

Peel-Harvey Catchment Council Board Members _ Policy acknowledgement

Name	1.1	1.2	1.3	1.5	1.6	1.8	2.3	2.9	2.11	3.1	3.2	3.3	3.4	3.5	3.6	3.7	4.2	4.6	4.7	4.9	4.10	4.12	4.13	4.14	
Andy Gulliver	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	
Bob Pond	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Brad Cardilini	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Caroline Knight	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Darralyn Ebsary	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Eliza Dowling	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Howard Mitchell	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Marilyn Gray	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Mark Cugley	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Paddi Creevey	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Rob Summers	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Scott Haine	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Stephen Lee	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Sue Fyfe	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Suzanne Brown	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√

- N/A** Ticked N/A box in survey
- *** Sent awaiting reply
- **** Did not click that they understood or will comply with the policy
- ***** Ticked that they would comply with the policy but did not tick that they had read or understood the policy
- ****** Skipped this question
- No** Was sent survey but did not complete
Opted Out

PHCC Policy Register - Board Approved Policies

Policy No.	Title	Category	Type	Notes	Supporting Procedures, Forms Registers, etc	Associated Policies	Initial Endorsed / Approved Date	Last Endorsed / Approved Date	Rotation Months	Next Review Date
1.1	Board of Management	1 Board	Strategic		N/A	1.8 Board Performance 4.1 Code of Ethics 4.2 Conflict of Interest 4.3 Risk Management	15/02/2018	18/06/2020	24	April 2022 for June Meeting
1.2	Board Induction	1 Board	Strategic		1.2.1 Board Induction (to be drafted - use New Members Induction Pack) 1.2.2 Accessing Members' Page - PHCC website (to be drafted)	1.1 Board of Management 1.4 Board Recruitment 1.7 Sub-Committees (Internal & External)	15/02/2018	18/06/2020	24	April 2022 for June Meeting
1.3	Board Meetings	1 Board	Strategic		1.3.1 Board Meetings (to be drafted)	1.1 Board of Management 1.7 Sub-Committees (Internal & External) 4.2 Conflict of Interest	19/10/2017	18/06/2020	24	April 2022 for June Meeting
1.4	Board Recruitment	1 Board	Strategic		1.4.1 Board Recruitment		17/08/2017	18/06/2020	24	April 2022 for June Meeting
1.5	Board Remuneration	1 Board	Strategic				19/04/2018	18/06/2020	24	April 2022 for June Meeting
1.6	Grievance Resolution	1 Board	Strategic		1.6.1 Grievance Resolution	2.4 Discrimination, Bullying & Harassment 4.14 Whistleblower	19/10/2017	18/06/2020	24	April 2022 for June Meeting
1.7	Sub-Committees (Internal and External)	1 Board	Strategic				19/10/2017	18/06/2020	24	April 2022 for June Meeting
1.8	Board Performance Review	1 Board	Strategic		1.8.1 Board Performance Review Board Evaluation Survey	1.1 Board of Management 1.2 Board Meetings 1.5 Board Remuneration 4.1 Code of Ethics	15/02/2018	18/06/2020	24	April 2022 for June Meeting

Policy No.	Title	Category	Type	Notes	Supporting Procedures, Forms Registers, etc	Associated Policies	Initial Endorsed / Approved Date	Last Endorsed / Approved Date	Rotation Months	Next Review Date
3.1	Procurement	3 Finance	Strategic	NOTE: This policy is to be reviewed by Program Managers. Leanne to arrange (see email from me dated 16/6/20 which has Karen's comments in relation to review).	3.1.1 Procurement 3.1.2 Petty Cash - OK 3.1.3 Preferred Supplier 3.1.4 Purchasing 3.1.5 Contracts Preferred Supplier Register Request for Quote Form Quote Selection Form - OK Purchase Order Form Request for Tender Tender Evaluation Form Contract - (Project Agreement) Template	2.3 Credit Facilities 2.6 Conflict of Interest	15/02/2018	20/06/2019	24	To be considered at the October 2020 meeting
3.2	Banking and Accounts (with attachments)	3 Finance	Strategic		Delegations of Authority PHCC Constitution Register of Approved Signatories Register of Financial Reports (Att 1 to this policy) Register of Bank Accounts (att 2 to this policy)	3.3 Credit Facilities 3.4 Investment	20/06/2019	18/06/2020	24	April 2022 for June Meeting
3.3	Credit Facilities	3 Finance	Strategic		Procedure Credit Card Register Organisational Credit Card Issue Form	3.1 Procurement 3.2 Banking and Accounts	20/06/2019	18/06/2020	24	April 2022 for June Meeting
3.4	Investment	3 Finance	Strategic		Finance & Audit Committee Terms of Reference	3.7 Fraud & Corruption 4.1 Code of Ethics 4.2 Conflict of Interest	20/06/2019	18/06/2020	24	April 2022 for June Meeting
3.5	Asset Management	3 Finance	Strategic		Asset Register Delegations of Authority Register Equipment Register	2.11 Motor Vehicles 3.1 Procurement	20/06/2019	18/06/2020	24	April 2022 for June Meeting
3.6	Audit	3 Finance	Strategic		Asset Register PHCC Constitution PHCC Delegations of Authority PHCC Loan Book		20/06/2019	18/06/2020	24	April 2022 for June Meeting
3.7	Fraud & Corruption	3 Finance	Strategic			2.5 Whistleblower 3.3 Credit Facilities 4.1 Code of Ethics	20/06/2019	18/06/2020	24	April 2022 for June Meeting
4.1	Code of Ethics	4 Organisation	Strategic			1.1 Board of Management 4.2 Conflict of Interest 4.4 Gifts & Benefits	17/08/2017	18/06/2020	24	April 2022 for June Meeting

