

AGENDA

A General Meeting of the PHCC will be held
from 9.00am to 10.45am on Thursday 12 December 2019

NOTE: at Marine Operations Centre
107 Breakwater Parade, Mandurah Ocean Marina

NOTE: This meeting will be followed by the PHCC End of Year Celebration
a the Shed, PHCC, 58 Sutton Street, Mandurah, commencing at 12.30pm



PHCC Working Together
Peel-Harvey Catchment Council

START	FINISH	DURATION	
8.45	9.00	15 mins	Grab your cuppa
9.00	9.10	10 mins	<ol style="list-style-type: none"> 1. Acknowledgement of Country 2. Apologies 3. Declarations of Interest 4. Confirmation of Minutes of Meeting held on 17 October 2019 5. Business arising from previous Minutes 6. Correspondence (available on PHCC website & tabled)
9.10	9.30	15 mins + 5 mins Q&A	7. Guest Speaker : Dr Frances D'Souza, Snr Environmental Officer, Aquatic Science Branch DWER – <i>“Condition of the Peel-Harvey Estuary”</i>
9.30	9.45	15 mins	<ol style="list-style-type: none"> 8. Ratification of Local Government Representatives 9. Committee Representation – Ratification of representatives <ol style="list-style-type: none"> 9.1 Project Steering Committees 9.2 Organisational Sub Committees 9.3 External Committee Representation
9.45	10.15	30 mins	<ol style="list-style-type: none"> 10. Agency and Member Updates <ol style="list-style-type: none"> 10.1 DPIRD (Agriculture and Food) – Rob Summers 10.2 DBCA (Parks and Wildlife) – Mark Cugley 10.3 DWER (Water and Regulation) – Bob Pond 10.4 PDC (Peel Development Commission) – Andrew Ward 10.5 DPLH (Planning - Peel) - Observer – Scott Haine 10.6 Water Corporation - Observer – Suzanne Browne 10.7 Community Members 10.8 Local Government Representatives
10.15	10.35	20 mins	Morning Tea
10.35	11.05	30 mins	Agency and Member Updates continued
11.05	11.15	5 mins + 5 mins Q&A	11. Staff Presentation : Rick James, Coordinator, Wetlands Science & Management – Project Update
11.15	11.50	10 mins 10 mins 10 mins 5 mins	<ol style="list-style-type: none"> 12. Treasurer’s Report 13. Chief Executive Officer’s Report, including Program Managers’ reports <ol style="list-style-type: none"> 13.1 ACNC Report 14. Chairman’s Report 15. Confirmation of Board Meetings to be held in 2020

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"> 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
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> <p>UPDATE: Andrew updated the Board at the 17 October meeting.</p>	Jane O'Malley	COMPLETE
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> <ol style="list-style-type: none"> 1. Caroline Knight (as a back-up/reserve) 2. Amanda Willmott 3. 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	COMPLETE

	<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> <p>UPDATE: Training was provided to Caroline Knight and Sue Fyfe on 13 November. Amanda completed her induction with Marilyn on 26 November.</p>		
4.	<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> <p>UPDATE: Jan had not received questions from members, but she would still meet with Mark Humble.</p> <p>UPDATE: Land Conservation to follow up</p>	Jan Star	COMPLETE

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	COMPLETE
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	COMPLETE

We acknowledge the Noongar people as Traditional Custodians of this land and pay our respects to all Elders past and present