18TH General Meeting

29 May 2019

Welcome



1.0 Chairman's Welcome



2.0 Ordinary Business





Quorum

The Company Secretary will confirm that a quorum is present.

78.1 Number

The quorum for a general meeting is 5 Government Members and 5 Plant Industry Members, such Members present in person or by Representative, attorney or proxy, and the quorum must be present at all times during the meeting.



Voting at meetings

- Show of hands or poll if demanded
- Member vote may be exercised by Nominated Representative or by Proxy
- On a show of hands each Member has 1 vote. A proxy with 2 or more appointments that specify different ways to vote cannot vote on a show of hands (section 250A (4) (b))
- Poll votes in accordance with prescribed votes held by Member
- Poll General resolutions simple majority + 60% Government/Industry Member support of poll
- Poll Special resolutions 75% majority + 60% Government/Industry Member support of poll



Returning Officer

If required, the Chair intends to use:

- If a poll is demanded in accordance with clause 88.1, the Chair intends to use the **Company Secretary** as Returning Officer to assist with voting, vote counting and assessing the validity of proxies.
- Members will be given the opportunity to appoint a **Scrutineer** to observe the voting process, report irregularities and verify voting outcomes.



82 Members' Representatives and Attorneys

82.1 Appointment

Subject to clause 83, a Member must appoint, in accordance with clause 82.6, at least one individual as a Representative to exercise all or any of the powers the Member may exercise:

- at general meetings
- at meetings of creditors or debenture holders; and
- relating to resolutions to be passed without meetings.
- the appointment may be a standing one.

82.6 Member to notify change

Each Member must promptly notify the Secretary in writing of any change to its Representative.

83 Representative of Government Members

The Representative of each Government Member is the person from time to time holding the office of Minister of the Crown for that Government responsible for agriculture, or a person nominated by that Minister for the purpose of this clause 83.



Notice of Meeting

Notice of meeting together with explanatory notes were mailed within the Corporations Act timeframe.



Proxies		
ACT Government	Chairman	
Australian Forest Products Association	Chairman	
Australian Ginger Industry Association	Chairman	
Australian Table Grape Association	Chairman	
Australian Tea Tree Industry Association	Chairman	
Australian Truffle Growers' Association	Chairman	
AUSVEG	Chairman	
Department of Agriculture and Fisheries QLD	Salvo Vitelli	
Department of Primary Industry and Resources NT	Chairman	
Dried Fruits Australia	Jenny Treeby	
Grain Producers Australia	Maddison McNeil	
GROWCOM	Dianne Fullelove	
NSWDPI	Satendra Kumar	



2.2 Apologies



Government Members	
ACT Government	lan Walker
ACT Government	Stephen Hughes
Department of Agriculture and Fisheries Queensland	Malcolm Letts
Department of Primary Industries and Regional Development WA	Katherine Clift
Department of Primary Industry & Fisheries NT	Alister Trier
Department of Primary Industry & Fisheries NT	Anne Walters
Department of Primary Industry & Fisheries NT	Sarah Corcoran
NSW DPI	Bruce Christie



Industry Members					
Australian Banana Growers' Council	Michelle McKinlay				
Australian Forest Products Association	Natalie Hazelwood				
Australian Ginger Industry Association Incorporated	Russell Parbery				
Australian Macadamia Society	Jolyon Burnett				
Australian Processing Tomato Research Council	Bill Ashcroft				
Australian Sweetpotato Growers	John Maltby				
Australian Sweetpotato Growers	Rodney Wolfenden				
Australian Table Grape Association	Jeff Scott				
Australian Tea Tree Industry	Tony Larkman				
Australian Truffle Growers' Association	Peter Stahle				
Australian Walnut Industry Association	Derek Goullet				
AUSVEG	Callum Fletcher				



Industry Members	
Chestnuts Australia Incorporated	Tanya Edwards
Cotton Australia	Sally Ceeney
Dried Fruits Australia	Anne Mansell
Grain Producers Australia	Barry Large
GROWCOM	Janine Clark
Nursery & Garden Australia	John McDonald



Associate Members	
Australian Grape and Wine Authority	Sharon Harvey
CSIRO	Andy Sheppard
GRDC	Ken Young
Horticulture Innovation Australia	Penny Measham
Vinehealth Australia	Inca Pearce



2.3 Minutes of PHA 18th Annual General Meeting

Held on 27 November 2018



2.4 Chairman's Address



2.4 Chairman's Address

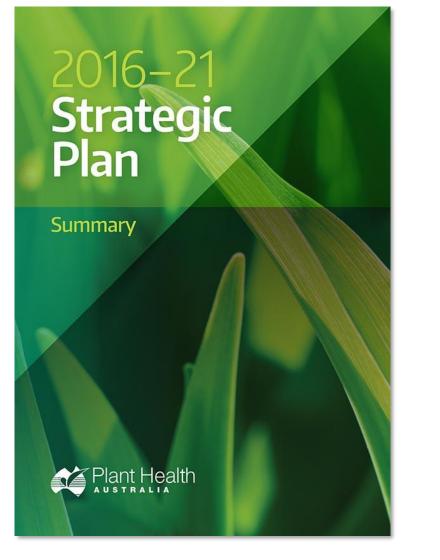
Mr Steve McCutcheon, Chairman of PHA, will address the 18th General Meeting, providing an overview of PHA operations and critical developments.

