

# PEEL-HARVEY CATCHMENT COUNCIL

## MINUTES OF ANNUAL GENERAL MEETING

Minutes of the Meeting of the Peel-Harvey Catchment Council held at the Marine Operations Centre, 107 Breakwater Parade, Mandurah, commencing at 9:05am on Thursday 20<sup>th</sup> October 2011.

**Thursday 20<sup>th</sup> October, 2011**

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### Attendance

<b>Present:</b>	Jan Star AM	Chairman
	Andy Gulliver	Deputy Chairman
	Bob Pond	Executive Committee [DoW]
	Marilyn Gray	Treasurer
	Peter Hick	Secretary
	Dennis Veitch	Member
	Garry Heady	Member
	Leon Brouwer	Member
	Maxine Whitely	Member
	Shane Kelliher	Member
	Tony Hiscock	Member
	Dave Arkwright	Peel Development Commission
	Rob Summers	Department of Agriculture and Food [DAFWA]
Scott Haine	Department of Planning	
<b>In Attendance:</b>	Jane O'Malley	Executive Office
	Juan Montoya	FNS Project Manager
	Jane Townsend	HRRT Project Manager
	Renee Butterworth	Administration Officer
	Grey Mackay	Greening Australia
	Francis Smit	Landcare SJ
	Nuray Veryeri	Community Nominee
<b>Apologies:</b>	Denyse Needham	Member
	Don Glenister	Member
	Craig Olejnik	DEC
	Neil Guise	Department of Agriculture and Food [DAFWA] (Leave of absence)
	Kim Wilson	Program Manager
	Colleen Archibald	NRM Support Officer
	Thelma Crook	Waterbirds Officer
<b>Absent:</b>	Nil	

**1. Welcome**

The Chairman opened the meeting at 9:05am and welcomed Members and Officers.

**2. Confirmation of Minutes of AGM held on the 15<sup>th</sup> October 2010.**

*Moved: Peter Hick      Seconded: Maxine Whitely*

*That the minutes of the previous annual general meeting held on 15<sup>th</sup> October 2010, having been distributed are accepted as a true and correct record of that meeting.*

CARRIED

**3. Chairman's Report 2010-2011**

The Chairman tabled the following report:

“Last year I predicted a productive year and it has a certainly been that. Juan and his team have almost wrapped up the WQIP implementation project labelled Filtering the Nutrient Storm (FNS) 1, not without a certain difficulty with the major contract for recovery of Lake Mealup (handled extremely well) and is now surging ahead with FNS2, both being delivered for Department of Water who obtained the grants. There are major water quality projects with local governments completed and in progress and a very interesting sub-catchment planning process engaging community, government and industry is well underway, with help from Andrew Del Marco and Theo Nabben.

Jane has found us accommodation for the next ten years (thanks to City of Mandurah) as well as some for our immediate needs (thanks to the Shire of Murray and again continuing support from City of Mandurah). We have also obtained contributions towards a senior scientist appointment; as well as managing a number of major submissions, an increasing number of staff and supporting a hard working Executive. I would particularly like to thank Marilyn for her behind the scenes work to keep our financials in order.

Happily Kim has returned refreshed and has been a great support to Jane and staff in her role as Program Manager. Kim has spent quite a bit of time finishing off and acquitting projects as well as what must at time seem like an endless process of project reports for our funding bodies. After a couple of temporary appointments we are now happy to have Renee delivering administrative assistance. The HRRT and Landcare Centres have delivered a range of projects from starting the sub-catchment planning process to supplying hundreds of Cockatube nestboxes for Black cockatoos; though funding for the Centres is still a concern. Regretfully we lost Amanda Willmott, but gained Thelma Crook as our Waterbird Monitoring and Education Officer and Joanne Ludbrook has come from interstate to help finish off our Local Government Climate Change Adaptation Project.

Adding to all the activity on the projects we have had a Catchment Condition and Priorities Report produced at the Regional Development Australia's request (and part funding). We have also prepared our response to the Science Strategy, which fed into that report. We have been actively lobbying government at all levels on the findings of these documents which point to markedly deteriorating assets in the catchment, estuary and Ramsar areas.

We are grateful for the support from the Shire of Murray and City of Mandurah who presented both reports to Federal Government Ministers in their trip to Canberra. We have been proposing to Ministers the need for some formal recognition of PHCC to enable us to operate as the most effective bridging organisation in the Peel. At the Cabinet Meeting in Mandurah the response indicated a dependence on the visual appearance of the estuary rather than the science, much as Ernest Hodgkin encountered ten years before the Dawesville Cut was decided as a solution to a collapsed estuary.

We commenced the 'Decline and Rescue' media series in January with an aim to raise community awareness of the state of the estuary; this has been accompanied by a regular presence in the local media.

