't forget to mark in your diaries our first Wetlands Weekender starting Friday the 11th of October. This mini festival celebrates the start of the migratory bird season and World Migratory Bird Day (12th).

Hopefully the painting of our two water towers will commence that weekend which is incredibly exciting. I know that Marilyn has covered this in her Treasurers Report but I would also like to acknowledge the enormous amount of work that has been completed to get through the annual project and organisational audit – a huge thank you to Karen and all the team.

Caroline Knight
Chairman

Moved: Jan Star Seconded: Rob Summers

That the Chairman's Report be accepted.

CARRIED

12. Confirmation of AGM

Moved: Darralyn Ebsary Seconded: Marilyn Gray

That the PHCC AGM be confirmed to be held at 11.00am on Thursday 17 October 2019 in the PHCC Shed.

CARRIED

The meeting closed at 12.15pm

Chairman:

Date:

Summary of actions from previous meetings:

No.	DETAILS	RESP.	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.	<p>Item 12 Chief Executive Officer's Report [18 April 2019] Point Grey discussion and deputation to Shire of Murray</p> <p>ACTION: Jane to speak to Minister Safiotti about Point Grey State Government conditions.</p>	Jane O'Malley	PENDING
11	<p>Item 6.1 Rob Summers Report [20 June 2019]</p> <p>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.</p> <p>UPDATE: Meeting arranged for Tuesday 26 August and Alan Cransberg (Deputy Chair, PDC) will be in attendance.</p>	Jane O'Malley	IN PROGRESS
12	<p>Item 6.4 Andrew Ward, PDC Report [20 June 2019]</p> <p>ACTION: Andrew Ward be invited to provide an update on East Keralup at an appropriate time.</p>	Jane O'Malley	
13	<p>Item 14.2 Bank Signatories [20 June 2019]</p> <p>MOTION: That the PHCC endorse the addition of the following bank signatories to PHCC bank accounts:</p> <ol style="list-style-type: none"> 1. Caroline Knight (as a back-up/reserve) 2. Amanda Willmott 3. Sue Fyfe 	Karen Henderson	IN PROGRESS

<p>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.</p> <p>ACTION [15 August 2019]: Karen Henderson to arrange an induction for Amanda Willmott and Sue Fyfe on the responsibilities of bank signatories.</p>		
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Summary of Actions from meeting held on 15 August 2019:

No.	DETAILS	RESP.	COMPLETE
1.	<p>Item 5 Correspondence [15 August 2019]</p> <p>ACTION: Jane to follow up Letter No 52.0 from Michael Coote, DBCA regarding recommending the City of Mandurah and Shires of Murray, Harvey and Waroona, nominating for Wetland City Accreditation.</p> <p>Letter No 31.0 from Mark Worthington, Lead Corporate Affairs Worsley regarding the public consultation period for the Worsley Mine Expansion. Sue queried the progress of this letter</p> <p>ACTION: Jane to advise the Board on the progress of the submission to the EPA in relation to the proposed Worsley expansion.</p> <p>ACTION: Pat to put on the website: PHCC’s input into the 3rd Surveillance Audit of the Marine Stewardship Council certification of the Peel-Harvey Estuarine Fishery.</p>	<p>Jane O’Malley</p> <p>Patricia Sutton</p>	
2.	<p>Item 6.1 [15 August 2019] – Rob Summers’ Report</p> <p>ACTION: Andrew Del Marco to invite all board members to the February Farmers’ Workshop.</p>	Andrew Del Marco	
3.	<p>Item 6.4 [15 August 2019] – Darralyn Ebsary’s Report</p> <p>ACTION: Mel to follow up grants information about water storage infrastructure for farmers and provide this to Darralyn, and share with upper catchment networks (possibly advertising in the next Hotham Williams newsletter).</p>	Mel Durack	
4.	<p>Item 6.5 [15 August 2019] – Marilyn Gray’s Report</p> <p>ACTION: Mark Cugley to provide information to the Board on the status of quokkas in the Darling Range, to enable PHCC to better inform the community if they notice them in the forest. Further discussion required.</p>	Mark Cugley	
5.	<p>Item 6.6 [15 August 2019] Jan Star’s Report</p> <p>ACTION: Jane to make a submission on greenhouse gas assessment guidelines to the EPA.</p>	Jane O’Malley	
6.	<p>Item 7 [15 August 2019] Presentation: Mark Humble, DBCA</p> <p>ACTION: Jan indicated she was happy to collate any further questions members had about forest management and meet with Mark Humble for further discussion and report back.</p>	Jan Star (Patricia Sutton to arrange)	
7.	<p>Item 9.1 [15 August 2019] Adoption of 2019-20 Budget</p> <p>ACTION: From the Board – thank you to Karen for all your work on the 2019-20 Budget.</p>	Jane O’Malley	