

# MINUTES OF PHCC GENERAL MEETING

Held on Thursday 12 December 2019  
at Marine Operations Centre  
107 Breakwater Parade, Mandurah Ocean Marina



## 1. Acknowledgment of Country

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.

## 2. Attendance

### Present:

Cr Caroline Knight	Chairperson
Marilyn Gray	Treasurer
Bob Pond	Executive Committee
Andy Gulliver	Community Member
Howard Mitchell	Community Member
Rob Summers	DPIRD
Andrew Ward	PDC
Scott Haine	DPLH (Peel) – Observer

### In Attendance:

Jane O'Malley	Chief Executive Officer
Andrew Del Marco	Program Manager Land Conservation
Mel Durack	Program Manager Hotham-Williams
Steve Fisher	Program Manager Science & Waterways
Patricia Sutton	Manager Corporate Services (Minutes)
Rick James	Coordinator, Wetlands & Science Management [from 10.36am]
Kim Wilson	Special Projects Officer [until 10.12am]
Jesse Rowley	Rivercare Officer [from 9.00am until 10.12am]
Jane Townsend	HRRT Rivercare Officer [from 9.35am]
Dr Frances D'Souza	Snr Environmental Officer, Aquatic Science Branch DWER [Item 7 - from 9.00am until 9.40am]
Dr Peter Hick	Observer (previous board member) [from 9.25am]
Oliver Krumholz	DWER [from 9.16am until 9.45am]

### Apologies:

Darralyn Ebsary	Deputy Chairperson
Paddi Creevey OAM	Secretary
Sue Fyfe	Community Member
David Prattent	Community Member
Claire Reid	Community Member
Amanda Willmott	Community Member
Mark Cugley	DBCA
Cr Eliza Dowling	Local Govt Member (Inland)
Suzanne Brown	Water Corporation – Observer

### 3. Declarations of Interest

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

### 4. Confirmation of Minutes of Meeting held on 17 October 2019

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

[Note: This alteration has been made to the minutes of the meeting held on 17 October 2019.]

*Moved: Marilyn Gray*

*Seconded: Andy Gulliver*

***That the Minutes of the meeting held on 17 October 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 &amp; Financial Reports [18 April 2019]</p> <ol style="list-style-type: none"><li><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></li><li><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></li><li><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></li><li><i>That the new MYOB file changeover date to be <b>delayed until 1 July 2019.</b></i></li></ol> <p><b>UPDATE:</b></p> <ol style="list-style-type: none"><li><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></li><li><i>Completed on 17 June 2019.</i></li><li><i>Delegated Authority Register updated. Complete.</i></li><li><i>Delayed until 1 July 2019.</i></li></ol> <p><b>UPDATE: Item 4 – Transition to MYOB still in progress.</b></p>	Jane O'Malley / Karen Henderson	IN PROGRESS

2.	Item 6.4 Andrew Ward, PDC Report [20 June 2019] <b>ACTION: Andrew Ward be invited to provide an update on East Keralup at an appropriate time.</b> <b>UPDATE: Andrew updated the Board at the 17 October meeting.</b>	Jane O'Malley	COMPLETE
3.	Item 14.2 Bank Signatories [20 June 2019] <b>MOTION: That the PHCC endorse the addition of the following bank signatories to PHCC bank accounts:</b>  <b>1. Caroline Knight (as a back-up/reserve)</b> <b>2. Amanda Willmott</b> <b>3. Sue Fyfe</b>  <b>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.</b> <b>ACTION [15 August 2019]: Karen Henderson to arrange an induction for Amanda Willmott and Sue Fyfe on the responsibilities of bank signatories.</b> <b>UPDATE: Training has been arranged for October.</b> <b>UPDATE: Training was provided to Caroline Knight and Sue Fyfe on 13 November. Amanda completed her induction with Marilyn on 26 November.</b>	Karen Henderson	COMPLETE
4.	Item 7 [15 August 2019] Presentation: Mark Humble, DBCA <b>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.</b> <b>UPDATE: Jan had not received questions from members, but she would still meet with Mark Humble.</b> <b>UPDATE: Land Conservation to follow up</b>	Jan Star	COMPLETE

#### Summary of actions from Meeting of 17 October 2019

No.	DETAILS	RESP.	COMPLETE
1.	Item 7.1 Agency and Member Updates – Mark Cugley [17 October 2019] <b>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.</b>	Mark Cugley	
2.	Item 7.4 Agency and Member Updates – Suzanne Brown [17 October 2019] <b>ACTION: Jane said PHCC could pass on the link for rainfall, dam levels and water use figures (<a href="https://www.watercorporation.com.au/water-supply/rainfall-and-dams">https://www.watercorporation.com.au/water-supply/rainfall-and-dams</a>) to our networks through a link on the PHCC website and put a piece in the Wattle &amp; Quoll.</b>	Jane O'Malley	COMPLETE
3.	Item 7.8 General Discussion [17 October 2019] <b>ACTION: Jane to consider holding a future Regenerative Agriculture SHARE event.</b>	Jane O'Malley	COMPLETE

Item 11.1 Treasurer's Report & Financial Reports [18 April 2019]: 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 to ensure completion of all aspects.

