

# MINUTES OF PHCC GENERAL MEETING

Held on Thursday 18 February 2021  
in the Lakeside Room, The Cut Golf Course, 69 Country Club Drive, Dawesville



The Chairman opened the meeting at 2.52 pm

## Attendance

### Present:

Caroline Knight	Chairman
Darralyn Ebsary	Deputy Chair
Paddi Creevey OAM	Secretary
Bob Pond	Executive Committee (DWER)
Sue Fyfe	Community Member
Andy Gulliver	Community Member
Claire Reid	Community Member
Mark Cugley	DBCA
Rob Summers	DPIRD
Adrian Parker	PDC (proxy for Andrew Ward)
Nicholas Dufty	DPLH, Mandurah (Observer)

### In Attendance:

Jane O'Malley	Chief Executive Officer
Mel Durack	Program Manager Hotham-Williams
Steve Fisher	Program Manager Science & Waterways
Leanne Greene	Office Manager & Executive Support (Minutes)
Janine Neeling	Administrative Officer

### Apologies:

Marilyn Gray	Treasurer
Howard Mitchell	Community Member
David Prattent	Community Member
Andrew Ward	PDC
Cr Eliza Dowling	Local Government Member (Inland)
Cr Brad Cardilini	Local Government Member (Coastal)
Suzanne Brown	Water Corporation (observer)

## G.1/2/21 Acknowledgement of Country

The Chairman opened the meeting at 2.52 pm, acknowledging the Noongar people as Traditional Custodians of this land and paying her respect to all Elders past and present.

G.2/2/21 Declarations of Interest

- Andy Gulliver (Community Member) declared a commercial interest in the development at East Keralup.
- Claire Reid (Community Member) declared a conflict of interest with regard to her employment by South32.

G.3/2/21 Confirmation of Minutes of Meeting held on 10 December 2020

Moved: Claire Reid                      Seconded: Bob Pond

**That the Minutes of the meeting held on Thursday 10 December 2020 be confirmed as a true and correct record of the meeting.**

CARRIED

G.4/2/21 Business Arising from Previous Minutes

Nil.

G.5/2/21 Correspondence

Correspondence was posted weekly on the Members' page of the website, with emails to members to 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.6/2/21 Use of Common Seal: Variation to Lease 58 Sutton Street, Mandurah

On 5 January 2021, the Common Seal of the Association was affixed to a Deed of Variation for the office premises located at 58 Sutton Street, thereby implementing the exemption of payment of local government rates to the City of Mandurah.

In accordance with the Clause 16.3 of the PHCC Constitution, this was witnessed by the Chairman and Treasurer; and the use of the common seal is hereby reported to the Board, as stipulated by Clause 16.2 (every use of the common seal shall be recorded in the minutes).

Moved: Paddi Creevey                      Seconded: Bob Pond

**That Board notes the use of the Common Seal of the Association, as required by Clause 16.2 of the PHCC Constitution.**

CARRIED

G.7/2/21 Noongar Participation Plan – Revised to meet with RLP Requirements

The Chief Executive Officer gave a visual presentation, highlighting the modifications to the PHCC Noongar Participation Plan, which was previously endorsed by the Board in June 2019. Modifications were made in accordance with feedback from the Australian Government:

Neil Riches – 17 November, 2020

*“The Plan meets most of the requirements set out in clause 3.4 (b) of Schedule 2 – Statement of Work of the executed Services Agreement between the Department and Peel-Harvey Catchment Council and is therefore conditionally approved by the Department.*

*The Indigenous Participation Plan did not outline how PHCC will achieve the minimum standards for Indigenous employment and subcontracting set out in clause 40 of the Agreement. It is noted that PHCC have stated in meetings and the core services annual report that PHCC are working diligently with the community to improve employment of local Aboriginal people, but, that PHCC are unlikely to meet the 4% Indigenous employment and subcontracting commitment. The Department would like further, written, information to justify that PHCC’s approach to Aboriginal Employment and how it is meeting the Aboriginal community’s expectations by Thursday 24 December 2020. Once this is provided and accepted the Plan will be fully approved.”*

The revised Plan, as presented, includes the Strategy for improved Engagement/Networking, Purchasing, Capacity Building and Employment, to try to meet the 4%, as supported by our Elders. The revised Plan also includes how success will be measured, examples of M&E frameworks, testimonials to value add benefits unable to be measured as part of the 4% and Actual and Projected procurement across RLP projects, Non-RLP and combined.

Moved: Darralyn Ebsary                      Seconded: Mark Cugley

**That the Board endorses the Noongar Participation Plan (Version 3.0).**

CARRIED

G.8/2/21      Appointment of Chairman: Ramsar Technical Advisory Group (TAG)

Members were asked to consider the appointment of Claire Reid as Chairperson of the Ramsar Technical Advisory Group (TAG).

Moved: Darralyn Ebsary                      Seconded: Bob Pond

**That Claire Reid be appointed as the Chairperson of the Ramsar Technical Advisory Group (TAG).**

CARRIED

*Claire Reid (Community Member) retired from the meeting at 3pm.*

Reports [Agenda Item 9]

The Chairman advised that given time constraints, the following reports were to be received as provided on the Board Members page, however, Members were invited to raise anything specific matters that they wished to discuss.

G.9/2/21      Chairman’s Report

At the request of Board Members, the Chairman provided clarification regarding the DGR Status discussions held on 1 February, and the presentation made to the Executive Committee regarding NRM WA Incorporated Association v Pty Ltd (Special Purpose Vehicle).

