

MINUTES OF PHCC GENERAL MEETING

Held on Thursday 17 October 2019
The Shed, PHCC, 58 Sutton Street, Mandurah



The Chairman opened the meeting at 9.05 am 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
Paddi Creevey OAM	Secretary
Bob Pond	Executive Committee
Darralyn Ebsary	Community Member
Sue Fyfe	Community Member
Andy Gulliver	Community Member
Howard Mitchell	Community Member
Amanda Willmott	Community Member
Mark Cugley	DBCA
Andrew Ward	PDC
Cr Eliza Dowling	Local Govt Member (Inland)
Suzanne Brown	Water Corporation – Observer

In Attendance:

Jane O'Malley	Chief Executive Officer
Andrew Del Marco	Program Manager Land Conservation [until 11.12am]
Steve Fisher	Program Manager Science & Waterways [from 11.50am]
Karen Henderson	Manager Finance & Payroll
Patricia Sutton	Manager Corporate Services (Minutes)
Leanne Greene	Office Manager & Executive Support

Apologies:

Rob Summers	DPIRD
Cr Stephen Lee	Local Govt Member Proxy (Coastal)
Scott Haine	DPLH (Peel) – Observer

3. Declarations of Interest

Andy Gulliver declared a commercial interest in the development at Keralup.

4. Confirmation of Minutes of Meeting held on 15 August 2019

Jan advised that in Item 6.6 of the minutes of the meeting held on 15 August 2019, she said she had observed swans in paddocks off Mundijong.

(Note: This alteration has been made to the minutes of meeting held on 15 August 2019.)

Moved: Marilyn Gray

Seconded: Darralyn Ebsary

That the Minutes of the meeting held on 15 August 2019 be confirmed as a true and correct record of the meeting.

CARRIED

5. Business Arising from Previous Minutes

Summary of actions from previous meetings:

No.	DETAILS	RESP.	COMPLETE
1.	<p>Item 11.1 Treasurer's Report & Financial Reports [18 April 2019]</p> <ol style="list-style-type: none"><i>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.</i><i>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.</i><i>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.</i><i>That the new MYOB file changeover date to be delayed until 1 July 2019.</i> <p>UPDATE:</p> <ol style="list-style-type: none"><i>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.</i><i>Completed on 17 June 2019.</i><i>Delegated Authority Register updated. Complete.</i><i>Delayed until 1 July 2019.</i> <p>UPDATE: Item 4 – Transition to MYOB still in progress.</p>	Jane O'Malley / Karen Henderson	IN PROGRESS
2.	<p>Item 12 Chief Executive Officer's Report [18 April 2019] Point Grey discussion and deputation to Shire of Murray</p>	Jane O'Malley	COMPLETE

	ACTION: Jane to speak to Minister Safiotti about Point Grey State Government conditions. UPDATE: Refer Chairman's report.		
3.	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 and Alan Cransberg (Deputy Chair, PDC) will be in attendance. UPDATE: Meeting held. Andrew Ward and / or Jane to report.	Jane O'Malley	COMPLETE
4.	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	PENDING
5.	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. ACTION [15 August 2019]: Karen Henderson to arrange an induction for Amanda Willmott and Sue Fyfe on the responsibilities of bank signatories. UPDATE: Training has been arranged for October.	Karen Henderson	IN PROGRESS

Summary of Actions from meeting held on 15 August 2019:

No.	DETAILS	RESP.	COMPLETE
1.	Item 5 Correspondence [15 August 2019] 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. UPDATE: Kim Wilson has reviewed and PHCC will work with local governments to encourage them to consider accreditation. Letter No 31.0 from Mark Worthington, Lead Corporate Affairs Worsley: Public consultation period for the Worsley Mine Expansion. Sue queried the progress of this letter ACTION: Jane to advise the Board on the progress of the submission to the EPA, in relation to the proposed Worsley expansion. UPDATE: The EPA decision was to assess the proposal. Of 122 submissions, 113 requested a (P.E.R.) public environmental review. Several preliminary key environmental factors are complex, and the proposal involves several elements. Detailed assessment is required to determine the extent of the proposal's direct and indirect impacts, and how the environmental issues could be managed. 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. UPDATE: Submission is now available on the PHCC website.	Jane O'Malley	ALL ACTIONS COMPLETE
2.	Item 6.1 [15 August 2019] – Rob Summers' Report ACTION: Andrew Del Marco to invite all board members to the February Farmers' Workshop.	Andrew Del Marco	COMPLETE

