

Peel-Harvey Catchment Council

MINUTES OF

ANNUAL GENERAL MEETING



Held at the Marine Operations Centre, 107 Breakwater Parade, Mandurah, on Thursday 17 October 2013, commencing at 9.05am

1. Attendance

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

Present:	Jan Star AM	Chairman
	Peter Hick	Secretary
	Bob Pond	Executive Committee (DoW) [from 9.07am]
	Don Glenister	Member
	Nuray Veryeri	Member
	Maxine Whitely	Member
	Dave Arkwright	PDC
	Scott Haine	Department of Planning Peel [from 9.30am]
	Rob Summers	Department of Agriculture and Food

In Attendance:	Jane O'Malley	Executive Office
	Kim Wilson	Program Manager
	Thelma Crook	Rivers 2 Ramsar Officer
	Patricia Sutton	Minute Taker

Apologies:	Marilyn Gray	Treasurer
	Andy Gulliver	Deputy Chairman
	Shane Kelliher	Member
	Denyse Needham	Member
	Cr Richard Smith	Member (Local Government Coastal)

Absent:

2. Confirmation of Minutes of AGM held on 18 October 2012

Moved: Maxine Whitely

Seconded: Dennis Veitch

That the minutes of the previous Annual General Meeting held on 18 October 2012 be accepted as a true and correct record of that meeting.

CARRIED

3. Chairman's Report 2012 - 2013

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

[Bob Pond arrived at 9.07am]

Moved: Dave Arkwright

Seconded: Peter Hick

That the Chairman's Report for 2012 – 2013 be accepted.

CARRIED

4. Membership

Three Community Membership terms expired (Jan Star, Andy Gulliver and Marilyn Gray) at this Annual General Meeting. Vacancies were advertised on the website. Jan Star, Andy Gulliver and Marilyn Gray all renominated. No further nominations were received.

There was one Community position vacant due to Jim McNamara retiring.

Moved: Bob Pond

Seconded: Dave Arkwright

That Jan Star, Andy Gulliver and Marilyn Gray be appointed Community Members of the Peel-Harvey Catchment Council.

CARRIED

5. Treasurers Report and Annual Report

5.1 The Executive Officer presented the Treasurer's Report in the Treasurer's absence.

"I am pleased to present the 2012-2013 Draft Financial Statements of the PHCC to the Annual General Meeting:

- 1. Balance Sheet*
- 2. Accounts: Payables Reconciliation*
- 3. Accounts: Receivables Reconciliation*
- 4. Profit & Loss Report (Accrual)*
- 5. GST Reconciliation against Ledger*

6. Trial Balance

Taken together, I believe that these reports represent a true statement of the financial position of the PHCC as at 30 June 2013. 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. 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:

- *Managing Peel's Natural Assets*
- *SWCC Peel Ramsar Lakes Project*
- *SWCC Oakley Brook Project*
- *Coastwest 20119 Waterbird Monitoring Project*
- *Mayfields 09058 State NRM Project*
- *Filtering the Nutrient Storm Stage II Project*
- *Peel Climate Change Adaptation Stage II Project*
- *CfoC Lake Clifton Recovery Project*
- *HRRT Upper and Lower Harvey River Demonstration Project.*

Small Projects commenced and finished during the year:

- *PHCC Environmental Project - National Shorebird 2020 Count*
- *Fee For Service - FNSIII Business Plan*
- *Fee For Service - Hotham /Williams NRMO Support*
- *SWCC Local Govt Stormwater Strategy Support*
- *HRRT SWCC Upper & Lower Harvey River*

All the projects above have been acquitted as per grant schedule. We are waiting for the audited financial statements for FNS2 and Lake Clifton Recovery Projects to be completed.

New Projects started and carried forward to new financial year:

- *Lotterywest: Accommodation Renovation*
- *Lotterywest: 482 Ramsar Project.*
- *HRRT Blackberry Project - Financial year audit submitted.*

General Information:

1. *Corporate Westpac Term Deposit: \$15,403.70 interest earned. Current investment of \$401,000 Corporate Funds in Term Deposit rolled over until 19 October 2013, with plans to invest further funds into 2014.*
2. *It was recommended that PHCC only has one operating Cheque Account and maintain our two Online Saver Accounts [Corporate funds and Project Funds]. The closure of our inaugural account 1984-63229 was closed on 5th July 2013.*
3. *MPNA project closed on 31/12/2012 and PHCC Support resumed the operating of the Organisation. This is one reason why it appears that we have seen a significant growth in our Equity this year. The previous financial year, unspent funds in MPNA were treated as a liability not equity - only the PHCC Support P&L is retained as Equity. Come 30/6/2014, we will be able to compare how PHCC Equity from the previous financial year is really tracking.*
4. *The outsourcing of Payroll with the Shire of Serpentine Jarrahdale finished on 30/6/13. We have had a very smooth transition to City of Mandurah which has agreed to provide Payroll support for a nil fee.*
5. *The organisation audit paperwork was delivered to AMD on October 1st. With the large number of projects needing final acquittal, finalisation of project audits has put a delay on the organisation audit being done and the F13-14 Budget was held over to be endorsed at October executive meeting.*

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

*Marilyn Gray
Treasurer*

Don Glenister commented that the support provided for the new office is a huge step in the right direction and further mention to the City of Mandurah and Lotterywest would be appropriate. Jane advised that she had sent letters and to both.

