

# MINUTES OF PHCC GENERAL MEETING

Held on Thursday 18 June 2020  
at the PHCC Shed, 58 Sutton Street, MANDURAH



The Deputy Chairman opened the meeting at 9.05 am

## Attendance

### Present:

Darralyn Ebsary	Deputy Chair (in the Chair)
Marilyn Gray	Treasurer
Paddi Creevey OAM	Secretary
Bob Pond	Executive Committee (DWER)
Sue Fyfe	Community Member
Andy Gulliver	Community Member
David Prattent	Community Member
Mark Cugley	DBCA
Rob Summers	DPIRD
Andrew Ward	PDC
Cr Brad Cardilini	Local Government Member (Coastal)

### In Attendance:

Jane O'Malley	Chief Executive Officer
Steve Fisher	Program Manager Science & Waterways
Leanne Greene	Office Manager & Executive Support (Minutes)

### Apologies:

Caroline Knight	Chair
Howard Mitchell	Community Member
Claire Reid	Community Member
Cr Eliza Dowling	Local Government Member (Inland)
Suzanne Brown	Water Corporation – Observer
Scott Haine	DPLH (Peel) - Observer

## G.1/6/20 Acknowledgement of Country

The Deputy Chairman opened the meeting at 9.05am, acknowledging the Noongar people as Traditional Custodians of this land and paying her respect to all Elders past and present.

Sue welcomed Cr Brad Cardilini, and the opportunity was taken for Board Members and staff to introduce themselves.

## G.2/6/20 Declarations of Interest

Nil.

### G.3/6/20 Confirmation of Minutes of Survey Meeting held in April 2020

Moved: Rob Summers

Seconded: Marilyn Gray

**That the Minutes of the survey meeting held in April 2020 be confirmed as a true and correct record of the meeting.**

CARRIED

### G.4/6/20 Business Arising from Previous Minutes

Please refer to table appended to these Minutes for update.

### G.5/6/20 Correspondence

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

Moved: Paddi Creevey

Seconded: Bob Pond

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

CARRIED

### G.6/6/20 Agency and Member Updates

a) Rob Summers, DPIRD

- **uPtake update:** The uPtake project monitoring the response of pasture to phosphorus fertiliser is continuing and DWER have carried out maintenance on equipment to measure the water leaching from the treatments. Maintenance of the site has recently been carried out and the treatments for 2020 will be applied next week.
- **REI – Regional Estuaries Initiative:** The DPIRD contribution to the REI is nearing finalisation and a review will soon be completed.
- **HEWA – Healthy Estuaries WA:** Meeting of the week of 15<sup>th</sup> June has discussed the announcement of the HEWA and preliminary planning of contracts is commencing.

The HEWA project will enable a continuation of a variation of the REI until 2024. Expectation of a late announcement funds have been identified to include another round of soil testing in the 20/21 season to avoid a gap in sampling. A different sampling model where landholders will receive training on self-sampling will be explored to increase the number

It is expected that other projects at the PHCC which relate to sustainable agriculture and other opportunities will be discussed in the near future.

- **Pigs in the region:** From enquiries:
  - Feral pigs are now the responsibility of the BAM act and the responsibility of the landholder. Pigs are a C3 species that requires management rather than eradication.
  - The contact for community groups is Jason Dearle and he is able to organise training in feral pig control as well as certified use of 1080. Jason who is based in Manjimup can be contacted on: [jason.dearle@dpiird.wa.gov.au](mailto:jason.dearle@dpiird.wa.gov.au) telephone 9777 0141 or 0429 085 795
  - Where landholder groups are active and adjacent to State managed land they are also invited to be involved.

During the discussion that resulted from the update provided by Rob, the issue of feral pig control was highlighted as a growing concern that presented a much bigger issue for the community.

#### **ACTION:**

**Rob Summers to ask if the DPIRD Biosecurity Officer could present an update on the extent of feral pig problem in the Peel-Harvey and what actions are in place to attempt to manage this biosecurity issue, both from an environmental and economic basis, recognising the significant risk that feral pigs play to commercial pig operations.**

