

# MINUTES OF ANNUAL GENERAL MEETING



Held on Thursday 22 October 2020  
At the PHCC Shed, 58 Sutton Street, MANDURAH

The Chairman opened the meeting at 11.41am. She acknowledged that the meeting was being held on the traditional land of the Bindjareb people and paid respects to their Elders past and present.

## Attendance

### Present:

Caroline Knight	Chair
Darralyn Ebsary	Deputy Chair
Marilyn Gray	Treasurer
Paddi Creevey OAM	Secretary
Bob Pond	Executive Committee (DWER)
Sue Fyfe	Community Member
Andy Gulliver	Community Member (from 9.12 am)
Howard Mitchell	Community Member
Claire Reid	Community Member
Rob Summers	DPIRD
Adrian Parker	PDC (Proxy for Andrew Ward)
Cr Brad Cardilini	Local Govt Member (Coastal)
Cr Eliza Dowling	Local Govt Member (Inland)

### In Attendance:

Jane O'Malley	Chief Executive Officer
Mel Durack	Program Manager Hotham-Williams
Gene Turner	Program Manager Land Conservation
Charlie Jones	Community Engagement Coordinator, Wetlands & People
Leanne Greene	Office Manager & Executive Support (Minutes)

### Apologies:

David Prattent	Community Member
Mark Cugley	DBCA
Andrew Ward	PDC
Suzanne Brown	Water Corporation – Observer
Scott Haine	DPLH (Peel) – Observer
Steve Fisher	Program Manager Science and Waterways

### AGM.1/10/20 Confirmation of Minutes of Annual General Meeting held on 17 October 2019

Moved: Andy Gulliver    Seconded: Marilyn Gray

**That the Minutes of the Annual General Meeting held on 17 October 2019 be confirmed as a true and correct record of the meeting.**

CARRIED

### AGM.2/10/20 Business Arising from Previous Minutes

There were no items of outstanding business.

### AGM.3/10/20 Chairman's Report 2019 – 2020, Caroline Knight

As we move into Kambarang, a transformational time of year, I reflect on the transformation that COVID 19 has thrust upon us. Living in what must be one of the safest places on earth we have been spared from so much of the pain that others across the world are suffering.

While COVID has wrought havoc, it has also brought community closer together. Unprecedented use of natural areas during this pandemic highlights the undisputable importance of healthy landscapes for the wellbeing of all. PHCC has travelled well through this challenging time and I thank the Board, CEO, staff and volunteers for their ongoing commitment to ensure that our vision of people working together for a healthy environment is at the forefront of all that we do.

The CEO and staff have worked tirelessly and professionally this past year, it has been a huge effort to change working practices, but our fabulous staff have excelled, and I thank you.

I thank the Board for the ongoing strategic direction and overarching governance, noting that we have now received another year of unqualified audit. Our partnerships with government, and the private sector are robust, and our delivery of projects remains exemplary despite the difficulties that this year has brought, I thank our partners at all levels.

Our work in the upper catchment continues to strengthen, as does our work supporting our farming community, demonstrating PHCC's ability to deliver quality environmental outcomes across our patch.

As always, our volunteers for which we are so grateful, have given tirelessly in ongoing work to ensure that our Catchment is the healthy, resilient ecosystem that we all strive for. Thank you, your commitment is so very much appreciated. There is much work ahead as issues such as the proposed Point Grey Channel, feral animals, and a drying climate to name just a few threaten our catchment. PHCC will continue to advocate with a voice backed by strong science for our community and the environment.

This past year has seen many highlights and I encourage you to read the collective achievements of 2019-2020.

On behalf of the Board, Paddi congratulated the Chairman on her inclusive leadership of the Board and strong advocacy.