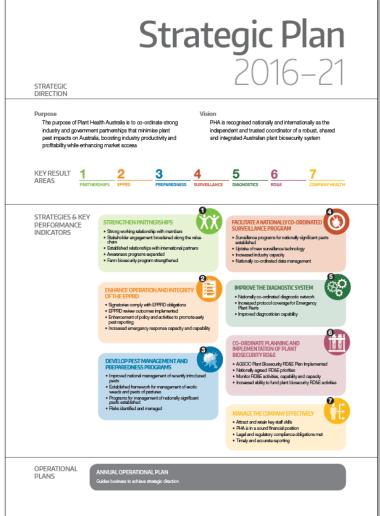
The Chairman's address will be available on PHA's website <u>www.phau.com.au</u> following this meeting.



2.5 2018/19 Performance Report









2018/19 Annual Operational Plan

2018/19 Mid-year Performance Report

Plant Health

Plant Health



2018/2019 Performance

	Actual YTD March	Forecast 2018/19	Budget 2018/19	Forecast variance to Budget
Revenues from Ordinary Activities				
Member subscriptions	2,628,100	2,628,100	2,628,100	0
Project funding	5,502,063	7,001,581	7,001,581	0
Interest income	204,190	277,087	195,487	81,600
Total Revenue	8,334,353	9,906,768	9,825,168	81,600
Expenditure	7,590,899	9,876,357	9,830,757	45,600
Net Surplus	743,454	30,411	5,589	36,000



Partnerships

- National Committees: NBC, NCEN, Northern Australia Biosecurity Framework Reference Group, PHC, SDQMA and others supported
- Pacific Plant Biosecurity Partnership
- Continue to expand Biosecurity Portal, particularly the CCEPP and preparedness sites
- NFFC phase 3 agreed and funded
- Farm Biosecurity Program (joint AHA / PHA program) continues to be developed
- Undertaking study on value of an on farm biosecurity fellowship
- Biosecurity Programs for Avocadoes, Mangoes and Grape and Wine being finalised



	Biosecur PORTA		REGISTER ACCOUNT	SIGN IN	
		ABOUT THE BIOSECURITY PORTAL $$	SEARCH	ALL SITES	Q
CK TO	DHOME	Consultative Committee on Emergency Plant Pests			

The Consultative Committee on Emergency Plant Pests (COEDP) is the key technical coordinating body providing the link between the Australian Government, state and territory governments, industry, Plant Health Australia (PHA) and the National Management Group (NMG) for plant pest emergencies. Its role is to co-ordinate the national technical response to emergency plant pests, and to advise meetings of the NMG on emergency plant pest issues in accordance with the Emergency Plant Pest Response Deed

To maintain the strict security around the information pertaining to each Emergency Response, access to this site is restricted to the Secretariat of the CCEPP and authorised CCEPP Members.



ENQUIRIES

B/

For further information, access or assistance please email the administrator of the CCEPP site:

CCEPP_admin@phau.com.au



Partnerships- levy funded activities

- Grains Farm Biosecurity Program Continues
 - Silo surveillance program underway
 - GBOs have presented to numerous meetings
 - NSW lupin anthracnose outbreak eradicated- GBO involved
 - SA Khapra beetle incident eradicated GBO involved
 - Website in development
- Vegetable Biosecurity Program being renegotiated
 - Focus on surveillance
 - Materials in languages other than English developed
 - Pilot per-urban biosecurity program conducted
- Existing citrus biosecurity program extended
- Ongoing NGIA support to develop training videos
- Banana program continuing





Australian Melon Association's Biosecurity Incident Standard **Operating Procedure**



Plant Health





for the Cherry Industry

Plant Health Hort CHERRY FUND

Cherry Growers' Biosecurity Manual



Banana Freckle Response Evaluation Report

CONFIDENTIAL





If you notice an available in your property process to report 1. The parts could be inserts, mixes, shalls, menutatives or signs of these emploits. The earlier you report, the more identities that a pest can be createded.

Why should I report an unusual post? Reporting unsequelposts gives you access to support interview edge and educe from government and your industry organizations. This with best way to: get the facts about the pest
 take the right action to limit garantien your propert
 and rengt backing properties.

either ensitieste or appropriately manage the pert.
 hup to lawp local bus naises and the community and their.

What do I report? Pyou find something unusual collect as much internation as you can. This technics

+ what you found when you have it
 where you found it
 where you found it
 where you found it
 they many you saw or how infected the crop is Now with spread this
 anything observations your alternities

Place care, take photos to include in your report The momental measurements of the section of the section of the section with the preside what the next states might be if you are indicated about what the tax, we and you'll be actived by a bose carity office.

