

MINUTES - ANNUAL GENERAL MEETING

Held on 20 October 2016
At Lowlands Farm, Mardella



The meeting opened with a video of 2015/2016 highlights

1. Attendance

The Chairman opened the meeting at 11.45am and acknowledged members and guests

Present:	Andy Gulliver	Chairman
	Jan Star AM	Deputy Chairman
	Marilyn Gray	Treasurer
	Bob Pond	Executive Committee (DoW)
	Darralyn Ebsary	Member
	Dr Peter Hick	Member
	Howard Mitchell	Member
	Michael Schultz	Member
	Cr John Allert	Local Govt Member (Inland)
	Cr Stephen Lee	Local Govt Member Proxy (Coastal)
	Karl Brennan	DPaW
	Adrian Parker	PDC
In Attendance:	Jane O'Malley	CEO
	Thelma Crook	Program Manager
	Steve Fisher	Science Advisor
	Luke Rogers	Regional Landcare Facilitator
	Patricia Sutton	Office Manager (Minute Taker)
	Chris Dunlop	Shire of Waroona
	Cr John Erren	President, Shire of Serpentine Jarrahdale
	Peter Lacey	Nature Conservation Program Leader, Wheatbelt Region DPaW
Apologies:	Paddi Creevey OAM	Secretary
	Cr Caroline Knight	Local Govt Member (Coastal)
	Cr Eliza Dowling	Local Govt Member Proxy (Inland)
	Leon Brouwer	DoW
	Scott Haine	DoP (Peel) – Observer
	Craig Olejnik	DPaW
	Louise Oorschot	DER
	Rob Summers	DAFWA
	Andrew Ward	PDC

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2. Confirmation of Minutes of last AGM held on 15 October 2015

Moved: Marilyn Gray Seconded: Howard Mitchell

That the minutes of the Annual General Meeting held on 15 October 2015 be accepted as a true and correct record of that meeting, with the addition of '2015' after '15 October'.

CARRIED

3. Chairman's Report 2015 – 2016

Andy thanked all members for their support throughout the year and he said he was looking forward to another year as Chairman. He acknowledge there are challenges ahead for any group and he asked 'How do we do it better? How do we as a group lift our performance to add value to the team at the office?' We need to think how to survive in the world of no government funding and set our strategies for a world that's going to be different.

Andy said we have a refreshed team that has done excellent work again. He urged everyone to make sure they look after themselves. Looking after the welfare of our people is important. Jane has it high on her priorities. He said we have achieved a lot as a group and urged all to make sure they look after each so we are a highly functional group. He expressed his appreciation for the work everyone on the board had done. He said we have a fantastic Board and Executive, a great CEO and team and a range of partners – particularly government agencies and local governments.

Andy thanked everyone for their contributions and he is looking forward to the next year.

Moved: Mike Schultz

Seconded: Darralyn Ebsary

That the Chairman's Report for 2015 – 2016 be accepted.

CARRIED

4. Membership and Ratification of new members : Not applicable for 2016 AGM

No member's terms were due to expire this year.

5. Treasurer's Report and Presentation of Financial Statements

Marilyn presented the Treasurer's Report and Financial Statements. She noted that Bob Pond would be standing down from the Finance and Audit Committee. She acknowledged his contribution to that committee.

I am pleased to present the 2015-2016 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 30th, 2016 which includes:*
 - a. *Balance Sheet*
 - b. *Profit & Loss*
 - c. *Notes to the Financial Statement*
 - d. *Statement by Members of the Committee*
 - e. *Independent Auditors Report.*

Some features of our financial management this year have been:

Projects closed during the year:

- *Establishment of Peel-Harvey NM Region – Aust Government [A0000010973G]*
- *Strategic Assessment Perth-Peel Region*
- *PDC Legacy Projects*

New Projects started and carried forward to new financial year:

- *Regional Estuaries Initiative 2A Mayfield Drain*
- *Regional Estuaries Initiative 2B Peel Main Drain*
- *South32 Returning Mussels to Tunbridge Gully*
- *Murdoch ARC Linkage Project [PHCC funded]*
- *HRRT State NRM Improving the Ecological linkage value of the Harvey River - Blackberry*
- *HRRT PHCC Improving the Ecological linkage value of the Harvey River – Watsonia*
- *HRRT PHCC Improving the Habitat value of the Ramsar listed Lower Harvey River*