## 6. Correspondence

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

Marilyn noted that the submission to the Department of Water and Environmental Regulation on the *Climate Change in Western Australia Issues Paper* was excellent and didn't pull any punches. She congratulated all involved in the submission.

Marilyn also commented on the letter to David Templeman, MLA from Minister Sussan Ley (Federal Minister for the Environment) regarding the Point Grey Marina Project. The final paragraph was significant, where the Minister noted that any information supporting concerns regarding the provisions of Section 144 (2) of the EPBC Act can be provided to the Department of the Environment and Energy for further consideration.

*Moved: Howard Mitchell      Seconded: Marilyn Gray*

***That Correspondence In and Correspondence Out be accepted.***

*CARRIED*

## 7. Guest Speaker: Dr Frances D'Souza, Snr Environmental Officer, Aquatic Science Branch DWER – "Long term data and the condition of the Peel-Harvey Estuary" (*a copy of the presentation is available on the PHCC website*)

The Chairperson welcomed Dr Frances D'Souza, Senior Environmental Officer, Aquatic Science Branch DWER. Dr D'Souza presented on:

1. Water / sediment quality
  - Salinity / dissolved oxygen
  - Nutrients
  - Organic carbon
2. Ecosystem response
  - Algal activity
  - Harmful algae
  - Macroalgae

Explained:

- Murray River has distinct layers of salinity
- Murray River has low dissolved oxygen in bottom waters
- Bio-available nitrogen is high in the rivers
- Bio-available phosphorous is high in the Serpentine River
- Organic carbon deposits in the river mouth
- Organic carbon in the rivers comes from land plants
- Harmful algae numbers
- Harmful algae exceedances highest in the rivers
- Microalgae have increased in the Harvey Estuary

Fish Kill Events – reported by the public, pretty much every single year in the Murray and Serpentine. None recorded in the Harvey – there is no one there to record and it doesn't have an estuarine system. In the last two years there haven't been any reports of fish kills, but that's not necessarily a good thing. Maybe fish numbers are now too low? We don't know.

*[Oliver Krumholz (DWER) arrived at 9.16am, Mel Durack arrived at 9.18am and Dr Peter Hick arrived at 9.25am and Jane Townsend arrived at 9.36am, during the presentation]*

## 8. Ratification of Local Government Representatives

Bob Pond reported that he convened a selection panel to review the two nominations received for Local Government Representatives.

The PHCC constitution allows for two Local Government (LG) representatives on the Board. The preference is for one from Coastal areas, and one from the Hotham Williams (Inland). All Local Governments in the catchment were contacted to offer a nomination for representation on the PHCC Board. Despite several Local Governments indicating they would be submitting nominations, only two were ultimately received.

The two nominees were:

Cr Eliza Dowling from Cuballing Shire. Eliza has been the inland LG representative since 1915. She has considerable experience in NRM and grass roots community involvement. Eliza has lived in the Hotham catchment for 30 years. The Shire of Cuballing has changed its meeting dates to allow Eliza to be available for PHCC meetings (there has always been a clash).

Cr Brad Cardilini from the Shire of Murray. Brad has been a councillor with the Shire of Murray since 2017. He has been actively involved in the mining sector for over 17 years in various roles and is currently in a FIFO role. He completed a Diploma of Leadership and Management in 2017 and is working towards a Bachelor of Business from Swinburne University. He was born in Pinjarra. He has good understanding of the area and is passionate about community grow.

The assessment panel comprising Bob Pond, Rob Summers, and Robin Anderson reconvened by email to assess the nominations. They were unanimous in recommending both nominees be appointed to the PHCC Board.

Bob explained that a late nomination was received on 10 December 2019 from the Shire of Boddington, nominating Cr William McGrath. Bob explained that it would be beneficial to have a proxy Inland Local Government representative and he recommended that Cr McGrath's late nomination be considered.

*Moved: Andy Gulliver*

*Seconded: Howard Mitchell*

- 1. That Cr Eliza Dowling from the Shire of Cuballing be appointed as the Inland Local Government representative**
- 2. That Cr Brad Cardilini from the Shire of Murray be appointed as the Coastal representative**
- 3. That Cr William McGrath from the Shire of Boddington be appointed as a proxy Inland Local Government representative.**

*CARRIED*

## 9. Committee Representation – Ratification of representatives

Jane explained each committee and the following suggestions were put:

Steering Committees:

- Hotham Williams Steering Committee: Add Claire Reid (as agreed by Claire)
- Agriculture Steering Committee: Approve Andy Gulliver as Chair
- Science Steering Committee: No changes
- REI Drainage Steering Committee: No changes. Appoint Howard Mitchell as Chair
- Ramsar Waterways Steering Committee: No changes
- Community Engagement Steering Committee: Would like to appoint another member. Bob said that Cr Brad Cardilini noted on his nomination that community engagement was a strength so he could be approached to sit on the committee.

