

Notice of General Meeting

Notice is given that the 20th General Meeting of Plant Health Australia Limited (PHA) will be held as a Hybrid Meeting on Monday 31 May 2021 at Rydges Sydney Central, 28 Albion St, Surry Hills NSW 2010, commencing at 1:30 pm.

Agenda

- 1:30 pm** **1.0** **Chairman's Welcome**
Mr Steve McCutcheon, Chairman, Plant Health Australia
- 2.0** **Ordinary Business**
- 2.1 Administrative arrangements
 - 2.2 Apologies
 - 2.3 Minutes of PHA 20th Annual General Meeting held on 17th November 2020
 - 2.4 Chairperson's address
 - 2.5 2020/21 Year to Date Performance Report
 - 2.6 2021/22 Annual Operational Plan
 - 2.7 2021/22 Member Subscriptions (Ordinary resolution)
- 2:15 pm** **3.0** **For information**
- 3.1 Board Selection Committee
- 4.0** **Other Business**
- 2:25 pm** **5.0** **Close of General Meeting**

The Hybrid Meeting will be a combination of a physical (face to face) meeting and a virtual meeting.

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

If it becomes impractical to meet face to face at the Sydney venue due COVID restrictions, we will revert to a virtual meeting being presented from Canberra on the same day and date (which is a public holiday in Canberra).

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 Meeting.**

By Order of the Board.

Michael Milne
Company Secretary
7th May 2021

1.0 CHAIRMAN'S WELCOME

Mr Steve McCutcheon, Chairman 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 Chairman 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 Chairman 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:

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.

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:

- a) at least 60% of the votes of Government Members casting a vote on the resolution must be in favour of the resolution; and*
- b) 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:

- a) 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:

- a) at general meetings;*
- b) at meetings of creditors or debenture holders; and*
- c) 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 Chairman 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 20th Annual General Meeting held on 17th November 2020

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

2.4 Chairman's Address

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

2.5 2020/21 Year to Date Performance Report

Forecasting is more difficult than usual at present due to the ongoing effects of the COVID-19 lockdown. Our budgets assumed that the effects of COVID19 would have ceased from September. The ongoing nature of COVID-19 social distancing has provided considerable savings in the areas of travel and meetings.

As a consequence of the cost savings we expect a surplus of \$147,000 for the 2020/21 financial year.

2.6 2021/22 Annual Operational Plan

The Purpose of this Agenda Item is to present PHA's Annual Operational Plan (AOP) to Members.

Clause 32 PHA Constitution states:

The directors must prepare an annual operational plan for the Company each year in consultation with the Members. The annual operational plan is to be made available to all Members.

Development of the AOP is guided by the strategies articulated in the 2016-21 PHA Strategic Plan.

The structure of the AOP consists of 7 key result areas, Partnerships, the EPPRD, Preparedness, Surveillance, Diagnostics, RD&E, Company Health.

The PHA Board and Management will continue to focus on expense management and our ability to attract non-subscription funded projects in order to provide complimentary benefits to the Company and to Members. PHA will continue to focus on attracting additional non-subscription funding in both the short term and longer term.

Following considerable Member consultation, the final 2021/2022 Annual Operational Plan will be distributed to Members prior to this meeting and PHA staff will provide a presentation on the AOP as part of this General Meeting.

It is expected that the PHA Board will approve the budget and AOP for the 2021-2022 financial year at Board Meeting 103 to be held on Wednesday 2nd June 2021.

2.7 2021/22 Member Subscriptions (Ordinary resolution)

Recommendation:

Resolution 2.7(a)

That PHA Members approve the 2021-2022 Annual Membership Subscription as being:

- | | |
|--|-----------|
| • Annual Subscription payable by the Australian Government | \$880,000 |
| • Total Annual Subscription payable by State/Territory Members | \$880,000 |
| • Total Annual Subscription payable by Plant Industry Members | \$880,000 |

Due to the adverse effect on Members of bush fires, drought and COVID-19, combined with financial savings achieved by PHA, your Board has decided that there will be no increase in Member subscriptions in 2021/22. Members were advised of this prospect at the March 2021 Webinar.

Although Member subscriptions will not increase, PHA management is confident of maintaining our level of reserves at a level between the minimum and maximum levels under the PHA Reserves Policy.