	UPDATE: Workshop is set by DPIRD and co-convened by PHCC. Date and title of workshop not yet confirmed. Members will be invited to the event when more details available.		
3.	Item 6.4 [15 August 2019] – Darralyn Ebsary’s Report 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). UPDATE: The information has been sent to Darralyn, advertised in the Wattle & Quoll, published on the PHCC website, shared on Twitter and a Facebook post is to be issued on Monday 14 October.	Mel Durack	COMPLETE
4.	Item 6.5 [15 August 2019] – Marilyn Gray’s Report 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.	Mark Cugley	PENDING
5.	Item 6.6 [15 August 2019] Jan Star’s Report ACTION: Jane to make a submission on greenhouse gas assessment guidelines to the EPA. UPDATE: A submission will be made on the Climate Change Issues Paper to the State Government to inform the development of WA’s new State Climate Change Policy, due for release in 2020. Submissions due on 29 November.	Jane O’Malley	COMPLETE
6.	Item 7 [15 August 2019] Presentation: Mark Humble, DBCA 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.	Jan Star	PENDING
7.	Item 9.1 [15 August 2019] Adoption of 2019-20 Budget ACTION: From the Board – thank you to Karen for all your work on the 2019-20 Budget.	Jane O’Malley	COMPLETE

Item 6.5 [15 August 2019] – Marilyn Gray’s Report: **Action:** Status of quokkas in Darling Range (Mark Cugley)

Mark reported:

- Quokkas are listed as Threatened (Vulnerable) under the *Western Australian Biodiversity Conservation Act 2016*
- Quokka populations in the Darling Range within Perth Hills District are relatively small and isolated
- In the northern jarrah forests mainland, quokkas occur in niche swamp and creek line habitats. Their distribution extends from the Wungong area east of Jarrahdale down to Dwellingup and continues through to the south west forests. A map showing Quokka habitat areas was available at the meeting
- DBCA actively manages threats to quokkas through targeted feral pig management and fox control under the Western Shield program and undertakes regular monitoring of quokka populations
- The community is encouraged to report any quokka sightings to the department, via the fauna report form information on the website (<https://www.dpaw.wa.gov.au/plants-and-animals/threatened-species-and-communities/threatened-animals>)
- Peter Lacey (DBCA) is developing an App to help people record where they sight fauna and once developed this could include Quokkas.

Item 7 [15 August 2019] Presentation: Mark Humble, DBCA

Jan reported that no one had contacted her with questions for Mark Humble, but she was still happy to meet with him.

6. Correspondence

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

Moved: Bob Pond Seconded: Paddi Creevey

That Correspondence In and Correspondence Out be accepted.

CARRIED

7. Agency and Member Updates

7.1 Mark Cugley, DBCA

Mark provided his report:

- Water levels in Lake McLarty peaked at 0.9m in September. Last year the peak water level was 1.3m. We expect the Lake to be dry by February 2020. The diversion weir at Lake Mealup operated throughout winter allowing water levels to reach 1.4m. Stop boards were replaced in August and we expect that there will be water across some areas of the lake throughout summer
- Kooljerranup Nature Reserve. The approach to close an unmade road reserve through this Nature Reserve was not supported by the Shire of Murray. It was agreed that management of an unsealed track that meanders along the Eastern side of the Nature Reserve, in and out of the road reserve/nature reserve could be managed with limestone. Negotiating with the Shire of Murray in regard to that arrangement
- Weed control has been occurring at Kooljerranup, Carrabungup and Yalgorup
- Recreational Master Plan for Yalgorup National Park – last year there was a new property on the western side of Yalgorup that came into the DBCAs tenure – previously the 'Sarich property', now referred to as Lake Clifton West. With funding from the City of Mandurah, DBCA has engaged a consultant to prepare a Recreational Masterplan for this area and revisit for the Yalgorup National Park. Approaching the consultation phase which will involve PHCC
- DBCA staff have been working to prepare projects for the PHCC to consider funding through the NPL2 Banksia Woodlands projects and RAMSAR projects and assisting with the Ecological Character Description for the Peel-Yalgorup RAMSAR site
- On the Munda Bididi, there are no current diversions in the Dwellingup area where the mining is occurring but there are permanent realignments and there will be further permanent realignments into the future due to mining expansion.

