

AGENDA

A General Meeting of the PHCC will be held
from 9.00am to 12.00 noon on Thursday 18 April 2019
at the Shed, PHCC, 58 Sutton Street, Mandurah



START	FINISH	DURATION	
8.45	9.00	15 mins	Grab your cuppa
9.00	9.10	10 mins	<ol style="list-style-type: none"> 1. Apologies 2. Declarations of Interest 3. Confirmation of Minutes of Meeting held on 21 February 2019 4. Business arising from previous Minutes 5. Correspondence (available on PHCC website & tabled)
9.10	10.00	50 mins	<ol style="list-style-type: none"> 6. Agency and Member Updates <ol style="list-style-type: none"> 6.1 DPIRD (Agriculture and Food) – Rob Summers 6.2 DBCA (Parks and Wildlife) – Marg Cugley 6.3 DWER (Water and Regulation) – Bob Pond 6.4 PDC (Peel Development Commission) – Andrew Ward 6.5 DPLH (Planning - Peel) - Observer – Scott Haine 6.6 Water Corporation - Observer – Suzanne Browne 6.7 Community Members 6.8 Local Government Representatives
10.00	10.10	10 mins	<ol style="list-style-type: none"> 7. Endorsement of Policies
10.10	10.25	15 mins	Morning Tea
10.25	10.40	10 mins + 5 mins Q&A	<ol style="list-style-type: none"> 8. Presentation: Vicki Stokes, Program Manager Birdlife WA – Shorebird 2020 and Shorebird Disturbance
10.40	10.55	10 mins + 5 mins Q&A	<ol style="list-style-type: none"> 9. Staff Presentation: Jo Garvey (PHCC Healthy Rivers Coordinator) - Rivercare Update
10.55	11.20	25 mins	<ol style="list-style-type: none"> 10. Strategic Directions 2019 – 2021 : Jane O’Malley
11.2	11.35	15 mins	<ol style="list-style-type: none"> 11. Treasurer’s Report <ol style="list-style-type: none"> 11.1 Treasurer’s Report & Financial Reports 11.2 Finance & Audit Committee Minutes – Endorsement 11.3 Peel CCI Business After Hours update
11.35	11.50	15 mins	<ol style="list-style-type: none"> 12. Chief Executive Officer’s Report, including Program Managers’ reports
11.50	12.00	10 mins	<ol style="list-style-type: none"> 13. Chairman’s Report
Next meeting: Thursday 20 June 2019 Venue to be advised			

Summary of Actions and Resolutions from previous meetings:

No.	DETAILS	RESP.	COMPLETE
1.	<p>Item 6.10 General Business [13 December 2018]</p> <p><i>MOTION: That the PHCC write to the Minister for Water; Fisheries; Forestry; Innovation and ICT; Science requesting that the Water Conservation Act be reinforced in relation to landing seaplanes on the estuary; with a copy to the Premier and the local member.</i></p>	Jane O'Malley	IN PROGRESS
3.	<p>Item 10 Treasurer's Report [13 December 2018]</p> <p><i>MOTION:</i></p> <p>1. <i>That the Board accepts the Financial Statements to October 31 2018, noting that November statements are not able to be finalised due to the December meeting being brought forward by one week.</i></p> <p>2. <i>Credit Card Review</i> <i>That the following recommendations be endorsed:</i></p> <p>2.1 <i>Increase the ANZ Credit Card facility limit on Account No 4564-8070-0047-3072 from \$10,000 to \$15,000.</i></p> <p>2.2 <i>Update Chair details on the ANZ Credit Card by adding Caroline Knight and removing Andrew Gulliver.</i></p> <p>2.3 <i>Cancel credit cards held with Kim Wilson and Thelma Crook.</i></p> <p>2.4 <i>Increase Melanie Durack's monthly credit card limit from \$1000 to \$2,000.</i></p> <p>2.5 <i>Increase Jane Townsend's monthly credit card limit from \$500 to \$1,000.</i></p> <p>2.6 <i>Add the following staff as cardholders with the approved monthly spending cap:</i></p> <ul style="list-style-type: none"> • <i>Administration Officer [TBC] \$1,000 when advised by CEO</i> • <i>Andrew Del Marco - \$1,000</i> • <i>Jesse Rowley - \$1,000</i> • <i>Rick James - \$1,000</i> • <i>Sharon Meredith - \$1,000</i> • <i>Steve Fisher - \$2,000</i> • <i>Vacant, HW Officer - \$1,000 when advised by CEO</i> <p>3. <i>Bank Signatories</i> <i>That the following recommendations be endorsed:</i></p> <p>3.1 <i>Chair of PHCC, Caroline Knight is to be added to the Bank Signatory for all Bank Accounts.</i></p> <p>3.2 <i>The 4 existing signatories to remain, being Jan Star, Deputy Chair; Marilyn Gray, Treasurer; Michael Schultz, Community Member and Andrew Gulliver, Community Member.</i></p> <p>Update: ANZ completed. Westpac to be updated when Term Deposit becomes due 1 June – the only time we liaise with them.</p>	Jane O'Malley / Karen Henderson	<p>COMPLETE</p> <p>ALL COMPLETE</p> <p>PENDING</p>