

# POLICY



**PHCC** Working Together  
Peel-Harvey Catchment Council

## 1.7 SUB-COMMITTEES (Internal and External)

Supporting Procedure:	N/A	
Other Related Documents:	PHCC Constitution (2018) Project and Organisational Steering Committee Schedule External Committees Schedule Project/Program Steering Sub-Committee Terms of Reference Delegations of Authority	
Category:	Board	
Type:	Strategic	Dates:
1 <sup>st</sup> Review By:	Jane O'Malley and Patricia Sutton	19/09/2017
2 <sup>nd</sup> Review By:	Jane O'Malley and Patricia Sutton	16/04/2019
3 <sup>rd</sup> Review By:	Jane O'Malley and Patricia Sutton	04/05/2020
Approved By:	Board of Management	18/06/2020
Issued By:	Chief Executive Officer	16/06/2020

### Introduction

This Policy sets out the functions and governance requirements of internal Sub-Committees of Peel-Harvey Catchment Council (PHCC) and external committees that the PHCC is represented on.

### Definitions

For the purposes of this Policy:

**'Board of Management' or 'Board'** means the Association Members of PHCC and has the same meaning as the word 'Council' in the constitution

**'External Committee'** – is a committee, organisational Board, group or similar that the PHCC has nominated representation and/or membership, by resolution of the Board

**'Sub-Committee'** – is a sub-committee established by resolution of the PHCC to exercise such functions as specified in Delegations and Terms of Reference. This includes Project and Organisational Steering Committees

**'Resolution'** means a decision

**'Ratification'** means validation of a decision that has already been made by or under the delegation.

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### Policy Statement

#### **1 Membership of Organisational or Project/Program Steering Committees:**

- 1.1 Must be endorsed by the Board and can be formed of Board Members, Employees and/or persons, as the Council thinks fit. The Sub-Committee may invite (on occasion) non-voting guests for specific skills and knowledge

#### **2 Representatives of the PHCC on External Committees (or similar):**

- 2.1 Must be endorsed by the Board and can be formed of Board Members and/or Employees as the Board thinks fit

#### **3 Project/Program Steering Committees:**

- 3.1 Are to provide sound governance and guide successful project/program development and delivery, in accordance with the PHCC NRM Strategy, Funding Guidelines and Agreements, and Steering Committee Terms of Reference

#### **4 Organisational Committees are either:**

- 4.1 A sub-committee formed of Board Members and Employees to oversee internal strategic projects and/or programs that may or may not be time dependent
- 4.2 A permanent sub-committee of the Board of Management to assist with the management of governance matters that are the responsibility of the Board (eg Finance and Audit Committee)
- 4.3 Are to provide sound governance and guide organisational matters, in accordance with their respective terms of reference.

#### **5 Sub-Committee Requirements**

- 5.1 The Board will review and endorse membership on an as needs basis and as a minimum, annually, at the PHCC AGM
- 5.2 Sub-Committees operate in accordance with this Policy and where additional details are required, their respective Terms of Reference
- 5.3 Other Sub-Committees may be formed if required, by a Resolution of the Board
- 5.4 The Board will maintain the following Organisational Sub-Committees:
  - 5.4.1 Executive Committee (as elected at AGM)
  - 5.4.2 Finance and Audit Steering Committee
  - 5.4.3 Governance Steering Committee
  - 5.4.4 Prioritisation Steering Committee (as required)
  - 5.4.5 Aboriginal Participation Steering Committee
  - 5.4.6 Selection Committee (Independent Panel for recommendation of PHCC Membership)
- 5.5 The Board will maintain the following Project/Program Sub-Committees:
  - 5.5.1 Hotham-Williams Steering Committee

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5.5.2 Agriculture Steering Committee

5.5.3 Science Steering Committee

5.5.4 Waterways

5.5.5 Community Engagement

5.5.6 Land Conservation

5.5.7 Ramsar Technical Advisory Group

5.5.8 Lake Clifton Thrombolite Recovery Group (by agreement with Department of Biodiversity, Conservation and Attractions)

5.6 The PHCC will maintain representation on external Sub-Committees, as deemed appropriate and endorsed by PHCC.

### 6 Other Committees

6.1 The CEO may form and/or call ad-hoc sub-committees as required to meet service delivery or organisational improvement needs

6.1.1 Membership may consist of any number and combination of Board Members, Employees or external Stakeholders as required and appropriate to the work of the Sub-Committee.