IF YOU SEE ANYTHING UNUSUAL, CALL THE EXOTIC PLANT PEST HOTLINE How do I report? In Resistable, any smooth plant peed, choose or worst should be reported as noon as possible to the releva state or terminory agriculture agency through the Eve must resist watthen on theory one and

1800 084 881



PHA website visits per month



	РНА	Farm Biosecurity	BeeAware	Prevent Fruit Fly	Aus Interstate Quarantine
Sessions	25,860	40,325	52,172	11,629	50,633
Users	18,306	32,729	42,688	10,069	39,830
Overseas visitors	8% (USA)	13% (USA)	40% USA	14% (USA)	5% (USA)
Newsletter subscribers (as of 6 April)	Tendrils, 1,148	Farm Biosecurity News, 2,303	BeeAware Newsletter, 2,622	Prevent Fruit Fly Newsletter, 305	







Emergency Response

- Financial activities in wrapping up responses (banana freckle, khapra beetle, exotic fruit flies in the Torres Strait, tomato potato psyllid, Brown marmorated stink bug
- Citrus canker response activities
- Implementation of recommendations from the EPPRD Review and Incident debriefs
- ORC frameworks endorsed, assessments reviews and debrief commenced
- Continued delivery of tailored face to face plant biosecurity training at the request of members
- Exercises Varroa mite, Xylella, exotic Ramu shoot borer
- New BOLT course (reporting) released

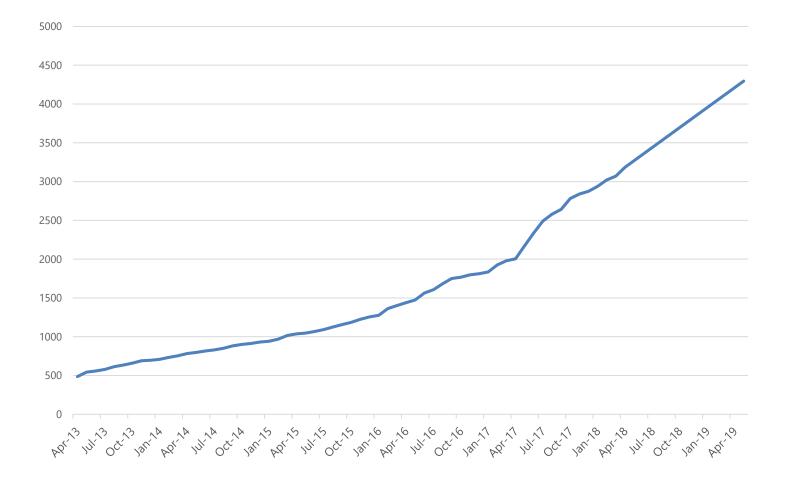


Emergency Response

- Biosecurity Incident Standard Operating Procedure Established and first workshop undertaken
- Review of signatories Normal Commitments
- Issue Resolutions Groups
 - Categorisation
 - Improved decision making
 - Equity for impacted owners
 - Application of the EPPRD and the border
 - Vector/pathogen complexes
- Financial needs analysis underway
- CCEPP Portal improvements revised site launched
- PLANTPLAN Reviewed



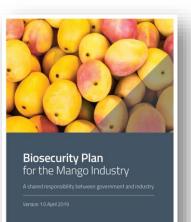
BOLT users





Preparedness

- Biosecurity Plans
 - Work progressing on the following BPs: avocadoes, ginger, mangoes, strawberries/rubus (berry combined), summerfruit, sweetpotatoes, tea tree and viticulture
 - Reference panels held for bananas, onions, vegetables, potatoes and cherries
 - Funding applications in for forestry, honeybee, production nursery and small tropical fruit crops
 - Manual completed for cherries
- Environmental biosecurity
 - Work progressing to adapt the Environmental Acacia Biosecurity Plan



ntion FUND AMIA



Cherry Growers' Biosecurity Manual

> to farm biosecurity measures to reduce the s, diseases and weeds impacting your produ

Preparedness

- Bee Biosecurity Officers
 - 5 BBOs active across Australia with Qld position being recruited
 - Active in promoting the Bee Code of Practice
 - Workshops for beekeepers to undertake the online BOLT training course
- Bee Health and Resources



- Annual survey to assess beekeeper knowledge of biosecurity and the Code of Practice
- Over 4000 participants in 2018 Bee Health Survey
- Progressing the development of a bee pest identification app
- Working with PHC to develop a program to review the current intestate trade arrangements
 - With the aim to ensure the system remains contemporary and suitable for purpose



Preparedness

- Fruit Fly Preparedness
 - contract complete
 - Work continues on new Management Protocols
- PHA involved in the national review of methyl bromide fumigation
- Strategic National Phylloxera Management Project
 - One of the nationally significant endemic pests
 - Ongoing discussions with wine, table grapes, dried fruit producers and researchers
 - Development of a proposal detailing options for future national phylloxera management
 - National workshop planned for 26 June 2019





