**Notice of Annual General Meeting**

**Notice is given that the 22nd Annual General Meeting of Plant Health Australia Limited (PHA) will be held as a Hybrid Meeting on Tuesday 29 November 2022 at East Hotel, 69 Canberra Ave, Kingston ACT 2604, commencing at 1:45 pm.**

**Agenda**

|  |  |  |  |
| --- | --- | --- | --- |
| **1:45 pm** | **1.0** | **Chairperson’s Welcome** | |
|  |  | Mr Steve McCutcheon, Chairperson, Plant Health Australia (PHA) | |
|  | **2.0** | **Ordinary Business** | |
|  |  | 2.1 | Administrative arrangements |
|  |  | 2.2 | Apologies |
|  |  | 2.3 | Minutes of PHA 21st General Meeting held on 24 May 2022 |
|  |  | 2.4 | Chairperson’s address |
|  |  | 2.5 | To receive the Directors’ Report, Financial Statements and Independent Audit Report for the financial year ended 30 June 2022 |
|  |  | 2.6 | Directors’ Remuneration (Ordinary Resolution) |
| **2:25 pm** | **3.0** | **For information**  **3:15 pm** | |
|  |  | 3.1 | Presentation on performance related to the 2022/2023 Annual Operational Plan and Preliminary discussion on preparation of the 2023/2024 Annual Operational Plan |
|  | **4.0** | **Other Business** | |
| **2:45 pm** | **5.0** | **Close of General Meeting** | |

The Hybrid Meeting will accommodate in person and online attendees.

Members attending online will be provided with a reasonable opportunity to ask questions, make comments and to vote electronically. Instructions for online participation and voting will be provided to Members at least seven days prior to the meeting by email and notice on the company website.

Additional information relating to the business of this meeting is available from the Explanatory Notes included with this notice, and the company website. The information will be updated for any changes.

**Appointment of Proxies**

Please note that:

1. a Member of the Company entitled to attend and to vote is entitled to appoint a proxy.
2. a proxy need not be a Member of the Company.
3. a Member who is entitled to cast 2 or more votes may appoint 2 (but no more) proxies and may specify the proportion or number of votes each proxy is appointed to exercise.

A Proxy form is enclosed with this Notice of Meeting. Proxies must be received by PHA at least 48 hours before the start of the Meeting.

By Order of the Board.

Michael Milne

Company Secretary

4th November 2022

1.0 CHAIRPERSON’S WELCOME

Mr Steve McCutcheon, Chairperson of PHA, will welcome Members to the Meeting.

2.0 ORDINARY BUSINESS

2.1 Administrative Arrangements

References that follow relate to particular Clauses of the PHA Constitution. The Clauses are provided for information purposes only and there may be other relevant Clauses that are not provided.

Members are encouraged to consult the PHA Constitution for information relating to any of the topics that follow.

Quorum

*78 Quorum*

*78.1 Number*

*The quorum for a general meeting is 5 Government Members and 5 Plant Industry Members, such Members present in person or by Representative, attorney or proxy, and the quorum must be present at all times during the meeting.*

The Company Secretary is to advise the Chairperson of the existence of a quorum. Members attending virtually are considered to be present in person at this meeting.

Voting at Meetings of Members

The Chairperson advises that all matters requiring a vote at this meeting will be carried by a poll under clause 88 of the Constitution. Relevant clauses of the company Constitution are as follows:

***85 How voting is carried out***

***85.3 Exercise of Member's vote***

*The vote of a Member may be exercised by the Representative of that Member, by attorney, or by proxy in accordance with the Act.*

***86 Number of votes***

*At any general meeting:*

1. *on a poll, the votes per Member shall be in accordance with the number of votes prescribed for that Member under clauses 89, 90, 91 and 92.*

***87 How a resolution is passed***

***87.1 Majority of votes cast***

*Subject to the Act in relation to special resolutions (which require at least 75% of the total votes cast to be in favour) and subject to clause 87.2, a resolution before a general meeting is passed on a show of hands or a poll if a majority of the votes cast on the resolution are in favour of the resolution.*

