

AGENDA – ANNUAL GENERAL MEETING

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

Thursday 17 October 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 us 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 18 October 2018 2.1 Business arising from previous minutes
			3. Chairman's Report 2018 - 2019
			4. Treasurer's Report and Presentation of Financial Statements
			5. Annual ACNC Report
			6. Ratification of New Members
			7. Election of Office Bearers: 7.1 Chairman 7.2 Deputy Chairman 7.3 Secretary 7.4 Treasurer
			8. Election of Executive Committee Member
			9. Confirmation of Agency Members / Observers 9.1 DPIRD 9.2 DBCA 9.3 DWER 9.4 PDC 9.5 DPLH (Planning - Peel) - Observer 9.6 Water Corporation - Observer
			10. Ratification of PHCC Program/Project and Organisational Sub-Committee Members 10.1 Ratification of Project/Program Steering Committees 10.2 Ratification of Organisational Sub-Committees
			11. Ratification of External Committee Members (Board and Staff)

58 Sutton Street, Mandurah
Western Australia 6210
T: +61 8 6369 8800

www.peel-harvey.org.au

			<p>12. Governance Steering Committee Report – Endorsement of Minutes of Meeting held on 29 August 2019:</p> <p>12.1 Risk Management Plan</p> <p>12.2 Conflicts of Interest</p> <p>12.3 Gifts and Benefits</p> <p>12.4 Policy Framework</p> <p>12.5 Fraud and Corruption Control Plan (seeking endorsement)</p>
			13. Appointment of Auditor for forthcoming year
			14. Next Annual General Meeting – Thursday 15 October 2020
			15. Close of meeting
12.00	1.00pm	1 hr	Lunch

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

Actions arising from AGM of 18 October 2018

No.	Details	Responsible	Complete
1.	<p>Item 5 Treasurer's Report [AGM 18 October 2018]</p> <p><i>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.</i></p> <p><i>UPDATE: Jacqui Shardlow and Jarred King from the City of Mandurah were invited to the PHCC End of Year celebration.</i></p>	Jane O'Malley	COMPLETE
2.	<p>Item 6.1 Extension of expiring terms [AGM 18 October 2018]</p> <p><i>ACTION: 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>MOTION:</i></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>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.</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</i> 	Jane O'Malley	COMPLETE

	<p><i>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></p> <p><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 meeting, item number, description and what action was taken to remove the conflict); and category of conflict (e.g. proximity, impartiality, financial etc.).</i></p>		
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>MOTION:</i></p> <p><i>That the PHCC:</i></p> <p><i>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</i></p> <p><i>2. Thank David Prattent of the City of Mandurah for his assistance in reviewing the PHCC Constitution.</i></p> <p><i>UPDATE: Thank you card sent to David Prattent.</i></p>	Jane O’Malley	COMPLETE
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> <p><i>UPDATE: AMD were engaged as auditors for the 2018/2019 financial year.</i></p>	Jane O’Malley	COMPLETE