The Board intends to revert to the previously agreed policy of aligning subscriptions with movements in CPI following the 2021/22 year.

The method of calculating Member subscriptions using Local Value of Production (LVP) figures is contained in the PHA Constitution which is available on the PHA website. Alternatively, the Company Secretary can be contacted for additional information. Individual member subscriptions calculated in accordance with the PHA Constitution are presented in the Annual Operating Plan.

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

3.0 FOR INFORMATION

Mr Steve McCutcheon, Chairman of PHA, will address the meeting on Special Business.

3.1 Board Selection Committee

The terms of four existing directors expire at the November 2021 Annual General Meeting. The Chairman will update the meeting regarding the Board selection which will culminate in a vote by Members at the Annual General Meeting on 23 November 2021.

5.0 OTHER BUSINESS

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

6.0 CLOSE OF GENERAL MEETING

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

Minutes of 20th Annual General Meeting of Plant Health Australia Limited
Meeting held virtually on Tuesday 17 November 2020 commencing at 2:00pm

Present

Government Members

Department of Agriculture and Fisheries, Queensland
 Department of Agriculture, Water and Environment
 Department of Agriculture, Water and Environment
 Department of Agriculture, Water and Environment
 Department of Economic Development, Jobs, Transport and Resources
 Department of Economic Development, Jobs, Transport and Resources
 Department of Primary Industries and Regions, SA
 Department of Primary Industries, Parks, Water & Environment TAS
 NSW Department of Primary Industries

Plant Industry Members

Almond Board of Australia
 Apple and Pear Australia Ltd
 Apple and Pear Australia Ltd
 Australian Banana Growers Council
 Australian Banana Growers Council
 Australian Grape and Wine Incorporated
 Australian Grape and Wine Incorporated
 Australian Honey Bee Industry Council
 Australian Honey Bee Industry Council
 Australian Forest Products Association
 Australian Mango Industry Association
 Australian Olive Association
 Australian Sweetpotato Growers Inc
 Australian Walnut Industry Association
 AUSVEG Ltd
 AUSVEG Ltd
 Avocados Australia
 CANEGROWERS
 Canned Fruits Industry Council of Australia
 Citrus Australia
 Dried Fruits Australia Inc.
 Grain Producers Australia
 Greenlife Industry Australia
 GROWCOM
 Hazelnut Growers of Australia Ltd
 Pistachio Growers Association Incorporated
 Summerfruit Australia Limited
 Victorian Strawberry Growers

Associate Members

CSIRO
 Vinehealth Australia

PHA Board Members

PHA Chairman
 PHA Director
 PHA Director
 PHA Director
 PHA Director
 PHA Director
 PHA Director

Attendee

Mr Mike Ashton
 Dr Gabrielle Vivian-Smith
 Mr James McKeon
 Dr Jo Laduzko
 Dr Rosa Crnov
 Dr Stephen Dibley
 Dr Ross Meffin
 Mr Andrew Bishop
 Dr Satendra Kumar

Ms Deidre Jaensch
 Dr Rosalie Daniel
 Dr Kevin Clayton-Greene
 Dr Rosie Godwin
 Ms Michelle McKinlay
 Ms Anna Hooper
 Mr Tony Battaglione
 Ms Helen Goodall
 Mr Trevor Weatherhead
 Ms Natalie Heazlewood
 Mr Robert Gray
 Mr Greg Seymour
 Mr Craig Henderson
 Mr Trevor Ranford
 Ms Zarmeen Hassan
 Mr Callum Fletcher
 Mr John Tyas
 Mr Mick Quirk
 Mr Chris Pollard
 Mr Nathan Hancock
 Ms Jenny Treeby
 Mr Barry Large
 Mr Peter Vaughan
 Ms Janine Clark
 Mr Trevor Ranford
 Mr Trevor Ranford
 Mr Trevor Ranford
 Ms Angela Atkinson

Dr Andy Sheppard
 Ms Inca Lee

Mr Steve McCutcheon
 Ms Liz Alexander
 Dr Joanne Daly
 Mr Kim Halbert
 Dr Prue McMichael
 Mr Doug Phillips
 Mr Robert Prince

