

Notice of Annual General Meeting

Notice is given that the 23rd Annual General Meeting of Plant Health Australia Limited (PHA) will be held as a Hybrid Meeting on Tuesday 28 November 2023 at East Hotel, 69 Canberra Ave, Kingston ACT 2604, commencing at 1:45 pm.

- 1:45 pm 1.0 Chair's Welcome**
Mr Steve McCutcheon, Chair, Plant Health Australia (PHA)
- 2.0 Ordinary Business**
- 2.1 Administrative arrangements
 - 2.2 Apologies
 - 2.3 Minutes of PHA 22nd General Meeting held on 31 May 2023
 - 2.4 Chair's address
 - 2.5 To receive the Directors' Report, Financial Statements and Independent Audit Report for the financial year ended 30 June 2023
 - 2.6 Appointment of Directors (Ordinary Resolution)
 - 2.7 Directors' Remuneration (Ordinary Resolution)
- 2:25 pm 3.0 For information**
- 3.1 Presentation on performance related to the 2023/2024 Annual Operational Plan and Preliminary discussion on preparation of the 2024/2025 Annual Operational Plan
- 4.0 Other Business**
- 2:45 pm 5.0 Close of Annual 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.

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 two or more votes may appoint two (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.

Brendan Egan
Company Secretary
7 November 2023

1.0 CHAIR'S WELCOME

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

2.0 ORDINARY BUSINESS

2.1 Administrative arrangements

Members are encouraged to consult the PHA Constitution for information relating to any of the topics that follow. Refer to Appendix (a) for Constitutional Clauses.

Quorum

The Company Secretary is to advise the Chair 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 Chair 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 can be found in Appendix (a).

Returning Officer

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.

2.2 Apologies

To be noted by the Chair 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 22nd General Meeting held on 31 May 2023

The minutes of the General Meeting are provided as Appendix (b) of this document. The Chair will sign the minutes subject to any amendments being requested and agreed.

2.4 Chair's Address

Mr Steve McCutcheon, Chair of PHA, will address the meeting providing a contextual overview of PHA operations and critical developments. The Chair'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 2023

A copy of the 2023 Plant Health Australia Annual Report is available on the company's website www.planthealthaustralia.com.au.

The Chair 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 (Bentleys ACT Pty Ltd) concerning the Annual Report.

The operating deficit for the year ended 30 June 2023 was \$43,191 (2022: \$20,881 deficit). The operating deficit was an improvement on the budgeted deficit of \$80,389 approved by members for 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 Appointment of Directors (Ordinary Resolution)

Mr Steve McCutcheon, Chair of PHA, will address the meeting relating to the appointment of Directors'. The Board Selection Committee unanimously agreed to recommend the following four (4) persons to fill vacant full-term positions on the Board of PHA. Prospective Directors biographies can be found in Appendix (c).

Resolution 2.6(a)	THAT Ms Roslyn Baker be appointed to the position of Director of the Company for a full-term of four years
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Resolution 2.6(b)	THAT Mr Jolyon Burnett be appointed to the position of Director of the Company for a full-term of four years
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Resolution 2.6(c)	THAT Dr Ron Glanville be appointed to the position of Director of the Company for a full-term of four years
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Resolution 2.6(d)	THAT Ms Kathy Kelly be appointed to the position of Director of the Company for a full-term of four years
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BACKGROUND

A company can appoint a director by resolution at a general meeting (s 201G).

Under the provisions of the PHA Constitution, the terms of Mr Steve McCutcheon, Dr Joanne Daly, Mr Robert Prince, and Ms Kathy Kelly expire at this Annual General Meeting (AGM). Neither Mr Steve McCutcheon, Dr Joanne Daly, or Mr Robert Prince sought re-election to the Board.

A Selection Committee was established to consider all applications and make recommendations to Members at this AGM.

Government and Industry Members respectively nominated two Members of the Board Selection Committee each. The Board Selection Committee appointed by the PHA Board is:

- Mr Kim Halbert (PHA Deputy Chair and Chair of the Selection Committee)
- Dr Katherine Clift (Government Member nominee)
- Ms. Peta Lane (Government Member nominee)
- Mr Bill Magee (Industry Member nominee)
- Mr John Tyas (Industry Member nominee).

Rimfire Resources were engaged by the Board to manage the board selection process and to recommend candidates to the Board Selection Committee for interviewing.

Advertisements were placed in the national press calling for applications for four full-term (4-year) positions.

Advertisements were also placed on various relevant websites.

Resignation of Professor Simon McKirdy

In August 2023 Professor Simon McKirdy tendered his resignation from the PHA Board effective 1 September 2023. Following Professor McKirdy's resignation, PHA enacted Clause 27 of the Plant Health Australia Limited Constitution.

