

Notice of General Meeting

Notice is given that the 21st General Meeting of Plant Health Australia Limited (PHA) will be held as a Hybrid Meeting on Tuesday 24 May 2022 at Rydges Sydney Central, 28 Albion St, Surry Hills NSW 2010, commencing at 1:30 pm.

Agenda

- 1:30 pm** **1.0** **Chairperson's Welcome**
Mr Steve McCutcheon, Chairperson, Plant Health Australia
- 2.0** **Ordinary Business**
- 2.1 Administrative arrangements
 - 2.2 Apologies
 - 2.3 Minutes of PHA 21st Annual General Meeting held on 23 November 2021
 - 2.4 Chairperson's address
 - 2.5 Appointment of Director (Ordinary Resolution)
 - 2.6 Decide on membership application received from Grain Growers Limited
 - 2.7 2022/23 Member Subscriptions (Ordinary resolution)
- 2:15 pm** **3.0** **For information**
- 3.1 2021/22 Year to Date Performance Report
 - 3.2 2022/23 Annual Operational Plan
- 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 to COVID restrictions, we will revert to a virtual meeting being presented from Canberra on the same day and date.

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

Appointment of Proxies

Please note that:

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

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

By Order of the Board.

Michael Milne
Company Secretary
29 April 2022

1.0 CHAIRPERSON'S WELCOME

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

2.0 ORDINARY BUSINESS

2.1 Administrative Arrangements

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

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

Quorum

78 Quorum

78.1 Number

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

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

Voting at Meetings of Members

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

85 How voting is carried out

85.3 Exercise of Member's vote

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

86 Number of votes

At any general meeting:

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

2.3 Minutes of PHA 21st Annual General Meeting held on 23 November 2021

The minutes of the 21st Annual General Meeting are provided as Appendix 1 of this document. The Chairperson will sign the minutes subject to any amendments being requested and agreed.

2.4 Chairperson’s Address

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

2.5 Appointment of Director (Ordinary Resolution)

Mr Steve McCutcheon, Chairperson of PHA, will address the meeting relating to the appointment of Directors’.

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

BACKGROUND

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

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

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

Carnovale Recruitment again provided independent recruitment and selection support and advice to the selection committee, providing a further shortlist of candidates for the selection committee to consider.

Interviews were conducted via Zoom on Thursday 31 March 2022. All applicants were asked the same set of questions, with each member of the selection committee exploring areas of interest with candidates.

Following this process, the Board Selection Committee unanimously agreed to recommend Susan Petrellis to fill the vacant position on the Board of PHA. Susan’s biography follows:

Susan Petrellis

Susan Petrellis, BSc. MBA GAICD is an experienced CEO and non-executive director. She offers international experience in industry, research, government, and education, building capability in organisations, industries, and economies across the agrifood, manufacturing and tech verticals.

Raised from a trans-Tasman farming background, her executive business experience spans senior roles in strategy, marketing, R&D, and innovation in tier – 1 FMCG food and beverage, pharma, and tech businesses, working across 4 continents. Her public sector experience has included CEO and GM roles across multiple policy areas including trade and market access, investment, regional development, industry, innovation & science, workforce skills, health, agriculture, and data.

She is a founder/founding member of 5 start-ups including innovation and sustainable leadership consultancy, Bounce Partners.

Her governance specialisations in corporate development, innovation and ESG have developed through non-executive and advisory board experience with innovation-led statutory authorities, public and private unlisted entities, including Innovation & Science Australia, Agrifutures Australia, Hort Innovation, National Computational Infrastructure and Innovation & Business Skills Australia. She offers subcommittee experience in strategy, investment, finance audit and risk, ESG and nominations, and has been honoured by Federal Ministerial and Governor-General appointments to national innovation system boards since 2013.

2.6 Decide on membership application received from Grain Growers Limited

Mr Steve McCutcheon, Chairperson of PHA, will address the meeting relating to approval of the application for Associate membership of PHA.

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

BACKGROUND

Grain Growers Limited applied for Associate membership of PHA by way of a formal letter dated 14 October 2021. Written notice to all Members (Directors' Notice) was sent to all Members on 28 October 2021. A copy of that letter can be obtained from the PHA Company Secretary if required.

Clause 13.2 of the PHA Constitution states:

13.2 Directors to determine

Unless within the Specified Period (28 days) after the date of service of the Directors' Notice a Member provides written notice to the Directors that it wishes the application to be considered at a general meeting (**Member's Notice**), then at the next Directors' meeting following the expiry of the Specified Period the Directors must determine the admission or rejection of the application.

PHA received Members Notice within the 28-day period from a PHA Member requesting the application be considered at the next general meeting.

