

Peel-Harvey Catchment Council

MINUTES OF

ANNUAL GENERAL MEETING



Held at the Shed, Peel-Harvey Catchment Council, 58 Sutton Street, Mandurah, on Thursday 15 October commencing at 11.00am

1. Attendance

The Chairman opened the meeting at 9.05 am and welcomed Members, Agency representatives and Officers.

Present:	Jan Star AM	Chairman
	Marilyn Gray	Treasurer
	Bob Pond	Executive Committee (DoW)
	Paddi Creevey	Secretary
	Darralyn Ebsary	Member
	Dr Peter Hick	Member
	Michael Schultz	Member
	Maxine Whitely	Member
	Cr John Allert	Local Government Member (Inland)
	Craig Olejnik	DPaW

In Attendance:

Jane O'Malley	Executive Office
Steve Fisher	Science Advisor
Luke Rogers	Regional Landcare Officer
Kim Wilson	Acting Operations Manager
Thelma Crook	R2R Project Manager
Patricia Sutton	Minute Taker
Kristy Gregory	Landcare SJ
Teele Worrell	Landcare SJ
Neil Riches	DoE
Tom Lerner	Shire of Murray

Apologies:

Andy Gulliver	Deputy Chairman
Cr Caroline Knight	Local Government Member (Coastal)
Cr Keith Ellis	Proxy Local Government Member (Coastal)
Rob Summers	DAFWA

Observers:

Annette Jacobs
Shonagh Bradstock

2. Confirmation of Minutes of AGM held on 16 October 2014

Moved: Bob Pond Seconded: Peter Hick

Maxine corrected the spelling of her surname.

That the minutes of the previous Annual General Meeting held on 16 October be accepted as a true and correct record of that meeting.

CARRIED

3. Chairman's Report 2014 - 2015

The Chairman presented her report for the year.

On a sad note the death of Don Randall, MHR was a shock to all. He was a great advocate for us and we wouldn't have achieved Regional status without him. With this status we have grown a lot over the last year, most recently with the addition Luke Rogers as Regional Landcare Facilitator, a part of our National Landcare Program. This will also be helped by the commencement of Debra Slater-Lee, as Operations Manager, in November. This fulfils our obligations as an NRM Region for this year and hopefully means activity in the office returns to more normal levels, especially for our CEO.

We now have Science Advisor, in Steve Fisher, and so we now have Science seminars, which with S.H.A.R.E. sessions area - great asset to Mandurah and it means our Shed is being well used. I think the quality of speakers has been very good. Juxtaposed with this growth of capacity is the contraction of some agencies to minimal functions. It is puzzling to see the capacity of DAFWA and DPaW being so drastically reduced at the same time as agriculture and biodiversity are being promoted as two of the six most important foci for science in the State. In the Peel in particular agriculture is a central part of the PDC's Blueprint. We have been working closely with them as with our other regional partners and there is a real feeling of regional cooperation building up.

As well as the pressure of becoming a fully functional Regional NRM Group for the Commonwealth we have been very involved in the Strategic Assessment of Perth and Peel Regions at 3.5m at the State's behest. This is because of the strategic work we have done and our involvement in land-use planning decisions. The EPA summed SAPPF up as being "transformative". It is certainly unlike anything the State has done before. One consequence has been the recognition that there is a need for some co-ordinating body in the Peel. Already the formation of PHEMC (which was an election commitment we obtained) has led to several proposals that are very useful in the SAPPF context mainly to do with fertiliser management, drainage intervention and soil amendment. Among other actions there will also have to be some proper attempt at monitoring and evaluation. We have seen the EPA's Interim Advice and the Sub-regional Framework which indicate there is still some way to go in reconciling environmental protection with creating living areas for people. We can only hope that in future it becomes normal for the landscape to be the first determinant in land use planning and not be addressed near the end of the planning stage.

Rural land does seem to be getting some recognition in its own right from the planners and Curtin has a whole Rural Diversification planning initiative and with the RDA's is working on peri-urban agriculture.

