

AGENDA – Updated 9.10.19

EXECUTIVE COMMITTEE MEETING

To be held on Thursday 10 October 2019

PHCC, 58 Sutton Street, Mandurah 9:00 – 11:30am



In Attendance:

Caroline Knight	Chairman
Jan Star	Deputy Chair
Marilyn Gray	Treasurer
Paddi Creevey	Secretary
Bob Pond	Member
Jane O'Malley	Chief Executive Officer (Minute Taker)

Apologies:

Nil

1. Declarations of Interest

Bob will declare an interest as a DWER employee in respect to REI Peel Main Drain, Point Grey and Compliance and Enforcement Policy (DWER) discussions and where appropriate leave the meeting for these discussions.

Jan will declare an interest in respect to potential engaging of Landcare SJ in the proposed Australian Government Cockatoo project as she is a member of Landcare SJ.

2. Confirmation of Minutes of Previous Meeting

That the minutes of the Executive Meeting held on August 26, 2019 be confirmed as a true and correct record of the meeting.

3. Business Arising from Previous Minutes

Refer to update of Actions table at the back of the Agenda.

4. General Business – Requiring **Decisions**

a. Point Grey – PHCC Position and next steps

Discussion re PHCC statement, call to action and next steps, noting the State Administration Tribunal hearing was held on 2, 3 and 4 October.

- Jane met with **Minister Dawson** (with Anthony Sutton; Leanne Thomson; David Bolt & Rod Peake) 28.8.19

b. Mandurah Water Towers – see attachment (insert sad face here)

Please see attached letter. For discussion on way forward. Please note Jane has raised with the City of Mandurah and has sought a meeting with the CEO prior to the Exec meeting and waiting confirmation.

c. Scholarship in honour of Mike Schultz – Criteria and considerations

Jane and Leanne Greene met with Sonya Davies (8.10.19) and a summary of the discussions and information required for next steps will be provided before Thursday's meeting.

5. General Business – for Discussion

a. Climate Change Issues Paper – Due 29 November

The State Government is currently seeking public comment on an Issues Paper to inform the development of WA's new State Climate Change Policy, due for release in 2020.

With the recently announced State goal of 'net zero emissions by 2050', the paper explores key issues and challenges facing our State resulting from climate change. It further notes that the South West region is being impacted by climate change more than almost any other place on the planet, with higher than average temperatures and declining rainfall cited as two examples.

The Issues Paper is available on the Department of Water and Environmental Regulation (DWER) [website](#) and is open for public comment until Friday, **29 November**.

DWER will be running a consultation session for Local Government Officers and Elected Members on Wednesday, **23 October** at WALGA's West Leederville Office. You can find out more and register for the session [here](#).

WALGA will be seeking Local Government input to its submission, drawing on the [WALGA Climate Change Policy Statement](#), and Local Governments are also encouraged to make submissions directly.

6. Snapshot from the CEO:

- **PHCC Community Environmental Grants** – now closed, well over subscribed with the team now assessing applications to present to respective Steering Committees for their recommendations – huge task, they are doing a great job
- **REI drainage** – Jane to provide update on status of Peel Main Drain weir and culverts, including the facilitated meeting with W/Corp on 26 September (with Bob present).
- **SAPPR** – Caroline and Jane met with the SAPPR review panel on 3.9.19. We need to continue to advocate for SAPPR at every opportunity
- **Wetlands Weekender** – 11-13 October – encourage to attend whatever events can and spread the word
- **NRM WA CEO Meeting** – was hosted at the PHCC on 24 September
- **State NRM Grant** – we are requesting a 6 month extension on our large project but have yet to get through to the office to discuss
- **Feral Cat Working Group and Research – Lotterywest Grant** – we have requested a meeting with Lotterywest to discuss further and hope this will be on 15 October.

- **Cabinet meeting** scheduled for _____. We will try to wedge our way into respective portions of the 2 days, including suggested visit with Minister Kelly to Harvey River, Murray River and Bream at John Tonkin College. Draft Itinerary is:

Sunday

- Town Hall Meeting & questions with panel of Ministers
- Night – Redcliffe on the Murray (paid event)

Monday

- Breakfast – Blue Wren (Dwellingup)
- Bushfire Centre for Excellence (Fran Logan & David Templeman)
- Cabinet Meeting
- Lunch – Crooked Carrot (Ag Lunch – Andrew and Paula to be invited)
- Various visits to sites

Staff update:

- o **Kayaking** morning planned for November – nice team bonding
- o **Jane** is on leave (Wait, what, again???) – 21 October to 1 November, returning 3 November, and not intending to put in an A/CEO for this period. Thelma will attend the Peel Economic Development Network (24 October); Jane will ensure the RLP Core Services invoice and reporting is done in timeframe (may pop in on Saturday 2nd if other arrangements not suitable). Jane to make sure that she leaves clear ‘out of office’ responses. Are Exec okay with this approach?
- o **Leanne Greene** commenced with PHCC on 7 October. Leanne will be supporting Jane and Program Managers until she takes on the role of Executive Support and Office Manager in January (when Pat shifts to 2 days / week supporting Finance).
- o **Colleen Archibald** is now a casual employee of the PHCC (not part time of Shire of Waroona)
- o **Andrew** has returned to 5 days / week.
- o **Confidential Item** – Jane to report at the meeting.