PHA Staff

Manager, EPPRD
 Project Officer
 Project Officer
 Project Officer
 Project Officer
 Manager, Biosecurity & Emergency Management Training
 Project Officer
 Administrative Coordinator
 General Manager, Emergency Preparedness and Response
 Manager, Northern Australia Industry Liaison
 Manager, Preparedness & RD&E
 Project Officer
 Project Officer
 Chief Financial Officer & Company Secretary
 Diagnostics and Surveillance Networks Coordinator
 Graphic Design
 Project Officer
 National Manager, Surveillance and Diagnostics
 Manager, Strategy
 General Manager – Risk Management
 Manager, AusPestCheck

Dr Felicity Andriunas
 Ms Lucy Aukett
 Dr Bosibori Bett
 Dr Daniela Carnovale
 Ms Sally Chesworth
 Mr Matthew Chifley
 Dr Kath Deboer
 Ms Angela Ditton
 Dr Susanna Driessen
 Mr Trevor Dunmall
 Mr Stuart Kearns
 Ms Emily Lamberton
 Dr Victoria Ludowici
 Mr Michael Milne
 Dr Natalie O'Donnell
 Ms Monica Shanahan
 Dr Jenny Shanks
 Dr Sharyn Taylor
 Mr Jonathan Terlich
 Mr Rodney Turner
 Dr Nicholas Woods

Other

Synergy Group
 Maddocks

Mr Eric Hummer
 Mr Anthony Willis

AGENDA ITEM 1.0 CHAIRMAN'S WELCOME

The Chairman, Mr Steve McCutcheon, formally declared the 20th Annual General Meeting of Plant Health Australia Limited (PHA) open at 2:00pm and extended a warm welcome to Members, the PHA Board, and PHA staff.

It was noted that this is the first virtual Annual General Meeting of PHA, due entirely to the COVID-19 pandemic. "Chat" and "Raise hand" options were available for Member participation during the virtual meeting.

AGENDA ITEM 2.0 ORDINARY BUSINESS**2.1 Administrative arrangements**

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

The Chairman:

- 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 this meeting
- received agreement from the meeting to use the Company Secretary as the Returning Officer 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
- advised that several proxies had been received for this meeting which were presented to the meeting via slides.

2.2 Apologies

The following apologies were received:

Government Members

Department of Agriculture and Fisheries, QLD
 NSW Department of Primary Industry

Mr Malcolm Letts
 Mr John Tracey

Plant Industry Members

Almond Board of Australia
 Dried Fruits Australia

Mr Ross Skinner
 Ms Anne Mansell

2.3 Minutes of PHA's 19th General Meeting

The Chairman advised that the minutes of the 19th General Meeting, held on 25 May 2020, were provided in the meeting papers and Members were asked to raise any comments or amendments regarding these minutes.

As no amendments to the minutes were requested, the Chairman advised that he will sign the minutes as a true record of that meeting.

2.4 Chairman's Address (verbatim copy)

Chairman's Address

Welcome, everyone, to the Annual General Meeting of Plant Health Australia on this historic milestone that marks 20 years of our company in operation. As Chairman, this marker of two decades of striving to strengthen Australia's biosecurity system gave me cause to reflect on the giant strides made by both the company and the plant biosecurity system over this period.

Two decades ago, PHA was formed to bring about the central vision contained in the 1996 Nairn Report, which was called Australian Quarantine, a Shared Responsibility. The review identified the lack of a central coordinating body to identify and address national priorities in plant health and proposed the formation of such an organisation. In line with the overall partnership theme of the Nairn Review, it was proposed that such a body should incorporate wide industry and government representation as a means for progressing coordinated national leadership and direction on plant health issues.

PHA was incorporated in April 2000 with 16 government and plant industry members, and at 30 June 2001, the membership base had grown to include 23 members with a budget of \$1.6 million. We had just six staff members working to make the vision real, bolstered by committed government and industry partners who also believed in the benefits of a plant biosecurity partnership.

Now in 2020, PHA employs 35 skilled and experienced staff to advance the company's strategic aims on behalf of members and we are working with a budget that has increased more than ten- fold. We now consist of 58 member organisations, including the majority of peak industry bodies in cropping, as well as honey bees and truffles.

Our remit has grown and grown over this time, so that now we work with members to strengthen every aspect of plant biosecurity in Australia, and even internationally.

Let's consider the impact of one initiative that has arisen from our two decades of effort—the Emergency Plant Pest Response Deed. Twenty years ago there was no overarching agreement on how plant pest incursions were dealt with. This meant that every time a new exotic pest was discovered on our shores, decisions about the response, if any, were made on a case-by-case basis. Governments alone were left to cover the costs and industry had no seat at the table.