#### b) **Mark Cugley, DBCA**

- In April 2020 bulk earth works were undertaken at Lot 68 Mills Road, Birchmont to begin creating a living stream through which water flowing into Lake McClarty can be diverted. This 7.2ha property was purchased by DBCA in 2019 for the purpose of reducing nutrients and improving water quality entering Lake McClarty Nature Reserve. Weed control and site preparation has been undertaken with funding and the support of the PHCC. Revegetation of the living stream is set to begin in July 2020 with funding and support of the PHCC.
- Works to manage access and dieback at Kooljerrenup Nature Reserve and Lot 252 Birchmont were undertaken in March and April 2020 with the support of the Shire of Murray. This includes the installation of gates, fencing and limestone on certain sections of existing tracks.
- DBCA has engaged a contractor to undertake feral pig control at Keralup, on behalf of the Department of Communities. The contractor is working with adjacent landowners that are also controlling feral pigs on their properties. Cameras were deployed in late May and traps will be deployed during the week beginning 14 June 2020. The Peel Harvey Biosecurity Group have also been informed of this work.
- The Recreational Master Plan for Yalgorup National Park has been largely completed with funding from the City of Mandurah. Although a considerable amount of consultation was undertaken with key stakeholders, including PHCC staff, during the preparation of the Master Plan, there will be an additional public comment period in the coming months. This will help to inform how the recommendations in the Master Plan will be implemented by the DBCA and local governments.
- Lake McClarty has been dry since end of January 2020, which until it dried, provided some lovely wader habitat. Thankfully as Lake McClarty dried the water in Lake Mealup nearby was just starting to provide habitat for migratory waders take resident. The two Lakes combined have provided freshwater wader habitat from January to June. Although the water levels are not as high as historical water levels it's certainly better than more recent years. As Lake McClarty still had some water in January the vegetation that was encroaching onto the mud flats has been greatly reduced and the cracks in the sediments have been minor and therefore not exposing the deeper ASS in the sediment profiles. Hopefully both Lakes will receive plenty of fresh water throughout the coming winter.

- In June 2020, DBCA signed an agreement with the PHCC under its Banksia Woodland Public Partnership Program to receive \$21,825 (ex GST). This will enable the supply and installation of 2.85km of fencing at Treasure Block to protect areas of Banksia Woodland.
- Several other projects that enabled the DBCA to receive funding under the Banksia Woodland Public Partnership Program have recently been successfully completed and acquitted.
- 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, consistent with a Conflict of Interest declaration previously registered with the PHCC.

During the discussion that followed the update provided by Mark, it was asked if PHCC could see a copy of the Recreational Master Plan for Yalgorup National Park, as while Kim Wilson was involved to some extent in 2019, the PHCC has not viewed the Plan. Mark advised that he would ensure this was provided.

In terms of economic stimulus packages, Andrew Ward questioned how Peel could be moved up the priority list. He asked Mark to advocate in this regard, with as many funding avenues as possible being explored, and suggested that the Board write to the DPIRD Director General.

Paddi Creevey emphasised that \$80b worth of asks had been submitted to Treasury, with a strong focus being on shovel ready projects. A discussion with Minister MacTiernan was to take place in the afternoon of 18 June, and Paddi asked how she could elevate the seriousness of the biosecurity risk presented to industry and the community in this region by feral pigs. The Board acknowledged that there was a bigger community conversation to be had around this issue and noted that the PHCC continue to hold feral pig management as a high priority action.

#### **ACTION:**

- 1. Mark to provide Board Members with a copy of the Recreational Master Plan for Yalgorup National Park.**
- 2. PHCC to write to the DPIRD Director General providing him with information on the PHCC COVID-19 Economic Stimulus proposal and putting forward items for consideration.**

#### **c) Bob Pond, Executive Committee (DWER)**

- DWER has been notified that dredging of the Serpentine and Murray River Entrance Channels will be delayed until about April 2021.
- We have started discussion with the City of Mandurah regarding a variety of Licences for the up-coming works to build an estuary swimming pool on Mandurah's Eastern foreshore. The works are likely to require dewatering, discharge, dredging and reclamation licences.
- Estuary monitoring has indicated ongoing blooms of *Dinophysis acumunata* in the Harvey Estuary and Murray River. The occurrence of this species in the Murray River is a relatively new phenomenon.
- The Minister for Water has announced \$25 million funding for the Healthy Estuaries program, to cover 7 southwest estuaries, and includes the Peel-Harvey. Funding will mainly be focused on river protection and restoration, farm nutrient management, and continuation of trials of innovative nutrient reduction technologies.
- As part of a package of actions for economic stimulus the Department has been funded to develop an on line system for Environmental Regulation similar to the DWER's Water Online portal. This work will be developed over a couple of years.

- I have been appointed to the State NRM Grant assessment panel, and I expect this will dominate my time between now and the next meeting.

During the discussion that followed the update provided by Bob, and at the request of Andrew Ward, Jane and Steve provided an update on the Point Grey Marina Estuary Impact Assessment, which was expected to be completed by the end of July, and would assist in determining the financial and environmental impacts and used to inform planning processes. In this regard, Jane reported that the Shire of Murray would be reconsidering a scheme amendment to remove discretion for a marina at Lot 1132 (745) Carrabungup Road, Point Grey at its meeting on 25 June 2020.

