

Goldfields Environmental Management Group Agenda for GEMG Annual General Meeting

Meeting: 3:30 pm, Friday 25 October 2019

Venue: The Recreation Hotel, Back Bar, 140 Burt St Boulder.

1. Attendees

Lorinda Hunt, Eren Reid, Dylan Martini, Kristy Bodycoat, Clare Ryall, Laura Marchese, Wayne Astill, Stuart Pearse, Jim Williams, Andrea Williams, Andrea Reid, Yvonne Hynes, Jessica Pearce, Natalee Evans, Kratonga Ohuma, Andre Marais, Jo Kiddie, Josh Allen, Kris Schubert, Rachelle Desmond, Shilpi Biswas, Terry Harck.

2. Apologies

Kellie Carter, Sheree Blechynden, Catherine Wharton, James Waterhouse, Shannon Mackenzie, Grace Derrick, Jeffrey Yates.

3. Open GEMG Annual General Meeting

1552 Hrs

4. Minutes of Previous Annual General Meeting

[AGM - 09 November 2018:](#)

- Vote to accept the minutes.

VOTE: Majority in Favour. No Objections.

5. Chairperson's Report

A full transcript of the Chairperson's Report is provided in Appendix A.

6. Treasurer's Report

Financial Year 2018 – 2019

Balance: **\$171,400.67**

Income: \$1,597.65

Expenses: \$39,818.55

TOTAL: **(\$38,220.90) Loss**

A full copy of the Treasurers Report is provided in Appendix B.

Sponsorship Details

\$10,000 Sponsorship of Masters Project : Genetic Fingerprinting of Mala (*Lagorchestes hirsutus*) from Faecal DNA to Estimate Population Density.

\$10,000 Funding for National Malleefowl Recovery Coordinator.

Auditors Report

Audit Report and BAS for the 2018 – 2019 Financial Year was carried out by Pat Leighton FCA.

No non-compliances were found.

A full copy of the Audit Report is provided in Appendix C.

7. Dissolution of Committee / Nominations for New Committee

Lorinda Hunt stated that all current Committee Positions have now been dissolved.

Position Nominations:

- ***Treasurer***

Clare Ryall

- ***Secretary***

Kristy Bodycoat

- ***Ordinary Committee***

Jeffrey Yates, Petina Wallace, Stuart Pearse, Dylan Martini, Yvonne Hynes, Sheree Blechynden, Lorinda Hunt.

These positions are declared elected.

Call for Nominations from the floor for:

- ***Chairperson***

Nomination	Propose	Second	Accepted
Lorinda Hunt	Jim Williams	Yvonne Hynes	Yes

- ***Vice Chairperson***

Nomination	Propose	Second	Accepted
Eren Reid	Eren Reid	Lorinda Hunt	Yes

- ***General Committee Members (3)***

Nomination	Propose	Second	Accepted
Kristy Sell	Kristy Sell	Dylan Martini	Yes
Jessica Pearce	Jessica Pearce	Clare Ryall	Yes
Laura Marchese	Laura Marchese	Lorinda Hunt	Yes

Vote to accept these nominations from the floor.

Majority in Favour. No Objections.

Full copies of the Committee Nomination Forms are provided in Appendix D.

8. Appointment of Auditor

Engagement of current Auditor for the following year:

Vote to continue with current Auditor (Pat Leighton).

Majority in Favour. No Objections.

9. Subscription Fees

Proposed that the subscription fees remain at the current price of \$20 (excluding gst):

Vote to keep Annual Membership Fee at \$20.

Majority in Favour. No Objections.

10. Proposed By-Laws Changes

Summary of changes:

Vote to accept the changes to the By-Laws.

Majority in Favour. No Objections.

18 Proxy Votes received.

Declare Passed.


11. Meeting Close

1615 Hrs

Confirmation of the minutes

These minutes are a true and accurate record of the meeting.

Signed by:



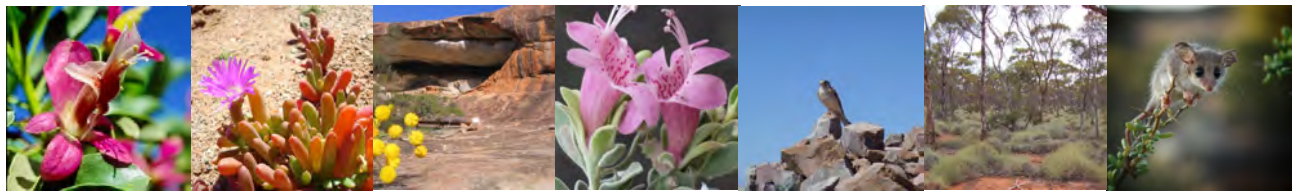
(signature)

Lorinda Hunt (Chairperson)

(name)

06/11/2019

(date)



Goldfields Environmental Management Group Minutes for GEMG Annual General Meeting

APPENDIX A CHAIRPERSON'S REPORT



Annual General Meeting – 25 October 2019

Chairperson's Report

Welcome to all members, current, new and to other guests who have come along to the GEMG's 2019 AGM.