Policy No.	Title	Category	Type	Notes	Supporting Procedures, Forms Registers, etc	Associated Policies	Initial Endorsed / Approved Date	Last Endorsed / Approved Date	Rotation Months	Next Review Date
4.2	Conflict of Interest	4 Organisation	Strategic		4.2.1 Conflict of Interest Conflict of Interest Register	1.1 Board of Management 1.2 Board Recruitment 4.1 Code of Ethics 4.3 Risk Management 4.4 Gifts & Benefits	15/06/2017	18/06/2020	24	April 2022 for June Meeting
4.3	Risk Management	4 Organisation	Strategic		4.3.1 Risk Assessment Risk Register Risk Assessment Form (JSEA)		19/04/2018	18/06/2020	24	April 2022 for June Meeting
4.4	Gifts and Benefits	4 Organisation	Strategic		4.4.1 Gifts and Benefits Disclosure of Gifts and/or Benefits Form Gift Register	4.1 Code of Ethics 4.2 Conflict of Interest	15/02/2018	18/06/2020	24	April 2022 for June Meeting
4.5	Policy Framework	4 Organisation	Strategic		4.5.1 Policies	All PHCC Policies	15/02/2018	18/06/2020	24	April 2022 for June Meeting
4.6	Insurance	4 Organisation	Strategic		4.6.1 Insurance Claims Insurance Policy Register	2.3 Workplace Health and Safety 2.14 Volunteers 2.11 Motor Vehicles 4.3 Risk Management	19/10/2017	18/06/2020	24	April 2022 for June Meeting
4.7	Travel	4 Organisation	Strategic		4.7.1 Travel Procedure	4.6 Insurance	20/06/2019	18/06/2020	24	April 2022 for June Meeting
4.8	Media	4 Organisation	Strategic		4.8.1 Media and Media Releases		15/02/2018	18/06/2020	24	April 2022 for June Meeting
4.9	Community Engagement	4 Organisation	Strategic		Community Engagement & Communication Plan (Template) Community Participation Plan Communications Plan Event Planner (Template) Event Registration Form – workshop (Template) Event Registration Form – on- ground (Template) Noongar Participation Plan PHCC NRM Strategy PHCC Strategic Directions Volunteer Registration Form (Template) Volunteer Medical Declaration (Template)	4.8 Media 4.10 Noongar Participation 4.13 Communications	20/06/2019	18/06/2020	24	April 2022 for June Meeting
4.10	Noongar Participation	4 Organisation	Strategic		PHCC Agreed Fee Schedule (confidential) PHCC Binjareb Boodja Landscapes 2025 – A Strategy for NRM in the Peel-Harvey Region PHCC Noongar Participation Plan	3.1 Procurement	20/06/2019	18/06/2020	24	April 2022 for June Meeting
4.11	Privacy	4 Organisation	Strategic			1.6 Grievance Resolution 4.1 Code of Ethics	18/10/2018	18/06/2020	24	April 2022 for June Meeting

