

MINUTES OF ANNUAL GENERAL MEETING

Held on Thursday 18 October 2018
The Shed, PHCC
58 Sutton Street, Mandurah

The Chairman opened the meeting at 11.20am

1. Attendance

Present:	Andy Gulliver	Chairman (Leave of Absence)
	Jan Star AM	Acting Chairman
	Marilyn Gray	Treasurer
	Paddi Creevey OAM	Secretary
	Bob Pond	Executive Committee (DWER)
	Sue Fyfe	Community Member
	Howard Mitchell	Community Member [until 11.50am]
	Michael Schultz	Community Member
	Amanda Willmott	Community Member
	Rob Summers	DPIRD
	Andrew Ward	PDC
	Cr Stephen Lee	Local Govt Member Proxy (Coastal)
In Attendance:	Jane O'Malley	Chief Executive Officer
	Steve Fisher	Program Manager Science & Waterways
	Kim Wilson	Special Projects Officer
	Karen Henderson	Manager Finance & Payroll
	Patricia Sutton	Manager Corporate Services (Minutes)
	Paula Pownall	Regional Agriculture Landcare Facilitator
	Rick James	Wetlands Restoration Officer [from 11.25am]
Apologies:	Darralyn Ebsary	Community Member
	Mark Cugley	DBCA
	Cr Caroline Knight	Local Govt Member (Coastal)
	Cr Eliza Dowling	Local Govt Member Proxy (Inland)
	Cr David Smart	Local Govt Member Proxy (Coastal)
	Suzanne Brown	Water Corporation – Observer
	Scott Haine	DPLH (Peel) – Observer

2. Confirmation of Minutes of Annual General Meeting held on 19 October 2017

Moved: Marilyn Gray

Seconded: Howard Mitchell

That the Minutes of the Annual General Meeting held on 19 October 2017 be confirmed as a true and correct record of the meeting.

CARRIED

2.1 Business Arising from Previous Minutes

Actions arising from AGM of 19 October 2017:

	Details	Responsible	Complete
1.	<p>Item 11.1 Project/Program Steering Committees [AGM 19 October 2017]</p> <p><i>That:</i></p> <ol style="list-style-type: none"><i>As requested by Peter Hick, he be removed from the Science Integration and Governance Review Steering Committees.</i><i>Project/Program Steering and Organisational Sub-Committees be reviewed at the February Meeting of the Board.</i>	Jane O'Malley	COMPLETE
2.	<p>Item 13 Appointment of Auditor for forthcoming year [AGM 19 October 2017]</p> <p><i>That PHCC engages AMD as auditors for the forthcoming year.</i></p>	Karen Henderson	COMPLETE

3. Chairman's Report 2017 – 2018 – Jan Star, A/Chairman

I refer you to the Chairman's Report in the Annual Report, which Andy contributed following his return to good health.

You will see it has been a year of significant achievement which I think illustrates the maturing of our organisation. We have the structure in place that has produced many partnerships, delivering substantial outcomes: with business, philanthropy, State agencies, local governments, NGOs, landcare and community groups. We submitted an important tender entailing months of work to continue projects important to the Federal Government. We have an incredible staff and CEO who have been able to ride the stress of funding changes in the NRM world.

Since June we have been successful in our tender bid – faring as well, if not better, than other regions. The State NRM scene has changed and we are engaged in that, especially regenerative agriculture: and in the election bid planning for the upcoming federal election, through partnerships with NRMWA, WALN and PLRF respectively. We have also been heavily engaged in the SAPP review process.

There has also been excitement, being the only Australian body chosen to go to Manila for our Ramsar CEPA work; sponsoring Milly Formby on her daring hydrolight flight around Australia in support of migratory birds; and congratulating Steve Fisher on being acknowledged best science communicator in the Peel. The S.H.A.R.E. events in The Shed have been very successful as was the Feral Cat Symposium, and the Annual Shorebird Count.