Moved: Darralyn Ebsary    Seconded: Marilyn Gray

**That the Chairman's Report for 2019- 2020 be accepted.**

CARRIED

I am incredibly pleased and extremely proud to present the 2019 - 2020 Financial Statements of the PHCC to the Annual General Meeting:

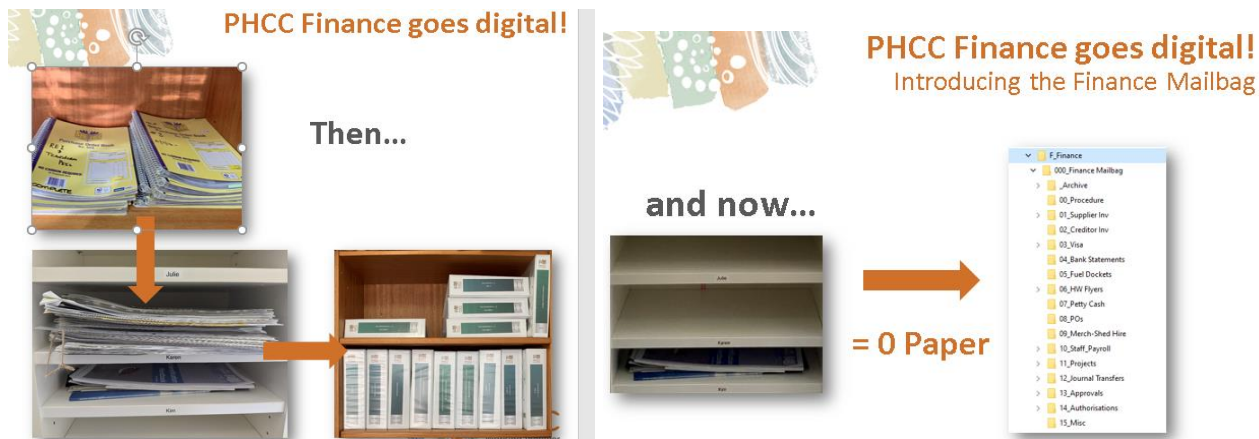
1. Management Report prepared by AMD Chartered Accountants.
2. Financial Statement for year ended June 30<sup>th</sup>, 2020 which includes:
  - a. Balance Sheet
  - b. Profit & Loss
  - c. Statement of Cash flow
  - d. Statement of Changes in Equity
  - e. Notes to the Financial Statement
  - f. Statement by Members of the Committee
  - g. Auditor's Independence Declaration
  - h. Independent Auditors Report.

We continued to manage the financial delivery of our Projects with consistent cashflow across the financial year, even in unprecedented times of the COVID19 pandemic. The RLP funding in arrears has had little impact now that we are in the second year of the Regional Land Partnership program and this is due to the hard working team ensuring that Deliverables are being met in a timely manner to trigger Quarterly payments. We continue to see a decline in interest rates on our Investments, especially in the Online Cash Management Accounts, so a decision was made to invest a further \$500,000 of corporate funds when the ANZ Project Term Deposit matured in December 2019. Not knowing that COVID19 was to follow, this proved to be the correct decision.

COVID19 has come under scrutiny during the Audit process and the requirements for reporting some elements of the financial statement. With PHCC not applying for Jobkeeper, there was no additional reporting required, however, an assessment of the Impacts of COVID19 and ongoing concerns was addressed through the audit process. A detailed response of how PHCC governed and managed the organisation is included in the Financial Statement, however, it must be noted that PHCC was eligible for the \$100,000 Cashflow Boost payment as part of the Aust Government's COVID19 Support package to Charities.

January 2020 saw our highly efficient Office Manager, Pat Sutton, transition from her Administration role to a new position as Finance Support assisting the Finance Manager. This new role has provided Karen with much needed support as our Organisation has grown over the years and with Pat's skill set, between them, they have prepared and updated numerous procedures, formatted templates to PHCC style, created Flowcharts to assist staff with financial instructions; developed the Finance Mailbag for initiating the authorisation process of electronic documents and handing over some day-to-day Online Banking and MYOB tasks. This has also allowed the Governance Committee to minimise potential risk previously flagged in the Finance space.

A highlight of the year has been the transition to the "Paperless" system for finance and payroll. It has always been on the radar to move away from paper copies of all documents, but with WFH requirements for the majority of staff during the peak of the pandemic in April-May, it was realised by the Finance Team that systems needed to be put in place to go "electronic" so that the organisation could continue to meet all financial obligations. Staff have embraced the new system and we will continue to improve and streamline processes to further increase productivity.