Andrew Ward questioned how PHCC could input/heightened visibility for funds available under the new Healthy Estuaries WA initiative. He asked Bob to advocate in this regard, and suggested that the Board write to the DWER Director General putting forward items for consideration.

Reference was also made to the \$50m COVID-19 Recovery “Green Jobs Plan”, and how the PHCC may get visibility. Jane highlighted that the PHCC NRM economic stimulus proposal was absolutely shovel ready, and undertook to provide all information regarding the PHCC COVID-19 Economic Stimulus Proposal to Bob (so that he could advocate on the PHCC’s behalf). It was recommended by the Board that this information should also be provided directly to the Director General DWER.

#### **ACTION:**

1. **PHCC to provide Bob Pond with the information on the PHCC COVID-19 Economic Stimulus Proposal.**
2. **Bob Pond to advocate for PHCC in connection with funds available under the new Healthy Estuaries WA Initiative and Estuary Recovery Package (available across the State).**
3. **PHCC to write to the Director General DWER (Mike Rowe) providing him with the information on the PHCC COVID-19 Economic Stimulus Proposal.**

#### d) Andrew Ward, PDC

- Regional Economic Development (RED) Grants – applications for round three of the RED Grants Program close 7 July (they have received 40 -50 applications).
- The influx of COVID 19 Initiatives presented challenges, however the window of opportunity for proposals being put forward for consideration was closing.
- Data Array - Work has been carried out with the City of Mandurah. The City had now finished the business case and the City committed to liaise with the PHCC regarding combining the Data Array with the Peel-Harvey Research Infrastructure Project. It was noted that Adam Dennis had not yet contacted the PHCC in this regard.
- PDC has committed \$50k towards the economic analysis of the Estuary, being led by The Nature Conservancy.

#### e) Sue Fyfe, Community Member

Sue expressed serious concern regarding:

- Alcoa’s proposal to extend mining operations at the Pinjarra Alumina Refinery. The Environmental Protection Authority (EPA) has contacted landowners and the Dwellingup Community Compact seeking comment. Submissions on the level of assessment opened on 17 June and closed 23 June (7-day comment). It was hoped that the PHCC would make a submission.

- Cottonbush growing along the freeway (on DBCA and privately owned land). Jane suggested that she would connect Sue with Jonelle Cleland at the Peel-Harvey Biosecurity Group to assist in this regard.

f) **Marilyn Gray**

Marilyn reported on recent media articles she had read relating to:

- Tenders sought for Jarrah Post-Harvest Regeneration Services. In response to concerns expressed about experience, qualifications and standards, Mark Cugley gave an undertaking to look into this and report back.
- AMG (WA)'s failure to obtain approval for a Waroona sand extraction venture.

**ACTION:**

**Mark Cugley to look into the experience, qualifications and standards required in connection with tenders sought for Jarrah Post- Harvest Regeneration.**

g) **Andy Gulliver, Community Member**

The Peel Community Fund was looking for someone to auspice the group. He outlined that this group was ready to start actively again, providing a vehicle for donations to be made to a range of activities, potentially including environmental works. Andy asked if it would be possible for the CEO and Executive to connect with the fund to see if something could be explored.

David Prattent outlined that there were legal issues associated with auspicings, which required the objectives of the organisation matching those of the group being auspicied. He made reference to a guide he had on this subject, which he was happy to provide to the Board. The approaching end of the financial year was also a factor that needed to be considered.

Andy was encouraged to ask the Peel Community Fund to put a formal proposal to the PHCC if they would like the PHCC to consider auspicings, and following receipt of a formal proposal/request, the PHCC would look into the request and recommend a way forward. It was noted that David Prattent and Marilyn Gray volunteered to assist in reviewing any formal request.

h) **Paddi Creevey**

As part of helping business recovery, the Director General of the Department of Finance was looking for practical examples of ways to reduce red tape and ways to simplify processes in order to move things along. She asked that suggestions in this respect be forwarded to Jane.