***87.2 Additional requirements for poll***

*For any resolution (including a special resolution) to be passed on a poll, in addition to the required majority:*

1. *at least 60% of the votes of Government Members casting a vote on the resolution must be in favour of the resolution; and*
2. *at least 60% of the votes of Plant Industry Members casting a vote on the resolution must be in favour of the resolution.*

Returning Officer

The following references relate to particular Clauses of the PHA Constitution and are provided for information purposes only. Members should consult the PHA Constitution for more detailed information.

***88 When and how polls must be taken***

***88.1 May be demanded on any resolution***

*A poll may be demanded on any resolution at a general meeting whether or not a show of hands on the resolution has occurred.*

***88.2 May be demanded by Member or chair***

*A poll may be demanded by:*

1. *any Member (or a Member's Representative, attorney, or proxy) entitled to vote on the resolution; or*

*b) the chair of the meeting.*

The Chair intends to use the Company Secretary as Returning Officer to assist with voting, vote counting and assessing the validity of proxies.

Members will be given the opportunity to appoint a Scrutineer to observe the voting process, report irregularities and verify voting outcomes.

Members’ Representatives and Attorneys

***82 Members' Representative***

***82.1 Appointment***

*Subject to clause 83, a Member must appoint, in accordance with clause 82.6, at least one individual as a Representative to exercise all or any of the powers the Member may exercise:*

1. *at general meetings;*
2. *at meetings of creditors or debenture holders; and*
3. *relating to resolutions to be passed without meetings.*

*The appointment may be a standing one.*

***82.6 Member to notify change***

*Each Member must promptly notify the Secretary in writing of any change to its Representative.*

***83 Representative of Government Members***

*The Representative of each Government Member is the person from time to time holding the office of Minister of the Crown for that Government responsible for agriculture, or a person nominated by that Minister for the purpose of this clause 83.*

Notice of Meeting

The following Clause of the PHA Constitution relates to the amount of notice for a meeting:

***69 Amount of notice of meeting***

*Subject to the provisions of the Act as to short notice, at least 21 days' notice of a general meeting must be given in writing to those persons who are entitled to receive notices from the Company.*

Proxies

The following references relate to particular Clauses of the PHA Constitution and are provided for information purposes only. Members should consult the PHA Constitution for more detailed information.

***85A Appointing a Proxy***

*A proxy is appointed validly if the appointment complies with rules set out in the* Corporations Act 2001 (Cth). *The Company may accept as valid an instrument of appointment which contains only some of the information specified as being required in the* Corporations Act 2001 (Cth).

2.2 Apologies

To be noted by the Chairperson of PHA at the Meeting. Apologies are notifications from invited meeting participants indicating that they are unable to attend the meeting.

2.3 Minutes of PHA 21st General Meeting held on 24 May 2022

The minutes of the General Meeting are provided as Appendix 1 of this document. The Chairperson will sign the minutes subject to any amendments being requested and agreed.

2.4 Chairperson’s Address

Mr Steve McCutcheon, Chairperson of PHA, will address the meeting providing a contextual overview of PHA operations and critical developments. The Chairperson’s address will be available on the PHA website following this meeting.

2.5 To receive the Directors’ Report, Financial Statements and Independent Audit Report for the financial year ended 30 June 2022

A copy of the PHA 2022 Annual Report is included with this Notice of Meeting. An electronic copy is available on the company’s website ([www.planthealthaustralia.com.au](http://www.planthealthaustralia.com.au)).

The Chairperson will address the meeting and present the Annual Report which includes the Directors’ Report, Financial Statements, Auditor’s Report, and analysis of achievements against Key Performance Indicators.

During this item of business there will be an opportunity for Members to comment on and ask questions of Directors’ and auditors (Synergy Group Audit Pty Ltd) concerning the Annual Report.