Appointment of Dr Jeremy Burdon as a Director of Plant Health Australia

In September 2023 the PHA Board resolved that Dr Jeremy Burdon be appointed as a Director of Plant Health Australia Limited in accordance with Clause 27 of the Constitution of Plant Health Australia Limited, with effect from the 23rd Annual General Meeting (AGM), to be held on 28 November 2023, for the period up to the 25th AGM, November 2025. Dr Burdon's biography can be found in Appendix (c).

2.7 Directors' Remuneration (Ordinary Resolution)

2.7(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 2023.
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Clause 46 of the PHA Constitution, Directors' Remuneration, states:

The remuneration of the Directors, including the Chair, 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 Fees, taking CPI movements into account, to the Annual General Meeting each year.

Directors' Fees were last increased by 3.5% at the 22nd Annual General Meeting held in November 2022.

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 Bureau of Statistics advises that over the twelve months to the June 2023 quarter, the CPI rose 6.0%.

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 2023/2024 Annual Operational Plan and Preliminary discussion on preparation of the 2024/2025 Annual Operational Plan

Plant Health Australia's CEO, Ms Sarah Corcoran, will provide an update on performance this year to date and on preparation of the 2024/25 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, Chair of PHA, will close the meeting.

Constitutional Clauses	
<i>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.</i>	
78 Quorum	
78.1 Number	<i>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.</i>
82 Members' Representative	
82.1 Appointment	<i>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:</i> <ul style="list-style-type: none"> <i>a) at general meetings;</i> <i>b) at meetings of creditors or debenture holders; and</i> <i>c) relating to resolutions to be passed without meetings.</i> <i>The appointment may be a standing one.</i>
82.6	Member to notify change <i>Each Member must promptly notify the secretary in writing of any change to its Representative.</i>
83	Representative of Government Members <i>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.</i>
85 How voting is carried out	
85A Appointing a Proxy	<i>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).</i>
85.3 Exercise of Member's vote	<i>The vote of a Member may be exercised by the Representative of that Member, by attorney, or by proxy in accordance with the Act.</i>
86 Number of votes	<i>At any general meeting:</i> <ul style="list-style-type: none"> <i>b) 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.</i>
87 How a resolution is passed	
87.1 Majority of votes cast	<i>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.</i>
87.2 Additional requirements for poll	<ul style="list-style-type: none"> <i>a) at least 60% of the votes of Government Members casting a vote on the resolution must be in favour of the resolution; and</i> <i>b) at least 60% of the votes of Plant Industry Members casting a vote on the resolution must be in favour of the resolution.</i>

88 When and how polls must be taken	
88.1 May be demanded on any resolution	<i>A poll may be demanded on any resolution at a general meeting whether or not a show of hands on the resolution has occurred.</i>
88.2 May be demanded by Member or chair	<i>A poll may be demanded by:</i> <ul style="list-style-type: none"> <i>a) any Member (or a Member's Representative, attorney, or proxy) entitled to vote on the resolution; or</i> <i>b) the chair of the meeting.</i>

22nd General Meeting of Plant Health Australia Limited

Held as a Hybrid Meeting on Wednesday 31 May 2023

Rydges Sydney Central, 28 Albion St, Surry Hills NSW 2010, commencing at 1:45 pm

Attendees

Government Members

ACT Government	Mr Bren Burkevics
ACT Government	Mr Bruce Hancocks
Department of Agriculture and Fisheries QLD	Ms Rachel Chay
Department of Agriculture and Fisheries QLD	Ms Susan Porchun
Department of Agriculture Fisheries and Forestry	Mr Bertie Hennecke
Department of Agriculture Fisheries and Forestry	Ms Debbie Hoad
Department of Agriculture Fisheries and Forestry	Mr Chris Ipkendanz
Department of Agriculture Fisheries and Forestry	Mr Brendon Reading
Department of Agriculture Fisheries and Forestry	Dr Gabrielle Vivian-Smith
Department of Jobs, Precincts and Regions VIC	Dr Rosa Crnov
Department of Jobs, Precincts and Regions VIC	Dr Stephen Dibley
Department of Primary Industries and Regional Development WA	Ms Mia Carbon
Department of Primary Industries and Regional Development WA	Dr Vincent Lanoiselet
Department of Primary Industries and Regional Development WA	Mr Nathan Rhodes
Department of Primary Industries and Regions, SA	Mr Nick Seacomb
Department of Primary Industries, Parks, Water & Environment, TAS	Mr Peter Cross
Northern Territory Government	Ms Lorraine Corowa
NSW Department of Primary Industries	Dr Satendra Kumar

