

# AGENDA - ANNUAL GENERAL MEETING

An Annual General Meeting of the PHCC will be held on:

Thursday 18 October 2018 from 11.00am to 12.00noon  
(preceded by a General Meeting between 9.00am and 10.45am)  
at the PHCC Shed, 58 Sutton Street, Mandurah  
Please join the staff for lunch between 12.00 and 1.00



START	FINISH	DURATION	
11.00	12.00	1hr	1. Welcome and Apologies
			2. Confirmation of Minutes of last AGM held on 19 October 2017 2.1 Business arising from previous minutes
			3. Chairman's Report 2017 - 2018
			4. Treasurer's Report and Presentation of Financial Statements
			5. Governance Steering Committee Report
			6. Annual ACNC Report – not available until new ACNC website is active
			7. Membership and Ratification of New Members 7.1 Extension of expiring terms 7.2 Ratification of new members
			8. Election of Office Bearers: 8.1 Chairman 8.2 Deputy Chairman 8.3 Secretary 8.4 Treasurer
			9. Election of Executive Committee Member
			10. Confirmation of Agency Members / Observers 10.1 DPIRD 10.2 DBCA 10.3 DWER 10.4 PDC 10.5 DPLH (Planning - Peel) - Observer 10.6 Water Corporation - Observer
			11. Ratification of PHCC Program/Project and Organisational Sub-Committee Members 11.1 Ratification of Project/Program Steering Committees 11.2 Ratification of Organisational Sub-Committees
			12. Ratification of External Committee Members (Board and Staff)

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			13. Governance: 13.1 Risk Management Plan 13.2 Conflicts of Interest 13.3 Gifts and Benefits 13.4 Policy Framework 13.5 Minutes of Governance Steering Committee meeting 13.6 Minutes of Finance & Audit Committee meeting
			14. Constitution – endorse lodging notification of changes
			15. Appointment of Auditor for forthcoming year
			16. Next Annual General Meeting – Thursday 17 October 2019
			17. Close of meeting
12.00	1.00pm	1 hr	Lunch

#### Actions arising from AGM of 19 October 2017:

	Details	Responsible	Complete
1.	Item 11.1 Project/Program Steering Committees [AGM 19 October 2017]  <i>That:</i>  1. <i>As requested by Peter Hick, he be removed from the Science Integration and Governance Review Steering Committees.</i> 2. <i>Project/Program Steering and Organisational Sub-Committees be reviewed at the February Meeting of the Board.</i>	Jane O'Malley	COMPLETE
2.	Item 13 Appointment of Auditor for forthcoming year [AGM 19 October 2017]  <i>That PHCC engages AMD as auditors for the forthcoming year.</i>	Karen Henderson	COMPLETE

*We acknowledge the Noongar people as Traditional Custodians of this land and pay our respects to all Elders past and present*