- Land Conservation Steering Committee: Jane suggested that Claire Reid might nominate for a position on this committee.

#### Organisational Committees:

- Finance and Audit: David Prattent has accepted an invitation as an additional member
- Governance: No changes, but appoint Sue Fyfe as Chair
- Aboriginal Participation: No changes. Currently there is no Chair. Marilyn Gray agreed to Chair in the interim
- Prioritisation: Andrew Ward nominated. Chair to be appointed at next meeting.

#### Representation on External Committees:

Jane advised that Jan Star was a representative on some external committees, however her retirement did not create any vacancies. Members could advise if they wished to represent PHCC on any external committee.

*Moved: Rob Summers*

*Seconded: Howard Mitchell*

- 1. That the Organisational Committee Representation be ratified as presented**
- 2. That the Steering Committee Representation be ratified as presented**
- 3. That the External Committee Representation be ratified as presented.**

*CARRIED*

## 10. Agency and Member Updates

### 10.1 Rob Summers: DPIRD Representative

Rob Summers spoke to his report:

The nutrient management team gave the students and staff at the Harvey Ag School, the soil sampling and map interpretation workshop that is normally given to farmers. The workshop was also attended by communication experts and they have helped to re-develop the presentations and demonstrations. The new program will be presented at the next workshop series in February 2020. The changes include reorganizing the day, reducing the load on the screen and simplifying messages.

At the WA Soils Conference in Perth DPIRD staff presented the current results of the fertiliser trials in the uPtake program showing the results are very close to the predicted values. It appears that the recommendations that have been compiled from the Australia-wide Better Fertiliser Decisions program is quite accurate. The major outcome and success of the project has been to get a wide range of stakeholders including independent agronomists, fertiliser representatives, fertiliser industry partners together with the aim of providing similar advice and having ownership of the data that is used to generate recommendations for fertiliser applications. Keeping these stakeholders involved in the decision making and field work has been key to this success.

A forum was held in Albany to bring together agronomists and fertiliser representatives to ensure that the south coast region has been involved especially when many of the meetings have been in Busselton. Those who haven't been previously involved had an opportunity to see the design of the trials, results to date and provide feedback.

### 10.2 Bob Pond: DWER Representative

Bob reported that:

- The Department currently has a number of papers out for consultation:

- Managing Amplified Music Noise policy position, with responses due 13 February 2020
- Review of Native Vegetation Protection, responses due 10 February 2020
- Environmental Protection Act 1986 Amendments Consultation, including linkage between State and Commonwealth environmental protection activities, responses due 10 January 2020
- There are no current dredging activities underway
- Peel Integrated Waterways Initiative: Leon has been working to get a summary document together for approximately February. The Department is working with the PDC at the moment to develop a phase 2 program for funding consideration
- Department of Fisheries: Had a fish kill training workshop and is also now reviewing our regional response
- River Health Assessment data (Healthy Rivers South-West): Now on website and can be accessed on <https://rivers.dwer.wa.gov.au/>

### 10.3 Andrew Ward: Peel Development Commission

Andrew reported that:

- PDC is facilitating the presentation of PHCC business cases to put into the State budget process and is working with PHCC regarding water resource infrastructure
- RED grants announced this week. There were seven successful applicants. Andrew will send the media release to Jane
- The PDC biannual magazine was distributed. Innovation in food and agriculture and tourism are featured in this edition
- A Community Cabinet meeting was recently held in Pinjarra. The meeting was informal and open and was quite positively received.

### 10.4 Scott Haine: Observer, DPIRD (Peel)

Scott advised that he nothing to report.

*The meeting broke for morning tea at 10.12am and resumed at 10.36am*

## 11. Staff Presentation – Rick James – Yalgorup Lakes Surface Water Quality Monitoring (*a copy of the presentation is available on the PHCC website*)

Rick James provided his presentation.

Summary:

- Monthly WQ assessments at 19 locations across the Yalgorup Lakes.
- In-situ readings using a handheld instrument: EC, pH, DO & temperature.
- Water level estimates from recently established benchmarks using a laser level.
- Six monthly samples from Lake Clifton to be sent to a laboratory for analysis of nutrients and plant pigments.
- Quarterly samples from all sites to be sent to a laboratory for analysis of ionic balance and Total Dissolved Solids (TDS).
- Program to run from late 2019 –June 2023.

Why are we doing this?:

- Builds upon the monitoring program included in the 2009 Management Plan for the Peel-Yalgorup system (“Water Quality B: Yalgorup Lakes” ... in the plan’s Monitoring Guide).
- Deliverables under the NLP2 *Wetlands & People* project: Establishing & maintaining monitoring regimes (Yalgorup Lakes & Lake Clifton hydro.)
- Better understanding of the threats of diminishing groundwater flows to the Lake Clifton Thrombolites.