Now, in 2020, the Deed has been in place for 15 years – another significant milestone. There are 48 signatories, which provides an immense amount of certainty and security for us all, which is remarkable given how unpredictable biosecurity challenges are. The agreement and the procedures set out in PLANTPLAN allows an impressive level of coordination among the Parties to each incident, in part due to the prodigious amounts of training of stakeholders that PHA carries out, in preparation for the next incursion.

Now, it's hard to imagine dealing with a new pest without it. The provisions have evolved considerably and I'm sure it will continue to do so – there will never be a perfect agreement given the inherent differences in each situation – but the EPPRD and the cooperation embodied within, is without doubt, still the envy of the world.

I believe, and I hope you agree, that the success of PHA has been due to not just our efforts to be a highly professional and knowledgeable coordinator of the partnership. It is also due to the widespread conviction among our members that the biosecurity partnership is a valuable mechanism for safeguarding Australia. It is worth the effort. We can all see the benefits of the clearly articulated goals and responsibilities, of the training and outreach that keeps biosecurity top of mind, of the capacity building and preparedness initiatives, the supporting legislation, the grower levy mechanisms, and all of the myriad aspects of the partnership that add up to make it far stronger than the sum of its parts.

The result has been a phenomenal increase in sophistication in the plant biosecurity system. You only have to look at the National Plant Biosecurity Status Report – all 270 pages of it – to get a sense of the complex ways we all work together to protect Australia. We are undoubtedly world leaders in plant biosecurity, and the resulting benefits will be felt for decades to come.

Looking back at the year of 2020 itself – it has been an interesting year to say the least, having to keep the plant biosecurity partnership and our work plan moving ahead in spite of all the obstacles that the COVID-19 pandemic put in our way. Everyone is to be congratulated for retaining cohesion and continuing to make considerable progress even though the partnership was almost entirely virtual.

2020 has been the International Year of Plant Health and while celebrations were lower key than expected, it gave us the chance to raise awareness of the importance of plant health among broader stakeholders. 2020 saw key staffing changes with Executive Director and CEO Greg Fraser bowing out after 12 years – an amazing achievement. I'm only sorry that we were unable to farewell him in person. Virtual interactions were an inadequate way to thank him for all that he achieved – both his leadership of PHA and his enormous contribution to the broader plant biosecurity system.

In early July, Sarah Corcoran commenced as CEO, bringing a wealth of experience to the role, with over 20 years working in biosecurity, including leading responses to exotic pest and disease incursions that have allowed her to bring a truly national approach to biosecurity. Her appointment marks a new era for the company, and in a rapidly changing world, Sarah enjoys the challenges and rewards from protecting plant health and keeping industries viable.

The PHA Board has retained its wealth of knowledge and provided valuable guidance throughout the year, and of course members will be voting on the nomination of Kathy Kelly for the board vacancy appointment later today, to bring the Board back up to full complement.

2020 was also, sadly, the year that we lost a valuable plant health advocate – Dr Kim Ritman, Australia's Chief Plant Protection Officer and Chief Scientist at the Department of Agriculture, Water and the Environment. He passed away from injuries he received in a motor vehicle accident the year before. I am pleased to see that Kim's distinguished career and notable contribution to agricultural science is being honoured by the Department with a new Australian Biosecurity Award – the Dr Kim Ritman Award for Science and Innovation. That is a fitting legacy, but we will miss his passion and wisdom.

As 2020 draws to a close, PHA is working to revise many of the system's underlying strategies, to renew the aims, goals and targets we will all strive for in the new decade. The company's existing strategic plan, built around seven key result areas, will come to an end in 2021. Planning for the next strategic plan has commenced and we will be seeking feedback from our members to inform and shape the strategies for the next 5 years and beyond.

The overarching National Plant Biosecurity Strategy is also being revised, along with national plant biosecurity strategies for diagnostics, surveillance and preparedness which support implementation of the National Plant Biosecurity Strategy and the strategic goals of PHA.

The path towards a more coordinated and sustainable fruit fly management system to protect the future productivity and profitability of Australia's horticulture sector is now clearer with the release of the 2020–25 National Fruit Fly Strategy at a meeting of the National Fruit Fly Council last week.