So I say thank you to our partners, to our community to members of the Board and finally to our very professional, capable and dedicated staff.

Moved: Bob Pond

Seconded: Rob Summers

That the Chairman's Report for 2017 – 2018 be accepted.

CARRIED

[11.25am Rick James arrived at the meeting]

4. Treasurer's Report and Presentation of Financial Statements

The Treasurer, Marilyn Gray, spoke to her report:

I am pleased to present the 2017-2018 Financial Statements of the PHCC to the Annual General Meeting:

1. *Management Report prepared by AMD Chartered Accountants.*
2. *Financial Statement for year ended June 30th, 2018 which includes:*
 - a. *Balance Sheet*
 - b. *Profit & Loss*
 - c. *Statement of Cash flow*
 - d. *Statement of Changes in Equity*
 - e. *Notes to the Financial Statement*
 - f. *Statement by Members of the Committee*
 - g. *Auditor's Independence Declaration*
 - h. *Independent Auditors Report.*

Some features of our financial management this year have been:

Projects closed during the year:

- 3700 – Saltmarshes of Ramsar482 [\$25,031]
- 7100 - Science Advisor Project [\$480,105]
- 7200 – ARC Linkage Project [\$15,000]
- 7400 – State NRM: Supporting People for Wetland Wise Use in Peel-Harvey [\$139,725]
- 9000 – National Landcare Program- RI17 [\$3,635,096]
- 7880 – HRRT – NACE16- Landcare Capacity & Community Engagement Project \$42,300]
- 7920 – HRRT - State NRM Blackberry A15151 Project [\$37,147]
- 7990 – HRRT – NLP_CEG2015_002_HRRT_Lower Harvey River Project [\$49,900]

New Projects started and carried forward to new financial year:

- 9500 – Peel-Harvey Estuary – 1FTE [\$45,000]
- 9600 – MOU_4 Local Govt Hotham Williams [\$180,000]
- 9700 – Peel-Harvey Estuary – RishRec [\$750,000]

Projects which require annual audit of Financial Statements have been completed. Audited Financial Statement and Request to Retain Funds form have been forwarded to the relevant Funding Body for approval to retain those funds into F2018/2019.

Financial Training

We continue to provide financial training to our Board, Staff and NRM Practitioners in a number of ways:

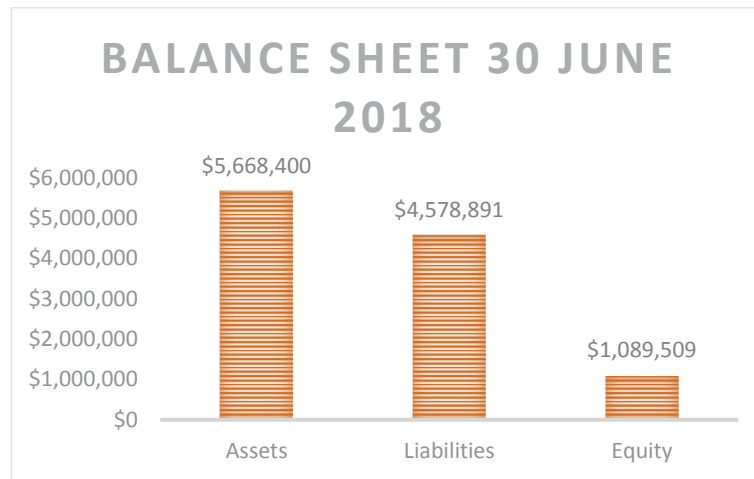
- Cr Caroline Knight attended AICD Governance Foundations for NFP Directors in April 2018
- Karen Henderson attended MYOB Budgeting and Financial Reporting Plus Tips & Tricks Workshop
- Convened a Governance Training Workshop for Community Groups, NRM Practitioners and staff, funded through the NLP Project
- General finance and budget training for staff
- ACNC Webinars – Board Members have been encouraged to attend or watch Webinars provided by ACNC on specific topics throughout the year. All attendances are recorded in the Training Register.
- Provide new Signatories to Banking with in-house training for Online Banking procedures and authorising process.