Industry Members

Almond Board of Australia Inc	Ms Deidre Jaensch
Australian Banana Growers Council	Ms Michelle McKinlay
Australian Banana Growers Council	Dr Rosie Godwin
Australian Forest Products Association	Mr Paco Tovar
Australian Grape and Wine Incorporated	Ms Anna Hooper
Australian Honey Bee Industry Council	Mr Danny LeFeuvre
Australian Honey Bee Industry Council	Mr Stephen Targett
Australian Mango Industry Association	Mr Brett Kelly
Australian Melon Association	Ms Joanna Embry
Australian Melon Association	Mr Jonathan Davey
Australian Olive Association	Mr Michael Southan
Australian Processing Tomato Research Council	Mr Matthew Stewart
Australian Sweetpotato Growers Inc	Mr Craig Henderson
Australian Sweetpotato Growers Inc	Mr Peter Long
Australian Table Grape Association	Mr Jeff Scott
Australian Table Grape Association	Dr Jenny Treeby
Australian Tea Tree Growers' Association	Ms Lauren Hamilton
Australian Truffle Growers	Mr Paul Robinson
AUSVEG Ltd	Ms Rosalie Daniel
AUSVEG Ltd	Ms Zameen Hassan
Avocados Australia	Mr John Tyas
Berries Australia	Ms Rachel Mackenzie
CANEGROWERS	Ms Elisa Westmore

Chestnuts Australia Incorporated, Hazelnut Growers of Australia Ltd, Pistachio Growers Association Incorporated, Summerfruit Australia Limited	Mr Trevor Ranford
Citrus Australia	Mr Nathan Hancock
Grain Producers Australia	Mr Collin Bettles
Grain Producers Australia	Mr Barry Large
Greenlife Industries Australia	Mr John McDonald
Passionfruit Australia Incorporated	Ms Wendy Morris
Victorian Strawberry Growers	Ms Angela Atkinson
Associate Members	
Grains Research & Development Corporation	Dr Ken Young
Horticulture Innovation Australia	Dr Greg Chandler
Protected Cropping Australia	Mr Sam Turner
Sugar Research Australia Limited	Mr Stephen Mudge
PHA Directors	
PHA Director	Dr Joanne Daly
PHA Director	Mr Kim Halbert
PHA Director	Ms Kathy Kelly
PHA Chair	Mr Steve McCutcheon
PHA Director	Ms Susan Petrellis
PHA Director	Mr Doug Phillips
PHA Director	Mr Robert Prince
PHA Staff	
Manager, EPPRD	Dr Felicity Andriunas
Chief Operating Officer	Ms Jessica Arnold
Project Officer, EPPRD	Ms Carolyn Blomley
Chief Executive Officer	Ms Sarah Corcoran
Management Accountant	Ms Somania Dahal
Administrative Coordinator	Ms Angela Ditton
General Manager, Emergency Response	Dr Susanna Driessen
Project Officer, Preparedness and RD&E	Mr Gavin Edwards
Marketing and Communication Specialist	Ms Mandy Jarvis
National Manager, Preparedness and RD&E	Mr Stuart Kearns
Chief Financial Officer & Company Secretary	Mr Michael Milne
Project Officer, Biosecurity Planning and Implementation	Ms Rebecca Powderly
Manager, Bee Biosecurity & Surveillance	Dr Jenny Shanks
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

1.0 Chair's Welcome

The Chair, Mr Steve McCutcheon, formally declared the 22nd General Meeting of Plant Health Australia (PHA) Limited open at 1:45pm and extended a warm welcome to Members, the PHA Board and PHA staff.

2.0 Ordinary Business

2.1 Administrative arrangements

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

The Chair:

- noted that notice of this meeting had been given to Members in accordance with requirements of the *Corporations Act 2001*
- 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 give Members the opportunity 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.

2.2 Apologies

The following apologies were received:

Government Members	
Department of Agriculture and Fisheries Queensland	Ms Marni Manning
Department of Natural Resources & Environment, Tasmania	Mr Andrew Bishop
Industry Members	
Australian Banana Growers' Council Inc.	Ms Leanne Erakovic
Australian Grape and Wine Incorporated	Mr Lee McLean
Australian Lychee Growers Association	Ms Jill Houser
Australian Macadamia Society Ltd	Ms Clare Hamilton-Bate
Cotton Australia Ltd	Mr Adam Kay
Dried Fruits Australia Inc.	Mr Thomas Cheung
Dried Fruits Australia Inc.	Mr Mark King
Greenlife Industry Australia	Ms Joanna Cave
Growcom Fruit	Ms Rachel Chambers
Passionfruit Australia Incorporated	Mr Dennis Chant
Associate Members	
Wine Australia	Mr Craig Elliott

2.3 Minutes of 22nd Annual General Meeting held on 29 November 2022

The Chair advised that the Minutes of the 22nd Annual General Meeting held on 29 November 2022 were provided in the meeting papers and Members were asked to raise any comments or amendments regarding these minutes.

The Minutes were approved without amendment.

2.4 Chair's Address (verbatim copy)

Welcome everyone both online and in the room with me, to the 22nd hybrid General Meeting of Plant Health Australia.

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

On the agenda for today is the 2022/23 Year to Date Performance Report, the 2023/24 Annual Operational Plan and the 2023/24 Member subscriptions for ordinary resolution.