Payroll continues to be managed by the City of Mandurah, and I would like to take this opportunity to acknowledge Jacqui Shardlow and Jarred King for their continued support ensuring that all reporting and liability payments to the ATO and Superannuation funds are met in a timely manner. Jane and Karen also appreciate the efforts they go to when new staff members are added to the Payroll and extra Reports are required to update the PHCC Balance Sheet at the end of each Quarter.

#### Projects closed during the year:

- 4100 – South Coast NRM Water Management Project ([\$3,925])
- 7700 - Water Towers Art Project – cancelled and funds returned [\$40,000]
- 9870 – State NRM CSGL18127\_Land4Wildlife [\$80,032]
- 9890 – SWCC 051.RA.5671 – Implementing Community Questionnaire in PH NRM Community [\$10,000]

#### New Projects started and carried forward to new financial year:

- 3800 – PHCC Estuary Channel Drainage Project [\$70,000]
- 5350 – REI Transitional Project [\$50,000 to 31 December 2020]
- 9865 – ERP Protecting WA Black Cockatoos – Peel-Harvey [\$380,000 to 30 June 2023]
- 7930 – HRRT State NRM CSGL19074 Community action towards a revitalised and vibrant Harvey River Catchment [\$101,150 to 31 December 2021]
- 7985 – HRRT Water Corporation: Harvey River Habitat Enhancement [\$45,000 to 30 May 2021]

Projects which require annual audit of Financial Statements have been completed. Audited Financial Statements were forwarded to the relevant Funding Body within the Reporting timeframe.

#### General Information:

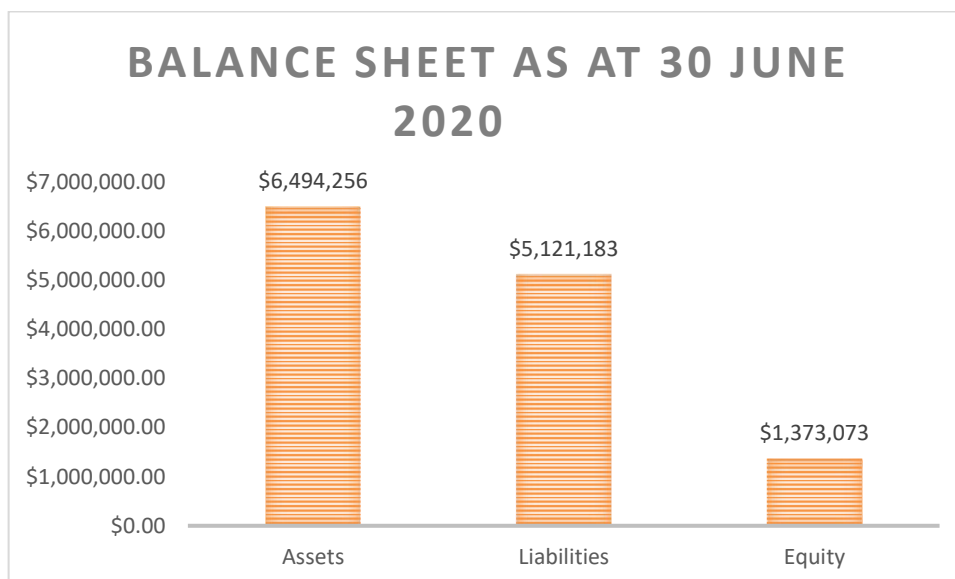
1. We continue to support Harvey River Restoration Taskforce (HRRT) manage their finances and this was formalised with an Auspicing Agreement which is due to be reviewed. Karen has assisted Jane Townsend with all aspects of finance but also reviews the project budgets and Purchase Order register whilst Kim Wilson has been on leave of absence since January.
2. **Project Funding:** We continue to strive to secure much needed project funding from all levels of Government and our Industry Partners, and this year was no exception.

