

Peel-Harvey Catchment Council

MINUTES OF

ANNUAL GENERAL MEETING



Held at the Marine Operations Centre, 107 Breakwater Parade, Mandurah, on Thursday 18 October 2012, commencing at 9.07am

1. Attendance

The Chairman opened the meeting at 9.07am and welcomed Members, Agency representatives and Officers.

Present:	Jan Star AM	Chairman
	Andy Gulliver	Deputy Chairman
	Bob Pond	Executive Committee (DoW)
	Leon Brouwer	Member
	Don Glenister	Member
	Cr Dennis Veitch	Member (Local Government Inland)
	Nuray Veryeri	Member
	Maxine Whitely	Member
	Rob Summers	Department of Agriculture and Food

In Attendance:	Jane O'Malley	Executive Office
	Juan Montoya	FNS Project Manager
	Christine Comer	Lake Clifton Recovery Coordinator
	Fiona O'Connor	Volunteer Media Officer [from 9.23am]
	Patricia Sutton	Minute Taker

Apologies:	Marilyn Gray	Treasurer
	Peter Hick	Secretary
	Shane Kelliher	Member
	Jim McNamara	Member
	Denyse Needham	Member
	Cr Richard Smith	Member (Local Government Coastal)
	David Arkwright	Peel Development Commission
	Scott Haine	Department of Planning
	Craig Olejnik	DEC

2. Confirmation of Minutes of AGM held on the 20 October 2011

Moved: Andy Gulliver Seconded: Maxine Whitely

That the minutes of the previous Annual General Meeting held on 20 October 2011 be accepted as a true and correct record of that meeting.

CARRIED

3. Chairman's Report 2011 – 2012

The Chairman presented her summary for the year as reported in the Annual Report (tabled).

We continue to show that a community organisation can be an effective facilitator and coordinator between different levels of government and industry. Now we have our Strategic Directions 2012-2022, and our Catchment Condition and Priorities report we are even clearer on where we are and where we want to go. Our task is now to bring government along with us.

Despite still having no direct support from the State we have brought \$1.9m into the Peel this year. As part of implementing the Water Quality Improvement Plan for DoW we are making inroads into the long awaited Catchment Plan, working with landholders and agencies. There is also implementation of the Ramsar Management Plan (Global Site 482) through continued shorebird monitoring, and protection of the Lake Clifton Thrombolites through catchment management.

Our partners now also include the Department of Planning, Murdoch University, and Regional Development Australia. We have closer ties to local governments through projects and their invitation onto the Regional Leaders Forum, which has the potential to be a very effective voice for the region. The PDC and local governments have been extremely supportive. UWA are working with GreeningWA and the HRRT on nutrient pathways and Southern Cross University, with DEC, are revealing some of the mysteries of the estuary.

So a complex network has developed which befits a very complex system whose problems are not amenable to simple solutions. The breadth of skills on our Board has helped our development and none of our progress would have happened without our very able staff led by Jane – thank you all.

*Jan Star, AM
Chairman*

Moved: Andy Gulliver Seconded: Don Glenister

That the Chairman's Report for 2011 – 2012 be accepted.

CARRIED

4. Membership

No Community Membership terms expired at this Annual General Meeting.

5. Treasurers Report

5.1 The Executive Officer presented the following report on behalf of Treasurer, Marilyn Gray (apology).

I am pleased to present the 2011-2012 Draft Financial Statements of the PHCC to the Annual General Meeting:

- 1. Balance Sheet*
- 2. Distribution of Unspent Funds*
- 3. Accounts: Payables Reconciliation*
- 4. Accounts: Receivables Reconciliation*
- 5. Profit & Loss Report (Accrual)*
- 6. GST Reconciliation against Ledger*
- 7. Trial Balance*

Taken together, I believe that these reports represent a true statement of the financial position of the PHCC as at 30 June 2012. 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 at 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. PHCC Equity has grown by \$76,444.14 in 2011-12. 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:

- Commencement of regular Finance and Audit Committee meetings on a quarterly basis.*
- Investment of \$375,000 Corporate Funds in Term Deposit rolled over until November 2012, with plans to invest further funds in 2013.*
- PHCC has adopted the Risk Management recommendations made by the Auditor at completion of 2010/11:*
 - Reconciliation of GST against Ledger at end of BAS Quarter;*
 - SoSJ now forwarding Payroll information to PHCC on a fortnightly basis rather than a quarterly basis. Any payroll queries can be dealt with*

immediately, and payroll liabilities from projects are being accounted for on a monthly basis in the Activity Statement;

- *PHCC is accruing the interest on those funds and a more accurate cash-flow analysis being presented.*
- *Being vigilant with MPNA funds as the project comes to a close in December and as we start to use PHCC Support Funds (equity) once more in January 2013.*

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

To all project managers and 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 and Audit Committee members, thank you for your support and advice.