Surveillance and Diagnostics

- Continued to work with SNPHS and SPHD, expanding networks, training and launching new web sites
- Northern Australia Biosecurity Surveillance
 - Communicating pest pathways into and within northern Australia
 - Increasing capability and capacity for surveillance in the mango industry
 - Gaining an understanding of smaller tropical fruit industries
- Botanic garden surveillance network
- National collation of surveillance data AUSPestCheck
 - Working with all jurisdictions to capture data from the National Plant Health Surveillance Program
 - Proof of concept to capture animal health data
 - Framework for determining Area Freedom
- Annual Diagnostic and Surveillance Workshops 2019



Surveillance and Diagnostics

Development of industry surveillance strategies in 2019

- Temperate fruit crops
- Potato industry
- Grains
- Tropical crops

Industry surveillance programs

- National Bee Pest Surveillance Program
- National Citrus Biosecurity Program
- National Forest Biosecurity Program









RD&E

- AGSOC Cross Sectoral Plant Biosecurity Strategy being rewritten
- Workshops held and audits carried out
 - Pasture Biosecurity Workshop held in August 2018
 - Viticulture audit well advanced
 - Nematology capacity and capability inventory underway
 - Bacteriology capacity and capability inventory underway
- Meetings with AHA on biosecurity RD&E strategies
- Collaboration with PBRI





PLANT BIOSECURITY RESEARCH INITIATIVE



The Plant Biosecurity Research Initiative supports cross-sectoral research development and extension to minimise the damaging consequences caused by biosecurity threats to Australian plant industries. This includes endemic and exotic pests, diseases and weeds that affect Australia's plant industries, community and the environment. We welcome growers, students, researchers and investors to be part of this initiative.

Members

















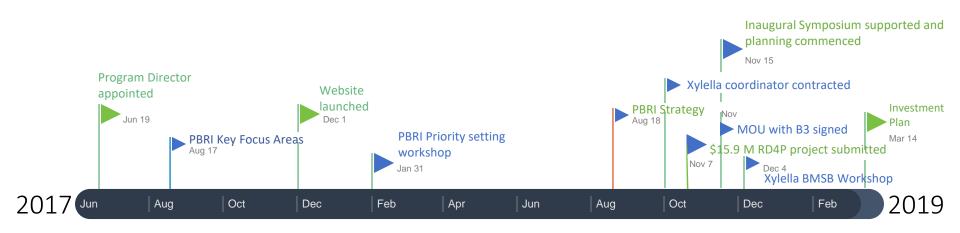




Wine Australia



PBRI Timeline



Stakeholder engagement

33 RD&E concepts assessed



PBRI Projects

Cross-sectoral project	Status	Total project value	Cash/in-kind
PBRI Program Director and PBRI establishment and review	CONTRACTED	\$740,921	cash only
RR&D4P iMAPpests - (national cross- industry surveillance project)	CONTRACTED	\$21,657,000	cash and in-kind
Xylella coordinator position jointly by Wine Australia and Hort Innovation	CONTRACTED	\$495,000	cash only
PBRI inaugural Plant Biosecurity RD&E Symposium	CONTRACTED	\$66,554	cash only
National Xylella diagnostic project	Under contracting	\$2,334,842	cash and in-kind
Review of the Biosecurity Plan and Manual for the Viticulture Industry (Wine and Horticulture)	CONTRACTED	\$146,203	cash and in-kind
Rapid diagnostic screening for Post Entry Quarantine	CONTRACTED	\$1,851,625	cash and in-kind
RR&D4P Boosting National Diagnostics	Successful outcome - not contracted	\$15,709,000	cash and in-kind
CONTRACTED TOTAL		\$43,001,145	



Company Health

Levy Activity

- PHA Levy established for 22 industries.
 - grains, AUSVEG, citrus, honey bees, NGIA, bananas, wine grapes, sweet potatoes, mangoes, melons, apples and pears, rice, avocadoes, onions, cotton, olives, chestnut, cherries, summerfruit, pineapples, strawberries and forestry
- Positive EPPR levies established 10 industries
 - grains, bananas, mangoes, honey bees, chestnuts, forestry, Almonds, Apple and Pear, Macadamias and Ausveg
 - Nil rate established in another 17 industries