It is expected that a representative from Grain Growers Limited will be available to present at this meeting and answer any questions. A vote will then be held to decide the outcome of the membership application.

2.7 2022/23 Member Subscriptions (Ordinary resolution)

Recommendation:

Resolution 2.7(a)

| | |
|---|-----------|
| That PHA Members approve the 2022-2023 Annual Membership Subscription as being: | |
| • Annual Subscription payable by the Australian Government | \$910,800 |
| • Total Annual Subscription payable by State/Territory Members | \$910,800 |
| • Total Annual Subscription payable by Plant Industry Members | \$910,800 |

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

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

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

PHA management have reviewed the cost structure of the organisation and believe that the increase can be kept to the increase in the annual Consumer Price Index (CPI). Annual CPI inflation rose 3.5% through the year to the December 2021, according to the Australian Bureau of Statistics (ABS).

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

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 Operational Plan.

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.

3.0 FOR INFORMATION

3.1 2021/22 Year to Date Performance Report

Budgeting and forecasting continue to be more difficult than usual due to the ongoing effects of the COVID-19 pandemic. 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 small deficit of \$16,000 for the 2021/22 financial year compared to a budgeted deficit of \$189,100.

3.2 2022/23 Annual Operational Plan

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

Development of the AOP is guided by the strategies articulated in the new Strategic Plan 2022-27.

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.

The structure of the AOP has been significantly revised by PHA staff to reflect the new Strategic Plan. The three strategic priorities that make up this plan are:

- Respond effectively
- Strengthen partnerships
- Enhance integration

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 2022/2023 AOP 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 2022-2023 financial year at Board Meeting 107 to be held on Thursday 26 May 2022.

4.0 OTHER BUSINESS

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

5.0 CLOSE OF GENERAL MEETING

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

Minutes of 21st Annual General Meeting of Plant Health Australia Limited
Meeting held virtually on Tuesday 23 November 2021 commencing at 2:00pm

Present

| Government Members | Attendee |
|---|---------------------------|
| Department of Agriculture and Fisheries, Queensland | Ms Susan Porchun |
| Department of Agriculture, Water and Environment | Dr Gabrielle Vivian-Smith |
| Department of Economic Development, Jobs, Transport and Resources | Dr Stephen Dibley |
| Department of Industry, Tourism and Trade NT | Dr Anne Walters |
| Department of Primary Industries and Regions, SA | Dr Ross Meffin |
| Department of Primary Industries and Regional Development WA | Dr Sonya Broughton |
| NSW Department of Primary Industries | Dr Janine O'Donnell |
| Plant Industry Members | |
| Almond Board of Australia | Ms Deidre Jaensch |
| Apple and Pear Australia Ltd | Dr Rosalie Daniel |
| Australian Grape and Wine Incorporated | Ms Anna Hooper |
| Australian Grape and Wine Incorporated | Mr Tony Battaglione |
| Australian Honey Bee Industry Council | Ms Helen Goodall |
| Australian Honey Bee Industry Council | Mr Trevor Weatherhead |
| Australian Melon Association | Mr Jonathan Davey |
| Australian Melon Association | Ms Joanna Embry |
| Australian Olive Association | Mr Michael Southan |
| Australian Sweetpotato Growers Inc | Mr Craig Henderson |
| Australian Table Grape Association | Ms Jenny Treeby |
| Australian Table Grape Association | Mr Jeff Scott |
| Australian Truffle Growers' Association | Mr Paul Robinson |
| Australian Walnut Industry Association | Mr Trevor Ranford |
| AUSVEG Ltd | Ms Zarmeen Hassan |
| Avocados Australia | Mr John Tyas |
| Chestnuts Australia Incorporated | Mr Trevor Ranford |
| Citrus Australia | Mr Nathan Hancock |
| Grain Producers Australia | Mr Collin Bettles |
| Hazelnut Growers of Australia Ltd | Mr Trevor Ranford |
| Pistachio Growers Association Incorporated | Mr Trevor Ranford |
| Summerfruit Australia Limited | Mr Trevor Ranford |
| Victorian Strawberry Growers | Ms Angela Atkinson |
| Associate Members | |
| Cotton Research and Development Corporation | Dr Susan Maas |
| Horticulture Innovation Australia Ltd | Dr Greg Chandler |
| Protected Cropping Australia | Mr Greg Fraser |
| Sugar Research Australia | Dr Nicole Thompson |
| Vinehealth Australia | Ms Inca Lee |
| PHA Board Members | |
| PHA Chairperson | Mr Steve McCutcheon |
| PHA Director | Ms Liz Alexander |
| PHA Director | Dr Joanne Daly |
| PHA Director | Mr Kim Halbert |
| PHA Director | Dr Prue McMichael |
| PHA Director | Mr Doug Phillips |
| PHA Director | Mr Robert Prince |
| PHA Staff | |
| National Manager, Risk and Resilience | Ms Jessica Arnold |
| Manager, EPPRD | Dr Felicity Andriunas |
| National Manager, Performance & Innovation | Dr Mila Bristow |
| Chief Executive Officer | Ms Sarah Corcoran |
| Executive Assistant to CEO / Administrative Coordinator | Ms Angela Ditton |
| General Manager, Emergency Preparedness and Response | Dr Susanna Driessen |
| Project Officer | Ms Jessica Lehmann |