The operating deficit for the year ended 30 June 2022 was $20,881 (2021: $130,742 surplus). This result was substantially better than the budgeted deficit of $186,100 due to the effect of the COVID-19 lockdown on reducing travel and meeting costs during the financial year.

PHA has managed its financial position to ensure that sufficient reserves have been in place to allow us to remain within the boundaries of the PHA Reserves Policy.

There is no requirement in the *Corporations Act 2001* or the Company’s Constitution for Members to approve the financial reports. Accordingly, there will be no formal resolution.

2.6 Directors’ Remuneration (Ordinary Resolution)

Recommendation (Ordinary Resolution)

|  |  |
| --- | --- |
| **2.6(a)** | THAT the remuneration of Directors be increased by 3.5%, to be divided amongst Directors in a manner they determine. It is resolved that this increase will be effective from 1 December 2022. |

Clause 46 of the PHA Constitution, Directors' Remuneration, states:

The remuneration of the Directors, including the Chairperson, must be determined by the Directors and approved by the Company in general meeting.

It was agreed at the 7th Annual General Meeting in October 2007 that the Board would propose any future increases in Directors Remuneration, taking Consumer Price Index (CPI) movements into account, to the Annual General Meeting each year.

Directors’ Fees were last increased by 1.5% at the 21st Annual General Meeting held in November 2021. There was no increase in Directors Fees at the November 2020 Annual General Meeting due to the very challenging circumstances currently faced by members as a consequence of COVID-19. The increase will apply to remuneration before superannuation.

The Board believes that increases in Directors’ remuneration are necessary to maintain parity with comparable organisations and to compensate the Board for the time and effort required to exercise their duties. The increase in All groups CPI for the year to June 2022 was 6.1%.

After due consideration the Board requests an increase in Directors’ Fees of 3.5%.

3.0 FOR INFORMATION

3.1 Presentation on performance related to the 2022/2023 Annual Operational Plan and Preliminary discussion on preparation of the 2023/2024 Annual Operational Plan

The CEO, Ms Sarah Corcoran, will give the meeting an update on performance this year to date and on preparation of the 2023/24 Annual Operational Plan.

4.0 OTHER BUSINESS

At the time that this Agenda was being prepared there were no other items of business for consideration.

5.0 CLOSE OF GENERAL MEETING

Mr Steve McCutcheon, Chairperson of PHA, will close the meeting.