**ACTION:**

**Board Members to provide to Jane O'Malley suggestions that identify practical examples of ways to reduce red tape and simplify processes that will be provided to the Director General of the Department of Finance.**

## G.7/6/20 Policy Review

### a) Reviewed Policies – Board Endorsement Required

The following policies (previously endorsed) were reviewed and no significant changes were made:

1.1 Board of Management	4.1 Code of Ethics
1.2 Board Induction	4.2 Conflict of Interest
1.3 Board Meetings	4.3 Risk Management
1.4 Board Recruitment	4.4 Gifts and Benefits
1.5 Board Remuneration	4.5 Policy Framework
1.6 Grievance Resolution	4.6 Insurance
1.7 Sub-Committees Internal and External	4.7 Travel
1.8 Board Performance Review	4.8 Media
3.2 Banking and Accounts with attachments	4.9 Community Engagement
3.3 Credit Facilities	4.10 Noongar Participation
3.4 Investment	4.11 Privacy
3.5 Asset Management	4.12 Devolved Grants Programs
3.6 Audit	4.13 Communications
3.7 Fraud and Corruption	4.14 Whistleblower

### b) Reviewed Policies – For Board information only (approved by CEO)

The following policies (previously endorsed) were reviewed and no significant changes were made.

2.1 Recruitment	2.8 Study Leave
2.3 Workplace Health and Safety	2.9 Training and Development
2.4 Discrimination, Bullying and Harassment	2.10 Performance Management
2.6 Staff Leave	2.11 Motor Vehicles
2.7 TOIL	2.14 Volunteers

Jane advised that Policy 3.01 Procurement needed more work, to include reference to Noongar procurement and that as she hasn't yet worked with the team on this to a point she is comfortable for the Board to review, it would be presented for Board endorsement at a future meeting.

Policies will be reviewed and brought back for Board endorsement biennially, unless it was identified that modifications were needed to be approved by the Board outside of this timeframe.

Moved: Paddi Creevey

Seconded: Marilyn Gray

- 1 That the Board endorses reviewed policy numbers 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 4.8, 4.9, 4.10, 4.11, 4.12, 4.13 and 4.14 en bloc as presented.**
- 2 That the Board notes the reviewed policy numbers 2.1, 2.3, 2.4, 2.6, 2.7, 2.8, 2.9, 2.10, 2.11, and 2.14 to be approved by the CEO.**

CARRIED

## G.8/6/20 Minutes of the Governance Steering Committee held on 4 June 2020

At the invitation of the Board, the Chair of the Governance Steering Committee (Sue Fyfe) provided an outline of the meeting held with the specific purpose of reviewing the PHCC Insurances. A copy of the minutes were provided to Members with the Agenda. Sue advised that she was very happy with the review of the insurances and believed that the PHCC's broker was very knowledgeable and gave confidence in ensuring the PHCC are suitably covered in respect to potential risks. The Office Manager was working with the insurance

broker to provide a concise summary of the recommendations for policy renewal to the Governance Steering Committee (out of session), in time to ensure that no insurance policies expire, and for final determination by the Executive Group in collaboration with the CEO.

Moved: Bob Pond

Seconded: Andy Gulliver

**That the minutes of the Governance Steering Committee held on 4 June 2020 be accepted as presented.**

CARRIED

### **G.9/6/20      Treasurer's Report**

Marilyn spoke to her report as presented, highlighting:

- That the Fund Distribution Report (Unspent Project funds), was showing the Numbat Neighbourhood and Banksia Woodlands projects were in negative. The reason for this was that the CEO and Manager Finance and Payroll made the decision to journal committed Employment costs from each of the RLP Projects in May rather than waiting for 30<sup>th</sup> June. It also highlighted the impact that payments in arrears had on an organisation, but with good management, PHCC was able to carry the burden for the short-term period until Q4 payments are due for invoicing on 30<sup>th</sup> June.
- She had successfully negotiated an interest rate of 1% for a period of 10-months.
- That because of Amanda Willmott's resignation, the Board needed to remove Amanda from the Bank Signatory with ANZ and appoint a replacement signatory.

In recognition of the efforts made to move to paperless operations, the Board placed on record its appreciation to Karen Henderson (Manager Finance and Payroll), Pat Sutton (Finance Support) and all staff.

Moved: Bob Pond

Seconded: Brad Cardilini

**That:**

- 1 The Financial Reports to 31 May 2020, and the Treasurer's Report, be endorsed as presented.**
- 2 Amanda Willmott be removed as a bank signatory on all Banking Institution Accounts due to Amanda's resignation from the Board.**
- 3 David Prattent be appointed as a bank signatory.**

CARRIED

### **G.10/6/20      Chief Executive Officer's Report (including Program Managers' reports)**

Jane spoke to her report, as provided with the Agenda, which provided updates on the PHCC team, funding applications, projects and strategic issues, accompanied by a supporting slide presentation.

It was highlighted that there was no Land Conservation Program Manager's report this month, given competing priorities before Andrew Del Marco's departure from the team.