The last 12 months saw a turnover of approximately 75% of the committee with the departure and recruitment of eight new members. The new committee came together with fresh ideas and enthusiasm to make a mark on the group and pick up where it left off.

What is there to do when we are not hosting a conference I hear? Our planning day held in February 2019 soon outlined the tasks ahead with two focus areas; how we improve benefits to GEMG members; and how we lessen the burden on the next committee heading into the 2020 Conference year. This is what we came up with.

We had a general IT infrastructure upgrade with the acquisition of a new laptop and printer to basically allow the Treasurer to do their job. We also acquired a microphone to improve our communications via skype conference calls between regional and Perth based committee members.

The new Constitution voted in 2018 needed a review by the committee to ensure it was being adhered to. We worked on establishing systems and processes to ensure ongoing compliance and lessen the administrative burden on future committees. These included:

- Expanding on terminology used in the objects of the Association to broaden what we perceived the scope GEMG could be operating within. We also wanted to clarify terminology in the bylaws to ensure consistency with the constitution. Two major inclusions under financial matters were the development of an Operational budget and a Workshop budget to be approved by the committee and ensure there is consideration given to general budget management.
- Realignment and process development for membership applications, annual membership renewals and update of the membership form. Whilst understanding this has traditionally occurred at the biennial workshop, membership will be a favoured option when registering for events. Members are issued a unique member number with the invoice and a process established for renewal notices to be automatically sent to members.
- Development of two 'Quick Guides' (one for ordinary members and one for committee members) outlining key requirements and obligations of the positions. This is included as part of the respective members' welcome pack to answer a few frequently asked questions and generally assist members coming on board.

A 2019/2020 budget was prepared based on figures from past conference and non-conference years to assist in understanding our operational costs. This also meant better forecasting of conference costs whilst being able to sponsor research projects and invest in internal improvements for our members. As mentioned in the bylaw amendments, this became

an important feature in general business planning, so much that it was recommended as essential to continue.

The GEMG website is getting an upgrade with a long wish list of improvements to bring it up to date and provide key functionalities that would allow the GEMG better meet its purposes. We wanted it to look simple and neat, be intuitive to use and easy for members to navigate for information. Whilst we're not all tech gurus, the website also needs to be straightforward for committee members to use. We also wanted an integrated booking system for merchandise and events, which needs to work seamlessly for the biennial conference when coordinating around 300 attendees. There was plenty of consultation and work put into scoping up this job and we have finally appointed the successful vendor with work already underway.

There were several events and sundowners organised in 2019 with approximately 90 members and non-members getting along to the various training and networking events. Off the back of a serious snake bite incident involving one of our members, we saw it relevant to run three snake awareness and bite management workshops in Perth to capture our Perth based members. It was also the theme of this year's workshop leading up to the AGM. Thank you to those who attended and for supporting the GEMG on this important and potentially life-saving journey.

Mid-year we heard a presentation from the National Malleefowl Recovery group, updating us on their research in WA and how it fits in with the national program. GEMG has supported the WA Project Coordinator position for the past three years and there are some excellent outcomes from their ongoing work. At this event we also heard from some local wildlife carers who are often consulted on matters relating to injured kangaroos and birds. This event really brought home to me on how much the Goldfields Region relies on the work undertaken by volunteers.

We have been working on promoting GEMG via social media to our members and followers, but also being visible in the wider community through media articles in the Kal Miner on any events we hold. Our recent photo competition has also been a hit with the most challenging task left up to the committee to choose our winners from 56 entries. The winners will be announced after the AGM.

We announced our 2019 funding round recipient, Shannon Treloar, who is completing her Masters by research at Edith Cowan University. Shannon is undertaking the research project 'Genetic fingerprinting of mala (*Lagorchestes hirsutus*) from faecal DNA to estimate population density'. Once widely dispersed throughout the eastern Goldfields but are now only found on islands or in fenced enclosures, mala are very elusive and very difficult to trap or monitor. Shannon is working to develop a low-contact survey technique that identifies individuals via genetic fingerprinting from faecal DNA. Mala are an excellent model species to demonstrate the use of this low-contact survey technique that is widely applicable for other animals that are elusive and exist in low densities. Developing this survey technique can provide industry with another method of monitoring wildlife to meet regulatory obligations with more accuracy and less field effort than conventional approaches. We are looking forward to hearing about Shannon's progress if she can make the 2020 Conference.