Sue Fyfe was concerned about a mining road that had been constructed, without a barrier, just 15 metres from the Munda Bididi Trail. It was noted that it would be good to feed that information back to the Dwellingup Futures Working Group.

Members discussed this and queried who would pay for a diversion of the Munda Bididi Trail and safety fencing. Mark said he was confident that the community would be consulted regarding future diversions.

Action: Mark Cugley to speak to colleagues on the Dwellingup Futures Working Group about the mining road that had been constructed near the Munda Bididi Trail, and he will report back to the next meeting of the Board.

7.2 Bob Pond, DWER

Bob reported on the following:

- Monthly rainfall update: September was very dry – one of the driest in nearly 50 years
- Current dredging:
 - The Dawesville dredging is now complete. There was a small issue at Novara, which was attended to immediately by the City of Mandurah
 - A licence for the Murray and Serpentine entrance channels has been issued but it will not be dredged until next year. Spoil will go to Brindley Shoal, a long term spoil disposal site off the Coodanup foreshore
- Andy Ellett has left the team for the Peel Integrated Water Initiative and Leon Brouwer is completing his report for the Transform Peel meeting in November
- A couple of issues papers are out – one on climate change with comments due on 29 November and an air emissions policy paper is out for comment until January 2020. Both are available on the DWER website.

7.3 Andrew Ward, PDC

Andrew reported on:

- The Dwellingup Futures Group status – A brief for a consultant has gone out and an appointment should be made in the next week or so. The State has contributed \$100,000 towards the project. Works should get underway over the next three months
- The Peel Integrated Water Initiative– Stage One. Final reports are due by the end of December. It is anticipated DWER will hold a workshop in the third week of November of which PHCC are invited to attend.
- Keralup update – Requests for Expressions of Interest went out just under 12 months ago. Under a dozen applications have been assessed and evaluated, and reduced to a handful of organisations that wish to use the southern portion of East Keralup. They've been in discussion with the working group for three months and negotiations will take about six months. It would be expected that a final decision would be made some time in mid to late 2020, at ministerial level.

7.4 Suzanne Brown, Observer (Water Corporation)

Suzanne reported that:

- National water week would be held next week and it culminates in Australian Water Association Awards night Friday 25 October
- Minister Kelly will launch the WaterWise Perth Strategy
- Joint WaterCorp/DWER Drainage for Liveability Program is a finalist in the AWA Program Innovation award category
- It has been a very dry winter with the following rainfall/streamflow updates:

2019 551mm rainfall, 38.8GL inflows
2018 741mm rainfall, 133GL inflows
- Suzanne said that rainfall, dam levels and water use figures are available on the Water Corporation website at this link: <https://www.watercorporation.com.au/water-supply/rainfall-and-dams>

Action: Jane said PHCC could pass on the link for rainfall, dam levels and water use figures (<https://www.watercorporation.com.au/water-supply/rainfall-and-dams>) to our networks through a link on the PHCC website and put a piece in the Wattle & Quoll.

7.5 Amanda Willmott, Community Member

Amanda reported that she had attended the State Coastal NRM conference with the main emerging items being around cultural science integrating with western science. There was discussion about funding for NRM and where it is going, the lack of funds for grass roots and the impact on social capital. Since the last board meeting Amanda had attended AICD Governance training, which was fabulous.

7.6 Cr Eliza Dowling, Inland Local Government Representative

Eliza reported:

- It is very dry in the upper catchment with just under 300mm of rain this year. A lot of hay is being cut because crops won't survive. There was also frost with a very disappointing result for farmers and many will be carting water this year
- African Swine Fever is bigger in the upper catchment. With seven piggeries, the threat to biosecurity is huge
- On a positive note, the Farmers for Fauna project is going very well
- Some massive feral cats are being caught and there is some good publicity around this.

Note: At the meeting of 12 December 2019, Howard Mitchell noted that discussion at the end of the meeting of 17 October, he and Andy Gulliver were discussing African Swine Fever and he advised that African Swine Fever is a threat, it does not exist here.