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4.12	Devolved Grants	4 Organisation	Strategic		Agreement Variation Application Checklist (internal tracking sheet for each application) Application Guidelines Application Form Final Report and Financial acquittal Form Funding Agreement Job Safety and Environmental Assessments (JSEA)	2.3 WHS 4.2 Conflict of Interest 4.3 Risk Management 4.6 Insurance Delegations of Authority	13/12/2018	18/06/2020	24	April 2022 for June Meeting
4.13	Communications	4 Organisation	Strategic		PHCC Case Study (Template) PHCC Community Participation Plan PHCC Noongar Participation Plan PHCC Communications Plan PHCC Community Engagement & Communication Plan (Template) PHCC Media and Communications Campaign (Template) PHCC Media Release (Template) PHCC NRM Strategy PHCC Project Summary (Template) PHCC Strategic Directions	4.8 Media 4.9 Community Engagement & Participation 4.10 Noongar Participation	20/06/2019	18/06/2020	24	April 2022 for June Meeting
4.14	Whistleblower	4 Organisation	Strategic		Induction Procedure Fraud Control Plan	1.6 Grievance Resolution 4.1 Code of Ethics 4.11 Privacy	20/06/2019	18/06/2020	24	April 2022 for June Meeting
	Plastic Policy			New needs CEO to review						

PHCC Policy Register - CEO Approved Policies

Policy No.	Title	Category	Type	Notes	Supporting Procedures, Forms Registers, etc	Associated Policies	Initial Endorsed / Approved Date	Last Endorsed / Approved Date	Rotation Months	Next Review Date
2.1	Recruitment	2 Human Resources	Operational		2.1.1 Recruitment	4.2 Conflict of Interest Policy	15/02/2018	18/06/2020	24	April 2022 for June Meeting
2.2	Induction	2 Human Resources	Operational	New. Use Induction process. Include with 1.2 Board Induction??						
2.3	Workplace Health and Safety	2 Human Resources	Operational		2.3.1 Working from Home Procedure 2.3.2 SPOT Connect Procedure 2.3.3 Check in Procedure 2.3.4 Office Security	2.1 Motor Vehicles Policy 2.2 Induction Policy 4.3 Risk Management Policy 4.6 Insurance Policy	20/06/2019	18/06/2020	24	April 2022 for June Meeting
2.4	Discrimination, Bullying & Harassment	2 Human Resources	Operational		2.7.1 Resolving Conflict Procedure	1.6 Grievance Resolution Policy 2.1 Recruitment Policy 2.5 Whistleblower Policy 2.10 Performance Management Policy 4.1 Code of Ethics Policy 4.10 Noongar Participation Policy 4.11 Privacy Policy	20/06/2019	18/06/2020	24	April 2022 for June Meeting
2.5	Dispute Resolution Moved to 1.6 Grievance Resolution	2 Human Resources	Operational	Copy item 28 from Conds of Servicef						
2.6	Staff Leave	2 Human Resources	Operational		2.6.1 TBA	2.7 TOIL	20/06/2019	18/06/2020	24	April 2022 for June Meeting
2.7	TOIL	2 Human Resources	Operational		2.7.1 TOIL TOIL Application TOIL Timesheet TOIL Register	2.3 Workplace Health & Safety 2.4 Discrimination & Harassment 4.1 Code of Ethics Policy	15/02/2018	18/06/2020	24	April 2022 for June Meeting
2.8	Study Leave	2 Human Resources	Operational		N/A		20/06/2019	18/06/2020	24	April 2022 for June Meeting
2.9	Training & Development	2 Human Resources	Operational		TBA	2.8 Study Leave 2.10 Performance Management 4.7 Travel	20/06/2019	18/06/2020	24	April 2022 for June Meeting

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2.10	Performance Management	2 Human Resources	Operational		N/A	4.1 Code of Ethics 2.3 WHS 2.4 Dsicrimination & Harassment	20/06/2019	18/06/2020	24	April 2022 for June Meeting
2.11	Motor Vehicles	2 Human Resources	Operational		2.11.1 Motor Vehicle Accident Procedure 2.11.2 Motor Vehicle Breakdown Procedure 2.11.3 Booking of Pool Motor Vehicles Procedure Driving & Journey Form Short Journey Form Vehicle Safety Checklist Travel Claim Form Log Book	2.3 Workplace Health and Safety	24/01/2019	18/06/2020	24	April 2022 for June Meeting
2.12	Uniforms	2 Human Resources	Operational	Not yet drafted. Refer old policy			DRAFT			
2.13	Information Technology	2 Human Resources	Operational	New.Not yet drafted. See information in Supporting Documentation folder						
2.14	Volunteers	2 Human Resources	Operational		2.14.1 Volunteers Volunteer Details Form Volunteer Medical Declaration Volunteer Register Volunteer Attendance Record Induction Toolkit - Volunteers Onsite Volunteer Registration Form Event Registration Form Risk Assessment Form (JSEA)	1.6 Grievance Resolution 2.3 Workplace Health & Safety 2.4 Discrimination , Bullying & Harrasment 4.6 Insurances	31/10/2017	18/06/2020	24	April 2022 for June Meeting