7. Occupational Health and Safety

No incidences to report.

8. Other Business

- a. **National NRM Knowledge Conference & National Chairs meeting** – 17 – 20 November (Wodonga Victoria)
 - a. NRM Knowledge Conference - Monday 18-Wednesday 20th November
 - b. National Chairs Forum – Thursday 21 – Friday 22

The conference theme will center around regional resilience, climate adaptation and drought - drawing together the multiple elements and outcomes of integrated NRM.

- b. **End of Year Celebration** – checking of invitation list

9. Next Meeting

Next meeting scheduled for Thursday, **November 14, 2019**

Summary of Actions from 26 August, 2019 Meeting (new actions from this meeting):

No.	Details	Resp	Status
4a	Jane prepare and distribute a PHCC public statement and call to action in respect to the Point Grey Channel .	Jane	For discussion
4b	That Jane is authorised to spend up to \$2,000 for the preparation of a paper outlining the benefits of preparing an economic case for avitourism in the Peel-Harvey, so that this can be tabled with the Peel Alliance (PRLF) seeking funding/support for the preparation of the economic case, as defined in Goal 4 of the PHCC Strategic Directions.	Jane	Pending – have spoken to Anika Serer re this
5c	Jane to modify the Governance Steering Committee minutes to include a table of actions to be undertaken at the back.	Jane	Update – should be done by Thursday!
6	Jane to secure additional resources to support her with her increased workload as well as providing additional support for Program Managers and Karen.	Jane	Complete – Leanne Green commenced on 7.10.19

Summary of Actions from 11 July, 2019 Meeting:

No.	Details	Resp	Status
4a	That Jane to ask Kingsley Dixon if he knows an appropriate consultant to help with the preparation of the Northern Jarrah Forest election ask and if so Jane to engage consultant to prepare the PHCC State Election ask for the protection of the Northern Jarrah Forest , with the proposal being ready for the end of July to enable to be submitted. <i>Jane spoke to Kingsley. He is time poor but offered to review a draft of what we produce, and provided a link to prescribed burning information. He suggested we contact Piers at CCWA. I have done that (11.7.19) and can see he opened my email but no response as yet.</i>	Jane	Pending 26.8.19 – Jane, Jan, Sue & Andrew to think about who can assist in this space.
4b	Jane to check with Peggy Schultz if she is supportive of a scholarship in Mike’s honour Jane to discuss with Sonya Davies (Peel Community Foundation) about scholarship processes/set ups to see if she can assist, and report back to Exec. <i>Peggy has confirmed “The family and I think it’s a wonderful idea. Thank you very much.”</i>	Jane	Pending 10.10 - Jane and Leanne met with Sonya 8.10.19 – for discussion and decisions around criteria (memo to follow)
4c	Jane get quotes for a historic membership board to be displayed in the shed with the names of all members since PHCC commenced, and report back to Exec.	Jane	Pending – Pat has commenced this process – low priority

5a	Paddi to liaise with Jane and Andrew Del Marco on the proposed visit from the Hon Bridget McKenzie, Federal Minister for Agriculture.	Jane	Paddi to update 26.8.19 – PDC have written & waiting reply for meeting with Paddi, Alan Cransberg & Andrew Hastie
5c	PHCC to provide a submission on the Compliance and Enforcement Policy (DWER May 2019), due 20 September. Jane to discuss with Steve and determine if Steve has the capacity to prepare a submission or if we engage Agnes Tay to assist. Andre Stass to also be considered for support in the preparation of the submission, and PHCC to liaise with the Shire of SJ in this process.	Jane	Complete – with support from Kim and Agnes Tay we put in our submission – see attachment.
	Jane to work with Kim and Colleen and have a conversation after Colleen returns from leave in September with the Shire of Waroona about implications from their perspective, including ongoing financial support. Following this, and with the blessing of the involved stakeholders, PHCC to support/host/facilitate a workshop/meeting with the Coolup LCDC and any other relevant stakeholders to look at the most appropriate way forward to meet the needs of the Waroona/Coolup community.	Jane	Pending 10.10.19 – Kim, Colleen and Jane workshopped on 1.10.19 with a list of outcomes to be actioned (details will follow)
5f	Caroline to consider how she would like to proceed with NRM WA feedback 26.8.19 – had Chairs meeting. Teleconference with Chairs. Jane – talk to Andrew Ward re model of the Regional Dev Alliance - Commission CEO's – can this be a model for us. Continue with CEO's	Caroline	Caroline to report 10.10.19 – Jane has asked Andrew for the framework (8.10.19)
5g	Jane draft a letter for Caroline's signature to Assistant Secretary and Director advising of PHCC's serious concerns about (RLP): - the processes which are wasting taxpayers money, in a time of scarce resources, and that the intent of the government would not be for such a large portion of resources to be spent responding to changing processes and inconsistent approaches, - seek a teleconference with the head of the department on why these processes are contrary to the objectives of the tender; and - the impact on the processes on the health and wellbeing of the PHCC team, and that we would not like to have to forward any future WHS claims against the Australian Government and - provide examples of concerns to be addressed.	Jane	Pending 10.10.19 – should we remove this one? There has been much discussion etc. but should we send this or leave it?
8	Jane to liaise with Jane Townsend to seek permission to share the links to the "Marron, More than a Meal Harvey river Restoration" report, and offer support for promotion of the great results of the HRRT river restoration. <i>Jane Townsend is working with stakeholders and will prompt us when appropriate to promote.</i>	Jane	Pending – 10.10.19 – can we remove this one?

