

Peel-Harvey Catchment Council

MINUTES OF

ANNUAL GENERAL MEETING



Held at the Marine Operations Centre, 107 Breakwater Parade, Mandurah, on Thursday 16 October 2014, commencing at 9.10am.

1. Attendance

The Chairman opened the meeting at 9.10am and welcomed Members, Agency representatives and Officers.

Present:	Jan Star AM	Chairman
	Andy Gulliver	Deputy Chairman
	Marilyn Gray	Treasurer
	Bob Pond	Executive Committee (DoW)
	Don Glenister	Member (retiring)
	Peter Hick	Member
	Maxine Whitely	Member
	Cr Caroline Knight	Local Government Member (Coastal)
	Scott Haine	Department of Planning Peel Observer [from 9.28am]
	Craig Olejnik	DPaW
	Rob Summers	DAFWA

In Attendance:

Darralyn Ebsary	Nominated Community Member
Thelma Crook	Rivers 2 Ramsar Officer
Patricia Sutton	Minute Taker

Apologies:

Cr John Allert	Local Government Member (Inland)
Cr Keith Ellis	Proxy Local Government Member (Coastal)
Cr Richard Smith	Member
Dave Arkwright	PDC
Leon Brouwer	DoW
Paddi Creevey	Nominated Community Member
Jane O'Malley	Executive Office
Kim Wilson	Program Manager

Absent:

Michael Schultz	Nominated Community Member
-----------------	----------------------------

2. Confirmation of Minutes of AGM held on 17 October 2013

Moved: Maxine Whitely

Seconded: Andy Gulliver

That the minutes of the previous Annual General Meeting held on 17 October 2013 be accepted as a true and correct record of that meeting.

CARRIED

3. Chairman's Report 2013 - 2014

The Chairman presented her report for the year.

“It has been a hive of activity over the last year at 58 Sutton St. The new office is working very well with the finishing touches adding to our pleasure in working in it. It has enabled us to cope with the growth that we are now experiencing. The following report highlights the achievements of our main projects, showing again the effectiveness of our delivery. It shows the great diversity of who we work with: local governments, farmers, children, academics and artists are all being involved. David Rennie's talk, following his award for Australian and New Zealand Nature Photograph where he showed his superb bird photographs taken at Coodanup. His incredible commitment and passion was followed by his Australian Story on the ABC which brought the beauty (and the terrible state) of the Estuary to many, and hopefully to many locals who will now start to care.

The Federal Government has worked with us to enable the PHCC to become the seventh NRM Region in the WA (a commitment obtained by our local Member, Don Randall), officially on the 1st of July 2014. This has required the delivery of an NRM strategy by that date compressing a normal production time from 18 months to 5 months. This feat was achieved by our CEO, Jane O'Malley, with the help of Andrew del Marco and the other staff in a truly monumental effort. Called “Binjareb Boodja Landscapes” it will be available for comment in September. The consultation required, with funding to do it, did mean we were able to touch base with our community, to hear their concerns, what they value in the landscape and what support they need.

The State Government commitment (obtained by our local member, Kim Hames) for a coordinating committee for governance of the Peel-Harvey system has also been met with the formation of the Peel-Harvey Estuarine Management Committee. Initially this forms part of the Strategic Assessment of Perth and Peel Regions, but will have a life beyond that. It is heartening to report that there appears to be genuine effort towards collaboration among the state agencies involved. Allied to this is the government's support for a senior scientist to make the most of our collaboration with universities and agencies, and to develop our education efforts. Its 'senior' salary is made possible through additional funds from industry and the City of Mandurah.

Unfortunately this 'whole of government' approach is not reflected in the local government reform process where our plea for consideration of catchment boundaries has fallen on deaf ears.

Alongside our greater security of funding we were also successful with our Rivers to Ramsar application to the Biodiversity fund. This has given us around \$4m, over four years to work on landscape connectivity. With this of course we welcomed new staff and now have some capacity to re-engage in the Hotham-Williams area."

Moved: Caroline Knight Seconded: Rob Summers

That the Chairman's Report for 2013 - 2014 be accepted.

CARRIED

4. Membership

Jan Star acknowledged those members whose terms were concluding – Don Glenister, Denyse Needham and Peter Hick (re-nominated). Don Glenister added that he would remain interested and would be available for consultation. Jan Star read an email from Denyse Needham where she expressed thanks for the opportunity to belong to such a good committee and she wished PHCC every success in protecting the Estuary and its surrounds.