The strategy is the result of a collaborative effort from Australia's horticultural industries, state governments, the Australian Government, Hort Innovation and various research institutions and provides a framework to advance fruit fly management in Australia. PHA is extremely proud to have brought together the contributions of these organisations into a unified national strategy which can meet the needs of the diverse industries and regions impacted by fruit fly.

I hope that the worst of the COVID-19 pandemic is now behind us, and we can begin working face to face with you again, to advance the new strategies. It is vital that we maintain focus and vigilance to protect us all.

On behalf of the Board, I'd like to thank PHA's capable and committed staff members who maintain an impressive rate of output to achieve PHA's strategic aims and annual work plan in the interests of a stronger plant biosecurity system.

I am also grateful for the continued engagement of all of you, our members, in advancing this crucial work that protects so much of the Australian way of life.

Thank you for your virtual attendance today.

Steve McCutcheon

Chairman, PHA

2.5 To receive the Directors' Report, Financial Statements and Independent Audit Report for the financial year ended 30 June 2020

The Chairman advised the meeting that the 2020 Annual Report was sent to all Members and is available on the PHA website.

The Chairman advised that the operating surplus for the year ended 30 June 2020 was \$131,870. This result was substantially better than the budgeted deficit of \$20,026 due to the effect of the COVID-19 lockdown on reducing travel and meeting costs in the later part of 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.

Main highlights of the financial year appear within the Annual Report with detail of achievements against Key Performance Indicators provided.

Members were invited to ask the auditor's representative, Mr Eric Hummer, any questions relating to the conduct of the audit, the preparation and content of the audit report, the accounting policies adopted by the company and the independence of the auditor. No questions were raised.

2.6 Appointment of Directors (Ordinary Resolution)

The Chairman reminded the meeting that at last year's Annual General Meeting, held on 19 November 2019, only three of four vacant Director positions were filled.

The Board Selection Committee established to recommend candidates to the 2019 Annual General Meeting was reconvened and unanimously agreed to recommend Ms Kathy Kelly to the 2020 Annual General Meeting for appointment as a Director.

The Chairman extend the appreciation of PHA Members to the members of the Selection Committee for the work that they carried out.

The nominee for the director position was requested to leave the meeting and did so.

Resolution 2.6(a) was proposed by the Chairman to the meeting in order to appoint Ms Kathy Kelly, recommended to the meeting by the Selection Committee, as a Director.

The following resolution was **CARRIED**:

Resolution 2.6(a)	THAT Mrs Kathy Kelly be appointed to the position of Director of the Company for a term of three years.
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The nominee for the director position returned to the meeting following the vote.

2.7 Directors' Remuneration (Ordinary Resolution)

Noting the very challenging circumstances currently faced by many PHA Members, the Chairman advised that the Board is not requesting an increase in remuneration this year.

AGENDA ITEM 3.0 SPECIAL BUSINESS

3.1 Constitutional amendments (Special Resolution)

The Chairman advised the meeting Comprehensive amendments to the PHA Constitution were resolved by Members at the May 2020 General Meeting. Clause 22.4 of the PHA Constitution is the only remaining Clause that refers to the CEO in the form of "Directors (not including the Chief Executive Officer)". It is also appropriate to update this clause by deleting reference to 2003 which is now irrelevant.

Resolution 3.1(a) was proposed by the Chairman to the meeting in order to amend the PHA Constitution.

The following resolution was **CARRIED**:

Resolution 3.1(a)	THAT the Constitution be amended, with effect from the date of this resolution, by making the changes set out below to clause 22.4 of the Constitution.
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	At the 2003 annual general meeting and every second annual general meeting thereafter, at least one-half of the Directors (not including the Chief Executive Officer) or must retire, provided that, if their number is not a multiple of two, then the <u>schedule of retirements must be determined so that the maximum term of appointment in clause 22.2 is not exceeded number nearest to but not more than one-half of the Directors (not including the Chief Executive Officer), must retire.</u>
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3.2 Change of Auditor (Ordinary resolution and Special resolution)

The Chairman explained that as a matter of good governance, earlier this year the Board decided to invite tenders for the external audit of PHA. Following a competitive tender of external audit services, the Board selected Synergy Group Audit Pty Ltd as the new auditor of the Company. The appointment made by your Board is effective until this annual general meeting where Members are requested to resolve to make the appointment permanent.