Chief Financial Officer & Company Secretary
Project Officer
National Manager, Surveillance and Diagnostics
General Manager – Risk Management
National Manager, Marketing and Communications

Mr Michael Milne
Dr Jenny Shanks
Dr Sharyn Taylor
Mr Rodney Turner
Ms Amanda Yong

Other

Synergy Group
Nominated PHA Director

Ms Mogendhri Mueller
Professor Simon McKirdy

AGENDA ITEM 1.0 CHAIRPERSON'S WELCOME

The Chairperson, Mr Steve McCutcheon, formally declared the 21st 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 "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 Chairperson that the necessary quorum of at least five Government Members and at least five Plant Industry Members were present for the meeting.

The Chairperson:

- noted that notice of this meeting had been given to Members in accordance with requirements of the *Corporations Act*
- directed Members to the meeting papers for rules concerning the voting of Members at this meeting
- noted the intention 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

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

Dr Rosa Crnov
Mr Mike Ashton
Mr Malcolm Letts
Dr John Tracey
Dr Satendra Kumar

Plant Industry Members

Australian Banana Growers Council
Australian Forest Products Association
Australian Lychee Growers Association
Australian Processing Tomato Research Council Inc
Australian Tea Tree Industry Association
Dried Fruits Australia
Passionfruit Australia Incorporated
Passionfruit Australia Incorporated

Dr Rosie Godwin
Mr Matt de Jongh
Ms Jill Houser
Mr Matthew Stewart
Mr Tony Larkman
Ms Anne Mansell
Ms Sacha Harty
Mr Dennis Chant

2.3 Minutes of PHA's 20th General Meeting

The Chairperson advised that the minutes of the 20th General Meeting, held on 31 May 2021, 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 Chairperson advised that he would sign the minutes as a true record of that meeting.

2.4 Chairperson's Address (verbatim copy)

Chairperson's Address

Welcome everyone to the 21st Annual General Meeting of Plant Health Australia being held virtually.

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

On the agenda for today is the Directors' Report, Financial Statements and Independent Audit Report for the financial year ended 30 June 2021. The appointment of Directors by ordinary resolution, a presentation on performance against the 2021/2022 Annual Operational Plan and a preliminary discussion on the preparation of next year's Annual Operational Plan is also scheduled.

Since our general meeting in May, COVID-19 has continued to impact business with rolling lockdowns and restrictions across Australia. Despite the challenges, PHA was able to continue to bring organisations together to invest in and strengthen Australia's biosecurity system.

Despite these hurdles, the increased awareness of biosecurity brought about by COVID-19 complements our continued efforts to improve biosecurity understanding with our members and the broader community.

Throughout the year, PHA fostered strong working relationships with our members and continued to contribute and lead key events, providing input into strategies and solutions to improve plant biosecurity in Australia. Our targeted communications activities raised awareness of plant biosecurity issues, improved adoption of farm biosecurity practices while keeping our members informed and involved in the setting, implementation and uptake of company activities and objectives. Over the past five years, company membership has steadily increased, broadening PHA's reach, extending relationships further along the value chain, enhancing the company's reputation and the work we do.

Key highlights include:

- the expansion of the Botanic Gardens Surveillance Network
- the exponential growth of AUSPestCheck, our flagship system for the national collection, visualisation and reporting of plant surveillance data capturing 2.6 million fruit fly data records.

In our recently published Annual Report, PHA's achievements against our key performance indicators (KPIs) as set out in the 2020-21 Annual Operational Plan and Mid-year Performance Report are highlighted. Other noteworthy events and achievements are presented in a timeline on page 18 in the performance section of the Annual Report. Our Annual Report is available for download from the PHA website.

Each year the Board requests Internal Audits be carried out to ensure the accuracy and integrity of PHA's financial position. In addition to the year-end financial audit, cyber security and internal audits are also undertaken each year.