Nominations were received from Dr Peter Hick, Paddi Creevey OAM, Michael Schultz and Darralyn Ebsary. An independent panel consisting of Bob Pond, Rob Summers (DAFWA) and David Lindsay (Chair, SJ Landcare) assessed the nominations and advised that recommended:

1. That Dr Peter Hick, Ms Creevey and Mr Schultz be offered placements as PHCC Members to fill the three current vacancies.
2. That should an additional vacancy be identified, Ms Ebsary be offered a placement as a PHCC Community Member.

Moved: Marilyn Gray Seconded: Caroline Knight

That Dr Peter Hick, Paddi Creevey and Michael Schultz be appointed Community Members of the Peel-Harvey Catchment Council.

CARRIED

Moved: Marilyn Gray Seconded: Rob Summers

That, when an additional vacancy is confirmed, Darralyn Ebsary to be appointed Community Member of the Peel-Harvey Catchment Council.

CARRIED

5. Treasurers Report and Annual Report

5.1 Approval of Budget 2014/15

Marilyn Gray, Treasurer, presented her Report.

“I am pleased to present the 2013-2014 Draft Financial Statements of the PHCC to the Annual General Meeting:

1. *Balance Sheet*
2. *Accounts: Receivables/Payables Reconciliation*
3. *Profit & Loss Report [Accrual]*
4. *Project Funds Distribution*
5. *GST Reconciliation against Ledger.*

Taken together, I believe that these reports represent a true statement of the financial position of the PHCC as at 30th June 2014. The audited statements are not yet available, but will be presented to a future meeting of the PHCC for endorsement as soon as they are to hand. (Note: There could be some minor changes to the Reports presented should the Auditors request any Journals to be completed as the completion of the audit.)

The reports show that the PHCC is in a sound financial position and able to meet all current and future projected liabilities. I anticipate no difficulties in meeting the requirements of either project audits or project acquittals.

Some features of our financial management this year have been:

Projects closed during the year

- *Filtering the Nutrient Storm Stage II Project - Retained funds*
- *CFoC Lake Clifton Recovery Project - Retained funds.*

Small Projects commenced and finished during the year

- *Fee For Service - Shire of Murray Water Monitoring*
- *Fee For Service - City of Mandurah Samuel Renfrey Water Monitoring*
- *PHCC NRM Region- Australian Govt Funding*
- *PHCC NRM Region- State NRM Funding.*

All projects above have been acquitted as per grant schedule. We are waiting for the audited financial statements for the two PHCC NRM Region grants to be completed.

New Projects started and carried forward to new financial year

- *Lake Clifton Ramsar Restoration*
- *Lake Clifton Community Engagement*
- *Mayfields Healthy Waterways*
- *PHCC Senior Scientist*
- *Peel-Harvey Rivers 2 Ramsar: Connecting River Corridors for Landscape Resilience*
- *HRRT - Strategic Weed Control in the Harvey Basin*

- *HRRT - Rivers 2 Ramsar - Upper and Lower Harvey River.*

General Information

1. *Corporate Westpac Term Deposit: \$18,234.62 interest earned. It is due for renewal on 27/12/2014.*
2. *The organisation purchased its second vehicle, a Toyota Hilux Traytop, in June. This vehicle is being leased to the Rivers 2 Ramsar Project Officer.*
3. *The organisation audit will be conducted next Monday, October 20th 2014, and will be carried out on-site by AMD Chartered Accountants. Unfortunately this has been delayed due to projects submitted for annual audits being queried. Responses to these queries were held over until our Finance Manager returned from leave mid-September.*
4. *Based on figures presented to audit, the organisation's equity has increased by \$145,651.26 this financial year to an end of year balance of \$712,864.99.*

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 Program Manager Kim Wilson.

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: Marilyn Gray Seconded: Andy Gulliver

1. ***That the 2014-15 Budget, as presented, be adopted.***
2. ***That the Treasurer's Report and Presentation of the 2013 – 2014 Financial Statements be received.***

CARRIED

5.2 Review of Stipends (Confidential briefing note tabled)

Jan Star vacated the Chair and Bob Pond took the Chair at 9.25am.

Bob Pond introduced the Briefing Note – Review of Stipends, provided by the CEO Jane O'Malley.

The below recommendation was made in recognition of the increased and significant workload of the Chair and Treasurer as at 1 July, 2014 with the PHCC being the NRM body responsible for the newly established Peel-Harvey NRM Region.