The incumbent auditor at the time, Ernst & Young, did not tender for the work due to a decision made three or four years ago not to persist with audits of smaller sized organisations and not to tender for that work when the opportunity arose. We have received consent from ASIC for Ernst & Young to resign as auditor.

In accordance with section 328B(3) of the Corporations Act 2001 (Cth), Grain Producers Australia Ltd, an industry member of PHA, has nominated Synergy Group Audit Pty Ltd as auditor of the Company. A copy of the nomination is available at Appendix 1.

The following ordinary resolution was carried:

Resolution 3.2(a)	That Ernst & Young be removed as auditors of the company.
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The following special resolution was carried:

Resolution 3.2(b)	That, as a special resolution, for the purposes of section 327B of the Corporations Act 2001 (Cth) and for all other purposes, the firm of Synergy Group Audit Pty Ltd, having been duly nominated in accordance with Section 328B(1) of the Corporations Act, and having consented in writing to act in the capacity of Auditor, be appointed as Auditor of the company and that the Directors be authorised to fix the remuneration of the Auditor.
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AGENDA ITEM 4.0 FOR INFORMATION

4.1 Presentation on performance related to this financial year and preliminary discussion on preparation of the 2021/2022 Annual Operating Plan

The Chairman invited PHA executives to address the meeting and key points raised in their updates were as follows:

Partnerships

Progress year to date

- new Memorandum of Understandings (MoUs) with Forestry and Citrus in place
- first PHA/AHA Nuffield scholar awarded to Claire Petterson
- PHA/Animal Health Australia (AHA) Biosecurity awards presented to KW Orchards and Templeton Ginger
- PHA is now a member of the Biosecurity Collective
- traceability project commenced with PHA being sub contractor to WA Ag
- associated activities being delivered as planned for the Surveillance and Diagnostics Biosecurity Networks
- released 2019 National Plant Biosecurity Status Report
- revised NFFC strategy endorsed by industry and government.

Deliverables for remainder of 2020/21

- PHA continues to participate in National Biosecurity Committee (NBC)/Plant Health Committee (PHC) and PHC subcommittee work
- work commenced on a PHC portal site for document storage
- continue to manage Interstate Trade website
- work with the National Biosecurity Communication & Engagement Network
- participate in the Northern Australia Biosecurity Framework Reference Group
- partners with the biosecurity collective
- interstate trade review has commenced
- work on the three sub strategies of the National Plant Biosecurity Strategy (NPBS)
- activities on the NFFS continue.

Identified 2021/22 AOP activities

- National Committees – continue to be a focus for PHA
- finalise phase 1 of the Interstate Trade review
- National Fruit Fly protocols – work will continue and expand to other areas
- expanding diagnostic and surveillance networks and facilitate associated activities
- traceability project continues
- Farm Biosecurity Program continues
- Farm Biosecurity Producer of the year, Australian Biosecurity Awards and Nuffield scholar to be awarded
- NFFS implementation via NFFC
- National FF symposium
- regional meetings
- the three sub strategies, diagnostics, surveillance, and preparedness will be completed and the NPBS revised for delivery at the 2021 AGM
- retail agribusinesses to be engaged in the Farm Biosecurity Program.

PHA Strategic Plan

- the PHA board has initiated work on the new 2022-2027 PHA Strategic Plan
- Members will be consulted during the development of this strategy
- the plan will be launched at the 2021 AGM.

Emergency Response

Progress year to date

- variations to the EPPRD drafted
- full revision of the Plant Biosecurity in Australia BOLT course
- progress on policy regarding near border Incidents and the EPPRD
- full review of PLANTPLAN structure underway
- industry liaison training delivered in two jurisdictions
- financial management of a response / need's analysis progressed
- active responses programs supported.

Deliverables for remainder of 2020/21

- EPPRD variations
- Owner Reimbursement Costs including engagement with Industry Parties to progress their frameworks and commence work on review outcomes
- industry liaison training in four jurisdictions
- guidance material on Financial Management of Response Plans, Revised PLANTPLAN presentation, and Review of National EPP Response Management BOLT course
- normal commitments – industry and government workshops.

Identified 2021/22 AOP activities

- focusing on progressing outcomes/priorities from the 2020 EPPRD review
- Owner Reimbursement Costs
- industry liaison training
- simulation exercises
- supporting Parties in incursions
- continue to progress other ongoing policy and operational matters such as Categorisation and normal commitments.