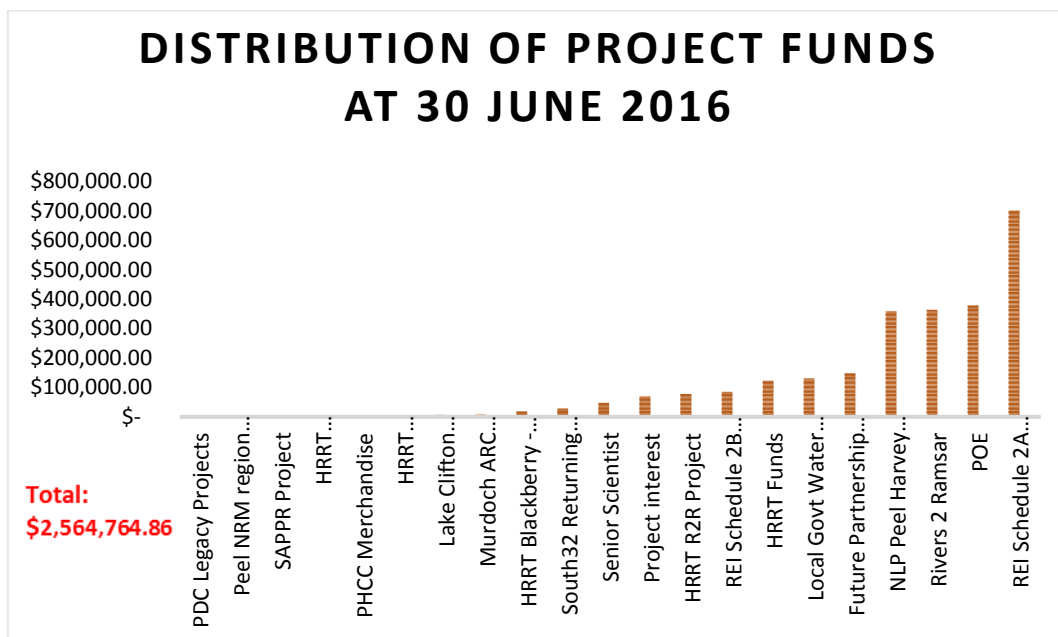
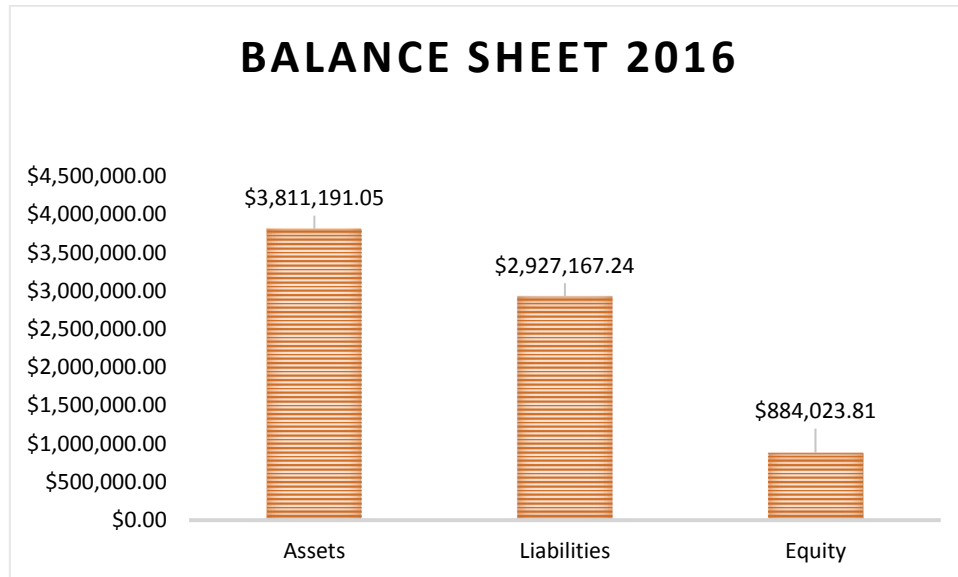
Projects which require annual audit of Financial Statements have been completed. Audited Financial Statement and Request to Retain Funds form have been forwarded to the relevant Funding Body for approval to retain those funds into F2016/2017.

General Information:

