

Peel Regional Leaders Forum (Inc)
64th General Meeting held at Shire of Murray
Thursday 21st November 2024

MINUTES

Chair Cr Mike Walmsley welcomed those present and declared the meeting open at 3.41pm.

1. ATTENDANCE, APOLOGIES AND CONFIRMATION OF PROXIES

Attendance:

Cr Mike Walmsley	President, Shire of Waroona (Chair) (Proxy)
Julie Burton	CEO, Shire of Boddington (Secretary)
Casey Mihovilovich	CEO, City of Mandurah (Treasurer)
Mayor Rhys Williams	Mayor, City of Mandurah (Proxy)
Cr David Bolt	President, Shire of Murray (Proxy)
Cr Eugene Smalberger	Deputy President, Shire of Boddington (Proxy)
Mark Goodlet	CEO, Shire of Waroona
John Lambrecht	Director, Regional Development Australia Peel (Proxy)
Nicci Lambert	Deputy Chair, Peel Community Development Group (Proxy)
Anika Serer	Executive Director

Apologies:

Cr Rob Coales	President, Shire of Serpentine Jarrahdale (Deputy Chair)
Paul Martin	CEO, Shire of Serpentine Jarrahdale
Paddi Creevey	Chair, PHCC
Kathleen Johnson	Chair, Peel Community Development Group
Dean Unsworth	CEO, Shire of Murray
John Erren	Chair, Regional Development Australia Peel
Jane O'Malley	CEO, Peel-Harvey Catchment Council

**2. CONFIRMATION OF PREVIOUS MINUTES / BUSINESS ARISING –
22 August 2024 [Appendix 1]**

Motion:

Moved: Mayor Rhys Williams
Seconded: John Lambrecht

**That the minutes of the previous meeting held on 20 August 2024 be confirmed.
Carried Unanimously**

3. FUTURE PEEL ALLIANCE OPERATIONAL ARRANGEMENTS

Author and Title: Anika Serer, Executive Director
Date of Report: 11 November 2024

Background:

At the General Meeting held on 22 August 2024 PRLF resolved to:

1. *Note its appreciation to the Executive Director for her significant service to the Peel Region and the PRLF over the past five years;*
2. *Approve the proposed 2024/2025 budget and no contributions are required at this time;*
3. *Advise the Executive Director that it will not be entering a new employment contract beyond the current term of employment, and that no remuneration increase will be applied at this time;*
4. *Delegates to the City of Mandurah to execute a contract extension with the Executive Director to November 30th, 2024;*
5. *Delegates to the City of Mandurah to draft Terms of Reference for a subcommittee that will form to consider the preferred operational approach going forward, to circulate to members for approval and nominations; and*
6. *Notes the City of Mandurah's offer to provide secretariat services to the Alliance for an initial period of 12 months.*

In accordance with this resolution a Working Group was formed for the purpose of exploring operating models and providing a recommended option to PRLF for consideration. Nominations were sought from the PRLF membership with the following appointed to the Working Group:

- Mayor Rhys Williams (Chair)
- Cr Mike Walmsley (Deputy Chair)
- Casey Mihovilovich
- Dean Unsworth
- Julie Burton
- Mark Goodlet
- Julie Burton

The Working Group met on 25 October 2024 and 8 November 2024 to consider options and provide a recommendation for the future delivery of Peel Alliance's operations. The Terms of Reference and minutes of each meeting are attached for information.

The following key operating requirements and considerations were agreed by the Working Group members in the development of an Operational Plan:

- Flexibility to reduce the number of meetings held each year when there are no urgent items or initiatives to address (suggested minimum 2-3 meetings per year);
- A mechanism is essential to deliver projects or initiatives if required – a procedure for this should be developed with opt-in and governance/lead/financial responsibilities addressed. It is suggested that a project lead is nominated for each project, who also becomes the representative for any meetings or communication activities (eg advocacy);
- Administration support (Secretariat) services will be required to maintain minimum governance and administration needs, such as arranging the meetings, agendas, minutes, website maintenance;

- City of Mandurah offered to provide in-house Secretariat services for the general administration and governance requirements at no charge. There is sufficient capacity and the City provides this service for a number of other not-for-profit organisations;
- The financial status and expected closing balance as at 30 June should be reviewed to understand what current and future operating contributions may be required. Noting that no financial contributions have been invoiced for this financial year.