The valuing of natural capital is starting to be acknowledged by financial institutions and there are various efforts on putting a value on the environment and its services in order to be recognised in the current currency of politics. At the same time the issue of a social licence to operate is being raised and this might very well be a function for NRM and environmental groups to consider.

In all a very full year with lots of changes – and more to come. Thank you to everyone for their help and commitment.

Paddi Creevey acknowledged the huge amount of work done, and commitment, by Jan Star over the past 12 months.

Moved: Paddi Creevey Seconded: John Allert

That the Chairman's Report for 2014 - 2015 be accepted.

CARRIED

4. Membership

At this point the Chairman asked observers, staff and Maxine Whitely to leave the meeting.

Bob Pond acknowledged that Maxine's term is due to expire and presented the report.

Four nominations were received. An independent panel consisting of Bob Pond, Rob Summers (DAFWA) and Rhys Williams (The Makers) assessed the nominations and recommended:

- 1. That Howard Mitchell be invited to join the PHCC as a Community Member.*
- 2. That only one position be filled at this time, and further membership needs to be considered at the strategic planning session in early 2016. Current unsuccessful nominees could be reconsidered at this stage.*
- 3. That unsuccessful nominees be thanked for their applications and be informed of that decision.*

Jan Star explained the vacancies situation and she referred to the panel's recommendation to review the process at 2016 Strategic meeting.

Darralyn Ebsary said it would be advantageous to involve representatives from further in the catchment.

Moved: Marilyn Gray Seconded: Pete Hick

That Howard Mitchell be appointed Community Member of the Peel-Harvey Catchment Council.

CARRIED

ACTION: Paddi Creevey noted that the process of filling vacant positions was awkward and it should be reviewed by the Governance Committee.

Jan Star thanked the selection committee members - Bob Pond, Rob Summers and Rhys Williams for their assistance. She thanked Maxine Whitely very much for her contribution to the PHCC over the past 12 years and invited her to attend future meetings, acknowledging the need to increase representation in the inland.

ACTION: John Allert requested that the Governance Committee also address diversity of membership within the catchment.

5. Treasurers Report and Presentation of Financial Statements

5.1 Treasurer's Report

Marilyn Gray, Treasurer, presented her Report:

I am pleased to present the 2014-2015 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, 2015 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.*

3. PHCC 2015/2016 Budget:

I present the 2015/2016 Organisation Budget for endorsement. We anticipate receiving \$607,480 from interest earned and Project Delivery and MERI funding based on our Salary Model. With a growth in staff numbers, our IT, Telephone, Printing Costs and Asset expenditure budgets have increased to reflect this. All other expenditure items have had minor increases to allow for inflation. There is an unallocated \$21,934 shown to balance the expenditure ledger of the budget.

Some features of our financial management this year have been:

Projects closed during the year:

- *Accommodation Renovation – Lotterywest Grant*
- *Lake Clifton Ramsar Restoration*
- *Lotterywest 482 Ramsar Project*
- *Mayfields Healthy Waterways*
- *HRRT Improving the Ecological Linkage Value of the Harvey River System*
- *HRRT Strategic Weed Control and Revegetation in the Harvey River Basin*

Small Projects commenced and finished during the year:

- *Fee for Service - City of Mandurah Samuel Renfrey Water Monitoring Phase 2.*
- *Establishment of Peel-Harvey Region - SWCC*
- *Alcoa Community Engagement Project*

New Projects started and carried forward to new financial year:

- *Establishment of Peel-Harvey Region – Aust Government*
- *NLP Peel-Harvey Regional Funding 2014-2018*
- *Strategic Assessment Perth-Peel Region*
- *PDC Legacy Project*

All projects above have been acquitted as per grant schedule. Projects which required independent audit of Financial Statements at completion of project have been completed and audited Financial Statements have been forwarded to Funding Bodies.

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 F2015/2016.