## 12. Treasurer’s Report

Marilyn spoke to her report:

### **Finance and Audit Committee**

*The Finance and Audit Committee met on 2 December 2019 and the draft minutes for this meeting have been tabled in conjunction with the Treasurer’s Report as I will be making four recommendations to the Board for consideration of endorsement. The endorsed signed Minutes of the previous meeting have also been tabled for your perusal.*

#### Reinvestment of Project Funds Term Deposit

*The current Term Deposit of \$1,000,000 matures on 17 December 2019 and due for renewal. Current project funds cash flow indicate that we can confidently reinvest these funds to secure better interest rates.*

#### Corporate Funds held in Cash Management Account 5272-85292

*The reconciliation of corporate funds held in the Project Cash Management account has been determined and \$111,687.86 will be transferred between accounts which will see the balance held in the Corporate Cash Management Account tick over to approximately \$605,000. Reviewing the interest earned to date this financial year, the F&A Committee would like to invest \$500,000 into a Term Deposit in order to achieve a greater return on our funds – even if it is 1.5%.*

#### Core Service Staff Movements, roles and responsibilities

*Patricia Sutton has accepted a new contract working in finance as she transitions to reduced working hours. She will assist Karen in the day-to-day operations plus focus on updating procedures that align to Finance policies in her new role. As we increase capacity in Finance, the F&A Committee recommends that Pat be given access to the ANZ Bank, ATO and MYOB as an Operator/Authoriser to provide some flexibility and reduce some risks the Governance Committee have identified.*

*With Pat moving to Finance, it has been recommended that her Credit Card monthly limit be reduced from \$4,000 to \$1,000 and that Leanne Greene, who is taking over Pat’s current role, to be added as a Cardholder with monthly limit of \$4,000. Pat’s credit card will be reviewed at the March Finance & Audit Steering Committee to determine if her card is still required. Allison Owens has resigned and her card has been destroyed and her name will be removed as a Cardholder. Janine Neeling, our new Administration Officer, will be added as a Cardholder once probation period has been met.*

#### Bank Signatory

*Karen and I have provided Procurement and Online Banking Induction to Caroline, Sue and Amanda to allow them to process the procedures put in place for purchases to be approved and authorised at an operating level and the Bank Authorisation process to make electronic payments. Feedback has been positive and in due course, the Induction presentation will be placed on the Bank Signatory & Finance & Audit Committee Member pages as a reference document.*

*It was noted by Karen that the Board needs to formally endorse 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.*

*Recommendations to the board for endorsement*

- 1. Accept the Financial Statements to October 31 2019, noting that November statements are not able to be finalised due to the December meeting being brought forward by one week.**



**2. Reinvestment of Project Funds Term Deposit – Account 9108-29176**

*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.*

**3. Corporate Funds held in Cash Management Account 5272-85292**

*That PHCC invest \$500,000 of Corporate Funds in an ANZ (or Westpac) Term Deposit Account, with the Treasurer negotiating best rates and terms.*

**4. Core Service Staff Movements, roles and responsibilities**

*That the following recommendations be endorsed:*

**ANZ Online Banking: Add Patricia Sutton as an Operator.**

**MYOB: Add Patricia Sutton as a User**

**ATO: Add Patricia Sutton as an authorised User**

**Credit Card Facility:**

- **Reduce Patricia Sutton's monthly limit from \$4,000 to \$1,000**
- **Add Leanne Greene as a Cardholder with monthly limit of \$4,000;**
- **Delete Allison Owens as a Cardholder; and**
- **Add Janine Neeling as a Cardholder with a monthly limit of \$1,000**

**5. Bank Signatory:**

*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.*

**Project Summary:**

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

1. *RLP Core Services Year 2, payment 2 tax invoice being for \$75,653.00 ex GST sent to DoEE on 1 November and paid on 14 November.*
2. *RLP Project: The 4 RLP Projects were paid by 14<sup>th</sup> November 2019.*
3. *4100 – New Project: SouthCoast NRM Surface & Sub-surface Runoff System – Milestone 1 Payment of \$3,532.50 received.*
4. *9700 – Peel-Harvey Estuary FishRec Grant: Final payment of \$250,000 invoiced in October and anticipate payment at the end of December/beginning January.*
5. *6300 – Newmont Boddington Gold – Additional funding sourced for River Health Assessments: Shire of Cuballing \$2,800 received  
DWER \$20,000 received.*
6. *5500 – Alcoa Foundation: Year 3 funding of \$225,000 USD invoiced in November with exchange rate of \$1.45 resulting in AUS \$326,844.86 funds.*

*Of interest, 35 Community Environment Grants have been awarded to Landholders within the Numbat Neighbourhood and Greening Farms Projects and Milestone 1 payments will start to roll out at the end of December.*

**Bank Statement Balance as at 31<sup>st</sup> October 2019:**

ANZ Corporate Online Saver Account	\$494,759.02
Westpac Term Deposit	\$650,047.86
ANZ Term Deposit	\$1,000,000.00
ANZ Project Online Saver Account	\$2,867,857.07
ANZ Project Cheque Account	\$315,895.47
ANZ Transaction Account	\$319.94
Petty Cash	\$108.95
Merchandise	\$150.00
ANZ Visa Card	-\$4,983.38
<b>Total Cash at Hand:</b>	<b>5,324,154.93</b>