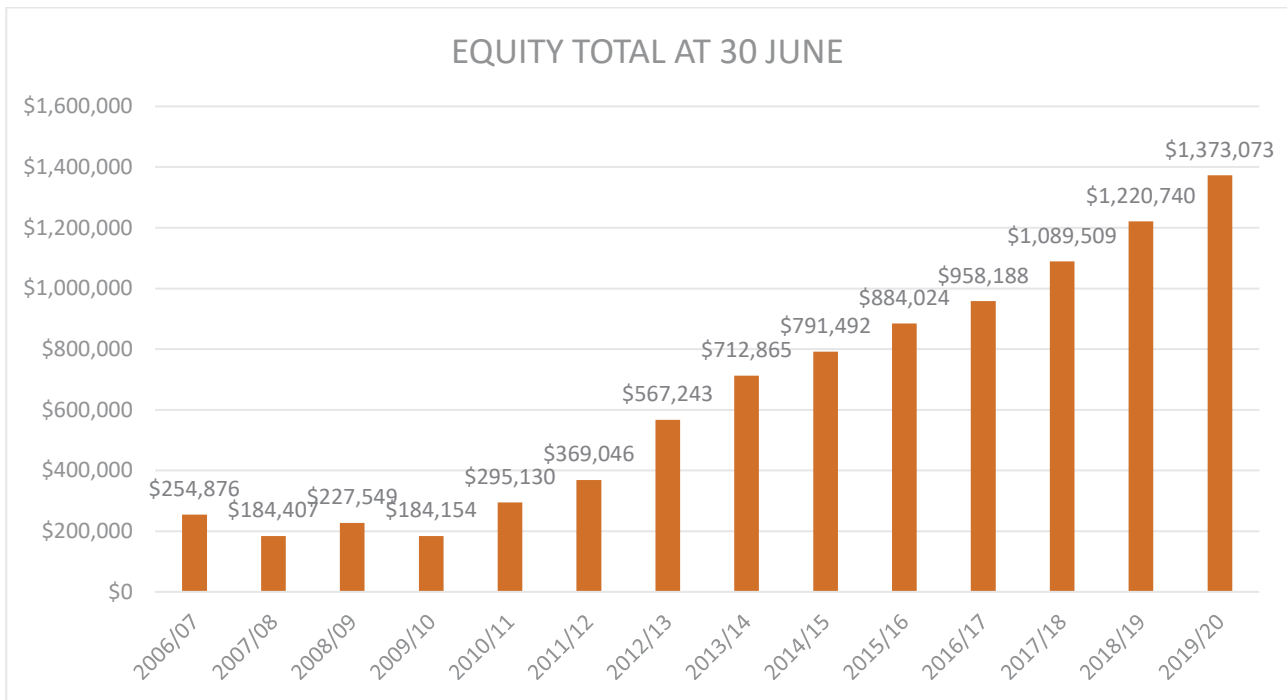
Funding Source	\$	%
Federal Government	2,756,481	67%
State Government	748,979	18%
Local Government	107,880	3%
Industry	452,892	11%
Other	43,540	1%
<b>Total</b>	<b>4,109,772</b>	<b>100%</b>

At the close of 30 June 2020, the Unspent Project funds held in Liabilities was \$4,301,316 which has resulted in us comfortably re-investing \$1,000,000 of those funds in a Term Deposit account for a further 12 months.

- The Organisation's **equity increased by \$152,333**, resulting in an end of year balance of \$1,373,073. Whilst this is quite remarkable, it should also be noted that expenses that would normally have occurred during the year were put on hold due to COVID19 Workplace and social distancing restrictions during Quarter 4. Examples of this are: scheduled maintenance works had to be postponed; Meeting costs nil due to Zoom; and a decrease in telephone, electricity, water, printing, and stationery expenses due to staff working from home.

The distribution of retained funds to be carried forward as at 1 July 2020 will be formalised at the next Finance and Audit Committee to be held in November.





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 2020 audit. Some extracts from the Management Letter (my emphases in bold):

#### 9.2 Audit Report

*"...our audit report for 30 June 2020 is **unqualified** with our opinion stating the financial report presents fairly the financial position of the Peel-Harvey Catchment Council Inc., as at and for the year ending 30 June 2020."*

#### 9.3 Audit Findings

*"We are pleased to report our audit procedures indicated **financial records have been maintained to high standards** throughout the audit period."*

*We would like to thank Jane and Karen for providing accounting files and related documentation at the commencement of our audit electronically on a USB. Due to the high quality of the financial records and reconciliations provided to us which correctly supported year end balances we are pleased to report there are **no audit adjustments and no audit recommendations** arising from our audit.*

*The 2020 audit result is a credit to the commitment and preparedness of Jane, Karen, and the team in achieving no specific audit recommendations or adjustments.*

Maria Carvallo, Director, AMD

I would like to once again acknowledge the invaluable contribution made by our Finance Manager Karen Henderson with support from Patricia Sutton, and the professional assistance of Chief Executive Officer Jane O'Malley and Office Manager Leanne Greene.