*Marilyn Gray
Treasurer*

Moved: Rob Summers Seconded: Dennis Veitch

That the Treasurer's Report and Presentation of 2011 – 2012 Financial Statements be accepted.

CARRIED

6. Annual Report

The PHCC's Inaugural Annual Report was tabled. Members commended the report and requested that copies be sent to all supporters/partners, with a covering letter acknowledging their support of the PHCC.

ACTION:

- **That all supporters/partners be acknowledged and thanked in writing for their support of the PHCC;**
- **Local Governments be invited to send a representative to PHCC meetings; and**
- **A copy of the Annual Report be sent to Boddington Gold and Newmont.**

Moved: Dennis Veitch Seconded: Rob Summers

That the Annual Report for the 2011 – 2012 year be accepted.

CARRIED

7. Election of Office Bearers

6.1 *Chairman*

The Chairman vacated the Chair at 9.22am, at which time Bob Pond took the Chair and called for nominations for the position of Chairman.

Don Glenister nominated Jan Star. No further nominations were received. *Jan Star* was elected unopposed and accepted the position of *Chairman* of the PHCC.

6.2 *Deputy Chairman*

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

Don Glenister nominated Andy Gulliver. No further nominations were received. *Andy Gulliver* was elected unopposed and accepted the position of *Deputy Chairman* of the PHCC.

6.3 *Secretary*

Bob Pond called for nominations for the position of Secretary.

Andy Gulliver nominated Peter Hick (absent). No further nominations were received. *Peter Hick* was elected unopposed and had previously advised the Executive Officer, by email dated 17 October 2012 (tabled), that he would be happy to accept a nomination for the position of *Secretary*.

6.4 *Treasurer*

Bob Pond called for nominations for the position of Treasurer.

Maxine Whitely nominated Marilyn Gray (absent). No further nominations were received. *Marilyn Gray* was elected unopposed and had previously advised the Executive Officer by email dated 15 October 2012 (tabled), that she would be happy to accept a nomination for the position of *Treasurer*.

Jan Star took the Chair at 9.27am.

Moved: Don Glenister Seconded: Maxine Whitley

That the Executive Committee, as nominated, be ratified.

CARRIED

8. Election of Executive Committee Members

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

Motion: Don Glenister Seconded: Maxine Whitely

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

CARRIED

9. Election of Audit and Finance Committee Members

Nominations were called for the PHCC members to the Finance and Audit Committee in addition to the Treasurer (Marilyn Gray). Bob Pond (current member) was nominated and advised he would be happy to remain on the Committee. Jim McNamara was nominated and in his absence it was determined to seek confirmation of his acceptance following the meeting. No further nominations were received. Subject to ratification the Finance and Audit Committee of the PHCC for the 2011-12 year will consist of:

- Marilyn Gray Treasurer (Chair)
- Bob Pond Executive Committee Member
- Jim McNamara Community Member (subject to acceptance)

Moved: Maxine Whitely Seconded: Dennis Veitch

That the membership of the Audit and Finance Committee be ratified.

CARRIED

9. Ratification of Project Steering Committee Members

A draft copy of the PHCC Project Steering Committees was distributed with the Agenda. Members noted that some Committees would cease as the projects came to an end.

Moved: Andy Gulliver Seconded: Don Glenister

That the existing PHCC Project Steering Committees as distributed be accepted with the addition of the Executive Group being recognized as a Steering Committee.

CARRIED

10. Appointment of an Auditor for the forthcoming year

Jane explained that it was discussed at the 2011 AGM that it is common for organisations to change auditors on a regular basis (3-4 years). Therefore quotes were sought with a view to changing auditors. However, following further investigations it was recommended to the Finance and Audit Committee that PHCC remain with AMD, as long as the person undertaking the PHCC audit is regularly rotated. This recommendation was based on processes being acceptable and the cost effectiveness of their services. This approach was endorsed by the Finance and Audit Committee.

Moved: Bob Pond

Seconded: Rob Summers

That PHCC continues to engage AMD 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
- 11.2 Department of Environment and Conservation
- 11.3 Department of Water
- 11.4 Peel Development Commission
- 11.5 Department of Planning

Moved: Don Glenister

Seconded: Dennis Veitch

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 17 October 2013 at 9.00 am.

13. Close meeting

The meeting closed at 9.40am

Chairman

Date