*The next Finance & Audit Steering Committee Meeting is scheduled for Monday 9<sup>th</sup> March 2020.*

*I would like to take this opportunity to thank Bart Kartaski, our Volunteer, who has provided tremendous support to Karen throughout 2019. His expertise in Excel and financial knowledge is always appreciated by the PHCC Team.*

*And finally, I would like to thank all staff for their conscientious efforts in retaining such high standards whilst grappling with new challenges. Congratulations, take a well-earned rest over the Christmas break and come back fresh to a prosperous and exciting 2020.*

The Treasurer explained the recommendations from the Finance and Audit Committee and it was agreed to adopt en bloc the following items with an alteration to Item 4, Core Service Staff Movements, to be noted and delegated to the Finance and Audit Committee as an action.

*Moved: Andy Gulliver*

*Seconded: Bob Pond*

- 1. 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**
- 2. Reinvestment of Project Funds Term Deposit – Account 9108-29176:  
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**
- 3. Corporate Funds held in Cash Management Account 5272-85292:  
That PHCC invest \$500,000 of Corporate Funds in an ANZ (or Westpac) Term Deposit Account, with the Treasurer negotiating best rates and terms**
- 4. That the following Core Service Staff Movements, roles and responsibilities be noted and delegated to the Finance and Audit Committee as an action:**
  - 4.1 ANZ Online Banking: Add Patricia Sutton as an Operator**
  - 4.2 MYOB: Add Patricia Sutton as a User**
  - 4.3 ATO: Add Patricia Sutton as an authorised User**
  - 4.4 Credit Card Facility:**
    - 4.4.1 Reduce Patricia Sutton’s monthly limit from \$4,000 to \$1,000**
    - 4.4.2 Add Leanne Greene as a Cardholder with monthly limit of \$4,000**
    - 4.4.3 Delete Allison Owens as a Cardholder; and**
    - 4.4.4 Add Janine Neeling as a Cardholder with a monthly limit of \$1,000.**
- 5. Bank Signatory:  
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.**

*CARRIED*

*Moved: Andy Gulliver*

*Seconded: Rob Summers*

***That the Treasurer’s Report be endorsed as presented, with actions delegated to the Finance and Audit Committee.***

*CARRIED*

## 13. Chief Executive Officer's Report

Jane spoke to her report and showed a supporting slide presentation.

### **Staff – Movements, Professional Development and more**

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- **Allison Owens** finished up on 22 November
- **Deb Tyler** finished up on 5 December
- **Janine Neeling** commenced on 28 November (Administration Officer)
- **Pat Sutton** shifts to 2 days a week from January, supporting Karen Henderson with Finance matters
- **Christine Townsend** will increase to 3 days a week from January
- **Cassie James** commences on a casual basis for administration and project support on 12 December
- 22 Staff members have undertaken their **First Aid Training** across multiple dates in August and November of this year, with some staff undertaking the two day training and other opting for the one day practical with online component. Three Staff members still require training (Thelma, Janine and Leanne). The training consisted of the following courses - HLTAID003 Provide First Aid, HLTAID001 Provide cardiopulmonary resuscitation and HLTAID002 Provide basic emergency life support.
- PHCC is applying for funding to get a **defibrillator** at the Mandurah office (noting there is already one at the Boddington CRC and very close to the Waroona Landcare Centre).

### **Endorsement Required**

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#### **1. ACNC Report – Refer Attachment**

*The Annual Information Statement has been prepared (as attached) and needs endorsement by the Board, so that the CEO can submit it (as per the delegations of authority). The Responsible Persons list will be updated once the 2019 Statement has been submitted. With the Board's support, we are suggesting that we add the following 3 sub-types to our business, so we would list as follows:*

*Charity main activity: Environmental activities*

*Other main activities: Culture and arts; Recreation; Education; Research; Animal protection; Grant-making activities*

### **Projects**

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*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.*

#### **2. National Landcare Program – Core Services**

*We have received an amended copy of our current service agreement, with numerous but minor modifications, basically tidying up aspects of the original agreement. Jane has reviewed and will be advising the Australian Government that we accept the changes and will sign the modified agreement.*

- Review of NRM Strategy** – will be progressed in 2020.
- Regional Agricultural Landcare Facilitator** – Refer Land Conservation Report.
- Communications** – We are meeting all obligations for communications, the Birak edition of Wattle and Quoll was released on 6 December.
- Noongar Participation – Thelma Crook**

*On signing the NLP Services Agreement the PHCC has agreed to maintain a number of commitments under the governance framework relating to Noongar (Indigenous) engagement, support, procurement, employment and subcontracting, through the Noongar Participation Plan, planning*

*and development of projects, the identification of Noongar land and sea management aspirations, traditional knowledge sharing, due diligence and obligations under Acts and Lore.*

*When first meeting with the Noongar Elders and Community Representatives a number of years ago, their request to the PHCC was to engage with as many Noongar community members as possible when working on country and to provide skills based training that would lead to employment. Their reasoning was that, employing one person does not support the whole community and that they are the most over trained and under-employed group in the country.*