Company Health

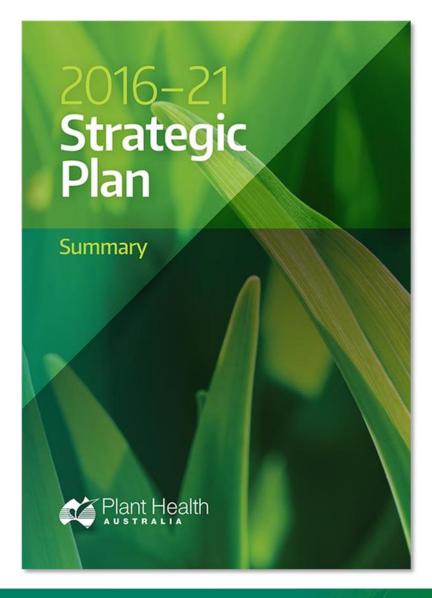
Levy Activity

- Positive EPPR levies most recently established for Macadamias and Ausveg
- PHA Levy for other biosecurity activities
 - Grains Farm Biosecurity program
 - AUSVEG on farm program
 - Citrus program extended planning to expand surveillance program
 - Honey Bee Biosecurity Officer program
 - NGIA program focused on training videos supporting on farm biosecurity
 - Banana Emergency Response
 - Melon industry biosecurity program
 - Avocado biosecurity program
 - Mango biosecurity program
 - Australian Grape and Wine Biosecurity program
 - Consultative costs e.g. Sweet Potatoes, Strawberries, Pineapples, Rice growers



2.6 Annual Operating Plan (AOP) 2019/20

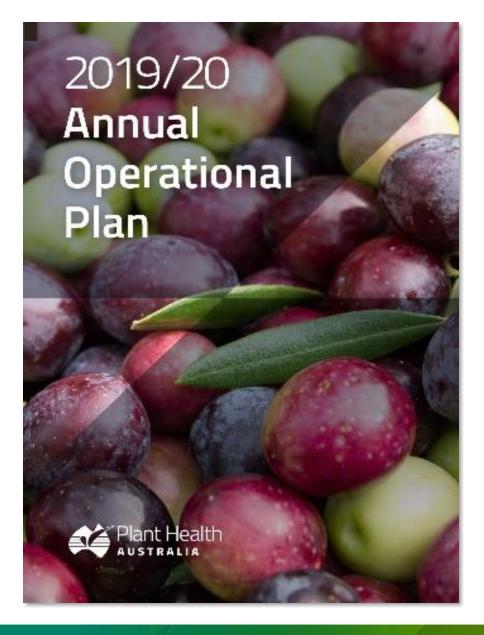




2019/20 AOP is based on 7 Key Result Areas (KRAs) identified in the 2016-21 Strategic Plan

- ✓ Partnerships
- ✓ EPPRD
- ✓ Preparedness
- ✓ Surveillance
- ✓ Diagnostics
- ✓ RD&E
- ✓ Company Health





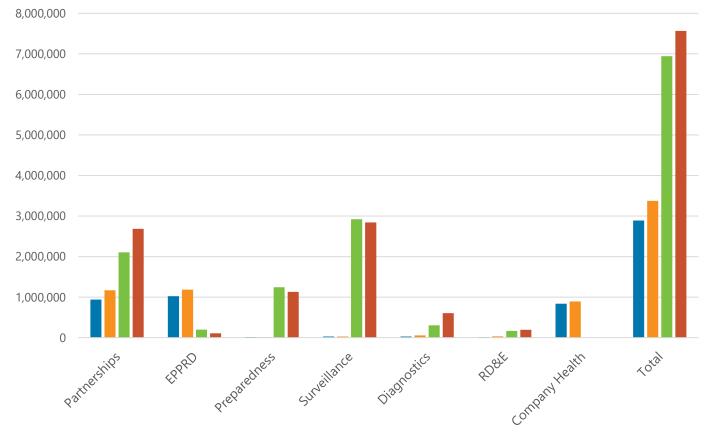


Overall Income and Expenditure

2019–20	\$	%
Income:		
Subscription	2,662,000	24.4
Non-subscription	8,035,539	73.6
Interest	219,059	2.0
Total income	10,916,598	100.0
Expenditure:		
Partnerships	3,851,873	35.2
EPPRD	1,293,345	11.8
Preparedness	1,140,779	10.4
Surveillance	2,868,240	26.2
Diagnostics	662,448	6.1
RD&E	227,768	2.1
Company health	892,171	8.2
Total expenditure	10,936,624	100.0
Result: surplus (deficit)	(20,026)	



Subscription and Non subscription funded activities



■ Subscription 2018-19 ■ Subscription 2019-20 ■ Non-subscription 2018-19 ■ Non-subscription 2019-20



Partnerships

- Contribution to National Committees: NBC, NCN, Northern Australia Biosecurity Framework Reference Group, PHC, SDQMA and others continues
- Continue the Farm Biosecurity Program (joint AHA / PHA program)
- Sponsor a on-farm biosecurity fellowship
- Continue to expand Biosecurity Portal
- Implementation of Phase 3 of the NFFC
 - New manager and support person appointed
 - Refreshed strategy released
- Biosecurity Programs for avocadoes, mangoes and grape and wine, vegetables & melons in place