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 & Audit Committee members, thank you for your support and advice.

Finally, my heartfelt thank you to my fellow Bank Signatories Sue Fyfe, Andy Gulliver, Caroline Knight, and Amanda Willmott with the authorisation of online Banking and cheque approvals during the year. With Amanda saying farewell to us during the year, we welcome David Prattent to the Signatory Delegation in 2020/21.

Moved: Howard Mitchell          Seconded: Bob Pond

**That the Treasurer's Report and 2019 – 2020 Financial Statements be received.**

CARRIED

#### **AGM.5/10/20          Australian Charities and Not-for profits Commission (ACNC) Annual Report**

The ACNC Annual Information Statement has been prepared (draft document provided with the Agenda), which requires Board endorsement, so that the CEO can submit it (as per the delegations of authority).

In reference to the Responsible People list, Sue Fyfe queried why some Board Members were categorised as 'Other' as opposed to 'Board Member' in the current position column. Jane advised that this would be amended before submission.

Moved: Eliza Dowling          Seconded: Claire Read

**That the ACNC Report be ratified as presented and submitted by the CEO.**

CARRIED

#### **AGM.6/10/20          Membership and Ratification of New Members**

Not applicable this year.

At this point in the meeting, Bob Pond took the Chair.

#### **AGM.7/10/20          Election of Office Bearers (Executive Committee)**

Bob Pond conducted the election process.

##### **a) Chairman**

Bob Pond called for nominations for the position of Chairman.

Paddi Creevey nominated Caroline Knight seconded Darralyn Ebsary.

Caroline Knight accepted the nomination. No further nominations were received. **Caroline Knight** was elected unopposed and accepted the position of Chairman of the PHCC. All in favour.

##### **b) 7.2          Deputy Chairman**

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

Caroline Knight nominated Darralyn Ebsary, seconded Paddi Creevey.

Darralyn Ebsary accepted the nomination. No further nominations were received. **Darralyn Ebsary** was elected unopposed and accepted the position of Deputy Chairman of the PHCC. All in favour.

c) 7.3 Secretary

Bob Pond called for nominations for the position of Secretary.

Marilyn Gray nominated Paddi Creevey, seconded Darralyn Ebsary.

Paddi Creevey 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.

d) 7.4 Treasurer

Bob Pond called for nominations for the position of Treasurer.

Caroline Knight nominated Marilyn Gray, seconded Howard Mitchell.

Marilyn Gray 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: Paddi Creevey                      Seconded: Marilyn Gray

**That the membership of the Executive Committee comprising of the Chairman, Deputy Chairman, Secretary and Treasurer, as nominated, be ratified.**

CARRIED

*The re-elected Chairman, Caroline Knight, her took the Chair*

AGM.8/10/20                      Election of Executive Committee Member (Representative)

Paddi Creevey nominated Bob Pond, seconded Marilyn Gray, for the position of Executive Committee Member.

Bob Pond 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: Marilyn Gray

**That Bob Pond be elected to the membership of the Executive Committee.**

CARRIED

AGM.9/10/20                      Confirmation of Agency Members and Observers

Jane advised of an email that had been received from Nicole Lucas-Smith, Director Metropolitan South and Peel at DPLH, advising that Scott Haine had left the DPLH and as yet no formal replacement has been provided.