As an integral part of the Australian plant biosecurity system, PHA is cognisant of the mounting challenges and pressures felt by all stakeholders and the need for system transformation to maintain our world-class biosecurity system. The \$1 billion biosecurity funding announced as part of the Federal Budget and the move towards a sustainable biosecurity funding model is welcome however, there is still much unknown about the proposed new Biosecurity protection levy. PHA will endeavour to actively engage with the Australian Government to understand the new levy and how it will be used to strengthen the biosecurity system.

As an organisation we are aware of the need to adapt and focus our activities in the areas we can maximise our impact and deliver the best value to our Member base.

The 2023/24 Annual Operational Plan (AOP) presents PHA's key activities and targets for the next financial year to support PHA's vision of being a valued leader of a strong, integrated plant biosecurity system. The portfolio of work to be undertaken in the next 12 months is categorised under each of our three strategic priorities; Respond effectively, Strengthen Partnerships and Enhance integration. Most of you would have seen the draft AOP at the March webinar and received an electronic copy after the webinar. Thank you to those Members who provided feedback during the consultation period. This feedback was incorporated in the revised AOP distributed with the meeting papers earlier this month.

For the coming year, subject to a Member vote, PHA subscriptions will increase by 3.5%. This means that core funding through subscriptions from our government, industry and associate Members will be \$2.849 million. PHA also expects to receive \$11.095 in non-subscription project funding which not only aligns with and supports our Strategic Plan but allows PHA to have surge capacity and capability when needed. A breakdown of these figures is given in the AOP.

In addition, the Board is evaluating the additional capacity required over and above PHA's role under the Emergency Plant Pest Deed, as custodian of the Deed and in excess of normal commitments, to ensure that as an organisation we can continue to not only support our Members' needs but ensure

the level of support matches our Members' expectations. We look forward to hearing more about this in the 37th Signatories Meeting scheduled for tomorrow morning and to unpacking the level of support required in order to develop an equitable and sustainable solution.

Finally, I would like to thank the PHA team for arranging the Plant Industry Forum, General Meeting and Members Forum and for preparing an AOP that continues to maximise Member benefits but also focuses on strengthening the plant biosecurity system for the benefit of the economy, environment and community.

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.

2.5 Decide on membership application received from the Australian Seed Potato Industry Certification Authority (AuSPICA)

The Australian Seed Potato Industry Certification Authority (AuSPICA) applied for Associate membership of PHA by way of a formal letter dated 12 April 2023.

Written notice (Directors' Notice) was sent to all Members on 14 April 2023.

Mr Jonathan Eccles (AuSPICA Director) and Dr Nigel Crump (General Manager and Principal Scientist, AuSPICA) were welcomed to the meeting.

Dr Crump provided a presentation to support AuSPICA's application for Associate membership.

Dr Crump spoke to the 84-year history of the organisation, its certification services in Victoria, South Australia and NSW, and its affiliation with the United Nations and trade/industry partnerships. Dr Crump also outlined their certification process and investment in pest and disease surveillance, and in biosecurity training.

The Chair then provided an opportunity to ask questions of AuSPICA.

- The representatives for AUSVEG and Grain Producers Australia queried the necessity of AuSPICA's membership on the basis of AUSPestCheck® access and raised concerns about issues of duplication with AUSVEG in coordinated and effective response.
- The representative for Berries Australia and Mr Robert Prince queried the overall purpose of and process for application to Associate membership, to which the Company Secretary responded with constitutional membership definitions.
- Dr Crump responded to concerns raised, reiterated the reasons for AuSPICA's application and welcomed a vote.

The Chair called the vote.

Vote of 29 in favour, 115 against.

The following resolution was **REJECTED**:

Resolution 2.5(a)	THAT the Australian Seed Potato Industry Certification Authority (AuSPICA) be approved as an Associate member of Plant Health Australia Limited effective from today.
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2.6 2023/24 Member Subscriptions (Ordinary Resolution)

The annual membership subscription was last increased by 3.5% at the May 2022 General Meeting for the 2022/23 financial year to \$910,800 for each membership category.

The PHA Board advised that an increase in member subscriptions is necessary to support and ensure the ongoing delivery of high-level support to members. Increases in costs 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 2023/24 year.

Members were advised at the November 2022 Annual General Meeting and the March 2023 AOP webinar that an increase in subscriptions could be expected for 2023/24.

PHA management have reviewed the cost structure of the organisation and believe that the increase can be kept below the increase in the annual Consumer Price Index (CPI). Annual CPI inflation rose 7.0% through the year to March 2023. The Australian Wage Price Index (WPI) rose 3.3% for the year to December 2022.

The recommended increase in Member subscriptions of 3.5% will maintain reserves at a level between the minimum and maximum levels under the PHA Reserves Policy.

The method of calculating individual Member annual subscriptions using Local Value of Production (LVP) figures is contained in the PHA Constitution which is available on the PHA website.