The most recent internal audit covered Levies and Funds Held in Trust. As a matter of good governance and to provide you - our members - with assurance that PHA is managing levy funds appropriately, I'm pleased to advise that in the opinion of the auditors, the processes and controls over the accuracy and completeness of PHA's levies and funds held in trust were operating effectively during the audit period, with appropriate delegation and authorisation.

The audit obtained reasonable assurance over the accuracy and completeness of levies and related funds held in trust including records management and relevant legislative requirements. This positive result provides our members with confidence that PHA as a levy recipient body is implementing appropriate systems and processes to manage these funds.

In order to remain relevant, we need to regularly revise our focus to keep up with a constantly changing world. As we know in the world of biosecurity the pace of change is remarkably fast.

As our 2016-21 Strategic Plan draws to a close, we've looked to the future challenges that PHA will face which we believe will be driven by the need to prepare and respond proactively to rapidly emerging plant pests. This will require increased resources, better technology, stronger partnerships between government, industry and the community and better processes and systems if we are to protect our valuable markets and production systems.

The new five-year strategic plan sets PHA's direction until 2027 and considers challenges and opportunities that may present in the next five years. These include changing trading patterns/supply chains; shifts in geopolitics; merging of pest and disease regions; and climate and land-use changes. These drivers and the cumulative effects of multiple incursions all impact the future of plant biosecurity and have been considered in formulating the new strategy.

Conclusion:

Finally, I would like to congratulate the PHA team for their continued commitment to protect Australia's plant industries against biosecurity threats.

I would also like to acknowledge the excellent work that Sarah Corcoran has achieved in her first year as CEO. She has embraced several challenges head-on and continues bringing partners together to broker solutions to complex plant

biosecurity problems. Internally, Sarah has already started to cultivate a future-focussed culture to lead the PHA team into a rapidly changing world.

Thank you to our members for your attendance today but also for your support this year and for your continued partnership and commitment to improve the plant biosecurity system for Australia.

Steve McCutcheon

Chairperson, PHA

2.5 To receive the Directors' Report, Financial Statements and Independent Audit Report for the financial year ended 30 June 2021

The Chairperson advised the meeting that the 2021 Annual Report was sent to all Members and is available on the PHA website.

The Chairperson advised that the operating surplus for the year ended 30 June 2021 was \$130,742 (2020: \$131,870). This result was substantially better than the budgeted deficit of \$59,656 primarily because of the COVID-19 lockdown reducing travel and meeting costs during the financial year.

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

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, Ms Mogendhri Mueller, 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)

Under the provisions of the PHA Constitution the terms of four Directors expired at this meeting. Dr Prue McMichael and Ms Liz Alexander did not seek re-election.

A Selection Committee was appointed under Clause 24 of the Constitution. At the conclusion of its process, the Selection Committee recommended 4 candidates for appointment to the PHA Board. Regrettably, one of the candidates withdrew from the process after the Selection Committee had submitted its report to the Board. Accordingly, only 3 candidates were put forward for members' consideration at this meeting.

The Selection Committee will reconvene in early in 2022 to consider candidates for the remaining Board position with a view to putting forward its recommendation at the May 2022 General Meeting.

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

The nominees for the director positions were requested to leave the meeting and did so.

Resolutions 2.6(a), 2.6(b) and 2.6(c) were proposed by the Chairperson to the meeting to appoint Mr Kim Halbert, Professor Simon McKirdy, and Mr Doug Phillips as Director.

The following resolutions were **CARRIED**:

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|--------------------------|---|
| Resolution 2.6(a) | THAT Mr Kim Halbert 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 Professor Simon McKirdy be appointed to the position of Director of the Company for a full-term of four years. |
|--------------------------|--|

| | |
|--------------------------|---|
| Resolution 2.6(c) | THAT Mr Doug Phillips be appointed to the position of Director of the Company for a full-term of four years. |
|--------------------------|---|

The newly elected directors returned to the meeting following the vote.

The Chairperson took the opportunity to thank the retiring directors, Ms Liz Alexander who had been on the PHA Board for 8 years and Dr Prue McMichael who had been on the PHA Board for 4 years. Both Liz and Prue have contributed enormously to Board meetings, strategy, and culture whilst they were directors of PHA, and we have appreciated their perspectives on a variety of matters.

2.7 Directors' Remuneration (Ordinary Resolution)

Directors' Fees were last increased by 1.6% at the 19th Annual General Meeting held in November 2019. There was no increase in Directors Fees at the November 2020 Annual General Meeting due to the very challenging circumstances currently faced by members because of COVID-19.

The increase in CPI for the year to June 2021 was 3.8% which followed a decrease of 0.3% in the year to 30 June 2020. After due consideration, the Board requested an increase in Directors' Fees of 1.5%.