*The PHCC has been working with the Noongar communities since that time to identify training and employment opportunities, within and outside our organisation. As well as employing and engaging with the local Noongar community for consultation and engagement, the PHCC has continued working with a number of organisations, agencies and the state government to identify opportunities for building businesses and employment capacity as per our obligations under the Service Agreement with the Australian Government for NLP2. These activities include:*

#### **Clause 40. Indigenous Procurement Policy - 40.1 and working toward 40.2**

##### **1. Workshops**

*PHCC worked with the DBCA and the PDC to deliver a “Culture in the Parks Workshop” (20 November) identifying opportunities for training, business and employment linked to tourism and working on country. The workshop involved 19 participants, being local Noongar groups, DBCA, Indigenous Business Australia, Indigenous Land and Sea Corporation and West Australian Indigenous Tourism Operators Council.*

*A “Think Tank” was held after the workshop to identify:*

- Where are we at*
- Current concerns and issues*
- Opportunities and moving forward.*

*Future meetings are proposed with the group to identify opportunities, including links to Natural Resource Management and working on country.*

##### **2. Employment/procurement**

*Meetings have been held with Indigenous Managed Services (IMS), a recruitment agency, to identify opportunities for local Noongar training and employment. IMS are registered on the Supply Nations database. The PHCC coordinated a meeting between the Winjan Aboriginal Corporation Board and IMS to discuss opportunities for employment through IMS. PHCC will be working with IMS, to assist in providing employment and training opportunities. We are working on a joint Agreement through which PHCC can employ Noongar community members. This partnership fills identified gaps linked to employment and training. Through this process IMS not only provides employment, it covers employees insurances and offers skills based training linked to working on country.*

*Over the next few months PHCC will coordinate meetings with other local Noongar community groups and IMS to increase employment opportunities across the Catchment.*

*The links between PHCC and the local Noongar community members has led to other employment opportunities through IMS e.g. painting contract for one of the local Noongar businesses.*

##### **3. Employment - Other opportunities**

*PHCC has made contact with three of the state’s Universities to discuss options for internships as per the Steering Committee recommendation.*

## **Schedule 2. Overview of the Services**

### **1. Formal Agreements – MOU's**

The Wiilman and Bindjareb language group Elders have signed MOUs with the PHCC to formalise partnerships in which we agree to work together to meet a number of cultural outcomes.

### **2. Knowledge Sharing - Planning**

PHCC met with the Noongar Elders and representatives to embed their knowledge and cultural services into the Ramsar 482 Ecological Character Description (ECD) and Peel-Yalgorup Management Plans. Noongar Elders shared their stories and values relating to the Ramsar site.

### **3. Partnerships**

PHCC signed "Terms of Reference" with the DWER and the Bindjareb Elders to pilot an Aboriginal Waterways Assessment Program for Bindjareb Country.

## **Schedule 3. Core Services**

1. The Noongar communities have participated in a number of project deliverables through each of the NLP projects including:

- a. Cultural story telling
- b. Dual naming of plants, animals and sites
- c. Site visits linked to project planning and delivery
- d. Project planning for future consultation and engagement linked to project delivery.
- e. Engagement in River Health Assessments

### **3. Regional Estuaries Initiative**

#### **Peel Main Drain**

- We are advised that approval for the culverts is 'imminent' (still)
- Water Corporation have agreed to the design and construction of the weir and they are progressing this with a commitment to it being constructed by April 2020.
- DWER is progressing the Site Management Plan in consultation with WAPC.

#### **Mayfield**

- Request for Quotes for the construction of 2 weir interventions close Tuesday 10 December.
- Matt Giraud is preparing reports on each of the sites we have investigated through this process with a view to having as much information prepared before he commences full time work and is less available to support the project.

## **Strategic Issues (refer also to Chair's report)**

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### **1. SAPPB and PHEMC Update – Suspension of SAPPB:**

No update.

### **2. WA Feral Pig Strategy:**

The State has released a Feral Pig Strategy 2020-25. We are working with NRM WA to support the implementation of the Strategy.

### **3. Other highlights and project updates**

1. **Business Case – Peel Waterways Research Infrastructure** – We have submitted a business case (via PDC) for just over \$2 million for Research Infrastructure. Refer also Steve Fisher's report. Thank you to Steve and Stefan Chappell from the PDC for their support in preparing the Business Case.
2. **Point Grey Channel** – we continue to work with the Shire of Murray and City of Mandurah to look for a more permanent solution to remove the risks of the proposed Point Grey Channel and Marina and have asked the ARC Linkage team to assist with evidence based information to support this,

*including looking to engage them to prepare an outcomes report specific to risks of the Channel, and undertake modelling of estuary hydrodynamics and sediment transport, should the channel be constructed. We have met with the stakeholders and waiting a quote for the proposed work. (refer also Steve Fishers report).*