Partnerships

- Implement Grain biosecurity strategy with GPA, Bulk handlers, GRDC and DAWR
- NPBS Strategy review initiated
 - 2 sub strategies under NPBS diagnostics, surveillance under review
 - New sub strategy Preparedness in development
- Diagnostics and Surveillance network coordinator in place
- PaDIL transferred to PHA and system upgrades developed
- Mangrove environmental biosecurity/ stakeholder mapping project complete





Emergency Response

- Ongoing eradication programs including chestnut blight, varroa mite, citrus canker, Torres Strait FF
- Resolving financial aspects and undertaking debriefs for responses coming to an end
- Continue to promote the National EPP Training Program
- Biosecurity Incident Standard Operating Procedures developed
- Continued delivery of tailored face to face plant biosecurity training at the request of members
- Industry liaison training delivered
- Exercise Blueprint (cotton scenario)



Emergency Response

- National Biosecurity Response Team engagement
- Prepare for 2020 review of the EPPRD
- Review of Parties Normal Commitments ongoing
- PLANTPLAN review
- National guidance and overarching framework for ORCs
- Categorisation policy progressed
- Equity for impacted owners resolved
- New and ongoing Incidents?



Preparedness

- Biosecurity Plans and Manuals
 - BPs on a 5 year timeframe with the engagement of an annual review and focus on implementation.
 - Complete BPs for avocadoes, berries, ginger, melons, summerfruit, sweet potato, tea tree and viticulture
 - Annual review of banana, cherry, onion, potato and vegetable, mangoes, sweet potatoes, tea tree, and summerfruit BPs
 - Complete manual for viticulture
 - Capability index updated at reference panels
 - Environmental Acacia plan complete
- Phylloxera project



- Project finalised and report delivered to the Victorian Agriculture Department



Preparedness

- Bee Biosecurity Officers
 - BBOs in place in 6 states
 - BOLT course continued to be promoted
 - 2019 Bee Survey undertaken and bee identification app released
 - BBO program review initiated and completed
 - New BBO contracts in place for start of 2020/21 financial year
- Preparedness Portal
 - Preparedness data for all plant industries uploaded





Surveillance

- Completed Surveillance Strategies for
 - Tropical plant industries
 - Potatoes
 - Temperate Fruit plant industries
 - Grains
- Finalisation of projects for plant pest surveillance in northern Australia
- Continuation of the National Bee Pest Surveillance Program
- Further enhancements to AUSPestCheck for plant and animal data
- Community of Practice for Botanic Gardens Surveillance Network
- Sustainable funding arrangements for the National Citrus Biosecurity Program and National Forest Biosecurity Program
- Citrus Field Triage Workshop



Diagnostics

- Contribution to the Subcommittee on Plant Health Diagnostics
- Diagnostics and Surveillance Network Coordinator enhance and expand networks
- National Plant Biosecurity Diagnostic Network activities
 - Annual Diagnosticians' Workshop 2020
 - Taxa and general skills professional development workshops
 - Diagnostic Residentials
- Development and review of National Diagnostic Protocols for NPPPs
- Implementing the National Plant Pest Reference Collections Strategy
 - Developing curation standards framework
 - Audit reference specimen coverage of NPPPs in Australian collections
- Continued development of the surge capacity laboratory workflow tool
- Proficiency testing program continuation



RD&E

- AGSOC Cross Sectoral Plant Biosecurity Strategy and Implementation
 - Revised strategy launched and linked to PBRI and other potential implementation partners
- Supporting role at Australasian Plant Pathology Conference
- Fusarium workshop held
- Complete nematology, bacterial and cross sectoral audits
- Planning for new audits and workshops





PLANT BIOSECURITY RESEARCH INITIATIVE



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Members















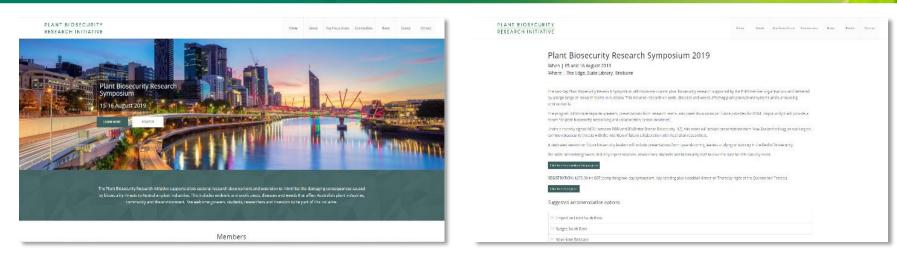






Wine Australia







8:00am	Registration
830am	PBRI Introduction - jo Luck (Program Director, PBRI)
8:40am	Welcome to country
8:50am	Opening and welcome
9:00-9:30am	Keynote
	Session 1: Preparedness: Biosecurity threats and the risk to business - what have we learnt and are we prepared? Chair - Liz Waters (General Manager RD&E, Wine Australia)
	Morning ted - Poster viewing
	Session 2: Diagnostics: Identifying biosecurity threats. Chair - Michael Beer (General Manager Research, AgriFutures Australia)
	Lunch - Poster viewing
	Session 3: Surveillance: Monitoring for early detection and area freedom. Chair - Ken Young (Senior Manager Biosecurity and Regulation, Grains RDC)
	Afternoon tea – Poster viewing
	Session 4: Sustainable pest, disease and weed management: Minimising the risks to industry and the environment. Chair - David Moore (General Manager, Research, Marketing and Investments, Mort Innovation)
6:00pm	Codital dinner at the State Library terrace Symposium address: 2020 - the International Year of Plant Health Kim Ritman (Australian Chief Plant Protection Officer, DAWR)