The research on the estuary, nutrient movement in the catchment, carbon stores, soil amendments, mussels, fish, models and much more is amazingly active and our relationships with Murdoch and UWA in particular are growing. Greening WA are working with Alcoa in support of the UWA project on nutrient pathways and our partnership with them is strengthening. One of the recommendations of the Science Strategy is to appoint a senior scientist the need for which is becoming increasingly obvious. Another recommendation is for the Peel Waterways Institute to be pursued which is happening, with myself, Pete and Jane on the working group to try to take this forward. We made a presentation to the Chief Scientist who was preparing the report from the Dolphin Working Group. This is now published and has implications for estuary management if implemented.

Similarly DAFWA, DEC, DoP and DoW have been very active and involved in the science, project and planning areas. The Murray Drainage and Water Management Plan should be mentioned along with the WAPC's Directions 2031 Plan. We have continued to build relationships with the agencies that are seeing value in the partnership and hopefully appreciate our submissions on their plans. DoP now have a Council member which is appreciated. Another major partnership area has been with our local governments, partly through the FNS projects but mainly through the formation of the Regional Leaders Forum. This has been driven by the PDC and RDA and has some very big aspirations that could change water re-use, and a lot more, in the area if successful. We are grateful to have been included in this. We have also become an Associate Member of WALGA and they have also kept us in mind with their Priority Plan for Drainage Management developed for the Perth Councils. SWCC have been delivering useful projects in the Peel and have been most cooperative.

The Ramsar Management Plan has been accepted at both the Commonwealth and State levels and will now be formally launched. This and the associated Ecological Character Description should be vital to the Perth Peel Strategic Assessment. This is an attempt to align State and Commonwealth approvals processes for environmental assessment. If the State convinces the Commonwealth it is seriously committed to protection of matters of national environmental significance, currently covered by the EPBC Act, it could be very useful in working together for a healthy environment.

In all PHCC is starting our second decade as a revitalised Mark II organisation and I would like to thank our partners, consultants and staff for the commitment and professionalism which is helping us to move forward so positively. I have greatly appreciated the thoughtful contributions of the members of the Executive Committee. I would also like to acknowledge our Agency members who are such valuable members of the PHCC, as are our community and council representatives who volunteer their own time to attending meetings, being active members of our project Steering Committees and sharing their skills and knowledge to help achieve our cause. Thank you all.

*Moved: Dennis Veitch*

*Seconded: Marilyn Gray*

***That the Chairman's Report, as presented, be accepted.***

**CARRIED**

#### **4. Membership**

4.1. Acknowledgement of Members whose terms of service were concluding:  
The Chairman noted the terms of Tony Hiscock, Garry Heady, Shane Kelliher and Maxine Whitely were expiring. The Chairman thanked these members for their commitment over their past terms. Shane Kelliher, Garry Heady and Maxine Whitely had re-nominated. Two new nominations from Jim McNamara and Nuray Veryeri were received.

4.2. Ratification and appointment of new Community Members (four vacancies) took place:

The Chairman advised that an independent selection panel had been formed to select four community members and the following people were recommended: Shane Kelliher, Maxine Whitely, Nuray Veryeri and Jim McNamara. The Chairman thanked Garry Heady and Tony Hiscock for their contribution.

*Moved: Peter Hick*

*Seconded: Dennis Veitch*

***That the appointment of community members Shane Kelliher, Maxine Whitely, Jim McNamara and Nuray Veryeri be ratified.***

**CARRIED UNANIMOUSLY**

## 5. Treasurers Report

The Treasurer tabled the following report.

“I am pleased to present the 2010-2011 Draft Financial Statements of the PHCC to the Annual General Meeting:

1. **Balance Sheet** – Spreadsheet includes Debtors and Creditors at 30/06/11 and funds distribution at 30/6/11.
2. **Profit & Loss Report**
3. **Jobs Profit & Loss Report**
4. **Trial Balance**
5. **Bank account reconciliation reports for 4 Bank Accounts and Visa Card.**
6. **Activity Report** – *pending audit (there will be some minor changes to be made once audit is complete to account for Asset Depreciation).*

Taken together, I believe that these reports represent a true statement of the financial position of the PHCC as at 30 June 2011. 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.

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.

I would like to once again acknowledge the invaluable contribution made by our book-keeper Karen Henderson, and also that of Executive Office Jane O’Malley for her professional assistance in this current financial year.

To our project managers and officers, my sincere thanks for your unstinting efforts in adhering to guidelines and contract requirements in respect of our project funding.

*Moved: Bob Pond*

*Seconded: Peter Hick*

***That the 2010/2011 Financial Statements be accepted.***

***CARRIED***

## 5. Election of Office Bearers

- The Chairman vacated the Chair at 9.20, at which time Bob Pond took the Chair and called for nominations for the position of Chairman.