General Information:

1. **Corporate Interest:** With the Westpac Term Deposit locked in for 12 months, \$15,741 was earned to period 7th June and with a further \$1,863 of interest earned through our ANZ Corporate Online Account, it resulted in a nett return of \$17,614 for F17-18. With interest rates continuing to fall, the Term Deposit was renewed for a further 12 months to maximise our return on the principal of \$633,142.94 at a rate of 2.67% to mature on 12 June 2019.
2. **Project Interest:** In October 2017, it was agreed to invest \$1,500,000 in an ANZ Term Deposit for a 7 month period at a rate of 2.35%. \$20,474 was earned and on maturity, the principal and interest was credited back to the ANZ Account 4942-31182 due to the uncertainty of cash-flow post NLP. A further \$13,653 of interest was earned through our ANZ Project Online Account giving a combined total of interest \$34,126, earned for F17-18.
3. **Project Funding:** At 30 June 2018, the Unspent Project funds held in Liabilities was \$3,939,032.09 which is higher than normal to previous financial years due to receiving Peel-Harvey Estuary funding for both the 1FTE and FishRec projects prior to the end of the financial year. We will continue to explore options to maximise returns on residual project funds.
4. The 2017 Annual Information Statement information was lodged with both ACNC and Associations Online prior to due date. It was hoped that the draft 2018 Annual Information Statement for the ACNC would have been made available for endorsement at the AGM, however, access to the Reporting Template will not be released until the new ACNC Portal is commissioned.
5. The Organisation's equity increased by \$131,321 resulting in an end of year balance of \$1,089,509. This is a steady growth which has enabled us to have sufficient reserves for future operations. The distribution of retained funds to be carried forward at 1 July 2018 is set out below:

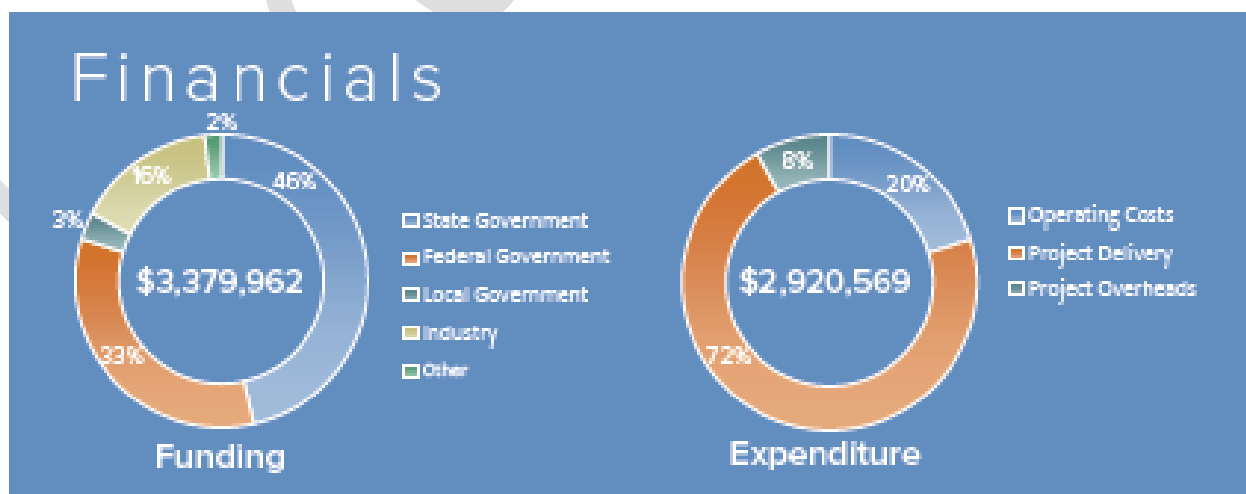
PHCC Support	\$86,664.55
PHCC Remuneration	\$0.00
Asset Replacement – Vehicle	\$10,000.00
Asset Replacement – IT	\$16,800.00
Asset Replacement – Equipment	\$17,857.00