**ACTION: Chairman to circulate the NRM WA Incorporated Association v Pty Ltd (Special Purpose Vehicle) paper and attachment to Board Members.**

Moved: Bob Pond                      Seconded: Paddi Creevey

**That the Chairman's Report be endorsed as presented.**

CARRIED

G.10/2/21 Chief Executive Officer's Report

Moved: Bob Pond          Seconded: Paddi Creevey

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

CARRIED

G.11/2/21 Treasurer's Report

Moved: Bob Pond          Seconded: Paddi Creevey

**That the January 2021 Financial Reports and the Treasurer's Report be endorsed as presented.**

CARRIED

G.12/2/21 Confirmation of next meeting date

The next meeting of the PHCC is scheduled for Thursday 15 April 2021, with the proposed venue to be confirmed.

*The meeting closed at 3.17 pm*

Chairman: .....

Date: *15/4/21* .....

Summary of actions from General and Strategic Board meetings held on Thursday 18 February 2021:

Minute No.	DETAILS	RESP.	ACTION
G.9/2/21	<b>Chairman's Report:</b> Chairman to circulate the NRM WA Incorporated Association v Pty Ltd (Special Purpose Vehicle) paper and attachment to Board Members.	Caroline Knight	
S.3/2/21	<b>Board Performance Evaluation Survey and 2-Year Board Work Plan:</b> The CEO to ensure that the terminology used for the 2023 Board Performance Evaluation is changed from 'biannual' to 'conducted every two years'.	Jane O'Malley	
S.3/2/21	<b>Board Performance Evaluation Survey and 2-Year Board Work Plan:</b> The CEO to modify the timing of the 2023 <b>Board Performance Evaluation</b> survey to better align with the Governance Committee's annual meeting held in September.	Jane O'Malley	
S.3/2/21	<b>Board Performance Evaluation Survey and 2-Year Board Work Plan:</b> The CEO to ensure that the <b>Board Work Plan</b> is modified to reflect the changes made to the timing of the Board Performance Evaluation Survey to better align with the Governance Committee's annual meeting held in September.	Jane O'Malley	

Summary of actions from meeting held on Thursday 10 December 2020:

Minute No.	DETAILS	RESP.	ACTION
G.8/12/20(h)	<b>Worsley Mine Expansion:</b> Jane to make arrangements for South32 to present to the Board an update on the Worsley Mine Development Project.	Jane O'Malley	Pending
G.13/12/20	Treasurer's Report: That overview of implementing <b>changes to the Credit Card Facility</b> be delegated to the Finance and Audit Committee	Karen Henderson	Complete – Delegated to Finance and Audit Committee
G.13/12/20	Treasurer's Report: The overview of implementing <b>changes to the Delegations of Authority</b> to reflect new ATO reporting authorities, be delegated to the Finance and Audit Committee.	Karen Henderson	Complete

Summary of actions from meeting held on Thursday 22 October 2020:

Minute No.	DETAILS	RESP.	ACTION
G.5/10/20f	<b>Agriculture and Environment School Program:</b> Jane to organise for Andy Gulliver to meet with herself and Charlie Jones to discuss the PHCC's role in the potential expansion of the agriculture and environment school program.	Jane O'Malley	In progress: Email sent to Andy Gulliver 1/12/2020 regarding availability in New Year.
G.5/10/20f	<b>Agriculture and Environment School Program:</b> That the potential source of funding for Agriculture programs be raised and considered at the Agriculture Steering Committee.	Jane O'Malley	In progress: Information has been emailed to Paula Pownall for inclusion in the agenda for the next Agriculture Steering Committee
G.5/10/20g	<b>Upper Catchment Water Levels:</b> The Land Conservation and Sustainable Agriculture team and the Agriculture Steering Committee to emphasise the priority of the low water levels in the upper catchment, identify the PHCC's role and guide how we can improve our advocacy of this issue on a wider stage.	Paula Pownall	In progress: Information has been emailed to Paula Pownall for inclusion in the agenda for the next Agriculture Steering Committee
G.8/10/20	<b>Winjan Rangers - Agricultural Employment Opportunities:</b> Jane to put Thelma in touch with Andy Gulliver to discuss the agricultural employment opportunities that may align with the Winjan Ranger team.	Leanne Greene	In progress: Thelma has phoned and discussed the options with the Ranger program and with the broader community. Meeting to be held in early 2021 to discuss further before potentially meeting with other stakeholders (such as IMS, PDC and the local communities)
G.9/10/20	<b>Alcoa Presentation:</b> Board Members were requested to send through details of any questions they would like to present to Alcoa, along with specific areas of interest that they may wish the tour to include, which will assist in guiding the design of the tour.	Board Members	In progress: Reminder email issued to Board Members 4 December asking for details to be emailed to Leanne Greene by no later than 31 January 2021.

Summary of actions from meeting held on Thursday 20 August 2020:

Minute No.	DETAILS	RESP.	ACTION
G.6/8/20 a)	Jane to <b>share Rob Summers' publications</b> as appropriate.	Jane O'Malley	Jane to seek clarification from Rob Summers on audience to be targeted.
G.6/8/20 e)	CEO to look into having an appropriate state government representative present to the <b>December 2020 Board meeting on the proposed streamlining of approvals</b>	Jane O'Malley	In progress: Jane is arranging a meeting with Gail McGowan.
G.7/9/20	Arrangements to be made for Benson Todd to present again to the Board, focussing on the <b>fire science program and the impacts on biodiversity and various species.</b>	Jane O'Malley	In progress for 2021

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

Minute No.	DETAILS	RESP.	ACTION
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	Update - DBCA staff met with PHCC on 31 August to discuss draft. It is unlikely that the Plan will go out for public comment now, which was going to occur at the request of the City of Mandurah. Rather the Recreational Master Plan will be finalised and further stakeholder engagement with public consultation will occur as recommendations are considered and progressed. It is expected that the PHCC will be provided with final copy before the end of 2020.

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