The following resolution was **CARRIED**:

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|------------------------------|---|
| Resolution 2.7(a) | THAT the remuneration of Directors be increased by 1.5%, to be divided amongst Directors in a manner they determine. It is resolved that this increase will be effective from 1 December 2021. |
|------------------------------|---|

AGENDA ITEM 3.0 FOR INFORMATION

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

The Chairperson invited the CEO, Ms Sarah Corcoran, to address the meeting and key points raised in her presentation were as follows:

Partnerships

A key role of PHA is strengthening the plant biosecurity system through government and industry partnerships.

In conjunction with Western Australia (WA), PHA completed a traceability project to assess current usage of traceability systems for plant industries. The desk top study found that biosecurity was a driver for traceability but is not the highest priority for all industries with food safety and provenance being highly valued.

During this period, we commenced a new National Fruit Fly Council project to engage stakeholders on key Australian government responsibilities for trade and national policy for fruit fly Sterile Insect Technique (SIT) and the potential for preventative use of SIT in pest free areas. Funded by the Department of Agriculture Water and the Environment (DAWE) this work will continue until June 2022 and will build stakeholder messaging on the national fruit fly system, increasing pest pressures, national strategic priorities and roles and responsibilities.

We've been working with stakeholders to develop and submit the Project proposal for Phase 4 of the National Fruit Fly Council. Notable inclusions for this next 5-year iteration of the project are:

- cash co-investments from states and all fruit fly impacted horticultural industries; and
- a greater focus on trade and increased coordination amongst research stakeholders

The partnerships team has made strong progress in finalising the 2021-2031 National Plant Biosecurity Strategy and its three sub-strategies and implementation plans and these will be presented at the 9th Members Forum.

Consultation on the suite of sub-strategies - preparedness, surveillance and diagnostics commenced in 2019 and included governments, plant industry organisations, environmental bodies, community groups and growers.

They were considered for endorsement by PHC just last week (PHC meeting 60) and the National Biosecurity Committee (NBC) also noted the strategies at meeting 35, and acknowledged they'll be a key component of the broader National Biosecurity Strategy development to be provided at the 9th Members meeting.

Over the next 6 months we'll be seeking to secure funding to coordinate the delivery and reporting of these important Plant biosecurity documents.

We will continue traceability work into 2022 by participating in a GS1 pilot alongside industry peak bodies, and Federal and State Governments to explore a future implementation of a location identification system for plant businesses using "GLN"s or Global Location Numbers.

In preparation for delivery of Phase 4 of the National Fruit Fly Council we welcome, Stuart Burgess into the role of Manager for the council. We'll be assisting Council's consideration of the recommendations from a recent review of Phase 3 and we're excited to be working with Hort Innovation to finalise the proposed plans for the next 5 years as we continue implementation the National Fruit Fly Strategy, ensuring a robust fruit fly management system that supports growth in horticultural production, market access and trade.

In other areas of partnerships – we're proud to be part of the Biosecurity Collective with Animal Health Australia (AHA), Invasive Species Council and the Centre for Invasive Species Solutions where we all share a deep commitment to a strong biosecurity system for Australia.

Following on from the inaugural symposium in 2019, the 2nd Australian Biosecurity Symposium will be held from 3-5 May 2022 on the Gold Coast and will focus on a decade of biosecurity.

Corporate Communications

Our Corporate Communications team work hard to keep members informed of company activities and raise awareness on biosecurity issues. With monthly reporting now in place we're capturing metrics across all our digital platforms to track progress of the impact of our comms and engagement.

Some key activities in this first half of the AOP included a spring clean of our Tendrils distribution database and although numbers dipped momentarily, we have exceeded our target of 1,230 subscribers for this year already, with 1,259 subscribers now enjoying tendrils.

We've increased proactive article writing by 150% with articles written for Tree Crop Magazine, GroundCover, Rural Business Magazine, MyMango and, Onions Australia.

In partnership with Grain Producers Australia we launched the Grains Farm Biosecurity Website in October. This online hub provides industry-specific resources and tools such as fact sheets, videos, how-to guides, online training, and strategies to prepare producers to manage on farm biosecurity risks.

Our social platforms are continuing to perform well with a new Facebook page launched in August and has already achieved a reach of 120,412.

We have increased impressions on PHA pages by 94% and frequency of activity across all platforms by 444%.

We have delivered 3 significant reports - the AOP, the National Plant Biosecurity Status Report and our Annual Report.

Participated in presenting information on plant biosecurity to fora such as the Australian biosecurity series webinars hosted by DAWE on the Status of Australia's Plant Biosecurity.

Over the next 6 months we'll continue to produce our E-newsletters and we're planning a member campaign on social media, a newsletter subscription drive and continuing monthly social platform management and content creation.