Moved: Peter Hick Seconded: Rob Summers

That the PHCC Board:

1. **Endorse the following modifications to Stipends, effective from 1 July, 2014.**
 - a. **Chair - Increase from \$10,000 p.a. to \$15,000 p.a.**
 - b. **Treasurer - Commence stipend payment of \$3,000 p.a.**
2. **Acknowledge retention of Deputy Chair Stipend at the current rate of \$3,000 p.a.; and**
3. **Acknowledge that a review of Sitting Fees, Stipends and general remuneration will be undertaken as part of the overall Governance Review for the PHCC Board and will be presented at a future meeting.**

CARRIED

(Jan Star, Andy Gulliver and Marilyn Gray abstained from voting)

[Scott Haine arrived at 9.28am]

6. Election of Office Bearers

6.1 Chairman

Bob Pond called for nominations for the position of Chairman.

Andy Gulliver nominated Jan Star, seconded Caroline Knight. Jan Star accepted the nomination. No further nominations were received. **Jan Star** was elected unopposed and accepted the position of **Chairman** of the PHCC. All in favour.

6.2 Deputy Chairman

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

Jan Star 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 **Deputy Chairman** of the PHCC. All in favour

6.3 Secretary

Bob Pond called for nominations for the position of Secretary.

Marilyn Gray nominated Paddi Creevey, seconded Maxine Whitely. Paddi Creevey had indicated she would accept if nominated. Jan Star accepted on her behalf. No further nominations were received. **Paddi Creevey** was elected unopposed and accepted the position of **Secretary** of the PHCC. All in favour.

6.4 Treasurer

Bob Pond called for nominations for the position of Treasurer.

Peter Hick nominated Marilyn Gray, seconded Caroline Knight. 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: Maxine Whitley Seconded: Caroline Knight

That the Executive Committee, as nominated, be ratified.

CARRIED

Bob Pond congratulated all and Jan Star took the Chair at 9.34am.

7. Election of Executive Committee Members

The Chairman called for nominations for one additional committee member. Bob Pond nominated. No further nominations were received. **Bob Pond** was elected unopposed and accepted the position of **Executive Committee Member** of the PHCC.

Moved: Andy Gulliver Seconded: Rob Summers

That Bob Pond be appointed to the position of Executive Committee Member.

CARRIED

8. Election of Finance and Audit Committee Members

Current Finance and Audit Committee Members are Marilyn Gray, Bob Pond, Jane O'Malley and Karen Henderson.

Bob Pond nominated for a position on the committee. Marilyn suggested holding over filling the third Member position until the next meeting

Moved: Jan Star Seconded: Rob Summers

That the membership of the Finance and Audit Committee be ratified at the next general meeting of the PHCC.

CARRIED

ACTION: Membership of the Finance and Audit Committee be ratified at the next general meeting of the PHCC.

9. Ratification of Project Steering Committee Members

A draft copy of the PHCC Project Steering Committees was distributed with the Agenda.

1. Local Government Stormwater Strategy Steering Committee
2. Ramsar 482
3. PHCC Rivers 2 Ramsar
4. Mayfield Healthy Waterways
5. Science
6. FNS III

Jan Star suggested that due to new members Paddi Creevey and Michael Schultz not being present at the meeting, the determination of Project Steering Committee Members be listed on the agenda for the next Executive Committee meeting.

ACTION: List membership of Project Steering Committees for discussion at the next Executive Meeting.

10. Appointment of an Auditor for the forthcoming year

Moved: Andy Gulliver Seconded: Maxine Whitely

That PHCC continues to engage AMD (Bunbury) as auditor for the forthcoming year.

CARRIED

11. Review of Agency Members

The following agencies are currently members of the PHCC:

- 11.1 Department of Agriculture and Food – Rob Summers
- 11.2 Department of Parks and Wildlife – Craig Olejnik
- 11.3 Department of Water – Bob Pond
- 11.4 Peel Development Commission – Dave Arkwright
- 11.5 Department of Planning Peel – Scott Haine (Observer)
- 11.6 Department of Environmental Regulations - Chris Malley

Moved: Maxine Whitely Seconded: Caroline Knight

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

CARRIED

12. Next Annual General Meeting

The next Annual General Meeting of the PHCC would be held in accordance with clause 12.1 of the Constitution, unless otherwise advised, to be held on Thursday 15 October 2015 at 9.00 am.

13. Close meeting

The meeting closed 9.43am

Chairman

Date

Summary of Actions arising from the 16 October 2014 AGM:

No.	Details	Resp.	Complete
1.	Item 9 (Ratification of Steering Committee Members) <i>List membership of Project Steering Committees for discussion at the next Executive Meeting.</i>	Jane O'Malley	
2.	Item 8 Election of Finance and Audit Committee Members <i>Membership of the Finance and Audit Committee be ratified at the next general meeting of the PHCC</i>	Jane O'Malley	