Total Retained Equity: \$131,321.55



- 6. Sources of Funding:** The PHCC Team works extremely hard to explore all opportunities in securing funding to achieve our goals in natural resource management in our Catchment. During 2017/2018, there was a significant increase in Industry funding due to securing new funding from Newmont Boddington Gold and continued support from South32 for the Hotham-Williams, and the successful Alcoa Foundation project for the Serpentine River. The four Local Governments in the Hotham Williams, being Shires of Boddington, Cuballing, Wandering and Williams also committed funding to the Hotham-Williams NRM for the next 5 years. Below is a snapshot of PHCCs income and expenditure for period ending 30 June 2018.
- 7.** In 2013 we prepared a business plan for the PHCC “Securing our Future” that estimated the investment we would attract to meet the Vision for the Peel-Harvey Catchment. Interesting to see how closely we are tracking against our estimations (see below). The next jump (to 2022) is a big one – let’s hope we align as well as we have in the other years:

Year	Estimate	Actual
2012-13	\$1.2 mil	\$1.6 mil
2013-15	\$2.5 mil	\$2.8 mil
2015-18	\$3.2 mil	\$3.4 mil
2018-22	\$12 mil	???



The financial reports and graphs above, demonstrate that the PHCC is in a sound financial position and able to meet all current and future projected liabilities. The auditors have acknowledged the sound internal financial control environment present at Peel-Harvey Catchment Council Inc.

I can confirm that due to the high quality of financial reporting and supporting reconciliations provided to the auditors, which correctly supported all year ending balances, there were no audit adjustments or recommendations arising from the 30 June 2018 audit. It was very pleasing that the auditors commented “that there are very few audits undertaken by us which result in no recommendations being raised which is a credit to the PHCC team who were helpful and attentive to our requests for information, which once again enabled us to complete our audit efficiently”.

The auditor’s opinion was that:

“Our audit report for 30 June 2018 is unqualified with our opinion stating the financial report presents fairly the financial position of the Peel-Harvey Catchment Council Inc.”

I would like to once again acknowledge the invaluable contribution made by our Finance Manager Karen Henderson, and the professional assistance of Chief Executive Office Jane O’Malley and Office Manager Patricia Sutton.

To all project officers, my sincere thanks for your unstinting efforts in adhering to guidelines and contract requirements in respect of our project funding. And to the Finance and Audit Committee members, thank you for your support and advice.

Last but not least, I would like to acknowledge City of Mandurah for their continued support in the management of PHCCs payroll, and in particular, I would like to thank Jacqui Shardlow and Jarred King for their efforts in providing the necessary information to enable PHCC to complete our monthly payroll obligations.

Marilyn Gray, Treasurer

Moved: Howard Mitchell

Seconded: Mike Schultz

That the Treasurer’s Report and 2017 – 2018 Financial Statements be received.

CARRIED

ACTION: Convey thanks to Jacqui Shardlow and Jarred King from the City of Mandurah for their efforts in providing the necessary information to enable PHCC to complete our monthly payroll obligations.

5. Australian Charities and Not-for profits Commission (ACNC) Annual Report

Normally the ACNC report would be endorsed at the AGM, however due to the ACNC website not being available the report cannot be submitted.

6. Membership and Ratification of New Members

6.1 Extension of expiring terms

Background

Over the years our community membership terms have ended up with a very uneven spread, with a variety of terms expiring in different years. As it stands we have some years where four terms expire, others with one term and others with none. This is a risk to the organisation in respect to potentially losing significant intellectual property, skills and experience at one time. It is also a time burden on the operations team, to manage a recruitment process each year.

It is therefore suggested that the PHCC endorse the establishment of two distinct community groups, with four year terms (in accordance with our constitution), and a call for nominations every two years.