The following agencies have representation on the PHCC Board:

- DPIRD (Agriculture and Food) – Rob Summers
- DBCA (Parks and Wildlife) – Mark Cugley
- DWER (Water and Regulation) – Bob Pond
- PDC (Peel Development Commission) – Andrew Ward
- DPLH (Planning - Peel) - Observer – To be advised
- Water Corporation – Observer – Suzanne Brown



**ACTION: Jane to contact the DPLH to confirm their replacement on the PHCC Board, noting they are entitled to full member status, but can remain as observers, if that is the Departments preference.**

Moved: Claire Read

Seconded: Eliza Dowling

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

CARRIED

### **AGM.10/10/20      Ratification of Project/Program Steering and Organisational Committees**

Sue Fyfe expressed concern regarding the scheduling of the Steering Committees and Organisational in August/September 2020, as there was a large number of meetings across this short timeframe. Sue considered it would be better if these could have been more evenly spread out. Jane outlined the reasoning for trying to schedule 2 meetings on one day, as some Board Members had previously indicated that this was their preference, particularly to minimise travel distances. Jane advised that she would arrange for a survey to be conducted of Board Members, to provide a consensus on how best to proceed when scheduling these Committee meetings.

**ACTION: Jane to organise for a survey to be conducted of Board Members, to provide a consensus on preferred scheduling of Project/Program Steering Committees and Organisational Committees.**

#### **a) Project/Program Steering Committees**

Steering Committee membership was discussed, with the following being supported:

- **Hotham – Williams:**  
Chairman - Darralyn Ebsary  
Members - Eliza Dowling, Claire Read and one non-Board Member (to be determined).
- **Agriculture:**  
Chairman - Andy Gulliver  
Members - Marilyn Gray, Paddi Creevey, Rob Summers and Darralyn Ebsary.
- **Science:**  
Chairman - Rob Summers  
Members – Bob Pond, Sue Fyfe, Andrew Ward and Peter Hick (guest).
- **REI - Drainage:**  
Chairman - Howard Mitchell  
Members – Bob Pond, Rob Summers, Mark Cugley and Suzanne Brown.

- **Waterways (Ramsar, Alcoa Foundation, Rivercare & Lake McLarty):**  
Chairman - Bob Pond  
Members – Marilyn Gray, Howard Mitchell, Rob Summers and Mark Cugley.
- **Community Engagement:**  
Chairman – Paddi Creevey  
Members – Bob Pond, Caroline Knight and Andy Gulliver.
- **Land Conservation:**  
Chairman – Darralyn Ebsary  
Members – Sue Fyfe and Paddi Creevey.

**ACTION: Mel Durack and Darralyn Ebsary to identify a suitable community/industry person to join the Hotham-Williams Steering Committee, with the Board delegating to the CEO/Executive Committee authority to appoint the membership.**

Moved: Andy Gulliver                      Seconded: Eliza Dowling

**That the Project / Program Steering Committees be ratified as discussed.**

CARRIED

#### b) Organisational Committees

- **Finance and Audit:**  
Chairman – Marilyn Gray  
Members – Caroline Knight, Howard Mitchell and David Prattent.
- **Governance:**  
Chairman – Sue Fyfe  
Members – Paddi Creevey, Caroline Knight and Howard Mitchell.
- **Aboriginal Participation:**  
Chairman – Howard Mitchell  
Members – Darralyn Ebsary and Marilyn Gray.
- **Prioritisation:**  
Chairman – Andrew Ward  
Members – Darralyn Ebsary, Bob Pond and Sue Fyfe.

Moved: Paddi Creevey                      Seconded: Marilyn Gray

**That the Organisational Committees be ratified as discussed.**

CARRIED

### AGM.11/10/20              Ratification of External Committee Members (Board)

Moved: Bob Pond                              Seconded: Marilyn Gray

**That Board representation on External Committees, as set out in the Attachment be ratified.**

CARRIED

*Note: The CEO has delegated authority to ratify the Staff representation.*

### AGM.12/10/20              Governance Steering Committee Report

The Minutes of the Governance Steering Committee meeting held on 29 August 2019 were presented.