7.7 Howard Mitchell, Community Member

Howard reported that the Australian Biome Project is a very serious proposal and being taken very seriously by Perth Airport. Perth Airport wants to reduce its carbon footprint. Some innovative energy production initiatives are being explored. It is an exciting project.

7.8 General Discussion

Andy reinforced Howard's comments about biosecurity. He said he attended the State Regenerative Agriculture conference and it was fabulous, after decades of individuals being on parallel pathways at one time. Richard George gave a tremendous presentation.

Jan suggested that PHCC should hold a Regenerative Agriculture SHARE event.

Action: Jane to consider holding a future Regenerative Agriculture SHARE event.

Darralyn reiterated Eliza's comments. Water and frost damage are big issues, with a lot of pastures drying off. Regulations don't apply to Western Australian conditions. There will be a reduction in livestock because people won't be able to carry them. Excess feed has gone to the eastern states and there isn't the backup. Shortage of water will impact livestock and a range of issues through the upper catchment.

Further east big dams are full of water. In the upper catchment, because they are used to having rain, they have small water storage areas. They can be de-silted to improve capacity to store water (if it rains).

Mel and her team are doing an awesomely good job. Word is out and people are talking about it. Andy said this highlights the point about water, it is about storing it in the landscape, not in a 'pond'. How to do it is not well understood.

Andrew Del Marco said we are taking steps to support our farmers and the message is getting out. There are a lot of things that could be done to help and support, but resources are required.

Paddi said this discussion about water triggers the need for more conversation and she would like to talk to Suzanne Brown more about it. There is a need to bring people together to discuss water. There is a lot of knowledge in the region and PDC's role is to advocate strongly on behalf of these issues, to put the case to the Government through the Regional Development Council.

8. Treasurer's Report

Marilyn spoke to her report (she explained Karen was on leave then came back sick so she was very good working on this report). September statements will be presented at the December meeting.

There will be no financial statements for the period ending 30 September presented at this meeting due to our Finance Manager, having been on Annual Leave during September/October. Working through the backlog of paperwork, Karen hasn't been able to complete the ledger reports due to expenditure transactions still being reconciled against bank and credit card statements. Added to this, on the day before Karen went on leave, confirmation was received from AMD Chartered Accountants that the financial statements for period ending 30 June 2019 did not require further change and could be rolled over to the new financial year. This timeframe has not allowed her to complete the EOY Rollover in MYOB and allow current financial reporting to read true and correct. The financial statements will be presented at the December meeting. I would like to take this opportunity to thank Pat and Allison for preparing the payment runs to enable us pay our Suppliers and managing the day-to-day financial tasks whilst Karen was on leave.

Below is a summary of what has happened during the past 2 months:

- 1. The REI, the two Peel Harvey Estuary Grants and the Organisation signed financial audit statements were received from AMD Chartered Accounts on 2 September and acquittals and reports have been included in the Annual Reporting requirements.*
- 2. RLP Core Services Year 2, payment 1 tax invoice being for \$75,653.00 ex GST sent to DoEE on 3 September and was paid on 12th September.*
- 3. RLP Project July – September Quarter invoicing prepared and sent for payment on 3 October 2019. Thank you to Program Managers for assisting Kim Wilson with the preparation of invoices in Karen's absence.*
 - Ramsar Wetlands - \$279,981.87 + GST*
 - Numbat Neighbourhood - \$84,026.43 + GST*
 - Banksia Woodlands - \$31,800.00 + GST*
 - Greening Farms - \$39,850.00 + GST*
- 4. 6600 Gully Project: Year 2 payment of \$26,047 received from South32 on 19/09/2019.*
- 5. 9500 Peel-Estuary 1 FTE – Year 2 contribution of \$20,000 from City of Mandurah received on 16/08/2019.*
- 6. 7870 Shire of Murray 2019-20 contribution of \$5000 received on 04/09/2019.*
- 7. 3600 Shire of Waroona Land for Wildlife annual contribution of \$2,500 received on 17/09/2019.*
- 8. 9870 State NRM Land4Wildlife Milestone payment of \$49,920 received on 11/09/2019.*
- 9. Payroll: PAYG and Superannuation liabilities for period ending 30 September have been paid in full by City of Mandurah. Reimbursement costs for Q1 salary will be paid on receipt of Tax Invoice.*
- 10. Sue Fyfe and Amanda Willmott have now been added to the ANZ Bank Signatory Register. They, along with Caroline, will be provided financial training for online banking by myself and Karen prior to commencing the authorisation process.*