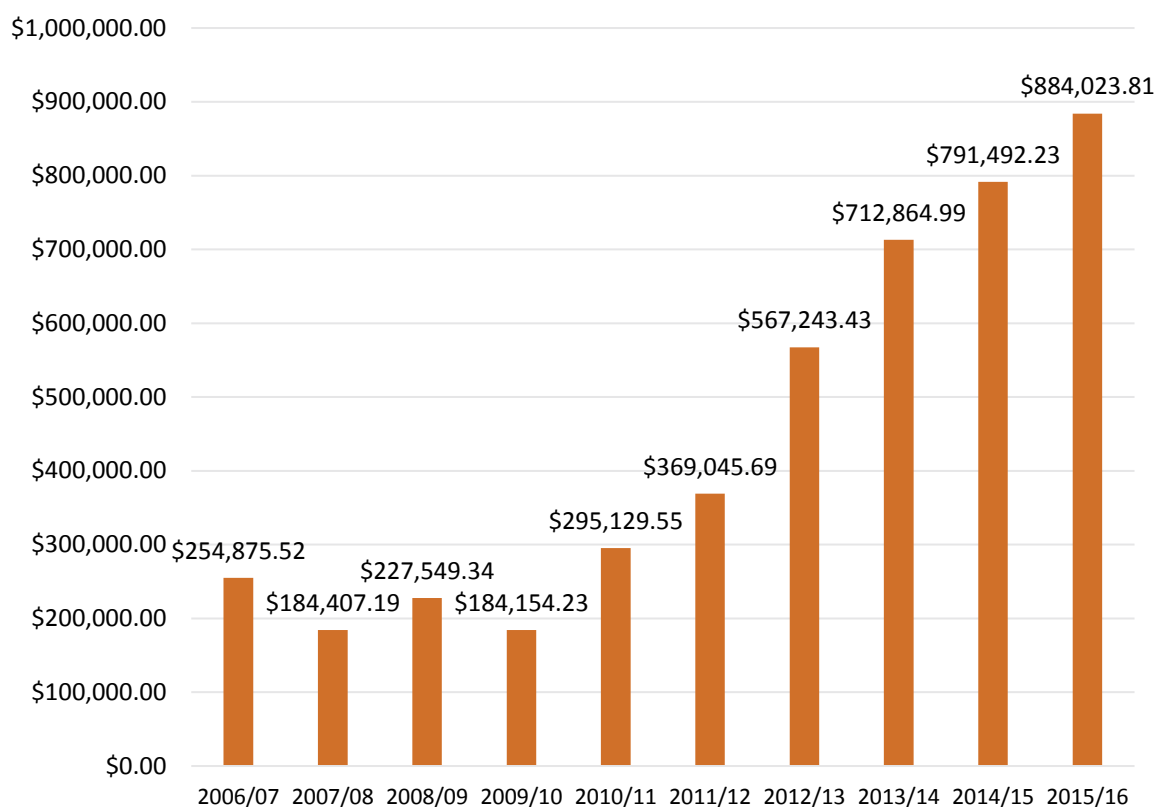
1. ***Corporate Interest:*** *The decision to transfer \$150,000 of corporate funds to the existing Westpac Term Deposit resulted in \$16,357 interest being earned during the financial year with a further \$2,043 earned with the funds in our Corporate Online Cash Management Account making it a combined total of \$18,400. With interest rates falling each time we have reinvested our Term Deposit, it was agreed that we secure a rate for 12 months to maximise our return on the principal of \$601,099.48 at a rate of 2.7% to mature on 7 June 2017.*
2. ***Project Funding:*** *At 30 June 2016, the Unspent Project funds held in Liabilities was \$2,564,764 which is a significant increase on the previous financial year. Reasons for the increase is due to the new Regional Estuaries Initiative Project commencing in June and with the number of Landholder agreements committed in the NLP and R2R projects but Payment schedules will release funds in the following financial year.*

We are now in a position to comfortably invest Project funding in to a Term Deposit to maximise our interest earnings.

- The Organisation's equity increased by \$92,531.58 this financial year to an end of year balance of \$884,023.81.



EQUITY FINANCIAL YEARS



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, stating that it is a reflection on the diligence of key experienced management and administration team members, where appropriate checks are in place where practicable.

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 2016 audit.

The auditor's opinion was that:

"Our audit report for 30 June 2016 is unqualified with our opinion stating the financial report presents fairly the financial position of the Peel-Harvey Catchment Council Inc."

The Auditor has made comment on the Associations Incorporation Act 2015 coming into effect on 1 July 2016 replacing the Associations Incorporation Act 1987 and the obligations required by our Organisation to meet the new rules by 1 July 2019.

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

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.

Moved: Howard Mitchell Seconded: Stephen Lee

That the Treasurer's Report and 2016 – 2017 Financial Statements be received.

CARRIED

6. Election of Office Bearers and Executive Committee

The Chairman vacated the Chair and requested Bob Pond to take the Chair for the election of Office Bearers

6.1 Chairman

Bob Pond called for nominations for the position of Chairman.

John Allert nominated Andy Gulliver, seconded Peter Hick. Andy Gulliver accepted the nomination. No further nominations were received. Andy Gulliver was elected unopposed and accepted the position of Chairman of the PHCC.

Andy Gulliver resumed the Chair.

6.2 Deputy Chairman

Cr Stephen Lee nominated Jan Star, seconded Darralyn Ebsary. Jan Star accepted the nomination, but encouraged others to nominate. No further nominations were received. Jan Star was elected unopposed and accepted the position of Deputy Chairman of the PHCC.