We will also be producing key documents including:

- The National Plant Biosecurity Strategy, preparedness, diagnostics and surveillance sub strategies and their associated implementation plans
- The Mid-Year Performance Report
- A Viticulture Biosecurity Manual
- And a Bee Surveillance Quick Reference Guide.

It's really pleasing to see our audiences engaging with the content we're creating, and the stats continue to reinforce our communications efforts are reaching desired audiences.

Emergency Response

We take our role in Australia's national emergency response arrangements very seriously and work closely with signatories to the Deed to enhance policy and operations to manage responses.

In this first six months the team have been working to ensure our national response arrangements remain contemporary and that we build on learnings. This has involved:

- Commencing implementation of priority outcomes from the 2020 review of the Emergency Plant Pest Response Deed (EPPRD)
- Finalising the major PLANTPLAN review
- Finalising the full set of proposed variations to the Deed to address important policy matters, including complex and equity for impacted owners, and
- Commencing planning for the next normal commitments workshop.

Guidance on implementation

To help establish a shared and agreed understanding of how the national arrangements should be implemented a number of guidance materials have been drafted or updated, including:

- Near border incidents and financial management guidelines and
- Owner Reimbursement Costs (ORC) process map and guideline.

Industry Parties have also been supported in developing ORC evidence frameworks, with two new frameworks finalised.

Continual improvement processes

With the support of the Parties, we have a well-established continual improvement approach in respect of the Deed in addition to supporting cross-sectoral improvement. In the last 6 months this has involved:

- Planning for debriefs (for varroa mite (2019/2021), Torres Strait Fruit Fly (2018-21), and khapra beetle
- Working with AHA on an NBC consultation process regarding the national Deed arrangements and participating in the Avian Influenza debrief
- Supporting the Biosecurity and Agricultural Emergency Network (BAEN) workplan including analysing lessons from national biosecurity and national disaster responses.

The team has been improving response readiness and awareness through:

- Targeted ORC awareness training held in July for the honey bee industry
- And revision and relaunch of 3 eLearning courses (the foundational course Plant Biosecurity in Australia and the two courses promoting early reporting by growers and researchers).

We've expanded capability and capacity through:

- Joint delivery of Communication in a biosecurity incident with Biosecurity Queensland and AHA in August
- Delivering Industry liaison training in New South Wales (NSW) and Victoria
- And scheduling Consultative Committee on Emergency Plant Pests training to upskill committee representatives, scheduled for December 2021

To Test response readiness we are:

- Planning an Oriental Fruit fly simulation exercise for delivery in 2022/23
- Supporting delivery of the National Biosecurity Response Team arrangements (including recruitment and induction processes this year) and
- Working with jurisdictions to re-establish the Community of Practice.

PHA also participated in the final instalment of Exercise Razorback on transition to management in the context of an African Swine Fever incursion. T2M has been adopted from the EPPRD into the Emergency Animal Disease Response Agreement. PHA and Plant Biosecurity representatives shared learnings on how T2M has been delivered in responses in the plant sector.

Our support for Parties during responses remains core to the team, with a number of responses and new incidents being managed.

Key activities and deliverables over the next 6 months in respect of response arrangements include developing additional new guidance material including 'EPP guidelines', 'Efficiency auditing' and 'debriefing guidelines'

With respect to response readiness:

- We will be launching revised and new eLearning courses including National Management of responses, Financial management of responses and an Incident Liaison refresher course.
- We have scheduled Industry liaison workshops with Queensland and Tasmania.
- We will continue ongoing work in simulation exercise(s)
- And work on Australia's biosecurity 'readiness' cross-sectorally

As new incidents arise and existing ones resolve, PHA will continue to fulfil its role/responsibilities in those incidents, including providing support to the Parties.

Preparedness

The Preparedness team undertake biosecurity planning and strategic post-border activities for plant industries to identify, prepare for and manage threats.

We have continued development and revision of biosecurity plans for the production nursery and tropical fruit industries, as well as mangrove forests.

We have held Reference panel and Technical Expert Group meetings for avocado, berry (including rubus and strawberry), mango, plantation forestry, summer fruit, sweet potatoes, and viticulture industries.

We have secured RDC funding for biosecurity planning projects for the rice, cotton, citrus and grains industries.

The National Bee Biosecurity Program has been successfully implemented with contracts and workplans developed and implemented. With the support of the Australian Honeybee Industry Council - 2-year Bee Biosecurity Officer contracts have been put in place for in WA, South Australia (SA), Victoria, Tasmania, NSW, and Queensland. A recruitment process for the SA Bee Biosecurity Officer has also recently completed.