Unfortunately, a reduced set of LVP statistics is available for the 2021/22 year from the ABS. PHA management is working with Plant Industries to estimate relevant LVP levels for thirty-three of those industries. Therefore, the individual split of annual subscriptions was not currently available but will be shared with members as soon as possible.

In accordance with Clause 15.2 of the PHA Constitution, members are asked to approve the Annual Subscriptions for each member category for each financial year.

There were no comments from members prior to the vote.

Vote of 302 in favour, 3 against.

The following resolution was **CARRIED**:

Resolution	THAT PHA Members approve the 2023/2024 Annual Membership Subscription as being:	
2.7(a)	<ul style="list-style-type: none"> • Annual Subscription payable by the Australian Government \$942,700 • Total Annual Subscription payable by State/Territory Members \$942,700 • Total Annual Subscription payable by Plant Industry Members \$942,700 	

3.0 For information

3.1 2022/23 Year to Date Performance Report

The Chair invited CEO, Ms Sarah Corcoran to address the meeting and speak to items 3.1 and 3.2. The CEO provided a report on PHA's operational environment and governance, company financials, member subscriptions and levies, recent highlights and achievements, and detailed subscription-funded and non-subscription funded projects.

The CEO described the process by which the AOP was assembled, and reviewed the purpose of PHA, presenting the governance and reporting structure of PHA. The CEO highlighted the need for agility and sustainability in PHA and the responsibility of the Board and CEO to members, especially the CEO's role as a leader of member consultation and meeting strategic priorities in line with plans.

The CEO made explained the AOP is essential to meeting longer-term strategic goals and noted a number of contemporary threats to biosecurity in Australia with increasing trade volumes.

The CEO noted the 2022/23 Mid-Year Performance Report which summarises PHA's achievements in relation to strategic goals. Highlights since the Mid-year Performance Report include:

Strategic Priority 1 Respond effectively:

- 16 cropping sectors now have an Owner Reimbursement Costs (ORC) Evidence Framework in place. A further six were progressed with industry this year and should be finalised during early 2023/24
- Planning for the review of the CIE guidelines for ORCs is underway, with signatories to discuss the terms at tomorrow's Emergency Plant Pest Response Deed (EPPRD) meeting
- PHA continued to progress the Normal Commitments review, which is critical to the Deed arrangements and will continue into the next financial year. This review has commenced and will be discussed in more detail with signatories tomorrow
 - PHA delivered a fully revised industry liaison training program in February 2023, and this program is being rolled out nationally
 - Increased incursion management, with three new response plans adopted (*Varroa destructor*, polyphagous shot hole borer and Banana freckle), all requiring significant input and expertise from PHA staff.

Strategic Priority 2, Strengthen partnerships:

- The first stage of consultation towards developing a roadmap for a Nationally Integrated Surveillance System for Plant Pests has been finalised
- Bee Pest Blitz - PHA worked closely with the Australian Honey Bee Industry Council (AHBIC) and all state and territory governments to deliver the first national Bee Pest Blitz campaign in April 2023
- National Action Plan for Pests of Timber and Trees – Nine workshops between February and April delivered with key timber and tree stakeholders, with more than 70 attendees at the workshops from over 45 organisations. Information from these workshops is being used to develop a draft plan to form the basis of further engagement with stakeholders in the second half of 2023
- Fruit Fly - PHA continues to deliver the National Fruit Fly Council (NFFC) to provide a unique and long-term solution to the strategic and national coordination of fruit fly management in Australia
- From our preparedness team, five reference panel and 3 implementation group meetings have been held with industry stakeholders and technical experts for the avocado, citrus, cotton, ginger, mushroom, production nursery, rice, and viticulture industries.

Strategic Priority 3, Enhance integration:

- AUSPestCheck® Future Directions workshop held in Canberra, March 2023, with participants from government and industry providing their input on the system.
- Working with the Department of Agriculture Fisheries and Forestry (DAFF) and AHA on a refreshed approach to the animal health trial of AUSPestCheck®. The focus over the next 12 months is to deliver system enhancements to meet animal health reporting requirements and establish operational and governance frameworks.
- Networks – The Plant Surveillance Network Australasia Pacific (PSNAP) and the Nation Plant Biosecurity Diagnostics Network (NPBDN) membership continues to grow in size and has reached over 900 participants.

- Six national diagnostic protocols endorsed and published on the NPBDN website. A National Diagnostic Protocols (NDP) project plan was developed and submitted to the Subcommittee on Plant Health Diagnostics. There is now a total of 50 endorsed NDPs and 81 draft NDPs available.
- Three national surveillance protocols were also endorsed and published on the PSNAP website with a further six undergoing technical review.

Operational Priorities 1 & 2

- PHA levy collections are at an all-time high and PHA is currently working with various plant industry members on biosecurity projects that will be funded from their PHA levy to continue to meet their priorities to strengthen their industries.
- Commenced refresh of the PHA website to provide an improved user journey and ensure comprehensive online resources that are searchable and easy to find.
- Communications have performed well, with the YTD Tendrils Newsletter subscriptions increasing by 16.5%, triple the yearly target.