Bank Statement Balance as at 30 September 2019

ANZ Corporate Online Saver Account	\$494,696.00
Westpac Term Deposit	\$650,047.86
ANZ Term Deposit	\$1,000,000.00
ANZ Project Online Saver Account	\$2,867,491.26
ANZ Project Cheque Account	\$235,444.91
	\$319.94
ANZ Transaction Account	
Petty Cash	\$228.00
Merchandise	\$150.00
ANZ Visa Card	-\$5,219.94
Total Cash at Hand:	5,233,158.53

The next Finance & Audit Steering Committee Meeting is scheduled for Monday 3 December 2019.

Moved: Jan Star

Seconded: Bob Pond

That the Treasurer's Report be endorsed as presented.

CARRIED

9. Chief Executive Officer's Report

Jane spoke to her report:

Staff – Movements, Professional Development and more

- **Leanne Greene** commenced on 7 October
- **Colleen Archibald** is now a casual employee of the PHCC (not Shire of Waroona)
- **Leave** - Jane will be away for 2 weeks (21 October and returning 3 November)

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

- **Review of NRM Strategy** – We have had 28 responses to our open survey and will commence the review process early 2020.
- **Regional Agricultural Landcare Facilitator** – Refer Land Conservation Report
- **Communications** – We are meeting all obligations for communications
- **Noongar Participation – Thelma Crook** – PHCC is working with a number of organisations and agencies to identify opportunities and fulfil our obligations under the Service Agreement with the Australian Government for NLP2. These include:

Schedule 1. Clause 40.2 – Indigenous employment and subcontracting:

We are working with the Department of finance, PDC, the local Noongar community, Indigenous Management Services and other agencies and organisations to assist in:

- Developing an **Aboriginal Business Register** – this is in draft and is added to when local Aboriginal businesses are identified and wish to go on the register.
- Provide **training for Noongar businesses**. An Aboriginal Business Training workshop was held by the Department of Finance in the PHCC Shed (20 September, 2019). One of the attendees was Indigenous Management Services, an Indigenous recruitment agency, who we are working with to provide employment opportunities for working on country. This closes one of the gaps identified through the REI project where the Noongar communities did not have the correct insurances to work on country. IMS will provide the insurances if we recruit through them.
- We are currently talking to the local Noongar communities and discussing opportunities for **employment and business development** through IMS.
- The **Rangers program** for Winjan was unsuccessful. Funding for this area went to SWLASC.
- We are working with Laurence Riley, DBCA, to provide workshops in the Bindjareb and Willman Boodja on opportunities for **Noongar employment and tourism and sharing cultural knowledge**.

Schedule 2. Overview of Services

(f) For the Agreement Period, the Service Provider must be available, & maintain capacity, to:

- Engage with the Community, including landcare, Indigenous communities, farmer groups and industry groups, and form strategic partnerships to deliver Projects;**
- Engage and work with Indigenous people to plan and delivery Projects with cultural competency;**

- We have engaged with the Bindjareb and Wiilman community to establish an MOU outlining how we will engage and work together to plan and deliver projects with cultural competency.
- We have then met with the Wiilman and Bindjareb Elders and asked them to review the MOU. Jock Abraham (Wiilman Elder) is happy with the MOU. Waiting on feedback from Bindjareb Elder and Representatives.

Action: Seeking endorsement of the draft MOU template (attached) so that the Chairman can sign off on the MOU, once we have endorsement from the Binjareb Elder and Representatives (noting we have endorsement from the Wilman Elder Jock Abraham).

- SHARE in the Shed – Noongar Participation (19 September) was a huge success (thank you Thelma)
- Feedback was excellent (from evaluation forms), showing that 100% indicated they have a greater awareness of Native Title Settlement, Aboriginal procurement and the employment and engagement opportunities for the local Noongar community. 95% indicated they are likely to make changes to projects they are delivering because of the information shared at SHARE.
- Media coverage was also very good – see <https://www.mandurahmail.com.au/story/6409871/peel-harvey-catchment-council-host-another-successful-share-in-the-shed-event-photos/#slide=2>

2. Regional Estuaries Initiative

Peel Main Drain

- We are advised that approval for the culverts is ‘imminent’
- We had a facilitated meeting with W/Corp on 26 September to look at a way forward with respect to the weir. We are exploring 2 options – 1 for W/Corp to design and construct; and 2 for W/Corp to provide support in the process with PHCC contracting design and construction, with very explicit guidance and input from W/Corp.
- DWER is progressing the Site Management Plan in consultation with WAPC.

