

MINUTES OF PHCC GENERAL MEETING

Held on Thursday 20 February 2020
at Peel Manor House, 164 Fletcher Road, Karnup



The Chairman opened the meeting at 8.45 am

Attendance

Present:

Caroline Knight	Chairman
Darralyn Ebsary	Deputy Chairman
Marilyn Gray	Treasurer
Paddi Creevey OAM	Secretary
Bob Pond	Executive Committee (Dept of Water & Environmental Regulation)
Sue Fyfe (from 8.49am)	Community Member
Andy Gulliver	Community Member
David Prattent	Community Member
Howard Mitchell	Community Member
Claire Reid	Community Member
Amanda Willmott	Community Member
Mark Cugley	Dept of Biodiversity, Conservation & Attractions
Adrian Parker	PDC (Proxy)

In Attendance:

Jane O'Malley	Chief Executive Officer
Steve Fisher	Program Manager, Science & Waterways
Melanie Durack	Program Manager, Hotham-Williams
Andrew Del Marco	Program Manager, Land Conservation
Leanne Greene	Office Manager & Executive Support (Minutes)
Janine Neeling	Administration Support

Apologies:

Cr Brad Cardilini	Local Government Representative (Coastal)
Cr Eliza Dowling	Local Government Representative (Inland)
Rob Summers	Department of Primary Industries & Regional Development
Andrew Ward	Peel Development Commission
Suzanne Brown	Water Corporation (Observer)
Scott Haine	Dept of Planning, Lands & Heritage (Observer)

G.1/2/20 Acknowledgement of Country [Agenda Item 1]

The Chairman (Caroline Knight) acknowledged that the meeting was being held on the traditional land of the Bindjareb people, and paid her respect to their Elders past and present.

G.2/2/20 Apologies [Agenda Item 2]

- Rob Summers (Department of Primary Industries & Regional Development)
- Cr Brad Cardilini (Local Government Rep – Coastal)
- Cr Eliza Dowling (Local Government Rep – Inland)
- Andrew Ward (Peel Development Commission)
- Suzanne Brown (Water Corporation – Observer)

G.3/2/20 Declaration of Interest [Agenda Item 3]

- Claire Reid (Community Member) declared she was employed by South 32, who sponsored the PHCC.
- Andy Gulliver (Community Member) declared a commercial interest in the development at East Keralup.

G.4/2/20 Confirmation of Minutes [Agenda Item 4]

Moved: Howard Mitchell Seconded: Andy Gulliver

That the Minutes of the meeting held on Thursday 12 December 2019 be confirmed as a true and correct record of the meeting.

CARRIED UNANIMOUSLY

G.5/2/20 Business Arising from Previous Minutes [Agenda Item 5]

The summary of actions from previous meetings was circulated, with updates being provided as follows:

1 Item 7.1 Agency and Member Updates – Mark Cugley [17 October 2019]

Mark Cugley advised that he has spoken with staff on the Dwellingup Futures Group and conveyed the concern that has been expressed around mining and the proximity to the Munda Bididi Trail. He has also spoken with the DBCA Trails Coordinator about this and about ensuring that Visitor Risk Management assessments are regularly undertaken. This is the case and measures are promptly put in place where risks need to be managed. There is likely to be further permanent realignments in the future due to mining expansion. How future mining activity and associated infrastructure will affect the Munda Bididi and any other trails needs to be planned and anticipated.

Sue Fyfe (Community Member) entered the meeting at 8.49 am

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- At the suggestion of Paddi Creevey, Adrian Parker (PDC) reported that McFarlane Consulting have been appointed to the Dwellingup Futures Project, for the purpose of developing the *Dwellingup Futures Growth Management Roadmap*.

3 Item 13.1 CEO Report [12 December 2019] Proposed Reforms to the Environmental Protection Act 1986 - Submission to DWER

Jane O'Malley advised that the PHCC had not made a submission to DWER regarding proposed reforms to the Environmental Protection Act 1986. An extension of time had been sought, but denied. On examination, there did not appear to be substantive changes proposed, nor did it appear that there was a genuine opportunity to influence changes to the Act. Andrew Del Marco reported that reforms did propose the creation of a new class of DWER conservation covenant, and separately, improvements to the way in which prescribed premises would be regulated under works approvals and licences.

G.6/2/20 Correspondence [Agenda Item 6]

Correspondence was posted weekly on the Members' page of the website, with prompt emails to members to advise new correspondence had been uploaded. The register of correspondence was tabled at the meeting.

Moved: Amanda Willmott Seconded: Bob Pond

That Correspondence In and Correspondence Out be accepted.