or more information go to pbrl.com.au/events



Day 2 16 August 2019

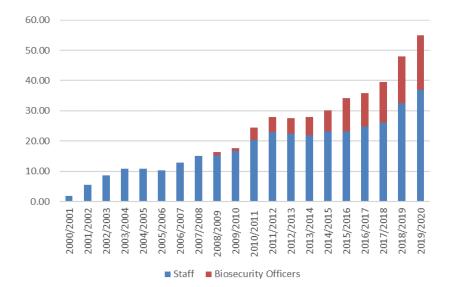
9:00-9:30am	Keynote		
	Session 5: Trans-Tasman biosecurity, collaboration and opportunities. Chair - David Teulon (Director, Better Border Biosecurity)		
	Morning tea - Poster viewing		
	Session & Capability building: Future expertise in biosecurity across sectors – are we prepared? Chair -jodie Mason (Forest Research Manager, Forest and Wood Products Australia)		
	Lunch - Poster viewing		
	Session 7: Industry resilience: Business continuity and coping with future shocks. Chair - Michael O'Shee (General Manager Research Funding Unit, Sugar Research Australa)		
	Afternoon tea		
	Session 8: Expert panel cross-sectoral RD8.E priorities for plant biosecurity. Chair - Susan Maas (Cotton Research and Development Corporation)		
4:45pm	PBRI student prize - Tim Lester (Council of Rural RDCs)		
450pm	Olosing remarks/acknowledgements - Greg Fraser (PBRI Chairman, Plant Health Australia)		
AgriFut	ures 🗯 CRDC 🚵 Forest & Wood		
Hort			



Company Health

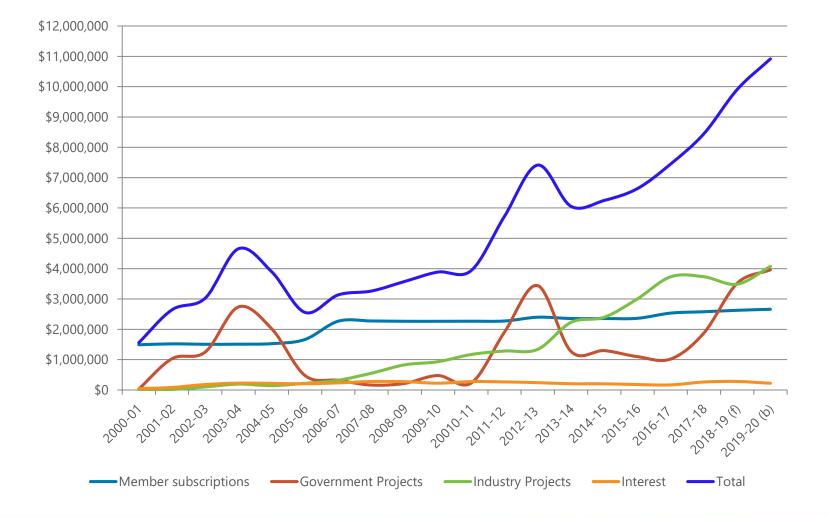
Levy Activity

- Discussions are occurring with a number of Members regarding implementing or amending statutory levies in 2019/20
- At least one EPPR levy will be deactivated in the new year as repayment to the Commonwealth for underwriting emergency responses is completed