ACTION: **That all new councillors in the Peel-Harvey region be sent a copy of the Annual Report with a letter introducing the Peel-Harvey Catchment Council.**

Moved: Bob Pond

Seconded: Rob Summers

That the Treasurer's Report and Presentation of 2012 – 2013 Financial Statements be received.

CARRIED

The Budget that was presented at the August meeting was tabled. The Executive group recommended that it be adopted as an interim budget to be reviewed when the full implications of the biodiversity funding were known.

Moved: Rob Summers

Seconded: Bob Pond

That the 2013 - 2014 Budget, as presented, be adopted as an interim budget.

CARRIED

5.2 The Annual Report was tabled.

Moved: Peter Hick

Seconded: Bob Pond

That the Annual Report for the 2012 – 2013 year be accepted.

CARRIED

6. Election of Office Bearers

6.1 Chairman

The Chairman vacated the Chair at 9.28am, at which time Bob Pond took the Chair and called for nominations for the position of Chairman.

Don Glenister nominated Jan Star and she 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.

Peter Hick nominated Andy Gulliver. 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

[Scott Haine arrived at 9.30am]

6.3 Secretary

Bob Pond called for nominations for the position of Secretary.

No nominations were received. In the absence of nominations it was decided to leave the position vacant and bring it back to the December meeting.

6.4 Treasurer

Bob Pond called for nominations for the position of Treasurer.

Jan Star nominated Marilyn Gray (absent). No further nominations were received. Marilyn Gray was elected unopposed and had previously advised the Executive Officer by email dated 16 October 2013, that she would be happy to accept a nomination for the position of Treasurer. **Marilyn Gray** was elected unopposed and accepted the position of **Treasurer** (via written confirmation). All in favour.

Moved: Maxine Whitely

Seconded: Rob Summers

That the Executive Committee, as nominated, be ratified.

CARRIED

Bob Pond congratulated all and Jan Star took the Chair at 9.35am.

7. Election of Executive Committee Members

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**.

Moved: Maxine Whitely

Seconded: Andy Gulliver

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

CARRIED

8. Election of Audit and Finance Committee Members

Nominations were called for the PHCC members to the Audit and Finance Committee in addition to Treasurer (Marilyn Gray). Bob Pond (current member) was nominated and advised he would be happy to remain on the Committee. Jan Star nominated Don Glenister for the position of additional Audit and Finance Committee Member. Don advised he would be happy to be on the Committee but his availability for meetings may be restricted. No further nominations were received. **Don Glenister** and **Bob Pond** were elected to the position of Committee Member of the **Audit and Finance Committee**.

- Marilyn Gray Treasurer (Chair)
- Don Glenister Community Member
- Bob Pond Executive Committee Member

Moved: Andy Gulliver

Seconded: Rob Summers

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.

9.1 *Local Government Stormwater Strategy –*

Recommended that current members continue.

9.2 *Ramsar 482 –*

Recommended that current members continue.

9.3 *PHCC Rivers 2 Ramsar –*

Nominations were invited and Bob Pond and Shane Kelliher nominated for the positions. It was suggested that Marilyn Gray may also be a valuable member and should be approached. Staff membership would be pending appointments and final structure relevant to the position. It was noted that input from others would be sought as appropriate.

9.4 *Mayfield Healthy Waterways –*

Rob Summers was nominated and he accepted the position.

9.5 *Executive Group –*

It was reconfirmed that the Executive Group is recognized as a Steering Committee.

Moved: Peter Hick

Seconded: Shane Kelliher

That the existing PHCC Project Steering Committees be ratified as distributed, with the following modifications:

- ***Rivers 2 Ramsar – new members: Bob Pond, Shane Kelliher and Marilyn Gray (subject to acceptance)***
- ***Mayfield Healthy Waterways - additional member: Rob Summers***

CARRIED

10. Appointment of an Auditor for the forthcoming year

Moved: Rob Summers

Seconded: Andy Gulliver

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
- 11.2 Department of Parks and Wildlife
- 11.3 Department of Water
- 11.4 Peel Development Commission
- 11.5 Department of Planning Peel

Scott Haine (Department of Planning Peel) advised that he will continue to attend meetings, however only in an informal role as an observer.

The new Department of Environment Regulation (DER) should be invited to be an Agency member.

ACTION: Jane O'Malley to invite the DER to become an Agency Member.

Moved: Don Glenister

Seconded: Peter Hick

That:

- 1. The agencies, and the people representing those agencies, be endorsed as Agency Members of the PHCC.*
- 2. The Department of Planning to be endorsed as an observer.*

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 16 October 2014 at 9.00 am.

13. Close meeting

The meeting closed 9.55am

Chairman

Date

Summary of Actions arising from the 17 October 2013 AGM:

No.	Details	Resp.	Complete
1.	Item 5.1 [AGM, 17 October 2013] That all new councillors in the Peel-Harvey region be sent a copy of the Annual Report with a letter introducing the Peel-Harvey Catchment Council.	Jane O'Malley	
2.	Item 11.5 [AGM, 17 October 2013] Jane O'Malley to invite the DER to become an Agency Member.	Jane O'Malley	