Mayfield

- A first round of monitoring existing sites has been completed and results will be shared with the Steering Committee in due course.
- We are progressing for construction of 2 more structures and aim to have the existing 4 sites with stop boards and post construction modifications complete early 2020.

Strategic Issues (refer also to Chair’s report)

1. State Election (March 2021)

See Chairman’s report.

2. SAPP and PHEMC Update – Suspension of SAPP:

See Chairman’s report.

3. Other highlights and project updates

1. **Feral Cat Working Group and Research Funding Submission** – we have sought \$861,261 from Lotterywest and are hoping to meet with them in October to review against some queries.
2. The Mandurah **Water Towers** project is not progressing well and may not eventuate. This is very disappointing for all involved. The City of Mandurah and the Minister for Arts have expressed a desire for us to resolve issues with W/Corp and further discussions are required.
3. **NRM WA CEO’s** meeting was hosted by the PHCC on 24 September – very collaborative.
4. We are progressing the **Scholarship in Honour of Mike Schultz** and will report back.

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: Jan Star

Seconded: Bob Pond

That the Chief Executive Officer's report be endorsed.

CARRIED

9.1 Draft MOU Noongar Engagement – Seeking endorsement

Jane provided an outline of the Memorandum of Understanding/Partnering Agreement between PHCC and the Wilman Community. She was seeking endorsement of the draft MOU template (attached to the Agenda) so that the Chairman can sign off, once we have endorsement from the Binjareb Elder and Representatives (noting we have endorsement from the Wilman Elder Jock Abraham).

Moved: Andy Gulliver

Seconded: Howard Mitchell

That the Board endorse the Draft Memorandum of Understanding (MOU) / Partnering Agreement between PHCC and the Wilman Community as presented.

CARRIED

10. Chairman's Report

Caroline spoke to her report:

PHCC Chair's Report – October 2019

Welcome to Kambarang or wildflower season. Kangaroo Paws and Orchids are in flower and it won't be long before the Mooja or Australian Christmas Tree begins to flower signalling that the heat is on its way.

Meetings and Events

The Point Grey issue has dominated again this past two months. I'm sure you have all seen the huge media coverage that it's generating from talk back radio, TV segments and online petitions. Special thank you to Jane who has demonstrated outstanding professionalism representing PHCC in the media.

The community is becoming more aware, and more vocal providing some political pressure which in turn is increasing engagement in this space.

The State Administrative tribunal sat for three days last week, which included a site visit. A big thank you to Steve Fisher, who, at the Shire of Murray's request, was a witness at the SAT, a huge effort. The determination is set to be delivered in the next 4 weeks.

On the 4th of September Jan Star, Paddi Creevey, Jane O'Malley and myself met with Darren Cooper and fellow board members from the Strategic Assessment for Perth and Peel Regions review panel. The panel generously shared their time talking through what are considered to be gateway issues and the process that the review outcome will follow. We will continue to advocate for the reinstatement of the SAPPR process across Perth and Peel.

On the 13th of September the PRLF endorsed the Governance Structure and Terms of Reference for the proposed Peel Trails Committee.

The 2020 State Funding Request Document was endorsed for publication and distribution. PHCC's requests include:

- *Peel Waterways Institute Stage 1 \$1.85m*
- *Water Quality Infrastructure \$3.4m*
- *Lake Clifton/Yalgorup Masterplan and rescuing of the Lake Clifton Thrombolites \$4m*
- *Noongar Ranger Program \$4.6m*
- *State NRM Grants \$23.4m*
- *On-Ground Works Department of Biodiversity, Conservation and Attractions \$24m*

And we are working on articulating our ask for greater protection of the Northern Jarrah Forest. Our latest S.H.A.R.E in the Shed- Noongar Participation, on the 19th was a great success with a fantastic range of speakers. There is so much happening in relationship to the South West Native Title Settlement (SWNTS), Aboriginal Heritage and the SWNTS, the Governments Aboriginal Procurement Policy, Cooperative and Joint Management under the SWNTS, plus the importance of opportunities and support for local Aboriginal engagement, businesses and enterprises so this was a really informative night.