3.2 2023/24 Annual Operational Plan (AOP)

The CEO reviewed the content of the 2023/24 AOP as follows, in line with the PHA Strategic Plan 2022-27 and the PHA Strategic and Operational Priorities.

Financials and Member Subscriptions

- PHA's forecast deficit of \$80,000 has been revised to a forecast annual deficit of \$40,000.
- This year the Board have recommended a 3.5% increase in annual membership subscriptions.
- Industry project funding is largely through the PHA statutory levy which is estimated to make up 82% of the \$5.9 million receivable in 2023/24.
- There are currently 23 industries with a PHA levy used to fund additional biosecurity preparedness activities and 29 industries with an EPPR levy: 20 of which currently have the levy set to zero.
- The PHA levy has collected more funding this year than at the same time in previous years and we anticipate PHA levy collections to remain strong throughout the 2023/24 year.

Strategic Priority 1: Respond effectively

Of the \$1.27M budgeted for this Strategic Priority, 91% (\$1.15m) will be funded from member subscriptions. This represents 45% of the total member subscriptions received for the year, and includes:

- Delivering four Industry Liaison workshops in four jurisdictions to support higher levels of response readiness and collaboration between industry and government.
- Review the cost sharing principles as they relate to the Categories under the Deed, drawing on insights from recent (and prior) responses.
- Deliver on priority outcomes from the 2020 review of the EPPRD, addressing policy and operational matters relating to ORCs, Normal Commitments, and national arrangements.
- Support all signatories in implementing the Deed in response, and socialise learnings from implementation, including finalising and reporting on debriefs undertaken for *Varroa destructor*, polyphagous shot hole borer and hosting the annual debriefing forum.
- The e-learning portfolio continues to expand with both subscription and project funded courses being developed including the following topics:
 - Industry liaison
 - Financial management (course content developed)

Non-subscription projects under Strategic Priority are also being implemented:

- Simulation exercises, including developing and planning a joint AgVIC/Industry Liaison functional exercise for early August
- 2 exercises supporting the Avocado industry as part of their Industry Biosecurity Strategy 2022-2026 project, focusing in on ORCs, industry liaison and decision making
- Development of a National Biosecurity eLearning training hub (funded by QLD, NSW & DAFF) to support collation, awareness and access to biosecurity related eLearning courses across government and industry
- The resource toolkit framework to support signatories extension on awareness of Australia's national arrangements has been finalised in the last couple of months and will be rolled out with the support of our communications team in 2023/24, with a new focus topic each quarter.

Strategic Priority 2: Strengthen partnerships

Of the \$8,4M expected to be spent on this Strategic Priority, 9% (\$729,858) will be funded from member subscriptions. This represents 26% of the total member subscriptions received for the year. Proposed activities include:

- Develop and deliver the third Australian Biosecurity Symposium.
- Supporting the Australian National University Australian Research Council Training Centre in Biosecurity.
- Attend and participate in national committees and working groups to provide strategic and expert advice on plant biosecurity issues.
- Support the Plant Industry Forum and Plant Industries Biosecurity Committees.
- Develop and distribute articles for the Farm Biosecurity newsletter and industry publications.
- Collaborate with jurisdictions on behavioural change research.

Non-subscription projects of strategic importance for PHA under Strategic Priority 2 include:

- Commencing the review of the Biosecurity Planning process and outputs to support continuous improvement.
- The National Forest Pest Surveillance Program which is managed and delivered under the Collaboration Agreement involving PHA, Commonwealth, State and Territories, industry, Invasive Species Council and the NRM Regions Australia to survey for forest pests at high risk sites.
- The National Bee Pest Surveillance Program continues to be delivered supporting the National Varroa Mite (*Varroa destructor*) Response Plan. We have been exploring future sustainable funding for this project which will cease at the end of 2024 and will use other the successful Collaboration models such as the Agreement for Forest Pest Surveillance as a potential basis for future phases of the program.
- Delivering the national Bee Pest Blitz campaign to increase awareness of bee biosecurity.
- The improvement of engagement, awareness and participation of governments, industries and communities in the Australian fruit fly system, plan and deliver workshops/symposia to engage on key issues of concern, report R&D outputs, tackle discussions on emerging issues and risks, and support the NFFC.

Strategic Priority 3 Enhance integration

This Strategic Priority will be funded entirely by non-subscription income to the expected value of \$3,2M. Projects that are not funded by subscriptions but are critical to an agile biosecurity sector that align to this priority include:

- Developing AUSPestCheck® technology to provide a platform that is a national repository and provider of animal biosecurity surveillance data. Including working with members to develop AUSPestCheck® Programs to build surveillance capacity through collation, visualisation and sharing of data
- Provide training and facilitate API (Application Programming Interface) connections to increase the amount of data available within the Australian Plant Pest Database (APPD)
- Facilitate new library creation and species uploads to the Pest and Disease Image Library (PaDIL) to increase its value as an accessible national repository of plant biosecurity diagnostic data
- Develop sustainable funding and implement operational outcomes for key biosecurity websites, such as the biosecurity portals and Plant Health Sub Committee Portals that ensure maintenance of corporate knowledge through continual access, service and security for members.