3. **Feral Cat Working Group Funding Submission** – We have separated the 2 components of the application and Jane needs to complete the submission. We have a financial commitment from several organisations in support of our application.
4. **The Mandurah Water Towers.** The City of Mandurah wrote to Water Corporation on 24 October seeking a meeting with the CEO. The City have not yet received a response.
5. **NRM WA meeting** was held 5 December. Neither Caroline or Jane could attend, but we have been in conversations with the Chairman re various topics to keep things moving, and in particular the meeting with **Alannah MacTiernan** scheduled for **19 December**, re Funding models, Governance/organisational structures and community group engagement. Jane will be representing the PHCC at this meeting.
6. **Strategic Meeting** – February – with guidance from the Executive Group preparations have commenced for our Strategic Meeting – watch this space

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

#### **5. Operational Issues**

*We are purchasing another vehicle and hope to take ownership in the week beginning 9 December  
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: Marilyn Gray                      Seconded: Bob Pond*

***That the ACNC Report be ratified.***

*CARRIED*

*Moved: Bob Pond                      Seconded: Andy Gulliver*

***That the Chief Executive Officer's report be endorsed.***

*CARRIED*

### **13.1 Climate Change Submission to DWER**

Andy Gulliver commented on the Climate Change Submission and said it was very strong. Jane said we have a good relationship with Mike Rowe and we may receive feedback from him. Andrew Del Marco added that he went to a briefing of the EPA Act and the proposed reforms are quite administrative. Submissions close at the end of January and we may need to put a similarly strong submission on this.

***ACTION: Jane to write a submission regarding the proposed reforms to the EPA Act. Submissions close on 28 January.***

## 14. Chairman's Report

Caroline Knight spoke to her report:

*Welcome to Birak, the season of the young. A time of fledglings and reptiles shedding their skin. A season represented by the colour red, symbolic of heat, sun and fire. A time traditionally used to burn country in mosaic patterns.*

### **Meetings and Events**

*November began with the big news of the State Administrative Tribunal's determination to affirm the Shire of Murray's decision to refuse the DA for the first stage of the Point Grey Marina. This fantastic result restored a lot of people's faith that we have a voice in the protection of our Estuary. As a community we rely on planning authorities to ensure that our valued environment is protected and that development is respectful to this. The Tribunal's determination that the proposed development was not consistent with 'orderly and proper planning', speaks volumes.*

*While the SAT's ruling vindicates the Shire's decision, I'm sure you are all aware that this is just the first step in a long road ahead to see a better outcome for the site.*

*It fills me with great confidence that the media's wide coverage demonstrates the wide interest and value community holds for the protection of the estuary.*

*In late November, the results of the Australian Research Council Linkage Project, Balancing estuarine and societal health in a changing environment, were released. This research project, led by Murdoch University and the University of Western Australia will fill some current knowledge gaps regarding the ecological health of the estuary and we hope that this new information will inform future decisions. This new evidence will provide the Commonwealth Government the ability to review the existing overarching approval under the EPBC Act.*

*Early interpretation of the work indicates that;*

- 1. The ecological health of the estuary is declining despite the Dawesville cut*
- 2. The rivers are in poor health*
- 3. The climate shift is substantial*
- 4. Economic arguments to sustainable development are justified*

*In summary our estuary, the lifeblood of our region, is at great risk and is in need of significant help.*

*On the 29<sup>th</sup> Jane O'Malley, Steve Fisher and myself met with David Bolt, Rod Peake, Eric Lumsden, Rhys Williams, Fiona Valesini and Matt Hipsey to discuss the ARC Linkage Project and the possibility of a scope extension relevant to Point Grey. This investigation will provide vital data for future determinations.*

*On the 25<sup>th</sup> and 26<sup>th</sup>, Sharon Meredith and team ran a two day Shorebird identification workshop with Ornithologist Bill Rutherford. On completion of the training, the workshop participants are competent in local shorebird identification and are equipped to volunteer with the Peel-Yalgrop shorebird count held in December as part of BirdLife's National Shorebird Monitoring Program, coordinated by the PHCC. I was fortunate enough to attend and it was absolutely fantastic.*

*Jane and I have been invited to 2 Regional Cabinet meeting events on Sunday 8 December. The first is the Community Reception, hosted by the Premier (Pinjarra) and the second 'Ministers in the Murray', as guests of Sally Talbot. We will report on these at the meeting.*

### **News**

*We welcome our new Board members Claire Reid and David Prattent.*

*Welcome Janine Neeling, our new Administration Officer and welcome back to Megan LeRoy who takes on the role of Healthy Farms Officer.*

*I'd like to take this opportunity to thank the Board for their significant contributions over the past year and to our incredible staff. Their dedication and passion is one of PHCC's most valuable assets. The team is led by one of our region's true legends, Jane O'Malley, and I thank her for another fantastic year.*

*I wish you all wonderful Christmas and I look forward to working with you in the New Year.*

Warm regards

Caroline Knight

**Chairman**

Moved: Rob Summers

Seconded: Andy Gulliver

**That the Chairman's Report be accepted.**

CARRIED

**15. Confirmation of Board Meetings to be held in 2020**

Moved: Marilyn Gray

Seconded Andy Gulliver

**That the following dates for PHCC Board Meetings to be held in 2020 be endorsed:**

- **Thursday 20 February**
- **Thursday 16 April**
- **Thursday 18 June**
- **Thursday 20 August**
- **Thursday 15 October Board Meeting & AGM**
- **Thursday 10 December Board Meeting and End of Year Celebration**

CARRIED

*The meeting closed at 12.00 noon*

Chairman: .....