## **Minutes of 21st General Meeting of Plant Health Australia Limited**

**Held on Tuesday, 24 May 2022 from 1.30pm to 2:25pm as a Hybrid Meeting**

**at Rydges Central Sydney, 28 Albion Street, Surry Hills NSW**

|  |  |
| --- | --- |
| **Present** | **Attendee** |
| **Government Members** | |
| Department of Agriculture and Fisheries QLD | Mr Mike Ashton |
| Department of Agriculture and Water Resources | Dr Gabrielle Vivian-Smith |
| Department of Jobs, Precincts and Regions | Dr Stephen Dibley |
| Department of Jobs, Precincts and Regions | Dr Rosa Crnov |
| Department of Primary Industries and Regions, SA | Dr Ross Meffin |
| Department of Primary Industries, Parks, Water & Environment, TAS | Mr Andrew Bishop |
| NSW Department of Primary Industries | Dr Chris Anderson |
| **Plant Industry Members** | |
| Apple and Pear Australia Limited | Ms Rosalie Daniel |
| Australian Banana Growers Council | Ms Michelle McKinlay |
| Australian Forest Products Association | Ms Sara Bray |
| Australian Grape and Wine Incorporated | Ms Anna Hooper |
| Australian Honey Bee Industry Council | Mr Danny LeFeuvre |
| Australian Melon Association | Ms Joanna Embry |
| Australian Melon Association | Mr Jonathan Davey |
| Australian Olive Association | Mr Michael Southan |
| Australian Sweetpotato Growers Inc | Mr Craig Henderson |
| Australian Table Grape Association | Mr Jeff Scott |
| Australian Table Grape Association | Dr Jenny Treeby |
| Australian Truffle Growers | Mr Paul Robinson |
| AUSVEG Ltd | Ms Zarmeen Hassan |
| Chestnuts Australia Incorporated, Hazelnut Growers of Australia Ltd, Pistachio Growers Association Incorporated, Summerfruit Australia Limited | Mr Trevor Ranford |
| Citrus Australia | Mr Nathan Hancock |
| Dried Fruits Australia | Ms Anne Mansell |
| Grain Producers Australia | Mr Collin Bettles |
| Grain Producers Australia | Mr Andrew Weidemann |
| Greenlife Industries Australia | Mr John McDonald |
| Greenlife Industries Australia | Ms Joanna Cave |
| Passionfruit Australia Incorporated | Ms Wendy Morris |
| Victorian Strawberry Growers | Ms Angela Atkinson |
| **Associate Members** | |
| Grains Research & Development Corporation | Dr Ken Young |
| Sugar Research Australia Limited | Dr Nicole Thompson |
| **PHA Board Members** | |
| PHA Director | Dr Joanne Daly |
| PHA Director | Mr Kim Halbert |
| PHA Director | Ms Kathy Kelly |
| PHA Chairperson | Mr Steve McCutcheon |
| PHA Director | Dr Prue McMichael |
| Newly appointed PHA Director | Ms Susan Petrellis |
| PHA Director | Mr Doug Phillips |
| PHA Director | Mr Robert Prince |
| **PHA Staff** | |
| Manager, Emergency Plant Pest Response Deed | Dr Felicity Andriunas |
| National Manager, Risk & Resilience | Ms Jessica Arnold |
| National Manager, Performance & Innovation | Dr Mila Bristow |
| Manager, National Fruit Fly Council | Mr Stuart Burgess |
| Chief Executive Officer | Ms Sarah Corcoran |
| Administrative Coordinator | Ms Angela Ditton |
| General Manager, Emergency Preparedness and Response | Dr Susanna Driessen |
| Manager, Digital Systems | Mr David Gale |
| Project Officer, Preparedness & RD&E | Ms Jessica Lehmann |
| Chief Financial Officer & Company Secretary | Mr Michael Milne |
| Project Officer, Partnerships & Innovation | Ms Kyra Murray |
| Project Officer, Biosecurity & Planning | Ms Maggie Mwathi-nyarko |
| Project Officer, Diagnostics and Surveillance | Dr Blessy Pathrose |
| Graduate Project Officer | Mr Juhal Siby |
| Manager, Bee Biosecurity & Surveillance | Dr Jenny Shanks |
| Project Officer, Digital Systems Support | Ms Francesca Strutt |
| National Manager, Surveillance and Diagnostics | Dr Sharyn Taylor |
| Manager, Strategies | Mr Jonathan Terlich |
| National Manager, Diagnostics | Dr Lucy Tran-Nguyen |
| National Manager, Marketing & Communications | Ms Amanda Yong |
| Learning & Development Officer | Ms Naomi Wynn |

# AGENDA ITEM 1.0 CHAIRPERSON’S WELCOME

The Chairperson, Mr Steve McCutcheon, formally declared the 21st General Meeting of Plant Health Australia Limited (PHA) open at 1:30pm and extended a warm welcome to Members, the PHA Board and PHA staff.

# AGENDA ITEM 2.0 ORDINARY BUSINESS

* 1. **Administrative arrangements**

The Company Secretary advised the Chairperson that the necessary quorum of at least five Government Members and at least five Plant Industry Members were present for the meeting.