Moved: Paddi Creevey                      Seconded: Howard Mitchell

**That the Minutes of the Governance Steering Committee Meeting held on 10 September 2020 be received and acknowledged.**

CARRIED

#### a) Risk Management Plan

Moved: Eliza Dowling                      Seconded: Andy Gulliver

**That the Board acknowledges the Governance Committee's review of the status / progress against risk management strategies, and is satisfied that it is appropriate to adequately manage the risks of the PHCC, noting minor modifications as recommended by the Committee, including adding "Pandemic" as an identified risk.**

CARRIED

#### b) Conflicts of Interest

Moved: Eliza Dowling                      Seconded: Marilyn Gray

**That the Board:**

- 1 Acknowledges the Governance Committee's review of the Conflicts of Interest Register, and is satisfied that potential conflicts have been declared, and are appropriately managed, as detailed against each prescribed conflict.**
- 2 Notes the tabling of the Conflict of Interest Register, as required by clause 4.1.1 of the Conflict of Interest Policy.**

CARRIED

c) **Gifts and Benefits**

Moved: Marilyn Gray                      Seconded: Bob Pond

**That the Board acknowledges the Governance Committee's review of the Gifts and Benefits Register, and is satisfied that this register is being maintained appropriately and that no conflicts or inappropriate gifts and benefits have been received.**

CARRIED

d) **Policy Framework**

Moved: Paddi Creevey                      Seconded: Howard Mitchell

**That the Board:**

- 1 Acknowledges the Governance Committee's review of the PHCC's Policy Framework, and its determination that the Board is compliant against an effective suite of governance policies.**
- 2 Notes that all Members of the Board have been through the process of reading, acknowledging that they understand and will abide by the policies.**

CARRIED

e) **Fraud and Corruption Plan**

Moved: Marilyn Gray                      Seconded: Andy Gulliver

**That the PHCC endorse the Fraud and Corruption Control Plan, as presented.**

CARRIED

f) **Board Performance Framework**

Moved: Eliza Dowling                      Seconded: Rob Summers

**That the CEO arrange for a Board performance review to be undertaken, including modifications/comments from the Governance Steering Committee and Executive Group, in 2020, with the results being available for discussion at the February 2021 Strategic Meeting.**

CARRIED

g) **ACNC Roles of Board Members (Responsible Persons)**

Moved: Paddi Creevey                      Seconded: Marilyn Gray

**That the Board:**

- 1. Acknowledges the Governance Committee's review of Responsible Persons declarations, and support the use of Personal Annual Declarations to meet our requirements.**
- 2. Notes that all Members have completed and submitted a Declaration for 2020/21, with no disqualifications from being a responsible person having been disclosed.**
- 3. Notes that the Governance Steering Committee is comfortable that the PHCC is compliant against the governance requirements of the ACNC in this respect.**

CARRIED

**h) Delegations of Authority**

Marilyn Gray reported that one of the actions arising from the Finance and Audit Committee held on 27 July was for the Delegations of Authority to be updated with new ATO reporting authorities:

- Australian Government/Australian Business Register/Australian Taxation Office
- myGovID.

Marilyn queried if this had been included for consideration at the Governance Steering Committee on 10 September? Jane undertook to double check if this had been included, and if not, ensure that the changes are made.

**ACTION: Jane to double check if the terminology from the ATO had been included in the Delegations of Authority considered by the Governance Committee, and if not, ensure that the changes are made.**

Moved: Darralyn Ebsary                      Seconded: Andy Gulliver

- 1 That the Board acknowledges the Governance Committee’s review of the Delegations of Authority register.**
- 2 That the Board notes that the CEO has not passed on delegations to Program Managers at this stage.**

CARRIED

**AGM.13/10/20                      Appointment of Auditor for forthcoming year**

Moved: Bob Pond                                      Seconded: Eliza Dowling

**That PHCC engages AMD as auditors for the forthcoming year.**

CARRIED

**AGM.14/10/20                      Next Annual General Meeting – Thursday 21 October 2021**

The next Annual General Meeting is to be held on Thursday 21 October 2021.

The meeting closed at 12.12 pm

Chairman: .....

Date: .....