Date: .....



## Summary of actions from previous meetings

No.	DETAILS	RESP.	COMPLETE
1.	<p>Item 11.1 Treasurer's Report &amp; Financial Reports [18 April 2019]</p> <ol style="list-style-type: none"> <li>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></li> <li>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></li> <li>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></li> <li>4. <i>That the new MYOB file changeover date to be <b>delayed until 1 July 2019.</b></i></li> </ol> <p><b>UPDATE:</b></p> <ol style="list-style-type: none"> <li>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></li> <li>2. <i>Completed on 17 June 2019.</i></li> <li>3. <i>Delegated Authority Register updated. Complete.</i></li> <li>4. <i>Delayed until 1 July 2019.</i></li> </ol> <p><b>UPDATE: Item 4 – Transition to MYOB still in progress.</b></p> <p><b>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.</b></p>	Jane O'Malley / Karen Henderson	
2.	<p>Item 7.1 Agency and Member Updates – Mark Cugley [17 October 2019]</p> <p><b>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.</b></p>	Mark Cugley	

## 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><b>ACTION: Jane to write a submission regarding the proposed reforms to the EPA Act. Submissions close on 28 January.</b></p>	Jane O'Malley / Andrew Del Marco	
2.	<p>Item 8 Ratification of Local Government Representatives [12 December 2019]</p> <p><b>MOTION:</b></p> <ol style="list-style-type: none"> <li>1. <i>That Cr Eliza Dowling from the Shire of Cuballing be appointed as the Inland Local Government representative</i></li> <li>2. <i>That Cr Brad Cardilini from the Shire of Murray be appointed as the Coastal representative</i></li> </ol>	Jane O'Malley	

	<p><b>3. That Cr William McGrath from the Shire of Boddington be appointed as a proxy Inland Local Government representative.</b></p>		
3.	<p>Item 9 Committee Representation – Ratification of representatives [12 December 2019]</p> <p><b>MOTION:</b></p> <p><b>1. That the Organisational Committee Representation be ratified as presented</b></p> <p><b>2. That the Steering Committee Representation be ratified as presented</b></p> <p><b>3. That the External Committee Representation be ratified as presented.</b></p>	Jane O'Malley	
4.	<p>Item 12 Treasurer's Report [12 December 2019]</p> <p><b>MOTION:</b></p> <p><b>1. 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</b></p> <p><b>2. Reinvestment of Project Funds Term Deposit – Account 9108-29176:</b>  <b>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</b></p> <p><b>3. Corporate Funds held in Cash Management Account 5272-85292:</b>  <b>That PHCC invest \$500,000 of Corporate Funds in an ANZ (or Westpac) Term Deposit Account, with the Treasurer negotiating best rates and terms</b></p> <p><b>4. That the following Core Service Staff Movements, roles and responsibilities be noted and delegated to the Finance and Audit Committee as an action:</b></p> <p><b>4.1 ANZ Online Banking: Add Patricia Sutton as an Operator</b></p> <p><b>4.2 MYOB: Add Patricia Sutton as a User</b></p> <p><b>4.3 ATO: Add Patricia Sutton as an authorised User</b></p> <p><b>4.4 Credit Card Facility:</b></p> <p><b>4.4.1 Reduce Patricia Sutton's monthly limit from \$4,000 to \$1,000</b></p> <p><b>4.4.2 Add Leanne Greene as a Cardholder with monthly limit of \$4,000</b></p> <p><b>4.4.3 Delete Allison Owens as a Cardholder; and</b></p> <p><b>4.4.4 Add Janine Neeling as a Cardholder with a monthly limit of \$1,000.</b></p> <p><b>5. Bank Signatory:</b>  <b>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.</b></p>	Karen Henderson	
5.	<p>Item 13.1 CEO's Report – ACNC Report [12 December 2019]</p> <p><b>MOTION:</b>  <b>That the ACNC Report be ratified.</b></p>	Karen Henderson	

6.	<p>Item 15 Confirmation of Board Meetings to be held in 2020 [12 December 2019]</p> <p><b>MOTION:</b></p> <p><b><i>That the following dates for PHCC Board Meetings to be held in 2020 be endorsed:</i></b></p> <ul style="list-style-type: none"> <li>• <b><i>Thursday 20 February</i></b></li> <li>• <b><i>Thursday 16 April</i></b></li> <li>• <b><i>Thursday 18 June</i></b></li> <li>• <b><i>Thursday 20 August</i></b></li> <li>• <b><i>Thursday 15 October Meeting &amp; AGM</i></b></li> <li>• <b><i>Thursday 10 December Meeting and End of Year Celebration.</i></b></li> </ul>	Leanne Greene	
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