The Chairperson:

* noted that notice of this meeting had been given to Members in accordance with requirements of the Corporations Act
* directed Members to the meeting papers for rules concerning the voting of Members at meetings including the use of “Survey Legend” for voting at this hybrid meeting
* received agreement from the meeting to use the **Company Secretary** as the Returning Officer and advised Members of the option to appoint a **Scrutineer** if required.
* drew Members’ attention to the PHA Constitution, Clause 82 “Members’ Representative”, and advised that a Members’ Representative was required to be appointed by the Member prior to the meeting
* presented a slide of proxies received for this meeting, the majority of which were to persons who were attending the meeting as Member Representatives
* reminded the meeting that the powers of proxy holders were set out in the *Corporations Act 2001*, including the requirement for receipt of proxies to the PHA office at least 48 hours prior to any General Meeting
* advised those attending virtually that the “Chat” and “Raise Hand” controls will be available for use throughout the meeting.
  1. **Apologies**

The following apologies were received:

|  |  |
| --- | --- |
| **Government Members** | |
| NSW Department of Primary Industries | Dr Satendra Kumar |
| **Plant Industry Members** | |
| Almond Board of Australia | Ms Deidre Jaensch |
| Australian Banana Growers Council | Dr Rosie Godwin |
| Australian Ginger Industry Association Incorporated | Ms Katarina Keating |
| Australian Grape and Wine Incorporated | Mr Tony Battaglene |
| Australian Honey Bee Industry Council | Mr Trevor Weatherhead |
| Australian Lychee Growers Association | Ms Jill Houser |
| Australian Macadamia Society Ltd | Mr Jolyon Burnett |
| Australian Mango Industry Association | Mr Brett Kelly |
| Australian Processing Tomato Research Council | Mr Matthew Stewart |
| Australian Tea Tree Industry Association | Mr Tony Larkman |
| Avocados Australia | Mr John Tyas |
| CANEGROWERS | Mr Michael Quirk |
| Cotton Australia | Ms Sally Ceeney |
| Grain Producers Australia | Mr Barry Large |

* 1. **Minutes of 21st Annual General Meeting held on 23 November 2021**

The Chairperson advised that the Minutes of the 21st Annual General Meeting held on 23 November 2021were provided in the meeting papers and Members were asked to raise any comments or amendments regarding these minutes.

The Minutes were approved without amendment.

* 1. **Chairperson’s Address (verbatim copy)**

Welcome everyone to the 21st hybrid General Meeting of Plant Health Australia being held in person in Sydney and virtually.

Before we begin, I’d like to acknowledge the Traditional Custodians of our country. We pay our respect to their elders, past and present, and extend that respect to all Aboriginal and Torres Strait Islander peoples today.

On the agenda for today is the 2021/22 Year to Date Performance Report, the 2022/23 Annual Operational Plan (AOP) and the 2022/23 Member subscriptions for ordinary resolution.

The 2022/23 AOP presents PHA’s key activities and targets for the next financial year. Most of you would have seen the draft AOP at the March webinar and received an electronic copy of the draft AOP. As the first AOP under the new Strategic Plan 2022-27, the plan outlines the actions required to support PHA’s vision of being a valued leader of a strong, integrated plant biosecurity system. This portfolio of work and budget is categorised under each of the three strategic priorities and two operational priorities.

As an organisation, we are all too aware of the growing burden from the changing nature of biosecurity threats and cumulative effects of multiple incursions and that in order to meet these challenges, our biosecurity system needs to evolve. A strong and resilient plant biosecurity system is built on connected strategies and partnerships, effective and efficient responses, and leveraged data for improved decision-making. PHA’s planned activities reflect our focus on strengthening the plant biosecurity system for the benefit of the economy, environment and community.

For the coming year, subject to a member vote, PHA subscriptions are set to increase by 3.5 per cent. This means that core funding through subscriptions from our government, industry and associate members will be $2.752 million. In addition, PHA expects to receive $11.017 million in non-subscription funding. A breakdown of these figures is provided in the AOP.

Turning now to other business, the Board Selection Committee reconvened earlier this year to identify candidates for a vacant director position. Interviews were conducted and following normal processes, the Board Selection Committee unanimously agreed to recommend Ms Susan Petrellis to fill the vacant position. Further details are provided in the Notice of Meeting and a vote will be held at agenda item 2.5 of this meeting.