Subscription/Project Income



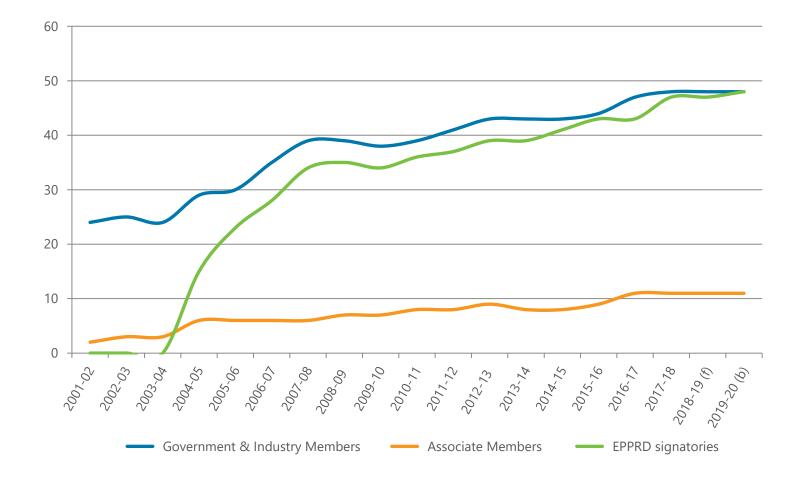


Equity movements



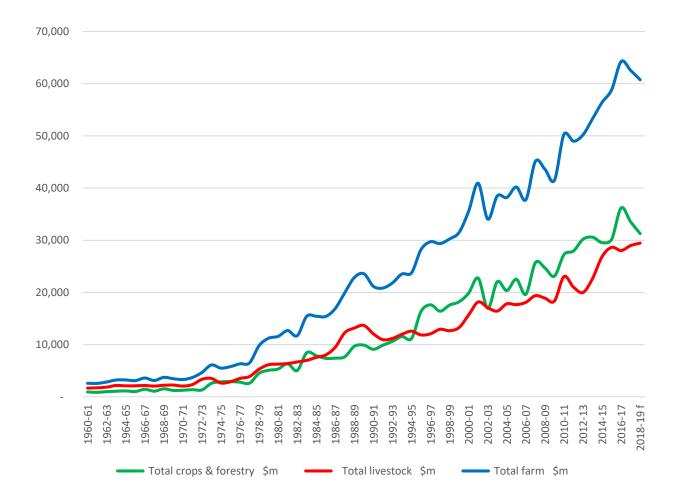


Member numbers





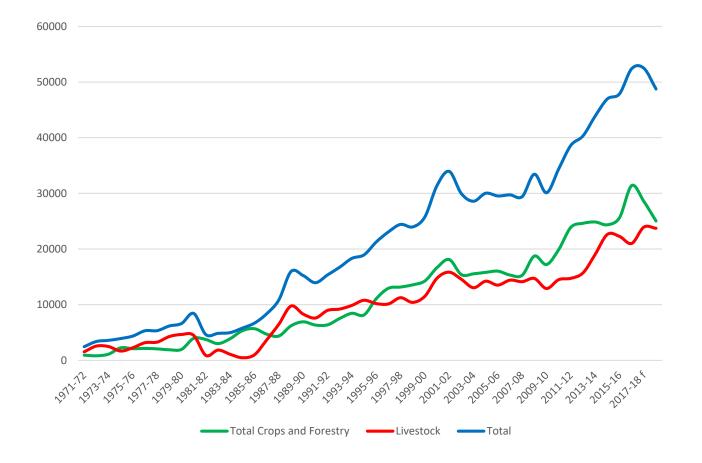
Gross Value of Production



Abares 2018, Agricultural Commodities, December quarter 2018







Abares 2018, Agricultural Commodities, December quarter 2018



2.7 Member Subscriptions

(Ordinary Resolution)



2.7 Member subscriptions

Ordinary Resolution

- 2.7 (a) That PHA Members approve the base 2019-2020 Annual Membership Subscription as being:
 - Annual Subscription payable by the Australian Government
 \$880,000
 - Total Annual Subscription payable by State/Territory Members \$880,000
 - Total Annual Subscription payable by Plant Industry Members \$880,000



3.0 For Information



3.1 Board Selection Committee

Greg Fraser, ED & CEO



May

- PHA Board approves Chair of the Selection Committee if required.
- Governments appoint two Committee members
- Industry nominates their two positions

June

- Industry votes on or approves their two positions
- Prepare draft advertisement for the positions
- Prepare draft Information Kit for applicants



July

- Convene teleconference of Selection Committee to approve:
 - Selection process and timetable
 - Approach to calling for applications, including advertising
 - o Contents of information kits for applicants
 - Capturing information on Board performance, succession planning, expertise and experience
- Write to Members informing them that the call for PHA Director applications is underway and of the closing date for submissions
- Place advertisement calling for applications for PHA Director positions
- Promote call for PHA Director applications through Tendrils and other channels
- Contact incumbent Directors to advise that process is underway
- Supply applicant Information Kits on request
- Respond to all requests for information as required



August/September

- Applications close. Contact all applicants to advise that application received
- Collate applications and circulate to Selection Committee
- Allow a minimum of two weeks for the Committee to consider applications
- Circulate profiles, including matrix of expertise and experience of continuing Directors, to the Selection Committee
- Convene teleconference of the Selection Committee to shortlist candidates for interview
- Contact unsuccessful applicants from the initial shortlisting round
- Find suitable date/s and venue for interviews
- Notify candidates invited to attend interview



September

- Conduct Interviews
- Contact successful candidates
- Contact unsuccessful candidates

October

 Prepare resolution and supporting information for the Notice of Annual General Meeting

November

- Members vote to approve appointment of Directors at AGM on 19
 November 2019
- Provide new Directors with a copy of the PHA Directors Handbook
- Perform induction for new Directors
- First Board Meeting for new and returning Directors on **21 November 2019**



4.0 Other Business



5.0 Close of General Meeting