Actions arising from AGM of 17 October 2019

Minute No.	Details	Responsible	Complete
AGM.9/10/20	Jane to contact the DPLH to confirm their replacement on the PHCC Board, noting they are entitled to full member status, but can remain as observers, if that is the Departments preference.	Jane	
AGM.10/10/20 a)	Jane to organise for a survey to be conducted of Board Members, to provide a consensus on preferred scheduling of Project/Program Steering Committees and Organisational Committees.	Leanne	
AGM.10/10/20 a)	Mel Durack and Darralyn Ebsary to identify a suitable community/industry person to join the Hotham-Williams Steering Committee, with the Board delegating to the CEO/Executive Committee authority to appoint the membership.	Mel / Darralyn	
AGM.12/10/20 h)	Delegations of Authority: Jane to double check if the terminology from the ATO had been included in the Delegations of Authority considered by the Governance Committee, and if not, ensure that the changes are made.	Jane	

Actions arising from AGM of 17 October 2019

No.	Details	Responsible	Complete
1	<p>Ratification of External Committee Members (Board) Darralyn Ebsary said that she was happy to be 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><b><i>ACTION: Advise CCWA of our new representatives and forward information regarding the November conference to our new representatives.</i></b></p>	Patricia Sutton	Completed
2	<p>Policy Framework: <b><i>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></b></p> <p><b><i>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></b></p>	Patricia Sutton	Completed

## PHCC (Board & CEO) Representation on External Committees 2019/20

Officer / Member	Name of Group / Committee	Organisation responsible for management of the group	Membership defined by:	Involvement endorsed by:	Financial Implications	Time commitment	Ongoing or has set end date	Comments
Darralyn Ebsary Sue Fyfe (Proxy)	Conservation Council of WA (CCWA)	CCWA	Jane O'Malley to monitor	PHCC Board at 2019 AGM	\$60 p.a. Due June	Meet at least 4 times/year	Ongoing	
Jane O'Malley	Dwellingup Futures SWG	Shire of Murray	Initial agreement between the Shire and PDC. Further additions are possible through the Stakeholder Working Group as per the ToR.	Executive Group (14/2/19)	\$0	Quarterly meetings		
Caroline Knight	Dwellingup Futures TAG	Shire of Murray	Initial agreement between the Shires and PDC. Further additions are possible through the Stakeholder Working Group as per the ToR		\$0	Quarterly meetings		
Andy Gulliver	Environmental Defenders Office	EDO WA	Rules for EDO WA (Inc)	PHCC Board at 2019 AGM GM	\$120 p.a.	AGM and other meetings as required	Ongoing	
Chairman and CEO	NRM WA	Coordinated by EM on behalf of NRM WA	NRM Region in WA		Contribution to EO position \$6,500 (2016/17)	Meets 4 times per year + teleconference	Ongoing	
CEO	NRM WA CEOs Group	Coordinated by EM on behalf of NRM WA	NRM Region in WA		Contribution to EO position \$6,500 (2016/17)	Meets 4 times per year + teleconference	Ongoing	

## PHCC (Board & CEO) Representation on External Committees 2019/20

Officer / Member	Name of Group / Committee	Organisation responsible for management of the group	Membership defined by:	Involvement endorsed by:	Financial Implications	Time commitment	Ongoing or has set end date	Comments
Marilyn Gray Howard Mitchell (proxy)	Peel Chamber of Commerce and Industry	Peel CCI		PHCC Board at 2019 AGM	\$370 pa	Various	Ongoing	Free: <ul style="list-style-type: none"> <li>• Membership CCIWA</li> <li>• HR, IR &amp; OH&amp;S advice</li> <li>• Business networking</li> <li>• Discounted training</li> </ul> Networking events
CEO	Peel Regional Leaders Forum – CEO group	Coordinated by EO on behalf of PRLF	Terms of Reference of PRLF (CEO & Chair of PHCC)	Defined in Strategic Directions	Contribution to EO position \$300 p.a.	CEO group bi-monthly PRLF bi-monthly	Ongoing	Important networking at a Peel Region Scale
Chairman and CEO	Peel Regional Leaders Forum (Chairs and CEOs)	Coordinated by EO on behalf of PRLF	Terms of Reference of PRLF (CEO & Chair of PHCC)	Defined in Strategic Directions	Contribution to EO position \$300 p.a.	CEO group bi-monthly PRLF bi-monthly	Ongoing	Important networking at a Peel Region Scale
Andy Gulliver	WALN (Western Australian Landcare Network)	WALN	Open to all organisations	PHCC Board at 2019 AGM	No cost for membership Board Member time only	Annual Forum and AGM	Ongoing	Important to ensure productive alignment with WALN