Operational Priority 1: Improve governance and administration

This Operational Priority is funded entirely from member subscriptions and includes the work programs and enabling services required to keep the company operational and PHA staff focused on their projects. It encompasses our corporate, legislative and compliance responsibilities and the requirements needed to maintain the business. Projects of priority for the coming year include:

- Maintaining regulatory compliance, and our internal governance under the PHA Constitution
- Harmonising the internal enabling services to ensure that PHA practices are clear, efficient, and in line with best practice
- Implement actions in PHA's Learning Strategy, including improved staff sentiment in the employee engagement survey
- Working on employment pathways with increased intern programs, promoting plant biosecurity at career fairs and our employee value proposition.

This investment equates to 18% of the total member subscriptions received for the year.

Operational Priority 2: Enhance communication & engagement

This Operational Priority is funded entirely from member subscriptions and equates to 15% of the total member subscriptions received for the year. The top five activities include.

- Implementation of the Communications and Engagement plan which incorporates: a monthly newsletter, proactive and reactive Media, content generation for articles, and social media
- Corporate reporting and publications such as the AOP and this webinar
- Implementation of our internal communications strategy
- Improving the member onboarding process
- Developing a member training strategy and program.

In closing the CEO thanked the PHA team and the members for their attendance.

4.0 Other Business

The Chair called for other items of business.

AUSPestCheck® & Associate membership

- Discussion on AUSPestCheck® and membership access of the database continued.
- The CEO provided an overview of the history and funding arrangement of database and clarified only members (including peak industry bodies governments and Associates) of PHA have access to AUSPestCheck®
- Discussion moved to seek clarification around the scope of PHA Associate membership.
- The CEO defined membership definitions in the PHA Constitution, and highlighted PHA's role as a facilitator of applications where the members review and assess the merit of the applications.
- The CEO flagged that constitutional amendment is possible to alter membership categories but can be a labour-intensive process and would require voting from members.

5.0 Close of Meeting

The Chair thanked members for their attendance and closed the meeting at TIME (2h02m).

_____ ____/____/____
Mr Steve McCutcheon Date

BIOGRAPHIES

Ms. Roslyn Baker

Being born and raised in regional Queensland, Roslyn is a passionate advocate for developing regional economies and has worked as senior executive and non-executive director in support of regional communities for more than 15 years.

She is an experienced non-executive director and Chief Executive Officer with substantial knowledge of contemporary governance and strategy issues impacting agricultural innovation, regional economic development, skills and training, and disability services.

Roslyn has served as a non-executive director on various boards including as an appointed committee member for Regional Development Australia (Townsville and Northwest) and as a non-executive director of Cootharinga (an iconic disabilities services organisation). She has extensive executive director experience including as chair of Ergon Retail's Energy Risk Management Committee and Ergon's telecommunications business (Nexium Communications).

In addition to her non-executive director experience, Roslyn has enjoyed a successful executive career with more than fifteen years' experience leading government (Local, State, and Commonwealth) government funded/ owned corporations, including levy-funded organisations. Roslyn's roles have included General Manager Customer Delivery with Sydney Water, Chief Operating Officer for Energy Queensland, Chief Executive Officer for Gladstone Regional Council, Interim Chief Executive for Ergon Energy, Executive General Manager Customer Service and Retail for Ergon Energy, and inaugural Chief Executive of Tec-NQ (formally the Australian Technical College North Queensland).

Her most recent experience has been gained in the agricultural research and innovation sector as Chief Executive Officer for Sugar Research Australia (SRA). Roslyn's experience at SRA provided her with a detailed understanding of the plant biosecurity policy environment and the need for national coordination of plant biosecurity activities, data, and intelligence. During her time with SRA Roslyn developed a keen awareness of the importance of research and technology as a means of uncovering new ways to understand, monitor, detect and manage plant biosecurity threats, together with the importance of international, cross-sectoral and industry partnerships and intelligence sharing to effectively manage risks.

In addition to her board director and executive experience, Roslyn holds formal qualifications in Commerce and has a Bachelor of Commerce - Accounting, a Master of Business Administration (MBA), a Diploma Financial Markets, and is a Graduate of the Australian Institute of Company Directors (GAICD), and a Certified Practising Accountant (CPA).

Mr Jolyon Burnett

Non-executive director

Horticultural industry leader, Agricultural and environmental science professional

Jolyon has a 40 year career in industry leadership, association management, agriculture, environmental science and as a non-executive director and board chair.