The Executive Group supported the above recommendation via an out of session exchange.

Current Constitutional Requirements

6.1.8 The term of community membership of the Council shall be four years but members shall be eligible for re-appointment.

6.1.9 In the first term after incorporation half, if membership is an even number, shall retire at two years, or half plus one if an uneven number will retire at two years, but shall be eligible for re-appointment. Members so retiring may volunteer to do so. If not enough volunteers, the remainder to make up the required number shall be by ballot.

Therefore, while it is clear that terms are proposed for four years, the intent for a system whereby every two years half the community members retire, is supported by the constitution (indeed was the intent of 6.1.9).

Existing Members – Extension of Terms

To enable resynchronising of terms it is recommended that Paddi Creevey, Michael Schultz, Darralyn Ebsary and Sue Fyfe’s terms be extended for a further 12 months. Acting Chairman, Jan Star has contacted each of the members and all have agreed to extend their terms for one year, if endorsed by the PHCC.

		2017	2018	2019	2020	2021	2022	2023
Group B	B 1	Andy Gulliver				All Group B Terms Aligned All positions advertised for 4 years		
	B 2	Jan Star						
	B 3	Marilyn Gray						
	B 4		Vacant - advertised 2018 - 3 Yrs *					
	B 5			H. Mitchell term expires - renominate 2 Yrs				
Group A	A 1		Paddi Creevey - extend 1 year	Paddi Creevey				All Group B Terms Aligned All positions advertised for 4 years
	A 2		Mike Schultz - extend 1 year	Mike Schultz				
	A 3		Darralyn Ebsary - extend 1 year	Darralyn Ebsary				
	A 4		Sue Fyfe - extend 1 year	Sue Fyfe				
	A 5		Vacant - 1 Yr	Vacant - 4 yrs				

Moved: Steve Lee

Seconded: Marilyn Gray

That the PHCC endorse the modification of Member terms as an extraordinary circumstance, for the purposes of enabling a more consistent approach to staggering terms of Community Members, and in doing so, support:

1. The establishment of two distinct groups of Community Members being:

<i>Group A:</i>	<i>Group B:</i>
<i>1. Paddi Creevey</i>	<i>1. Andy Gulliver</i>
<i>2. Michael Schultz</i>	<i>2. Jan Star</i>
<i>3. Darralyn Ebsary</i>	<i>3. Marilyn Gray</i>
<i>4. Sue Fyfe</i>	<i>4. Howard Mitchell</i>
<i>5. Vacant</i>	<i>5. Vacant</i>

2. The terms of current and proposed membership be staggered, to ultimately bring Groups A & B, in-sync so that we call for nominations every two years, rather than annually. To enable this synchronisation, it is recommended that the PHCC endorse:

- the extension of current members Paddi Creevey, Michael Schultz, Darralyn Ebsary and Sue Fyfe, for a further 12 month period (to October 2019);***
- the vacant position in Group B be for a three (3) year term (to 2021);***
- in 2019 the PHCC advertise Howard Mitchell's position as a two year term (to 2021);***
- the vacant position in Group A be for a 12 month period.***

CARRIED

Moved: Rob Summers

Seconded: Bob Pond

That the PHCC note the resignation of Cr David Smart (Proxy Local Government Inland Representative) and operate without a proxy for the upper catchment Local Government position, until the next round of Local Government appointments (after October 2019 Local Government elections).

CARRIED

[11.40am Amanda Willmott left the meeting]

6.2 Ratification of new members

The PHCC advertised for nominations to fill a vacancy on the Board. Advertisements ran on Facebook and the PHCC website from 26 September 2018 with a closing date of 3 October 2018.

The Vacancy Selection Panel was comprised of Bob Pond (Department of Water and Environmental Regulation), Rob Summers (Department of Primary Industries and Regional Development) and Mr Greg Marston as a community representative. The selection panel was convened by email and phone.

Two nominations were received before the closing time. A third was received late the following day. Only the two on-time nominations were considered by the Vacancy Selection Panel.