For the remainder of the year we'll be developing and revising biosecurity plans for the rice, cotton, citrus and grains industries.

We will also be finalising endorsement of the biosecurity plans for the production nursery and tropical fruit industries.

In addition, Reference panels will be convened for ginger, melons, mushroom, berries (including blueberries, rubus and strawberry), plantation forestry, summer fruits, sweet potatoes, and viticulture industries.

We are also developing project proposals for RDC funding for biosecurity planning projects for the sugar, apple and pear, olive, pineapple, and tree nut industries.

Bee Biosecurity Officers will deliver the National Bee Biosecurity Program.

Surveillance and Diagnostics

PHA Coordinates the surveillance system to increase early detection of exotic plant pests and provide evidence of absence to support market access.

Consultation on a National Forest Pest Surveillance Program is progressing and is the culmination of discussions that commenced in 2012 with the development of a Framework for Forest Surveillance, followed by the National Forest Biosecurity Surveillance Strategy.

A partnership with all governments (except ACT) and the plantation timber industry is being proposed. This has involved significant work from industry to increase their PHA levy to support expanded forest surveillance and biosecurity activities. The agreement is expected to be signed early in 2022 with the new Program commencing in July.

In partnership with Citrus Australia, the Northern Territory Government and Cesar, we have secured a 5-year project funded by Hort Innovation to continue and expand citrus surveillance and biosecurity activities.

Called CitrusWatch, the new program will focus on trapping citrus psyllids, and delivering targeted and general surveillance in commercial production and urban communities.

The current National Bee Pest Surveillance Program (NBPSEP) completes in December this year and we've been consulting with all governments, the honey bee industry and Hort Innovation to develop a 3 year project proposal to continue activities.

We are supporting Australia's diagnosticians to enable fast and accurate identification of pests through digital systems such as the Australian Plant Pest Database a key resource, collating information from 16 major plant pest reference collections nationally. With support from all governments we launched a refreshed system earlier this month to continue its use in policy decisions on Import Risk Assessments and exotic plant pest incursions.

PHA is improving the national biosecurity system by refurbishing systems such as the Pest and Disease Image Library (PaDIL). With funding support from the department we've commenced assessing rebuild requirements and have completed a review of technical data associated with the images.

Annual Diagnosticians and Surveillance Workshops are key events bringing together experts and we successfully delivered the Diagnosticians Workshop virtually in early October with 173 people attending from Australia and New Zealand. The Annual Surveillance workshop will be delivered early December.

National Diagnostic Protocols are critical to timeliness in response. Within the last 6 months we've achieved endorsement of a National Diagnostic Protocol for Sugarcane woolly aphid. There have been 5 National Diagnostics Protocols submitted for endorsement. And one 5-year review completed for Avocado thrips. We've also commenced 5-year reviews for Karnal bunt and Sudden Oak Death.

Over the next 6 months we anticipate signing the Forest Partnership agreement with the new National Forest Pest Surveillance Program commencing in July 2022.

For CitrusWatch, A further 300 traps will be deployed in southern Australia and 200 in the north. A PhD researching native psyllids associated with citrus will commence in 2022 while a review of the Citrus Biosecurity Plan will commence early in the new year.

We are anticipating delivering the new NBPSP in early 2022.

We will continue to deliver digital systems to engage, consult and facilitate nationally coordinated data management and improve skills and knowledge. This will include continued implementation of AUSPestCheck™ for plant pest surveillance in parallel to a trial of utilising the system for animal health data collation. As systems go live, we'll establish Help Desk support and governance structures. We will also expand the PaDIL to include diagnostic imagery of the Top 42 pests.

Coordination of National Diagnostic and Surveillance Protocols will continue, and work will commence to develop and endorse new National Surveillance Protocols.

Training workshops and residencies for diagnosticians will include practical building of skills with an identification workshop for Mirids and Lygaeids, a workshop in techniques for basic entomology sample preparation and a training package for identification of psyllids.

Training to improve sample collection for diagnostics and reference collections will be delivered in September 2022 as part of the Rural R&D for Profit Boosting Diagnostics project.

We will commence Planning for the 2022 Annual Surveillance Workshop and Annual Diagnosticians Workshops and the Residential programs for Surveillance and Diagnostics will continue and hopefully gain momentum again once travel restrictions start to ease.

In 2022 we're commencing development of a model for a Nationally Integrated Surveillance System that will bring a partnership approach between governments and industries. The project will identify requirements to resource and deliver surveillance for plant pests by building strong linkages between government and industries.