As we adjust to life with COVID-19 as an ever-present factor, it has been great to see face-to-face activities resume. In the past month alone, PHA, as part of the Biosecurity Collective, co-hosted the 2nd Australian Biosecurity Symposium and assisted with the delivery of the Plant Biosecurity Research Initiative (PBRI) Symposium. The Australian Biosecurity Symposium saw over 400 of Australia’s key agricultural, government, research and community sectors come together while the PBRI Symposium attracted local and international pest and disease experts to share information on the latest research and developments in preparedness, diagnostics, surveillance, pest management, capacity building and industry resilience.

We also launched the ‘Decade of Biosecurity’ that seeks to engage all Australian’s and mobilise a 25 million strong mass movement to encourage sustainable investment and build strong partnerships with non-traditional partners. If you haven’t already, you’re invited to join the movement online to help us amplify our message and make noise in cementing 2021-30 as the ‘Decade of Biosecurity’.

Finally, I would like to thank the PHA team for not only preparing an AOP that continues to maximise outcomes for members but for the time and effort in arranging the Plant Industry Forum, General Meeting and Members Forum.

Thank you for your attendance today and for your support over the past 12 months. I look forward to seeing you all at our AGM later this year.

Steve McCutcheon

Chairperson

* 1. **Appointment of Director (Ordinary Resolution)**

The Board Selection Committee originally decided on four candidates to recommend to Members at the November 2021 Annual General Meeting. However, due to the late withdrawal of one of those candidates, only three were recommended to that meeting.

The Board Selection Committee reconvened in the new year to identify candidates for the unfilled position. Members of the Selection Committee appointed by the PHA Board are Mr Steve McCutcheon (PHA Chairperson and Chair of the Selection Committee), Dr Gabrielle Vivian-Smith (Government Member nominee), Dr John Tracey (Government Member nominee), Mr Nathan Hancock (Industry Member nominee), Mr John Tyas (Industry Member nominee).

Following the usual process, the Board Selection Committee unanimously agreed to recommend Susan Petrellis to fill the vacant position on the Board of PHA.

The following resolution was CARRIED (370 votes in favour and zero against):

|  |  |
| --- | --- |
| **Resolution**  **2.5(a)** | **THAT Ms Susan Petrellis be appointed to the position of Director of the Company for a term expiring at the Annual General Meeting of Plant Health Australia held in 2025.** |

**2.6 Decide on membership application received from Grain Growers Limited**

Grain Growers Limited applied for Associate membership of PHA by way of a formal letter dated 14 October 2021. Written notice to all Members (Directors’ Notice) was sent to all Members on 28 October 2021.

A representative from Grain Growers Limited (GGL), Mr. Brett Hosking, Chair of GGL was invited to provide a short presentation to support their application. Mr Hosking spoke on the importance of biosecurity and the GGL desire to become a more proactive contributor in the plant biosecurity sector.

The Chairperson then provided members an opportunity to ask questions of GGL.

Andrew Weidemann, Director of Grain Producers Australia (GPA), addressed the meeting and in particular:

* advised that GPA had received a large number of questions from grain growers regarding the application and there were concerns in setting a precedent of two grain representative bodies as members of PHA
* acknowledged the importance of the Emergency Plant Pest Response Deed, the National Management Group, and the discussions on biosecurity in the broader grains’ community
* explained that they believed GGL attending GPA Biosecurity Committee meetings would be a more appropriate vehicle to developing better grains biosecurity practices and networks
* offered GGL membership of the GPA Biosecurity Committee.

The Company Secretary explained that under the constitution 60% industry and 60% of government members must vote in favour for the motion to pass.

The Chairperson called the vote.

The following resolution was **REJECTED** (197 Government votes in favour, 0 against and 86 Industry votes in favour, 96 against):

|  |  |
| --- | --- |
| **Resolution 2.6(a)** | **THAT Grain Growers Limited be approved as an Associate member of Plant Health Australia Limited effective from today.** |

**2.7 2022/23 Member Subscriptions (Ordinary resolution)**

The annual membership subscription was last increased by 1.3% for the 2019/20 financial year to $880,000 for each membership category.