The Board acknowledged the remarkable efforts and achievements of Jane and the team during the COVID-19 pandemic, and placed on record its appreciation for the work undertaken.



Moved: Rob Summers

Seconded: Bob Pond

**That:**

- 1 The Chief Executive’s report be accepted.**
- 2 Rick James, Coordinator Wetlands and Science Management be requested to provide a presentation at a future Board meeting on the Ramsar Science program, outlining what is being done, methods and any findings etc. at this stage.**

CARRIED

**G.11/6/20 Chair’s Report**

In Caroline’s absence, the Chair’s report (as provided with the Agenda) was accepted as read, which set out details of the meeting held with Andrew Hastie to discuss the EPBC Act Review and Conservation Stimulus proposal. The report also paid tribute to the work and contributions of Amanda Willmott (who had stepped down as a Board Member) and Andrew Del Marco, who was leaving his position as Program Manager, Land Conservation and Agriculture.

Moved: Marilyn Gray

Seconded: Sue Fyfe

**That the Chairman’s Report be accepted as presented.**

CARRIED

**Confirmation of next meeting date**

The next meeting of the PHCC is scheduled for Thursday 20 August 2020, venue to be confirmed.

*The meeting closed at 11.08 am*

Chairman: .....

Date: .....

Summary of actions from meeting held on Thursday 18 June 2020:

Minute No.	DETAILS	RESP.	COMPLETE
G.6/6/20 a)	Rob Summers to ask if the DPIRD Biosecurity Officer could present an <b>update on the extent of the feral pig problem</b> in the Peel-Harvey, and what actions are in place to attempt to manage this biosecurity issue, both from an environmental and economic basis, recognising the significant risk that feral pigs play to commercial pig operations.	Rob Summers	
G.6/6/20 b)	Mark Cugley to provide Board Members with a copy of the <b>Recreational Master Plan for Yalgorup National Park</b>	Mark Cugley	
G.6/6/20 b)	<b>PHCC to write to the DPIRD Director General</b> providing him with information on the PHCC COVID-19 Economic Stimulus proposal and putting forward items for consideration	Jane O'Malley	
G.6/6/20 c)	PHCC to provide Bob Pond with information on <b>PHCC COVID-19 Economic Stimulus Proposal</b>	Jane O'Malley	
G.6/6/20 c)	<b>Bob Pond to advocate for PHCC</b> in connection with funds available under the new <b>Healthy Estuaries WA Initiative and Estuary Recovery Package</b> (available across the State)	Bob Pond	
G.6/6/20 c)	<b>PHCC to write to the Director General DWER (Mike Rowe)</b> providing him with information on the PHCC COVID-19 Economic Stimulus proposal.	Jane O'Malley	
G.6/6/20 f)	Mark Cugley to look into the experience, qualifications and standards required in connection with tenders sought for <b>Jarrah Post- Harvest Regeneration</b>	Mark Cugley	
G.6/6/20 h)	Board Members to provide to Jane O'Malley suggestions that identify practical examples of <b>ways to reduce red tape and simplify processes</b> that will be provided to the Director General of the Department of Finance.	Jane O'Malley	
G.9/6/20	<b>Amanda Willmott be removed as a bank signatory</b> on all Banking Institution Accounts due to Amanda's resignation from the Board.	Karen Henderson	
G.9/6/20	<b>David Prattent be appointed as a bank signatory.</b>	Karen Henderson	
G.10/6/20	Rick James, Coordinator Wetlands and Science Management be requested to provide a <b>presentation</b> at a future Board meeting on the <b>Ramsar Science program</b> , outlining what is being done, methods and any findings etc. at this stage.	Jane O'Malley	

Summary of actions from survey meeting held in April 2020:

Minute No.	DETAILS	RESP.	COMPLETE
G.8/4/20	CEO to discuss with Alcoa preferred aspects of a tour identified by the Board, with an aim to ensure the tour meets the PHCC needs	Jane O'Malley	Due to COVID-19, this has been on hold. This would be relooked at this when able to undertake tour.
G.19/4/20	Peel-Harvey Estuary – Issues Paper: Sue Fyfe sought clarification on the following point that was set out under legislative changes to protect the health of the Peel-Harvey, as she felt this was not very clear " <b>Statutory protection via a designated Special Control Area</b> for the Peel-Harvey, removing exemptions from clearing, inappropriate stocking rates, point source pollution loopholes, enabling appropriate horticulture and agriculture, managing fertilizer application, enabling environmental flows"	Jane O'Malley	Jane clarified that this enabled us to say Peel-Harvey was under a Special Control Area, with specific rules for any clearing.