At this point in the presentation I did want to highlight that from 1 July AUSPestCheck™ is being used to collate National Plant Health Surveillance data. With the support of the Plant Health and National Biosecurity Committees, the delivery has been resourced until June 2024, with 50% of contributions coming from the Australian government and 50% from states and territories.

Data are also being collated in the system for the NBPSP with 56,712 records from all jurisdictions from 2016-2021 now in the system. There has also been successful upload of 259,855 records from 2020 and 2021 by the citrus industry.

RD&E

PHA continues to work with the department establishing and managing a program of research and development activities for Fall Armyworm (FAW). Four projects have been prioritised and contracted they are:

- Genomic insight of FAW movement in Australia, seeking to understand the genetic contribution of new migrants to established FAW populations, and connectedness between populations.
- Understanding the key market drivers that underpin development of an Insecticide Resistance Management Strategy for FAW. This work will document existing crops by region, insect pest and current insecticide use. Recording any successful Insecticide Resistance Management Strategies already in place for other pests and how FAW management is likely to change insecticide use patterns.
- Surveying and testing locally occurring insect viruses for use in FAW management to determine if endemic viruses could be integrated with imported commercial virus based biopesticides.
- Rapid real-time simulation of wind-assisted long-range dispersal of FAW in Australia, to improve existing predictive models on seasonal activity and long-distance dispersal predictions.

PHA have maintained active involvement in the Plant Biosecurity Research Initiative (PBRI) which has delivered.

- 7 cross-sectoral biosecurity R&D forums throughout 2021 to identify current and proposed research that may be the focus of co-investment by PBRI members and partners
- Coordinated 15 cross sectoral investments with a total value of \$52 million.
- Initiated the Biosecurity Extension Community

We will continue to work with PBRI in compiling priorities and input into the Agricultural Investment Australia Investment Prospectus expected in May 2022.

In the first half of 2022 a further 4 cross-sectoral biosecurity R&D forums to identify current and proposed research for co-investment by PBRI members and partners will be delivered. Strategically important MoU's with B3NZ, EUPHRESCO and ACIAR will also be maintained.

The PBRI Symposium will be on 11-12 May 2022 at the National Wine Centre in Adelaide. The Symposium will be a hybrid event with the option to convert to a full online event if necessary.

The CEO invited the CFO/Company Secretary, Mr Michael Milne, to address the meeting on Company Health and key points raised in his presentation were as follows:

Company Health

Our financial performance has been good for the first quarter. Although project funding received is down slightly there have been savings in total expenditure due to travel and meeting costs being well below budget due to COVID-19 restrictions. Therefore, our budgeted deficit of \$186,000 has been reforecast to a lower deficit of \$116,100.

Membership subscriptions have remained very stable for the last 15 years compared to Government and industry Project income which can fluctuate.

In 2018/19 we earned \$263,000 from interest income, this year we are forecasting \$35,000 due to interest rates being much lower.

Levy activity was presented as follows:

- The PHA Levy is established for 23 out of 39 member Industries
- The EPPR levy is established for 29 out of 38 industry signatories
- 8 Industries currently have a Positive EPPR levy and 21 have an EPPR levy set at zero
- Discussions are occurring with several Members regarding implementing or amending statutory levies in 2021/22
- EPPR levies are regularly activated or deactivated as repayment to the Commonwealth for underwriting emergency responses is completed
- It is expected that amendments to the *PHA Funding Act* will apply from 1 July 2022. These amendments will simplify administration of the biosecurity levies and widen the scope of use for the EPPR levy.

2022/23 AOP

Key points presented to the meeting were:

- There will be ongoing consultation with industry and government
- We will continue to have face to face discussions
- We are only a phone call away if there are any priorities you would like to discuss
- March meeting will be held by Webinar - note the date - Thursday 31 March 2022
- AOP will be presented to the PHA General Meeting on Tuesday 24 May 2022
- We expect to see an increase in subscriptions for 2022/23. There has been no increase since 2019/20 when subscriptions rose by 1.3%.

AGENDA ITEM 4.0 OTHER BUSINESS

The meeting noted that Mr Trevor Ranford, the nominated representative of five Plant Industry Members, has begun a transition to retirement and this will be the last PHA AGM he will be attending. Trevor thanked everyone who has contributed to improving plant biosecurity since his involvement with PHA commenced in 2006. Trevor also mentioned our excellent model where governments and plant industries can partner to resolve issues. The May 2022 PHA General Meeting will be Trevor's last PHA General Meeting.

AGENDA ITEM 5.0 CLOSE OF MEETING

The Chairperson took the opportunity to thank Members and PHA Staff for their contributions to the meeting.

There being no further business, the Chairperson concluded the formalities of the meeting at 2.55pm.

Mr Steve McCutcheon

___/___/___
Date