Preparedness

Progress year to date

- Biosecurity Plans (BP)
 - work progressing on the following BPs: honeybees, lychee, papaya and passionfruit, mushrooms, and production nurseries
 - BP for berry sector with PHC for endorsement and BP for forestry with industry for endorsement
 - BP for melons endorsed
 - reference panels held for avocado, mango, summerfruit, tea tree
 - manual underway for viticulture
 - Biosecurity Portal populated (biosecurityportal.org.au/)

- environmental biosecurity work undertaken
 - Acacia and Mangrove biosecurity risk mitigation plans with EIC for comment
 - Native bee biosecurity risk mitigation project commenced
- Bee Biosecurity Officers currently in NSW, Vic, Tas, WA and Qld.
- Spotted wing drosophila project finalised and the preparedness plan publicly available.

Deliverables for remainder of 2020/21

- Biosecurity Plans and Manuals
 - finalise BPs for Ginger, Forestry, Berries and Viticulture industries
 - reference panels including annual review of Banana, Onion, and Potato industries
- Bee Biosecurity Officers to continue
- Spotted wing drosophila project completed.

Identified 2021/22 AOP activities

- Biosecurity Plans and Manuals
 - BP on a 5-year timeframe with an annual review and focus on implementation.
 - complete BPs for honeybees, lychee, papaya and passionfruit, mushrooms, and production nurseries
 - establish projects with citrus, cotton, grains, olive, pineapple, processing tomato, rice, sugarcane, tree nut industries and truffles on updating BPs
 - capability index updated at reference panels
- environmental risk mitigation plans
 - hold a mangrove stakeholder workshop
 - finalise the mangrove and acacia biosecurity risk mitigation plans and progress the native bee risk mitigation plan
- manage Bee Biosecurity Officers
- Bee Biosecurity Officer program to continue.

Surveillance and Diagnostics

Progress year to date

- national endorsement of AUSPestCheck™ and MyPestGuide™
 - AUSPestCheck™ released in July; Systems Working Group assessing requirements for national deployment
- PaDIL and APPD
 - APPD transferred to PHA in December 2020
 - we have identified that both PaDIL and APPD will require rebuild
- Botanic Gardens Surveillance Network
 - webinar series held (average of 53 attendees and 96 extra views/webinar)
 - work with Myrtle rust, BMSB and Tree of Heaven Blitzes
- online surveillance resources
 - BOLT course for surveillance
 - development of videos for surveillance
- industry/government surveillance programs
 - National Potato Industry Biosecurity Surveillance Strategy released
 - implementing Tropical Plant Industries Biosecurity Surveillance Strategy
 - enhancements for National Bee Pest Surveillance Program including remote catchboxes, Bee Surveillance Portal, and NDP for viruses
 - partnership for National Forest Pest Surveillance Program
- National Plant Biosecurity Diagnostic Network (NPBDN) and Plant Surveillance Network Asia-Pacific (PSNAP) continue to grow
 - 215 PSNAP members and commenced 'Residential' program; 546 NPBDN members and continued Residentials.

Deliverables for remainder of 2020/21

- professional development programs for Diagnostics and Surveillance
 - Annual Surveillance and Annual Diagnostic Workshops
 - Residential Programs
- continue implementing National Plant Pest Reference Collection Strategy
- negotiate new National Bee Pest Surveillance Program and National Citrus Biosecurity and Surveillance Program

- continue steps towards national implementation of AUSPestCheck™ and MyPestGuide™
- establish Partnership for the National Forest Pest Surveillance Program
- engage with the Botanic Gardens Surveillance Network.

Identified 2021/22 AOP activities

- negotiate and establish a new National Bee Pest Surveillance Program
- establish a new National Grains and Citrus Biosecurity and Surveillance Programs
- continue implementing the National Tropical Industries Biosecurity Surveillance Strategy
- national implementation of AUSPestCheck™ and MyPestGuide™
- establish the National Forest Pest Surveillance Program
- surveillance partnerships – surveillance reform to improve national delivery of surveillance programs
- workshop for RRD4P Boosting Diagnostics
- continue diagnostics and surveillance professional development programs.