Both applicants were deemed suitable, however Amanda Willmott (an ex-employee of the PHCC) scored higher across the selection criteria, and presented a broader range of experience applicable to the PHCC board position. The second applicant demonstrated higher experience in occupational health and risk management.

Moved: Howard Mitchell

Seconded: Mike Schultz

That:

- 1. Amanda Willmott be offered a Community Member position on the Board of the PHCC.**
- 2. The remaining two applicants be notified of the decision, thanked for their nominations, and be encouraged to apply again in the future.**

CARRIED

[11.45am: Amanda Willmott was welcomed back, congratulated on her successful nomination and she joined the meeting.]

Jan Star stepped aside and Bob Pond took the Chair.

7. Election of Office Bearers (Executive Committee)

Bob Pond conducted the election process.

7.1 Chairman

Bob Pond called for nominations for the position of Chairman.

Andy Gulliver nominated Caroline Knight, seconded Howard Mitchell. Caroline accepted the nomination by email provided to the CEO (attached to these minutes). No further nominations were received. **Caroline Knight** was elected unopposed and accepted (via email) the position of Chairman of the PHCC. All in favour.

7.2 Deputy Chairman

Bob Pond called for nominations for the position of Deputy Chairman.

Paddi Creevey nominated Jan Star, seconded Marilyn Gray. Jan accepted the nomination. No further nominations were received. **Jan Star** was elected unopposed and accepted the position of Deputy Chairman of the PHCC. All in favour.

7.3 Secretary

Bob Pond called for nominations for the position of Secretary.

Jan Star nominated Paddi Creevey, seconded Mike Schultz. Paddi accepted the nomination. No further nominations were received. **Paddi Creevey** was elected unopposed and accepted the position of Secretary of the PHCC. All in favour

7.4 Treasurer

Bob Pond called for nominations for the position of Treasurer.

Howard Mitchell nominated Marilyn Gray, seconded Rob Summers. Marilyn accepted the nomination. No further nominations were received. **Marilyn Gray** was elected unopposed and accepted the position of Treasurer of the PHCC. All in favour

Moved: Rob Summers Seconded: Mike Schultz

That the Executive Committee, as nominated, be ratified.

CARRIED

Jan Star took the Chair in the absence of Caroline Knight.

[11.50am Howard Mitchell left the meeting]

8 Election of Executive Committee Member (Representative)

Paddi Creevey nominated Bob Pond, seconded Mike Schultz, for the position of Executive Committee Member. Bob accepted the nomination. No further nominations were received. **Bob Pond** was elected unopposed and accepted the position of Executive Committee Member of the PHCC. All in favour.

Moved: Paddi Creevey Seconded: Mike Schultz

That Bob Pond be elected to the Executive Committee, as nominated, be ratified.

CARRIED

9. Confirmation of Agency Members

The following agencies are represented on the PHCC

- 9.1 DPIRD
- 9.2 DBCA
- 9.3 DWER
- 9.4 DWER
- 9.5 PDC (Peel Development Commission)
- 9.6 DPLH (Planning - Peel) - Observer
- 9.7 Water Corporation – Observer

Moved: Andy Gulliver Seconded: Sue Fyfe

That the agencies, and the people representing those agencies, be endorsed as Agency Members and Observers of the PHCC.

CARRIED

Note: Leon Brouwer had advised the CEO that he would be stepping down as a DWER representative and Bob Pond would remain as the sole DWER representative.

ACTION: A letter be sent to Leon Brouwer accepting his request to stand down as a DWER representative for PHCC. Also acknowledge Leon's long term support for the PHCC and the work we do.

10. Ratification of Project/Program Steering and Organisational Sub-Committees

10.1 Project/Program Steering Committees

Andy Gulliver nominated himself for the Agriculture Steering Committee.