Members were advised at the May 2021 General Meeting that the Board intended to revert to the previously agreed policy of aligning subscriptions with movements in CPI following the 2021/22 year. Members were also advised that an increase in subscriptions could be expected for 2022/23 at the November 2021 Annual General Meeting and the March 2022 Webinar.

The PHA Board believes that an increase in member subscriptions is necessary to support and ensure the ongoing delivery of high-level support to members. Increases in expenses due to inflation, together with the rising cost of attracting and retaining staff, are the key areas where additional costs are expected to occur during the 2022/23 year.

There were no comments from members prior to the vote.

The following resolution was CARRIED (378 votes in favour, and 0 against):

|  |  |
| --- | --- |
| Resolution 2.7(a) | That PHA Members approve the 2022-2023 Annual Membership Subscription as being:   * Annual Subscription payable by the Australian Government $910,800 * Total Annual Subscription payable by State/Territory Members $910,800 * Total Annual Subscription payable by Plant Industry Members $910,800 |

# AGENDA ITEM 3.0 FOR INFORMATION

3.1 2021/22 Year to Date Performance Report

The Chairperson invited the Chief Executive Officer (CEO), Ms Sarah Corcoran, to address the meeting and speak to Agenda Items 3.1 and 3.2.

The CEO thanked the Chairperson for the opportunity to present to the General meeting. The CEO provided a presentation on the highlights and achievements since January this year, which are a culmination of the final 6 months of successful delivery of the outgoing strategic plan. The Mid-Year Performance Report in early March reported progress against the seven key result areas under the outgoing strategy and activities in the AOP.

Following is a summary of the progress under the key result areas.

Partnerships (since January 2022)

* Delivered a new decadal National Plant Biosecurity Strategy
* Commenced Phase 4 of the National Fruit Fly Council (five-year project)
* Welcomed Mila Bristow to the role of General Manager Partnerships and Innovation
* Successful delivery of the 2nd Australian Plant Biosecurity Symposium on 3-5 May
* Worked with members to develop levy programs – including:
  + A new project with melons to improve on farm biosecurity awareness
  + developing the forest biosecurity collaboration agreement with industry and all states and territories; and
  + engagement with avocadoes on a large new proposal developed with our members to support avocado producers’ readiness for pest threats.
* 18% increase in Tendrils subscribers and 1.7 million impressions on our social content across Twitter, Facebook, and LinkedIn.

Emergency response (since January 2022)

* Completed the annual general debrief, and the Torres Strait Fruit Flies and *Varroa jacobsoni* debriefs
* Undertook a review of industry liaison training
* Initiated the formal variation process to the Emergency Plant Pest Response Deed in early February
* Following extensive negotiations by all Parties over several years, in November last year Parties affirmed their support for all the variations to the Deed
* ORC evidence frameworks for melons and sweet potato have progressed with Parties for final approval.

**Preparedness (since January 2022)**

* Pest risk assessments for Grains, Rice, Cotton and Citrus completed
* Engaging with Biosecurity Reference Panels in the Honeybee, Mushroom, Production Nursery, Plantation Forests and the Lychee, Papaya and Passionfruit industries on implementation of risk mitigation activities
* Preparing funding proposals for development of new biosecurity plans for Sugar, Tree Nuts and Apple and Pear industries.

**Surveillance (since January 2022)**

* The next phase of the National Bee Pest Surveillance Program has commenced, monitoring highest risk ports of entry around Australia for the next 3 years
* CitrusWatch is continuing with deployment of surveillance activities for target pests and PHA is delivering a workshop series bringing plant industries and governments together to progress development of surveillance partnerships in northern Australia.