CARRIED UNANIMOUSLY

G.7/2/20 Change of AGM Meeting Date to 22 October 2020

Members were asked to support a shift of the AGM from the 3rd to the 4th Thursday of October, to enable the Organisational Audit to be presented to the AGM. Under the Constitution, a shift in AGM date needs to be adopted by the Board. Members noted that the Finance and Audit Committee and the Executive Group, supported the shift of AGM date as recommended.

Moved: Andy Gulliver Seconded: David Prattent

That the change of Annual General Meeting date from 15 October to 22 October 2020 be endorsed.

CARRIED UNANIMOUSLY

G.8/2/20 Resignation of Cr McGrath (Local Government Inland Proxy Representative)

Moved: Paddi Creevey Seconded: Bob Pond

That the resignation of Cr McGrath as the Local Government Inland Proxy Representative be noted, and that the vacancy not be advertised until the next term of appointments.

CARRIED UNANIMOUSLY

G.9/2/20 Appreciation – Andrew Del Marco and Thelma Crook

Moved: Caroline Knight Seconded: Darralyn Ebsary

That the Board place on record its appreciation to Andrew Del Marco (Program Manager Land Conservation) and Thelma Crook (Coordinator Noongar Participation) for their dedication and outstanding contribution to the success of the Peel-Harvey Catchment Council.

CARRIED UNANIMOUSLY

Reports [Agenda Item 8]

In view of the Strategic Board Meeting that was to commence following this meeting, the Chairman advised that the following reports were to be received as provided on the Board Members page. Board Members were encouraged to raise questions and/or speak to staff members during the course of the day.

G.10/2/20 Chairman's Report

Moved: Paddi Creevey Seconded: David Prattent

That the Chairman's Report be endorsed as presented.

CARRIED UNANIMOUSLY

G.11/2/20 Chief Executive Officer's Report

Moved: Marilyn Gray Seconded: Paddi Creevey

That the Chief Executive Officer's Report be endorsed as presented.

CARRIED UNANIMOUSLY

G.12/2/20 Treasurer's Report

Moved: Howard Mitchell Seconded: Bob Pond

That the November 2019 and January 2020 Financial Reports and the Treasurer's Report be endorsed as presented.

CARRIED UNANIMOUSLY

G.13/2/20 Agency and Member Updates

DBCA update from Mark Cugley for noting

- Recreational Master Plan for Yalgorup National Park: 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. Consultant has met with PHCC staff regarding the draft Recreational Masterplan and will be undertaking further consultation with key stakeholders over the next two months.
- Banksia Woodland Public Partnership Program Banksia Woodlands project: DBCA recently signed an agreement with PHCC to receive \$5,870 (ex GST) in funding to a project under this program to reducing threats to Banksia Threatened Ecological Communities. This funding will enable the DBCA to undertake additional woody weed control at Yalgorup National Park and Nine Mile Nature Reserve to protect Banksia TEC communities. DBCA appreciates this funding and support. As a Board member and member of the Waterways Sub Committee, I will continue to ensure that I am excluded from any assessment or decision-making process that could directly or indirectly influence the DBCA receiving funding from the PHCC as was the case with this grant funding.
- Dolphin Watch cameras around Lake Goegerup: DBCA has received funding from PHCC and City of Mandurah and strong support from Mandurah Volunteer Dolphin Rescue Group for a project to install four cameras around Lake Goegerup. This will enable trained Dolphin Watch volunteers to remotely monitor areas within the Lake

Goegerup where dolphins can often become stranded. Two of these cameras will be mounted in March 2020, with a further two to be mounted in the coming months.

- Aboriginal Ranger Program (Round 3): The Expressions of Interest (EOI) process to allocate the remaining \$4 million from the Aboriginal Ranger Program is now open with applications closing Friday 27 March 2020. Staff from DBCA met with one Aboriginal Corporation recently, together with representatives from PHCC, Peel Development Commission and City of Mandurah to discuss a potential program that could be developed and submitted as an EOI. Further information is available from www.dbca.wa.gov.au/aboriginalrangerprogram
- DBCA staff met with PHCC staff last week to discuss proposed Serpentine Bilya Wetlands Restoration project that will be delivered by PHCC based largely on funding it has received through the Alcoa Foundation.