Proposed Operational Plan 2025

A proposed Operational Plan for 2025 is provided for PRLF's consideration. The model incorporates the key requirements identified by the Working Group and seeks to provide framework for the following:

- Governance arrangements (including reduction of meetings from quarterly to three for 2025)
- Administration and secretariat duties to be provided by City of Mandurah for an initial term of 12 months
- Financial services to continue to be provided by City of Mandurah for the ensuing 12 months
- Operating contributions will not be required by members for 2025 unless a new project or initiative is agreed, or staff employed
- Insurance to be reviewed and adjusted if necessary for any changes to workforce (noting workers compensation may not be required into the future if no staff are employed)
- Existing projects and initiatives will require a project lead (Peel Regional Water Supply, Policy Position Statement on Mining, Advocacy for 2025 State and Federal Elections)
- New projects and initiatives – a framework is proposed for the consideration, approval and delivery of new projects and initiatives, including the minimum number of participants and funding arrangements.
- The Operational Plan will be reviewed after 12 months (or earlier if required)

The Operational Plan is proposed to be endorsed as a supporting procedure of *Policy 3.1 – Annual Operational Plan and Budget*, however minor amendments to the Constitution will be required to reduce the minimum number of meetings held each year from four to two. This is provided for consideration under a separate report.

Financial Implications:

A draft estimated closing balance for 30/6/2025 and 30/6/2026 is provided, based on the following assumptions:

- No operating contributions received from members (or other income)
- No projects or initiatives
- No staff or consultant costs

The closing balance at 30/6/2025 is estimated to be \$34,544 and at 30/6/2026 is estimated \$29,260. This will require review prior to the 2025/26 annual budget being considered.

The Operational Plan provides a suggested framework for the approval and delivery of any new initiatives in 2025, including funding which will need to be identified and agreed on a case by case scenario.

Supporting Documentation:

Appendix 2: Terms of Reference – Peel Alliance Working Group
Appendix 3: Working Group Meeting Minutes – 25 October 2024
Appendix 4: Working Group Meeting Minutes – 8 November 2024
Appendix 5: Peel Alliance Proposed Operational Plan 2025
Appendix 6: Peel Alliance Estimated Closing Balance 30 June 2025
Appendix 7: Policy 3.1 – Annual Operational Plan and Budget

Discussion:

The Executive Director noted that there are three current initiatives that will require a project lead to respond to any enquiries or actions – Peel Regional Water Supply, Policy Position Statement on Mining, and Advocacy for 2025 State and Federal Elections. It was agreed that members would manage their respective organisations' election requests. Mark Goodlet offered to take the lead for the Water Supply & Mining Position Statement, which was accepted with thanks.

Motion:

Moved: Cr David Bolt
Moved: Mayor Rhys Williams

That PRLF endorses the Peel Alliance Proposed Operational Plan 2025 as its operating model for the next twelve months, and resolves not to invoice members for operating contributions for the current financial year (to be reviewed annually or more frequently as required).

Carried Unanimously

4. PROPOSED CHANGES TO PEEL REGIONAL LEADERS FORUM INC CONSTITUTION

Author and Title: Anika Serer, Executive Director
Date of Report: 12 November 2024

Background:

As part of the Peel Alliance Working Group review and recommendation of a proposed operating model, minor changes have been identified for the current Constitution.

These are:

- *15.11 Executive Director* – expanded to include Secretariat if appointed (and added where Executive Director is noted throughout)
- *16.1 Committee Meetings* – minimum number of meetings held each year reduced from one per quarter, to two per year. Clarify that minimum notice of meetings is not less than 5 *working* days.
- General – minor spelling and format errors corrected throughout the document

The proposed changes are marked-up on the attached Constitution.

In accordance with Section 22.2 Special Resolutions of the Constitution, *a special resolution is required if it is proposed at a general meeting – (iii) to alter its rules, including changing the name of the association (section 30(1)),,,*

A special resolution is required to be passed by a majority of not less than three-fourths of the members who vote in person at a general meeting of which notice specifying the intention to propose the resolution as a special resolution is given.

It is recommended that members refer the proposed changes to the Constitution to their respective organisations, and the changes be approved by Special Resolution at the next general meeting (proposed February 2025). The changes will then need to be submitted to DEMIRS for approval.

Supporting Documentation:

Appendix 8: PRLF Constitution Draft (with changes highlighted)

Motion:

Moved: Cr Eugene Smalberger

Seconded: Nicci Lambert

That PRLF notes the proposed changes to the Constitution for referral to their respective member organisations, and considers them for approval by Special Resolution at the next general meeting.