***Jan Star*** was nominated as ***Chairman*** on the motion of Marilyn Gray / Dennis Veitch and was elected unopposed. Jan Star accepted the position as Chairman of the PHCC.

Jan Star resumed the Chair at 9.25 am and thanked the members for their support.

- **Andy Gulliver** was nominated for the position of **Deputy Chairman** on the motion of Peter Hick / David Arkwright and was elected unopposed. Andy Gulliver accepted the position.
- **Peter Hick** was nominated for the position of **Secretary** and on the motion of Maxine Gray / Leon Brouwer and was elected unopposed. Peter Hick accepted the position.
- **Marilyn Gray** was nominated for the position of **Treasurer** on the motion of Peter Hick / Andy Gulliver and was elected unopposed. Marilyn accepted the position.

## 6. Election of Executive Committee Members

The proposed membership of the Executive Committee, and Finance and Audit Committee was discussed. The current convention is:

*“The Executive Committee shall consist of the Office Bearers of the PHCC (being the Chairman, Deputy Chairman, Secretary and Treasurer) and one additional member of the full Council and that this committee shall be chaired by the PHCC Chairman.”*

The Chairman called for nominations for PHCC board members to the Executive Committee: **Bob Pond** was nominated on the motion of Peter Hick / Marilyn Gray and accepted the position on the **Executive Committee**.

The **Executive Committee** of the PHCC for the following year would consist of:

- |                 |                  |
|-----------------|------------------|
| - Jan Star      | Chairman         |
| - Andy Gulliver | Deputy Chairman  |
| - Peter Hick    | Secretary        |
| - Marilyn Gray  | Treasurer        |
| - Bob Pond      | Executive Member |

## 7. Election of Audit and Finance Committee Members

*“The Finance and Audit Committee shall ultimately consist of the Secretary and Treasurer and one additional member of the full council of the PHCC and that this committee shall be chaired by the PHCC Treasurer.”*

Nominations were called for PHCC board members to the Finance and Audit Committee in addition to the Treasurer (Marilyn Gray). Peter Hick advised he wished to withdraw from the Committee. Bob Pond was nominated on the motion of Marilyn Gray / Dennis Veitch No further nominations were received and it was determined that the vacant position would be co-opted at a later date.

The *Audit and Finance Committee* of the PHCC for the following year would consist of:

- Marilyn Gray            Treasurer
- Bob Pond                Executive Member
- Vacant

## 8. **Nomination of Project Steering Committee Members**

Representation by members on the project steering committees was discussed, and updated register of appointments to project steering committees was distributed. Members were asked to nominate for vacant or additional positions as distributed. The following nominations were received, and accepted:

- Bob Pond (or proxy)    - Water Quality Project
- Shane Kelliher         - Water Quality Project
- Nuray Veryeri         - Water Bird Monitoring and Education
- Marilyn Gray           - Ramsar Lakes
- Rob Summers         - Peel Climate Change (Stage II) (*replacing N. Guise*)
- Jim McNamara         - Managing Peel's Natural Assets (*Subject to Jim's acceptance*)

*Moved: David Arkwright*

*Seconded: Peter Hick*

**Project Steering Committee members as distributed be accepted, with the following additions:**

- Bob Pond (or proxy) - Water Quality Project**
- Shane Kelliher        - Water Quality Project**
- Nuray Veryeri         - Water Bird Monitoring and Education**
- Marilyn Gray           - Ramsar Lakes**
- Rob Summers         - Peel Climate Change (Stage II) (*replacing N. Guise*)**
- Jim McNamara         -Managing Peel's Natural Assets (*Subject to Jim's acceptance*)**

CARRIED

## 9. **Appointment of an Auditor for the forthcoming year**

As the current auditor (AMD) has been used for several years staff have sought quotes from six financial organisations listed under the WALGA preferred directory. Quotes have not yet been received and additional information needs to be provided before the process can be finalized.

*Moved: Marilyn Gray*

*Seconded: Andy Gulliver*

**The decision to appoint a new PHCC auditor be deferred to a subsequent meeting.**

CARRIED UNANIMOUSLY

## **10. Review of Agency Members**

The meeting noted the appointment of the following Western Australian Government agency members:

- Department of Environment and Conservation: Mr Craig Olejnik;
- Department of Water: Mr Leon Brouwer;
- Department of Water, Waterways Health Program: Mr Bob Pond;
- Department of Agriculture and Food: Mr Rob Summers;
- Peel Development Commission: Mr Dave Arkwright; and
- Department for Planning and Infrastructure: Mr Scott Haine (*with Cameron Bulstrode on occasion*)

The Chairman acknowledged Neil Guises previous contribution to the PHCC.

## **11. Close**

The Chairman closed the business of the Annual General Meeting at 9:50am.

## **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 the 18th October 2012 at 9.00 am.

Chairman .....

Date .....