

AGENDA

An Annual General Meeting of the PHCC will be held on:
 Thursday 22 October 2020 from 11.30am to 12.30 pm
 (Preceded by a General Meeting between 9.00am and 11.20am)
 at the PHCC Shed, 58 Sutton Street, MANDURAH WA 6210



START	FINISH	DURATION	
11.30	12.30	1hr	1. Welcome and Apologies – David Prattent (Community Member) and Andrew Ward (Adrian Parker attending as proxy)
			2. Confirmation of Minutes of last AGM held on 17 October 2019
			3. Business arising from previous Minutes
			4. Chairman’s Report 2019 - 2020
			5. Treasurer’s Report and Presentation of Financial Statements
			6. Endorsement of Australian Charities and Not-for-Profits Commission (ACNC) Annual Report
			7. Ratification of New Members (Not Applicable this year)
			8. Election of Office Bearers (Executive Committee) 8.1. Chairman 8.2. Deputy Chairman 8.3. Secretary 8.4. Treasurer
			9. Election of Executive Committee Member (Representative)
			10. Confirmation of Agency Members / Observers 10.1.DPIRD (Agriculture and Food) – Rob Summers 10.2.DBCA (Parks and Wildlife) – Mark Cugley 10.3.DWER (Water and Regulation) – Bob Pond 10.4.Peel Development Commission – Andrew Ward 10.5.DPLH (Planning - Peel) - Observer – Scott Haine 10.6.Water Corporation - Observer – Suzanne Brown
			11. Ratification of PHCC Program/Project and Organisational Sub-Committee Members
			11.1.Ratification of Project/Program Steering Committees 11.1.1. Hotham-Williams 11.1.2. Agriculture 11.1.3. Science 11.1.4. REI 11.1.5. Waterways (Ramsar, Alcoa Foundation, Rivercare) 11.1.6. Community Engagement 11.1.7. Land Conservation

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			<p>11.2. Ratification of Organisational Sub-Committees</p> <p>11.2.1. Finance and Audit Committee</p> <p>11.2.2. Governance</p> <p>11.2.3. Aboriginal Participation</p> <p>11.2.4. Prioritisation</p>
			12. Ratification of External Committee Members (Board)
			13. Governance Steering Committee – Endorsement of Minutes of Meeting held on 10 September 2020
			<p>Governance Steering Recommendations:</p> <p>13.1. Risk Management Plan</p> <p>13.2. Conflicts of Interest (including copy of Conflict of Register)</p> <p>13.3. Gifts and Benefits</p> <p>13.4. Policy Framework</p> <p>13.5. Fraud and Corruption Control Plan</p> <p>13.6. Board Performance Framework</p> <p>13.7. ACNC Roles of Board Members (Responsible Persons)</p> <p>13.8. Delegations of Authority</p>
			14. Appointment of Auditor for forthcoming year
			15. Next Annual General Meeting – Thursday 21 October 2021
			16. Close of meeting

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 17 October 2019

No.	Details	Responsible	Complete
1	<p>Item 11 Ratification of External Committee Members (Board) [AGM 17 October 2019]</p> <p>Darralyn Ebsary said that she was happy to be the Conservation Council WA (CCWA) representative and Sue Fyfe nominated to be the proxy member. There was a CCWA conference coming up on 23 November and Darralyn would be happy to attend.</p> <p>ACTION: <i>Advise CCWA of our new representatives and forward information regarding the November conference to our new representatives.</i></p>	Patricia Sutton	COMPLETE
2	<p>Item 12.4 Policy Framework [AGM 17 October 2019]</p> <p>ACTION:</p> <ol style="list-style-type: none"> <i>1. The policies survey to have an introduction to inform Members of an estimate of time expected to complete it, so they can set aside the appropriate amount of time.</i> <i>2. The policies survey be designed to enable it to be completed in stages if required, so as not to have to re-commence the survey.</i> 	Patricia Sutton	COMPLETE: Changes made in line with requests