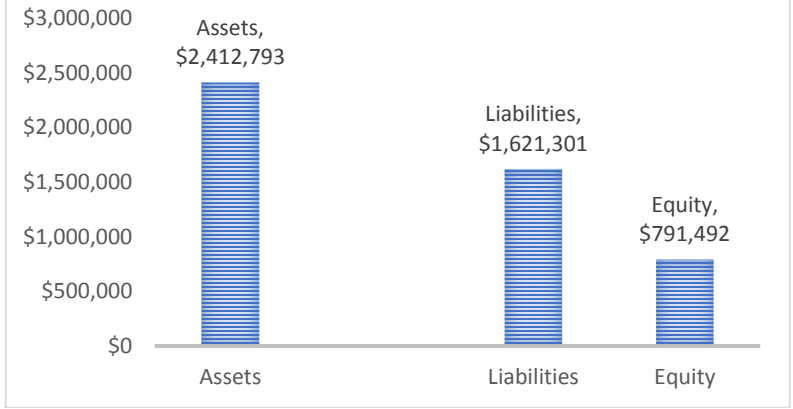
General Information:

1. Corporate Westpac Term Deposit: \$15,129.80 interest earned during the financial year. An additional \$150,000 was added to the Term Deposit at Maturity on 30 June 2015 to maximise our interest return on corporate funds held.

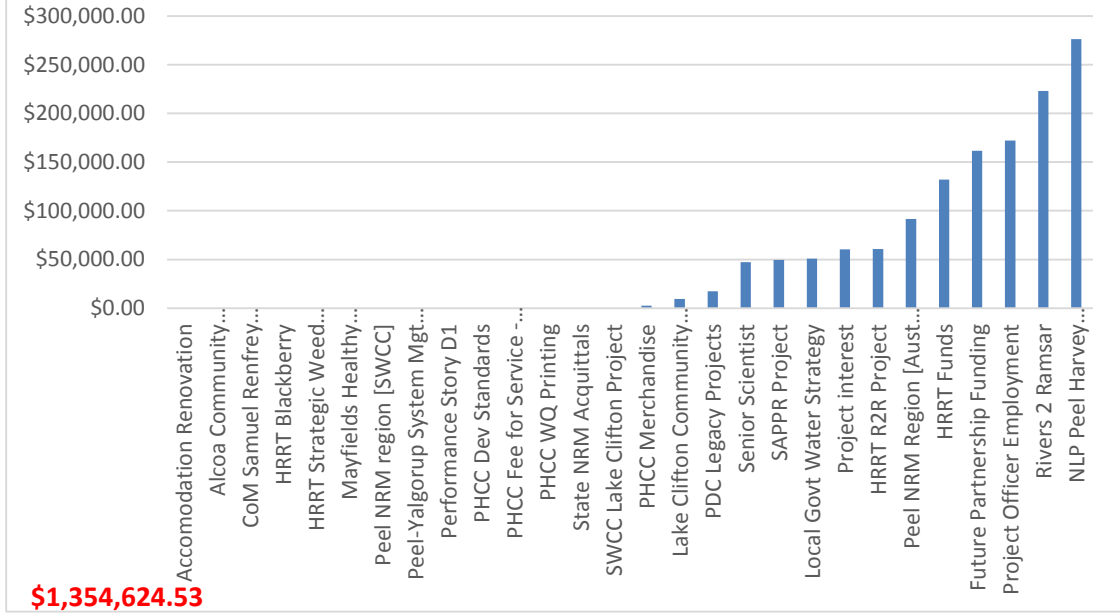
2. The transition of our organisation to being an independent NRM region has seen us go through an unprecedented growth period. For example, the increase in staff members (currently standing at about 12.5 FTE, but spread over 21 full and part-time officers) has necessarily resulted in increases to organisation expenses. In particular, Information Technology has increased from \$15,200 to \$34,950 pa, and, as part of our Risk Management, we have moved to off-site Cloud Backup of our information and finances which costs approximately \$270/month.

