

# AGENDA

An Annual General Meeting of the PHCC will be held on  
 Thursday 21 October 2021 from 11.15am to 12.15pm  
 (Preceded by a General Meeting between 9.00am and 11.15am)  
 at Sunbreakers Restaurant Function Room,  
 110 Mandurah Terrace, MANDURAH WA 6210



START	FINISH	DURATION	
11.15	12.15	1hr	1. Acknowledgement of Country
			2. Welcome & Apologies
			3. Confirmation of Minutes of last AGM held on 22 October 2020
			4. Business arising from previous Minutes
			5. Chairman's Report 2020 - 2021
			6. Treasurer's Report and Presentation of Financial Statements
			7. Endorsement of Australian Charities and Not-for-Profits Commission (ACNC) Annual Report
			8. Ratification of New Members
			9. Election of Office Bearers (Executive Committee) 9.1. Chairman 9.2. Deputy Chairman 9.3. Secretary 9.4. Treasurer
			10. Election of Executive Committee Member (Representative)
			11. Confirmation of Agency Members/Observers 11.1. DPIRD (Agriculture and Food) 11.2. DBCA (Parks and Wildlife) 11.3. DWER (Water and Regulation) 11.4. Peel Development Commission 11.5. DPLH (Planning - Peel) - Observer 11.6. Water Corporation - Observer
			12. Ratification of PHCC Program/Project and Organisational Sub-Committee Members 12.1. Ratification of Project/Program Steering Committees 12.1.1. Hotham-Williams 12.1.2. Agriculture 12.1.3. Science 12.1.4. REI 12.1.5. Waterways (Ramsar, Alcoa Foundation, Rivercare) 12.1.6. Community Engagement 12.1.7. Land Conservation

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

			<p>12.2. Ratification of Organisational Sub-Committees</p> <p>12.2.1. Finance and Audit Committee</p> <p>12.2.2. Governance</p> <p>12.2.3. Aboriginal Participation</p> <p>12.2.4. Prioritisation</p>
			13. Ratification of External Committee Members (Board)
			<p>14. Governance Steering Committee – Endorsement of Minutes of Meeting held on 22 September 2021</p> <p>Governance Steering Recommendations:</p> <p>14.1. Risk Management Plan</p> <p>14.2. Conflicts of Interest (including copy of Conflict Register)</p> <p>14.3. Gifts and Benefits</p> <p>14.4. Policy Framework</p> <p>14.5. Fraud and Corruption Control Plan</p> <p>14.6. Board Performance Framework</p> <p>14.7. ACNC Roles of Board Members (Responsible Persons)</p> <p>14.8. Delegations of Authority</p>
			15. Appointment of Auditor for forthcoming year
			16. Next Annual General Meeting – Thursday 20 October 2022
			17. 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 22 October 2020*

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	Complete – Nicholas Duffy is DPLH representative
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	Complete – Members confirmed they liked meetings to be aligned on the same day where possible to save travel time.
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	Complete – upper catchment representatives have been encouraged to apply for Membership (refer to item 10)
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	Complete