Summary of Actions from **13 June, 2019** Meeting:

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No.	Details	Resp	Status
4b	That Executive Group support the request for purchase of an additional 4wd ute for project delivery purposes, from the 2019/20 budget. Jane to approve in accordance with the Delegations of Authority.	Jane	Pending – will get to this after reporting. Team happy knowing additional vehicle coming

Summary of Outstanding Actions from **14 February**, 2019 Meeting: (updates in brown)

No.	Details	Resp	Status
5b	That, savings from project delivery under the RLP Tenders is to be considered as organisational equity & the following process will determine how those funds will be expended: The relevant project team be provided the opportunity to submit a project proposal for consideration; The CEO has the discretion to endorse the expenditure of 'savings' up to the value of 10% of the approved budget for individual project item/s (e.g. 10% of fencing budget within an overall annual project budget), either within or outside the project objectives; and On an annual, or as needs basis, >10% cost savings remaining against projects will be presented to the Prioritisation Steering Committee for their consideration and recommendation to the PHCC for expenditure.	Jane	Pending - Further discussion required re delegations and logistics 11.7.19 - Bring back August or September when have figures. 26.8.19 – maybe early 2020
5e	Jane to add the Climate Change Policy to the agenda for the next regular meeting with David Templeman .	Jane	Pending 11.7.19 – Caroline & Jane forgot to raise this (sorry). 26.8.19 – add Fridays agenda Include Coastal Hotspots report (on transport website) – inundation in Murray What is our ask? Briefing – do we want copy of the report? They are working on policy. (Mike Rowe's dept)
6	Jane to write to Minister Dawson requesting update on the current status of the EP Act Review and will we be able to be involved / comment.	Jane	Complete ?? We met with the Minister 24 July and wrote inviting him to visit the Peel-Harvey (075). 26.8.19 – list for next meeting
6	Jane to contact Fiona Valesini and ask for a communications update on the ARC Linkage project , and then provide a copy to Tom Hatton . 7.3.19 – Jane requested update from Fiona 11.4.19 - Jane recheck with Fiona re update 10.6.19 – failed – haven't been able to get what we need. There is update on 13.6. Steve will reinforce what we need and why and try to get it. 13.7.19 - ARC Linkage meeting with stakeholders at PHCC	Jane	Pending 11.7.19 – Project is complete in August and we will get updates here. Jane and Steve to continue to liaise with Fiona and ensure appropriate communication of results, impacts, way forward. 26.8.19 – Jane – ask again

Summary of Actions from previous meetings:

No.	Details	Resp	Status
3cii	Write to Newmont congratulating them on the presentation, and thanks for the partnership and advise we are pleased with feedback from the program	Jane	11.7.19 - Outstanding – Mel has discussed with Newmont and will progress with Jane’s support
3ciii	Arrange for Gareth from the Mandurah Mail to interview Mel re the Newmont partnership	Jane	11.7.19 - Outstanding – Mel Will progress with Jane’s support
3civ	Prepare article for the West Australian business news , or inside cover & ask Newmont to help with the promotion, linking in Bill Johnson (State Minister for Mines and Energy) and send to PDC to send on to e.g. Alannah MacTiernan re our role in Regional Development.	Jane	11.7.19 - Outstanding – Mel will progress with Jane’s support
3bi	Jane to prepare letter to the PDC and Mayor of Mandurah re PHCC concerns over Point Grey	Jane	26.8.19 – write to PDC – significant risk to regional development
	<p>Point Grey - FOI re Commonwealth process for determining change of conditions</p> <p>13.6.19 - FOI re briefing notes around the extension & conditions. Marilyn will review and consider if as a resident she will apply an FOI – instruments of delegation”.</p>		<p>11.7.19 – Pending</p> <p>Marilyn - particularly reference <i>“These changes are minor administrative changes and do not change the fundamental requirements of the original approvals.”</i> (Declan O’Connor, DOE, email - 3.4.19)</p> <p>26.8.19 – Sussan Ley advisor confirmed delegation was appropriate and don’t need to consult</p>