3. The Organisation's equity increased by \$78,627.24 this financial year, which included \$32,836 of minor projects being closed off and consolidated, to an end of year balance of \$791,492.23.

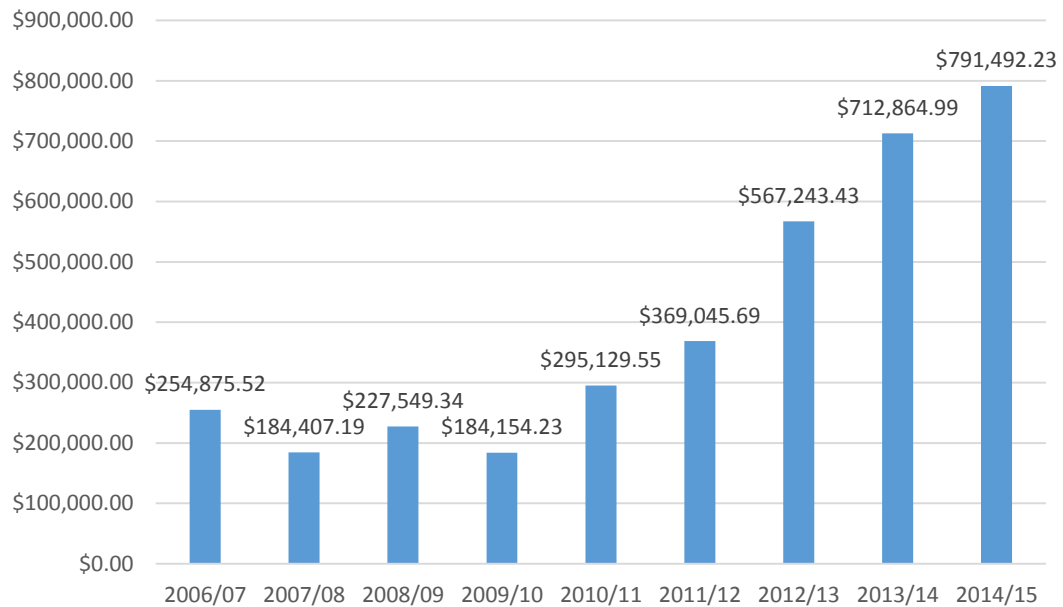
BALANCE SHEET 30 JUNE 2015



Unspent Funds as at 30 June 2015



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 2015 audit.

The auditor's opinion was that:

“Our audit report for 30 June is unqualified with our opinion stating the financial report presents fairly the financial position of the Peel-Harvey Catchment Council Inc...”, and further notes “The 2015 audit result is a credit to Karen, Jane and the administration team who provided all supporting documentation, financial records and assistance requested, enabling the year end results to be completed efficiently.”

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, Office Manager Patricia Sutton and Project 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: Paddi Creevey Seconded: Darralyn Ebsary

That the Treasurer's Report and Presentation of 2014 – 2015 Financial Statements be received.

CARRIED

5.2 Approval of Budget 2015/16

Paddi Creevey commented that this was one of the most comprehensive reports she had been witness to. Making prudent provision to the uncertainty of State and Commonwealth funding for the NFP sector. Outstanding.

Moved: Paddi Creevey Seconded: Mike Schultz

That the 2015-16 Budget, as presented, be adopted.

CARRIED

The Annual Report was tabled.

6. Election of Office Bearers

Bob Pond took the Chair. Jan Star announced that she was formally stepping down from the position of Chair. Bob acknowledged Jan on behalf of the Catchment Council noting that she was a wonder to watch and a pleasure to work with.

6.1 Chairman

Bob Pond called for nominations for the position of Chairman.

Jan nominated Andy Gulliver, seconded Paddi Creevey. Jane presented Andy Gulliver's acceptance received by email. No further nominations were received. Andy Gulliver 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.

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

All in favour

Deputy Chair, Jan Star, took the Chair in Andy Gulliver's absence.