The meeting closed at 8.54 am

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> <ol style="list-style-type: none"> 1. <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> 2. <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> 3. <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> 4. <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"> 1. <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> 2. <i>Completed on 17 June 2019.</i> 3. <i>Delegated Authority Register updated. Complete.</i> 4. <i>Delayed until 1 July 2019.</i> <p>UPDATE: Item 4 – Transition to MYOB still in progress.</p> <p>UPDATE: Marilyn advised that the transition to MYOB would be in the New Year. Jane noted that this can be marked as complete and will be delegated to the Finance and Audit Committee.</p>	Jane O'Malley / Karen Henderson	COMPLETE
2.	<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	COMPLETE – Refer to Minute G.5/2/20 above

Summary of actions from Meeting of 12 December 2019

No.	DETAILS	RESP.	COMPLETE
1.	<p>Item 13.1 CEO Report [12 December 2019] Climate Change Submission to DWER</p> <p>ACTION: Jane to write a submission regarding the proposed reforms to the EPA Act. Submissions close on 28 January.</p>	Jane O'Malley / Andrew Del Marco	COMPLETE – Refer to Minute G.5/2/20 above

2.	<p>Item 8 Ratification of Local Government Representatives [12 December 2019]</p> <p>MOTION:</p> <ol style="list-style-type: none"> 1. <i>That Cr Eliza Dowling from the Shire of Cuballing be appointed as the Inland Local Government representative</i> 2. <i>That Cr Brad Cardilini from the Shire of Murray be appointed as the Coastal representative</i> 3. <i>That Cr William McGrath from the Shire of Boddington be appointed as a proxy Inland Local Government representative.</i> 	Jane O'Malley	COMPLETE – Leanne to arrange welcome letters and inductions
3.	<p>Item 9 Committee Representation – Ratification of representatives [12 December 2019]</p> <p>MOTION:</p> <ol style="list-style-type: none"> 1. <i>That the Organisational Committee Representation be ratified as presented</i> 2. <i>That the Steering Committee Representation be ratified as presented</i> 3. <i>That the External Committee Representation be ratified as presented.</i> 	Jane O'Malley	COMPLETE – Pat updated lists and upload to members page
4.	<p>Item 12 Treasurer's Report [12 December 2019]</p> <p>MOTION:</p> <ol style="list-style-type: none"> 1. <i>That the Board accepts the Financial Statements to 31 October 2019, noting that the November statements are not able to be finalised due to the December meeting being brought forward by one week</i> <i>UPDATE – November Financial Statements are included in agenda for 20 February 2020 meeting.</i> 2. <i>Reinvestment of Project Funds Term Deposit – Account 9108-29176:</i> <i>That on maturity, the Project Funds Principal \$1,000,000 and the interest earned be reinvested in an ANZ Term Deposit account, with the Treasurer negotiating best rates and terms</i> 3. <i>Corporate Funds held in Cash Management Account 5272-85292:</i> <i>That PHCC invest \$500,000 of Corporate Funds in an ANZ (or Westpac) Term Deposit Account, with the Treasurer negotiating best rates and terms</i> 4. <i>That the following Core Service Staff Movements, roles and responsibilities be noted and delegated to the Finance and Audit Committee as an action:</i> <ol style="list-style-type: none"> 4.1 <i>ANZ Online Banking: Add Patricia Sutton as an Operator</i> 4.2 <i>MYOB: Add Patricia Sutton as a User</i> 4.3 <i>ATO: Add Patricia Sutton as an authorised User</i> 4.4 <i>Credit Card Facility:</i> <ol style="list-style-type: none"> 4.4.1 <i>Reduce Patricia Sutton's monthly limit from \$4,000 to \$1,000</i> 4.4.2 <i>Add Leanne Greene as a Cardholder with monthly limit of \$4,000</i> 4.4.3 <i>Delete Allison Owens as a Cardholder; and</i> 4.4.4 <i>Add Janine Neeling as a Cardholder with a monthly limit of \$1,000.</i> 5. <i>Bank Signatory:</i> <i>That Jan Star to be removed as a signatory on all Banking Institution Accounts due to her Retirement from the Board at the AGM, held on 17 October 2019.</i> 	Karen Henderson	COMPLETE – Delegated to the Finance and Audit Committee. 4.1, 4.2 and 5 still in progress – Karen Henderson

5.	Item 13.1 CEO's Report – ACNC Report [12 December 2019) MOTION: <i>That the ACNC Report be ratified.</i>	Karen Henderson	COMPLETE – Jane to submit
6.	Item 15 Confirmation of Board Meetings to be held in 2020 [12 December 2019] MOTION: <i>That the following dates for PHCC Board Meetings to be held in 2020 be endorsed:</i> <ul style="list-style-type: none"> • <i>Thursday 20 February</i> • <i>Thursday 16 April</i> • <i>Thursday 18 June</i> • <i>Thursday 20 August</i> • <i>Thursday 15 October Meeting & AGM</i> • <i>Thursday 10 December Meeting and End of Year Celebration</i> 	Leanne Greene	COMPLETE – Leanne has put appointments in diaries Please note change to October meeting date – Minute G.7/2/20 refers