Jolyon is currently Chair of the National Farmers Federation Horticulture Council, the peak body for

horticulture in Australia. He is a Board Member of the North Coast Local Land Services, the NSW government agency charged with natural resource management in the north coast. He has served on boards and represented horticulture at local, national and international level for both government and industry. These include the Australian Nut Industry Council, the International Nut and Dried Fruits Council, Horticulture Australia Council and NSW Business North Coast Regional Advisory Council.

Jolyon has led the Australian macadamia, irrigation and nursery & garden industries as CEO of the national bodies. He has managed multi-million dollar research and development programs and overseen the global marketing of Australian macadamias, one of the most iconic food exports. He has been involved in the development of a number of national programs including National Tree Day and Smart Approved WaterMark.

Through PHA he has been involved in numerous exotic pest and disease responses including myrtle rust, chestnut blight, red fire ant and varroa mite.

Jolyon has degrees in Agricultural Science, Environmental Science and is a graduate of the Australian Institute of Company Directors Diploma course.

He lives at Eltham with his wife Annie on a small holding with 2 cats, 10 chickens and numerous poorly grown fruit and nut trees.

Dr Ron Glanville

Dr Ron Glanville has had a 46-year career working in biosecurity in Australia, including the positions of Chief Biosecurity Officer and Chief Veterinary Officer for Queensland. His government career highlights included establishment of Biosecurity Queensland as an integrated biosecurity agency, leadership roles in over 30 biosecurity emergency responses; and key roles in a range of other state and national programs.

Since 2011 he has established a successful consultancy business in biosecurity. Plant biosecurity related projects conducted include efficiency advocate reviews of the Giant Pine Scale response in Victoria and South Australia, Exotic Fruit Flies in Torres Strait (twice), and Red Witchweed in Queensland; writing the initial response plan for the Panama disease outbreak in bananas in Queensland; a feasibility study into enhanced management of black Sigatoka with a view to eradication in Torres Strait; and industry consultation to assist development of a nationally integrated plant pest surveillance program in Australia.

Ron was awarded the David Banks Biosecurity Lifetime achievement award in 2020. The catalyst for this nomination was his work since 2016 to improve biosecurity systems in Torres Strait and Northern Peninsula Area. This included development of the Biosecurity Strategy for the region, with a focus of making biosecurity more meaningful for indigenous communities.

Ms. Kathy Kelly

Kathy Kelly is a Chartered Accountant with over thirty years of board level experience across the public, commercial and not for profit sectors. She holds a Bachelor of Economics and is a Registered Company Auditor. She is a Graduate Member of the Australian Institute of Company Directors and a Fellow of the Institute of Chartered Accountants in Australia and New Zealand.

Kathy is also a director of the Mulloon Institute Limited and a director and member of the Finance Audit and Risk Committee of Landcare NSW Limited.

From 1989–2019 she was a Director at Boyce Chartered Accountants, the largest regional accounting firm in Australia. Based in Cooma NSW, she managed the office and provided specialist tax and audit services to agribusinesses and business advisory services.

Kathy has developed an understanding of the agriculture sector and the risks and issues facing boards and has deep and practical knowledge of the accounting and tax issues in agricultural and related agribusiness entities.

Direct experience in agriculture includes cotton, wheat and cereal crops, both irrigated and dryland; sugar; viticulture; almonds, apple, stone fruit and citrus trees; cattle and sheep grazing, poultry meat and eggs; forestry; grain marketing and water licence leasing.

Kathy has had various appointments including advising the Australian Government on the industry impacts of legislation and 'red tape' in small business and was on the Advisory Committee to the Minister for Small Business and R&D Tax Incentives.

Dr Jeremy Burdon

Jeremy Burdon has extensive experience as a Non-Executive Director and international reputation as a scientist, research manager and strategic planner. His broad interests across all plant-based agricultural industries developed through a previous role as Chief, Division of Plant Industry, CSIRO (2003-12). Subsequently those interests were further developed through serving on the Board of Trustees of Bioversity International (2009-15), on the Board of the Grains Research & Development Corporation (2011-17), as Chair of the Australian Academy of Science's National Committee for Agriculture, Fisheries & Food (2015-17), and on the Boards of the Cotton Research & Development Corporation (2017-20) and Sugar Research Australia (2019-22). Currently Jeremy is a Non-Executive Director of the Australian Pesticides & Veterinary Medicines Authority (2022-present); and a special advisor to the Australian Plant Phenomics Facility.

To his role as a non-executive director, Jeremy brings extensive practical knowledge of Australia's R&D chain and international linkages, extensive strategy and business management development skills, a deep understanding of the complexities of plant pathogen associations in both agricultural and natural settings, and considerable experience in governance and compliance. He has been a member of the Australian Institute of Company Directors since 2004.

As an evolutionary biologist, Jeremy was elected to the fellowship of Australia's two leading science bodies (AAS; ATSE) and made a foreign fellow of the Royal Swedish Academy of Science. He has published extensively and has received numerous national and international science awards and recognition.