6.3 Secretary

Jan Star called for nominations for the position of Secretary.

John Allert nominated Paddi Creevey, seconded Peter Hick. Paddi Creevey accepted the nomination. No further nominations were received and 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.

Bob Pond nominated Marilyn Gray, seconded Mike Schultz. 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: Mike Schultz Seconded: John Allert

That the Executive Committee, as nominated, be ratified.

CARRIED

7. Election of Executive Committee Members

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

Moved: Jan Star Seconded: Marilyn Gray

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.

Jan Star nominated Howard Mitchell.

Bob Pond nominated for a position on the committee.

Membership:

- Marilyn Gray
- Bob Pond
- Howard Mitchell
- Jane O'Malley
- Karen Henderson

Moved: Paddi Creevey Seconded: Mike Schultz

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

CARRIED

9. Ratification of Project and Organisational Steering Committee Members

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

Project Steering Committees:

- PHCC Rivers 2 Ramsar
 - Peter Hick, Bob Pond, Mike Schultz, John Allert, Kim Wilson, Thelma Crook
- Science
 - Jan Star, Bob Pond, Peter Hick, Rob Summers, Jane O'Malley
- WQIP - On hold. Jan Star said she would step down.
 - Bob Pond, Rob Summers, Howard Mitchell, Jane O'Malley, Steve Fisher
- NLP – Overarching Steering Committee
 - Jan Star, Mike Schultz, Bob Pond, Jane O'Malley, Thelma Crook
- NLP Sub Committees:
 - Natural Assets
 - Mike Schultz, Darralyn Ebsary, Peter Hick
 - Sustainable Agriculture
 - Marilyn Gray, Andy Gulliver, Darralyn Ebsary, Jan Star, Luke Rogers.
 - Community Engagement
 - Bob Pond, Paddi Creevey, Jane O'Malley, Annette Brown

Organisational Steering Committees (endorsed at February meeting):

- Communications Strategy (including Branding Refresh)
 - Andy Gulliver, Mike Schultz, Caroline Knight, Jane O'Malley, Annette Brown, Julie MacMile
- Indigenous Participation Plan (including Cultural Awareness)

- John Allert, Darralyn Ebsary, Caroline Knight, Marilyn Gray, Jane O’Malley, Thelma Crook, Craig Olejnik (Karl Brennan proxy)
- Prioritisation Process
 - Jan Star, Darralyn Ebsary, Mike Schultz, Bob Pond, Jane O’Malley, Steve Fisher
- Governance Review
 - Jan Star, Paddi Creevey, Peter Hick, Caroline Knight, Jane O’Malley, Annette Brown.

Moved: Paddi Creevey Seconded: Bob Pond

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

CARRIED

10. Appointment of an Auditor for the forthcoming year

Moved: Marilyn Gray Seconded: Peter Hick

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

CARRIED

11. Confirmation of Agency Members

The following agencies are currently members of the PHCC:

- 11.1 Department of Agriculture and Food WA – Rob Summers
- 11.2 Department of Parks and Wildlife – Craig Olejnik
- 11.3 Department of Water – Bob Pond
- 11.4 Peel Development Commission – Norman Baker
- 11.5 Department of Planning Peel – Scott Haine (Observer)
- 11.6 Department of Environmental Regulation - Chris Ryan

Moved: Mike Schultz Seconded: Paddi Creevey

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 20 October 2015 at 11.00am.

Moved: Paddi Creevey Seconded: Jan Star

That the Board particularly thank Maxine Whitely for her long service to the Peel-Harvey Catchment Council.

CARRIED

13. Close meeting

The meeting closed at 12.30pm

Chairman

Date

Summary of Actions arising from the 15 October 2015 AGM:

No.	Details	Resp.	Complete
1.	Item 4 - Membership 1. Paddi Creevey noted that the process of filling vacant positions was awkward and it should be reviewed by the Governance Committee. 2. John Allert requested that the Governance Committee also address diversity of membership within the catchment.	Jane O'Malley	