Moved: Mike Schultz

Seconded: Steve Lee

That the Project / Program Steering Committees be ratified as presented and nominated, noting that any new member/s would be provided the opportunity to volunteer for Steering Committees (requiring future ratification).

CARRIED

10.2 Organisational Sub-Committees

Moved: Andrew Ward

Seconded: Steve Lee

That the Organisational Sub-Committees be ratified as presented, noting that any new member/s would be provided the opportunity to volunteer for Steering Committees (requiring future ratification).

CARRIED

11. Ratification of External Committee Members (Board)

Members discussed representation on the CCWA and it was decided to leave the position it vacant for now and Jane would monitor the membership.

Moved: Paddi Creevey

Seconded: Marilyn Gray

That representation on External Committees (Board) be ratified as presented, noting the CEO has delegated authority to ratify the Staff representation.

CARRIED

12. Governance Steering Committee Report

12.1 Risk Management Plan

Moved: Paddi Creevey

Seconded: Marilyn Gray

That the PHCC acknowledge the review of the status/progress against risk management strategies, as presented, as appropriate to adequately manage the risks of the PHCC.

CARRIED

12.2 Conflicts of Interest

Jane emphasised the need for members to ensure any conflict of interest was declared at each meeting and to be subsequently recorded on the Conflicts of Interest register. Modifications had been suggested at the Governance Steering Committee and they would be incorporated into the process.

Moved: Paddi Creevey

Seconded: Marilyn Gray

That the PHCC:

- 1. Acknowledge that the Governance Steering Committee have reviewed the Conflicts of Interest Table for 2018 and accept the Register, as being a correct record of potential conflicts and that those potential conflicts are being appropriately managed, as required in clause 4.1.1 of the Conflicts of Interest Policy; and**
- 2. Note that modifications to the Conflicts of Interest Register will be introduced for the 2018/19 records, including details of when a declaration is made (what meeting, item number, description and what action was taken to remove the conflict); and category of conflict (e.g. proximity, impartiality, financial etc.).**

CARRIED

12.3 Gifts and Benefits

Moved: Paddi Creevey

Seconded: Rob Summers

That the PHCC :

Acknowledge that the Governance Steering Committee have reviewed the Gifts and Benefits and accept that the Register is being maintained appropriately (in accordance with Gifts and Benefits Policy 4.4) with no conflicts or inappropriate gifts and/or benefits being received.

CARRIED

12.4 Policy Framework

It was noted that Sue Fyfe had provided some feedback on the Motor Vehicle Policy and those changes would be considered and brought back to the next General Meeting.

Moved: Bob Pond

Seconded: Marilyn Gray

That the PHCC:

Acknowledge that the Governance Steering Committee have reviewed the Policy Framework (in accordance with Policy 4.5) and endorse that the PHCC are compliant against an effective suite of governance policies.

CARRIED

12.5 Minutes of Governance Steering Committee Meeting

Moved: Paddi Creevey

Seconded: Bob Pond

That the Minutes of the Governance Steering Committee Meeting held on 1 October 2018 be received and acknowledged.

CARRIED

13. **Constitution – Endorsement of modifications for lodgement to the Constitution with the Commissioner of Mines, Industry Regulation and Safety Consumer Protection**

Marilyn commended the Governance Steering Committee for reviewing the Constitution. Some modifications were based on those suggested in 2009.

Moved: Marilyn Gray

Seconded: Andy Gulliver

That the PHCC:

- 1. Accept the changes to the Constitution as conforming with the requirements of the Associations Incorporation Act, and the needs of the PHCC, and endorse lodging the modifications to the Constitution with the Commissioner of Mines, Industry Regulation and Safety Consumer Protection, via Associations Online, to comply with the requirements of the Act; and**
- 2. Thank David Prattent of the City of Mandurah for his assistance in reviewing the PHCC Constitution.**

CARRIED

14. **Appointment of Auditor for forthcoming year**

Marilyn's recommendation was to continue using AMD for the PHCC audit for the forthcoming financial year. They change auditors within their organisation on a regular basis, they know the PHCC business and are very thorough. There is also the convenience of an onsite audit at a very competitive price.