On the 27th of September Jane O'Malley and I met with David Templeman and Robyn Clarke. Items that were discussed were:

- *Pt Grey*
- *State Funding requests*
- *PHCC's involvement with the upcoming Regional Cabinet meeting (December)*

Our inaugural Wetlands Weekender is being held 11-13 October and I look forward to telling you all about this at the meeting.

News

Welcome to our newest staff member Leanne Greene who has joined the office management team.

Congratulations to our Regional Agriculture Landcare Facilitator Paula Pownall who has been awarded a prestigious Nuffield Scholarship for 2020 to research the viability of commercial high protein insect production within Australia!

Many of you may not be aware that today is Jan's last meeting but we will touch on that a little later.

Warm regards

Caroline Knight
Chairman

Paddi moved a vote of thanks, seconded Marilyn Gray, to Jane, Caroline and Steve for the way they have taken up the issue around Point Grey. If ever there was a threat to the work done over the years, it is the dredging of the channel. The professional, evidence-based way, and the success in terms of engagement and ability to prioritise that this is very important. A huge amount of time has been put into it.

Andy said the human endeavour, is backed up by the organisation's structure; aboriginal engagement is thoughtfully crafted; on reading the policies on how to structure an organisation on good policy. PHCC is a good example of how we can set up structures and he acknowledged how good it is.

Caroline said it is worth taking the time to recognise what an amazing organisation PHCC is, where it's come from and what it's achieved is really amazing.

Bob said in campaigning for local government conversations with people have highlighted how well recognised the PHCC is. A lot of people have said great things about PHCC – people really recognise that. Well done.

Jan added that recognition in both the Peel and the Commonwealth is very important.

Moved: Paddi Creevey Seconded: Marilyn Gray

That Jane, Caroline and Steve be thanked for the way they have taken up the issue around Point Grey.

CARRIED

Moved: Darralyn Ebsary Seconded: Andy Gulliver

That the Chairman's Report be accepted.

CARRIED

The meeting closed at 10.45am

Chairman:

Date:

Summary of actions from previous meetings:

No.	DETAILS	RESP.	COMPLETE
1.	<p>Item 11.1 Treasurer's Report & Financial Reports [18 April 2019]</p> <p>5. <i>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.</i></p> <p>6. <i>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.</i></p> <p>7. <i>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.</i></p> <p>8. <i>That the new MYOB file changeover date to be delayed until 1 July 2019.</i></p> <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>	Jane O'Malley / Karen Henderson	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	PENDING
3.	<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> <p>1. Caroline Knight (as a back-up/reserve)</p> <p>2. Amanda Willmott</p> <p>3. Sue Fyfe</p> <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> <p>UPDATE: Training has been arranged for October.</p>	Karen Henderson	IN PROGRESS
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> <p>UPDATE: Mark presented an update at the meeting of 17 October 2019.</p>	Mark Cugley	COMPLETE
5.	<p>Item 7 [15 August 2019] Presentation: Mark Humble, DBCA</p>	Jan Star	PENDING

	<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> <p>UPDATE: Jan had not received questions from members, but she would still meet with Mark Humble.</p>		
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Summary of actions from Meeting of 17 October 2019

No.	DETAILS	RESP.	COMPLETE
1.	<p>Item 7.1 Agency and Member Updates – Mark Cugley [17 October 2019]</p> <p>Action: Mark Cugley to speak to colleagues on the Dwellingup Futures Working Group about the mining road that had been constructed near the Munda Biddi Trail, and he will report back to the next meeting of the Board.</p>	Mark Cugley	
2.	<p>Item 7.4 Agency and Member Updates – Suzanne Brown [17 October 2019]</p> <p>Action: Jane said PHCC could pass on the link for rainfall, dam levels and water use figures (https://www.watercorporation.com.au/water-supply/rainfall-and-dams) to our networks through a link on the PHCC website and put a piece in the Wattle & Quoll.</p>	Jane O'Malley	
3.	<p>Item 7.8 General Discussion [17 October 2019]</p> <p>Action: Jane to consider holding a future Regenerative Agriculture SHARE event.</p>	Jane O'Malley	