Carried Unanimously

5. PRLF PROPOSED MEETING SCHEDULE 2025

Author and Title: Anika Serer, Executive Director

Date of Report: 12 November 2024

Background:

The following schedule is proposed for the General Meetings and Annual General Meeting in 2025. WALGA has advised that these dates align with the proposed WALGA Peel Zone meetings (to be held at 2pm on the same day):

Date	Time	Host Council
Thursday 20 February 2025	11am	Shire of Serpentine Jarrahdale
Thursday 19 June 2025	11am	Shire of Waroona
Thursday 20 November 2025	101am	Shire of Boddington * AGM & General Meeting

Please note the proposed schedule reduces the number of general meetings from five to three. This is subject to the proposed change to the Constitution for the minimum number of meetings to be held each year being approved (preceding report). WALGA Peel Zone meetings are also proposed to be held on Thursday 24 April and Thursday 21 August via online means.

Motion:

Moved: Cr David Bolt

Seconded: Mayor Rhys Williams

That PRLF approves the proposed meeting schedule and host locations for 2025.

Carried Unanimously

6. PEEL AWAY THE MASK 3 (PATM3) ACTION PLAN REVIEW

Author and Title: Anika Serer, Executive Director

Date of Report: 11 November 2024

Background:

In late 2022 the third Peel Away the Mask (PATM) report was delivered by Peel Community Development Group (PCDG). To support the findings of the report an Action Plan was also

developed to address the key issues and challenges facing the community sector in the Peel region.

PCDG has recently undertaken a review of the Action Plan through a number of workshops held in August 2024, to understand the current standing of each priority action and any recent progress. It also provided an opportunity to gather information about new progress or projects not previously referenced in the Action Plan and identify new priority action areas that require focus.

The PATM3 Action Plan Review is provided for member information.

Supporting Documentation:

Appendix 9 Peel Away the Mask III Action Plan Review

Motion:

Moved: John Lambrecht

Seconded: Mayor Rhys Williams

That PRLF notes the Peel Away the Mask III Action Plan Review.

Carried Unanimously

7. WORK HEALTH AND SAFETY MANAGEMENT SYSTEM

Author and Title: Anika Serer, Executive Director

Date of Report: 11 November 2024

Background:

The Work Health and Safety (WHS) Management System and Manual was endorsed by PRLF at the general meeting held on 23 November 2023.

As part of its implementation, a progress report is provided to members at each general meeting.

Supporting Documentation:

Appendix 10: Executive Director WHS Report November 2024

Motion:

Moved: Nicci Lambert

Seconded: John Lambrecht

That PRLF notes the WHS Report for the period July 2024 - October 2024.

Carried Unanimously

8. FINANCE REPORT

The Financial Performance Report for the period ended 31 October 2024 was received [Appendix 11]

9. OUTSTANDING ACTIONS REPORT [Appendix 12]

The Outstanding Actions Report was received

10. GENERAL BUSINESS

- a) Cr Mike Walmsley – during the course of the Peel Alliance Working Group discussions for the operating model, it was agreed that the Peel Chamber of Commerce and Industry (PCCI) should be approached to seek their interest in membership or observer status. Cr Walmsley has met with Ian Cadwallander from PCCI, who has advised this is of interest and will be invited to the next General Meeting in February 2025.
The Shire of Waroona is meeting with Minister Buti next week to discuss concerns about heritage constraints and delays.
- b) PCDG – the Peel Silent March will be held in Mandurah on Friday 6 December commencing at 10am; all are welcome and invited to attend.
- c) RDA Peel – the Federal government has announced Mandurah as one of the locations for a Suburban University Study Hub. Members congratulated and thanked John for his efforts developing the application and proposal. It is expected to be established and operating by the end of the second quarter in 2025, located at the previous 'Make Place' premises.
- d) Cr David Bolt and Mayor Rhys Williams were thanked for their contributions as past members and chairs and best wishes in their respective next steps in regional representation.
- e) Anika Serer, Executive Director, was thanked for her six years of service to the organisation, and wished all the best with her future plans.

11. DATE AND TIME OF NEXT MEETING

The 65th General Meeting of the Peel Regional Leaders Forum is proposed to be held at the Shire of Serpentine Jarrahdale on Thursday 20th February 2025, commencing at 11am.

Meeting closed at 4.10pm