RD&E

Progress year to date

- implementation committee of the AGSOC Plant Biosecurity RD&E Strategy engaged to undertake review of the RD&E Strategy
- workshops held and audit reports completed
 - nematology biosecurity capacity and capability inventory
 - bacteriology biosecurity capacity and capability inventory
 - fusarium RD&E Workshop and proceedings
 - plant biosecurity RD&E cross sectoral priorities analysis
- participated in NBC Environmental RD&E Strategy implementation working group
- future funding of PBRI resolved and members agreement signed
- partnered with AHA, CISS and CSIRO on the joint report on *Australia's Biosecurity Future*
- PBRI signed collaboration MoU with EUPHRESKO and ACIAR.

Identified 2021/22 AOP activities

- Plant Biosecurity Research Symposium planned for 11-12 May 2022
- Australian Biosecurity Symposium with AHA planned for 2021
- Revised National Plant Biosecurity RD&E strategy finalised.

Company Health

- Membership subscriptions are equal to budget
- project funding is slightly below budget due to various non-subscription projects being delayed due to Social Distancing
- our budget process did assume that things would be back to normal by September, which has not happened
- interest income is slightly above budget but well down on where it was last year – thanks to the collapse of interest rates
- currently we have only one Industry member that is not a signatory to the Deed
- discussions are occurring with several Members regarding implementing or amending statutory levies
- at least one EPPR levy will be deactivated this year as repayment to the Commonwealth for underwriting emergency responses is completed
- at least one new PHA levy will activate this financial year
- the PHA Levy is established for 22 out of 39 member Industries
- the EPPR levy is established for 29 out of 38 Industry signatories
- 10 Industries have a Positive EPPR levy and 19 have an EPPR levy set at Nil.

AGENDA ITEM 5.0 OTHER BUSINESS

There was no other business raised at this meeting.

AGENDA ITEM 6.0 CLOSE OF MEETING

The Chairman took the opportunity to thank Members and PHA Staff for their contributions to the meeting.
There being no further business, the Chairman concluded the formalities of the meeting at 3:10pm.

Mr Steve McCutcheon

___/___/___
Date

Purpose

The purpose of PHA is to coordinate strong industry and government partnerships that minimise plant pest impacts on Australia, boosting industry productivity and profitability and enhancing market access.

Company activities

PHA's yearly operations are guided by the 2016-2021 Strategic Plan which includes seven guiding strategies:

KEY RESULT AREAS

1

PARTNERSHIPS

2

EPPRD

3

PREPAREDNESS

4

SURVEILLANCE

5

DIAGNOSTICS

6

RD&E

7

COMPANY HEALTH

STRATEGIES & KEY PERFORMANCE INDICATORS

1 STRENGTHEN PARTNERSHIPS

- Strong working relationship with members
- Stakeholder engagement broadened along the value chain
- Established relationships with international partners
- Awareness programs expanded
- Farm biosecurity program strengthened



4 FACILITATE A NATIONALLY CO-ORDINATED SURVEILLANCE PROGRAM

- Surveillance programs for nationally significant pests established
- Uptake of new surveillance technology
- Increased industry capacity
- Nationally co-ordinated data management



2 ENHANCE OPERATION AND INTEGRITY OF THE EPPRD

- Signatories comply with EPPRD obligations
- EPPRD review outcomes implemented
- Enhancement of policy and activities to promote early pest reporting
- Increased emergency response capacity and capability



5 IMPROVE THE DIAGNOSTIC SYSTEM

- Nationally co-ordinated diagnostic network
- Increased protocol coverage for Emergency Plant Pests
- Improved diagnostician capability



3 DEVELOP PEST MANAGEMENT AND PREPAREDNESS PROGRAMS

- Improved national management of recently introduced pests
- Established framework for management of exotic weeds and pests of pastures
- Programs for management of nationally significant pests established
- Risks identified and managed



6 CO-ORDINATE PLANNING AND IMPLEMENTATION OF PLANT BIOSECURITY RD&E

- AGSOC Plant Biosecurity RD&E Plan Implemented
- Nationally agreed RD&E priorities
- Monitor RD&E activities, capability and capacity
- Increased ability to fund plant biosecurity RD&E activities



7 MANAGE THE COMPANY EFFECTIVELY

- Attract and retain key staff skills
- PHA is in a sound financial position
- Legal and regulatory compliance obligations met
- Timely and accurate reporting