6.3 Secretary

Jan Star nominated Paddi Creevey, seconded Mike Schultz. Paddi Creevey was absent from this meeting. Jane said Paddi had indicated she would be happy to accept a nomination for Secretary. No further nominations were received. Paddi Creevey was elected unopposed to the position of Secretary of the PHCC.

6.4 Treasurer

Jan Star nominated Marilyn Gray, seconded Peter Hick. Marilyn Gray accepted the nomination. No further nominations were received. Marilyn Gray was elected unopposed and accepted the position of Treasurer of the PHCC.

7. Election of Executive Committee Member

Jan Star nominated Bob Pond, seconded Marilyn Gray. 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.

Moved: Howard Mitchell Seconded: Mike Schultz

That the Executive Committee, as nominated, be ratified.

CARRIED

8. Election of Finance and Audit Committee Members

Current Finance and Audit Committee Members are Marilyn Gray, Bob Pond, Howard Mitchell, Jane O'Malley and Karen Henderson. Bob Pond advised that due to many other commitments he was stepping down from the Finance and Audit Committee.

Marilyn Gray advised that Cr Caroline Knight (absent) had indicated she would be happy to be a member of the Finance and Audit Committee. Marilyn Gray nominated Caroline Knight, seconded Jan Star. No further nominations were received. Caroline Knight was elected unopposed to the position of Finance and Audit Committee Member.

Moved: Howard Mitchell Seconded: Stephen Lee

That the membership of the Finance and Audit Committee, as nominated by ratified.

CARRIED

9. Ratification of Steering Committee Members and External Committees (Board and Staff)

A draft copy of the PHCC Project and Organisational Steering Committees and External Committees was included with the Agenda.

Karl Brennan indicated that it may be of interest for Science Advisor, Steve Fisher, to be on the Lowlands Advisory and Scientific Committee. Jane said the PHCC would welcome the opportunity and as that position was a staff external committee, it would be ratified by the CEO. Jane asked Karl to formally invite Steve Fisher to a meeting of that committee.

Jan Star said she would like to serve on the WQIP committee.

ACTION: Add Jan Star to the WQIP Committee.

Bob Pond advised that he would stand down from the Community Engagement Committee. There being a vacancy, Andy called for nominations. No nominations were received. It was suggested to leave the position vacant and invite nominations for a new member with the next Notice of Meeting.

ACTION: Include an invitation for nominations for the position of Community Engagement Committee member with the next Notice of Meeting.

Moved: Stephen Lee

Seconded: Marilyn Gray

That the PHCC Project and Organisational Steering Committees and External Committees be ratified as presented.

CARRIED

10. Appointment of Auditor for forthcoming year

Marilyn Gray moved, seconded Bob Pond, that AMD continue as the PHCC auditor for the 2016/2017 year. A new senior partner would be appointed as the PHCC auditor. AMD has provided excellent results and excellent advice in the past.

Peter Hick acknowledged the excellent audit records, but expressed concern that there was a real risk in maintaining the same auditor. Marilyn said the current practice was reviewed last year and there was no requirement for PHCC to change auditors. Howard Mitchell said that within the audit company the auditors change and this was acceptable. Marilyn added that AMD was selected due to their knowledge of the work we do. The change of auditor gives independence – a change of eyes on the books. Jane said our auditors were reviewed a couple of years ago and we did not feel comfortable that others understood our business. They were also very expensive. There is also the convenience of the audit being conducted onsite by two senior officers. Following this discussion, Peter Hick indicated he was happy to remain with AMD.

Moved: Marilyn Gray

Seconded: Bob Pond

That PHCC engage AMD as auditor for the forthcoming year.

CARRIED

11. Confirmation of Agency Members / Observers

Current Agency Members are:

11.1 Department of Agriculture and Food

11.2 Department of Parks and Wildlife

- 11.3 Department of Water
- 11.4 Peel Development Commission
- 11.5 Department of Planning (Peel) - Observer
- 11.6 Department of Environment Regulation

Moved: John Allert

Seconded: Marilyn Gray

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

CARRIED

- 12. Next Annual General Meeting is Scheduled for Thursday 19 October 2017
- 13. Close of meeting

The Chairman closed the meeting 12.15pm

Summary of Actions arising from the 20 October 2016 AGM:

No.	Details	Resp	Complete
1.	Item 9 [AGM 20 October 2016] Ratification of Steering Committee Members and External Committees (Board and Staff) Add Jan Star to the WQIP Committee.	Jane O'Malley	
2.	Item 9 [AGM 20 October 2016] Ratification of Steering Committee Members and External Committees (Board and Staff) Include an invitation for nominations for the position of Community Engagement Committee member with the next Notice of Meeting.	Jane O'Malley	

We acknowledge the Noongar people as Traditional Custodians of this land and pay our respects to all Elders past and present