Moved: Marilyn Gray

Seconded: Paddi Creevey

That PHCC engages AMD as auditors for the forthcoming year.

CARRIED

15. **Next Annual General Meeting – Thursday 17 October 2019**

The next Annual General Meeting is to be held on Thursday 17 October 2019

16. **Vote of thanks**

Andy thanked both Jan Star and Marilyn Gray for standing in during his leave of absence.

Moved: Marilyn Gray

Seconded: Jan Star

That the board officially thanks Andy Gulliver, with acclamation, for his contribution as Chairman.

CARRIED

17. **Close of Meeting**

The meeting closed at 12.15pm

Chairman:

Date:

Actions arising from AGM of 19 October 2017:

No.	Details	Responsible	Complete
1.	<p>Item 5 Treasurer’s Report [AGM 18 October 2018]</p> <p><i>Convey thanks to Jacqui Shardlow and Jarred King from the City of Mandurah for their efforts in providing the necessary information to enable PHCC to complete our monthly payroll obligations.</i></p>	Jane O’Malley	
2.	<p>Item 6.1 Extension of expiring terms [AGM 18 October 2018]</p> <p><i>That the PHCC note the resignation of Cr David Smart (Proxy Local Government Inland Representative) and operate without a proxy for the upper catchment Local Government position, until the next round of Local Government appointments (after October 2019 Local Government elections).</i></p>	Jane O’Malley	COMPLETE
3.	<p>Item 6.2 Ratification of New Members [AGM 18 October 2018]</p> <p><i>That:</i></p> <ol style="list-style-type: none"> <i>1. Amanda Willmott be offered a Community Member position on the Board of the PHCC.</i> <i>2. The remaining two applicants be notified of the decision, thanked for their nominations, and be encouraged to apply again in the future.</i> 	Jane O’Malley	COMPLETE
4.	<p>Item 9 Confirmation of Agency Members [AGM 18 October 2018]</p> <p><i>A letter be sent to Leon Brouwer accepting his request to stand down as a DWER representative for PHCC. Also acknowledge Leon’s long term support for the PHCC and the work we do.</i></p>	Jane O’Malley	COMPLETE
5.	<p>Item 12.2 Conflicts of Interest [AGM 18 October 2018]</p> <p><i>That the PHCC:</i></p> <ol style="list-style-type: none"> <i>1. Acknowledge that the Governance Steering Committee have reviewed the Conflicts of Interest Table for 2018 and accept the Register, as being a correct record of potential conflicts and that those potential conflicts are being appropriately managed, as required in clause 4.1.1 of the Conflicts of Interest Policy; and</i> <i>2. Note that modifications to the Conflicts of Interest Register will be introduced for the 2018/19 records, including details of when a declaration is made (what</i> 	Jane O’Malley	

	<i>meeting, item number, description and what action was taken to remove the conflict); and category of conflict (e.g. proximity, impartiality, financial etc.).</i>		
6.	<p>Item 13 Constitution – Endorsement of modifications for lodgement to the Constitution with the Commissioner of Mines, Industry Regulation and Safety Consumer Protection</p> <p><i>That the PHCC:</i></p> <ol style="list-style-type: none"> 1. <i>Accept the changes to the Constitution as conforming with the requirements of the Associations Incorporation Act, and the needs of the PHCC, and endorse lodging the modifications to the Constitution with the Commissioner of Mines, Industry Regulation and Safety Consumer Protection, via Associations Online, to comply with the requirements of the Act; and</i> 2. <i>Thank David Prattent of the City of Mandurah for his assistance in reviewing the PHCC Constitution.</i> 	Jane O'Malley	
7.	<p>Item 14 Appointment of Auditor for forthcoming year [AGM 18 October 2018]</p> <p><i>That PHCC engages AMD as auditors for the forthcoming year.</i></p>	Jane O'Malley	