**Diagnostic (since January 2022)**

* In the past six months, 2,700 users have visited the diagnostics network website where they can access published protocols, check on upcoming events.
* Since January, the final drafts of the *Ceratocysti*s species and Cotton leaf curl virus diagnostic protocols were completed and will now undergo review
* Round ten of the National Plant Health Proficiency Testing Program is underway with invertebrate, nematode, phytoplasma, fungi, virus and bacteria panels.

**Company Health (since January 2022)**

* PHA’s forecast to the end of this year shows a Net Deficit of $16,000 compared to a budgeted Net Deficit of $186,000 due to considerable savings made from COVID-19 restrictions affecting travel, accommodation, and meeting costs
* Twenty-three of the Plant Industry members have PHA levies, raising $5.5million year to date.

3.2 2022/23 Annual Operational Plan (AOP)

The CEO provided a presentation on the 2022/2023 PHA AOP goals and highlights which operationalises PHA’s new strategic plan under three strategic priorities and two operational priorities. Ms Corcoran provided the following update on the work program:

**Strategic Priority #1 Respond effectively**

* Reviewed shared position on normal commitments re-established amongst the signatories
* Signatories will be better supported in socialising with their stakeholders an understanding of national partnership arrangements, by the development of ‘train the trainer’ toolkits
* Owner Reimbursement Costs remain a central element of the Deed and by June next year there will be a robust system in place, supported with guidance and training options.

**Strategic priority #2 Strengthen partnerships**

* Key areas in this AOP will be a new initiative to build biosecurity capacity amongst indigenous forest owners, commencement of a National Forest Biosecurity Program
* Continuation of national surveillance activities under CitrusWatch and the National Bee Pest Surveillance Program
* The Farm Biosecurity Program will remain as a mainstay of activities in partnership with Animal Health Australia, providing material to support plant and animal producers improve biosecurity, and sponsorship of a Nuffield Scholar and support for the Australian Biosecurity Awards help us spread the word and build national capacity in biosecurity
* PHA will continue to collaborate with Biosecurity Officers in the Grains, Honey bee and Vegetable and Potato industries, who coordinate and develop material and information that increases awareness of biosecurity threats, support general surveillance initiatives amongst producers and improve biosecurity measures
* Ongoing development and review of Biosecurity Plans brings together industry and government to identify pest threats and the preparedness activities to prevent their, entry, establishment or spread.

**Action Strategic Priority #3 Enhance integration**

* Renovating systems including the Pest and Diseases Image library, which has had an expansion of the image library to include national priority plant pests
* Expanding the user base and applicability of AUSPest*Check®* across sectors and working with industry to build surveillance capacity through collation, visualisation and sharing of data
* Enhancing system integration with other technical systems such as the Taxonomic Reference Service, reference collections and the Australian Plant Pest Database will support diagnosticians and surveillance personnel to identify priority plant pests quickly and with assurance
* Continuing to drive networking, professional development programs, national protocols, national proficiency testing programs and workshops.

**Operational priority #1 Improve governance & administration**

* Ensuring the company and employees follow all laws, regulations, standards, policies, and ethical practices that apply to PHA
* All IT systems will be reviewed to improve financial and project reporting, contract management and document control
* Continue to ensure our digital systems are protected from theft, damage, or attack
* Improve succession planning, induction, and training for staff and directors.

**Operational priority #2 Enhance communication and engagement**

* Develop an internal communications and engagement strategy and implementation plan to guide communications objectives, key messages and channel plan
* Develop and maintain a contemporary and practical corporate identity guide to ensure we present PHA in a clear, consistent, professional and recognisable manner.

# AGENDA ITEM 4.0 OTHER BUSINESS

There was no other business at this meeting.

Mr Colin Bettles, Chief Executive Officer of Grain Producer Australia thanked PHA for their ongoing support and advised that they are looking forward to supporting PHA in promoting the Grains Farm Biosecurity Program.

**AGENDA ITEM 5.0 CLOSE OF MEETING**

The Chairperson took the opportunity to thank Members for their attendance and there being no further business, the meeting closed at 2:13pm.

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Mr Steve McCutcheon Date