Speaking of the 2020 Conference, preparations are well underway. Venues, catering, commercial booths and our ever-popular dinner entertainment have already been lined up and we look forward to bringing this premiere event to our members between the 20th and 22nd

May 2020. Working with our approved committee budget we are now in a very good position to set out and get on with the remaining tasks.

I would like to thank the committee members who volunteered their time to the group over the past 12 months.

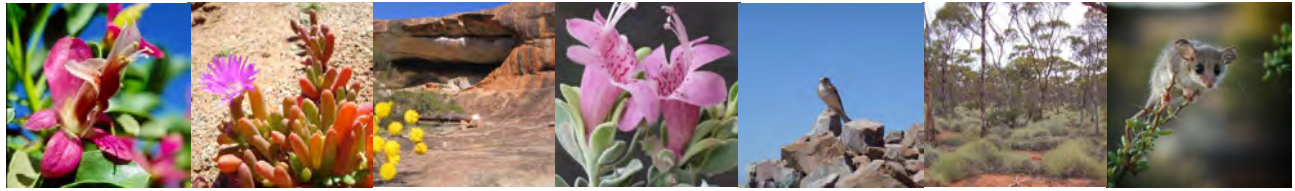
- Eren Reid (Vice Chairperson)
- Kristy Bodycoat (Secretary)
- Dylan Martini (Treasurer)
- Clare Ryall
- Jeffrey Yates
- Sheree Blechynden
- Dr Stuart Pearse
- Grace Derrick
- Laura Marchese
- Eulogio Almanza
- Shannon MacKenzie
- Wayne Astill

I would like to acknowledge we are first and foremost individuals who are committed to our families, community and work, dedicating whatever leftover time we have at the end of day to the planning, decision making and delivery of GEMG achievements. The committee's dedication to undertake tasks, often with no apparent immediate benefit, but more for the long-term future of the GEMG Association and future committees is truly selfless and what I view as the epitome of volunteering. Thank you and I look forward to welcoming the next committee.

Lorinda Hunt

Chairperson

Goldfields Environmental Management Group



Goldfields Environmental Management Group Minutes for GEMG Annual General Meeting

APPENDIX B

TREASURER'S REPORT



25.10.19

AGM Treasurers Report

2018-19 Financial Year Summary

Income	\$
Book sales	356.80
Interest received	83.59
Memberships	872.66
Other income	284.60
Total income	1,597.65

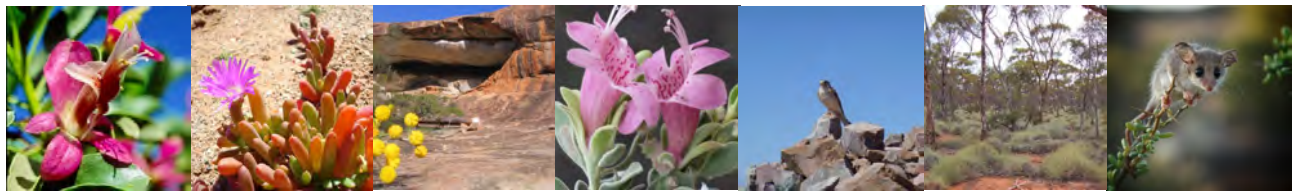
Expenses	\$
Bank & license fees	667.4
Sponsorship / funding	20,000.00
Administration costs (including refunds)	953.66
2020 Workshop deposits	5,000.00
Insurance fees	848.5
Accounting fees	980
Small workshops / events / 2018 AGM	8,131.99
Other fees	57.73
IT equipment	3179.27
Total expenses	39,818.55

Net Income	\$
	(38,220.90)

Accounts as of 1 July 2019	\$
Cash in Bank	170,662.67
Petty Cash	738.00
Total Cash	171,400.67

Dylan Martini

2019 GEMG Treasurer



**Goldfields Environmental Management Group
Minutes for GEMG Annual General Meeting**

APPENDIX C AUDIT REPORT

Goldfields Environmental Management Group

**Audit Report and Financial Statements
For the year ended 30 June 2019**

PAT LEIGHTON FCA

KALGOORLIE

Goldfields Environmental Management Group

Contents

Auditors Report

Detailed Statement of Income and Expenditure

Detailed Statement of Financial Position

Notes to the Financial Statements

Compilation

Goldfields Environmental Management Group

Auditors Report

Report on the Audit of the Financial Report

Opinion

We have audited the financial report of Goldfields Environmental Management Group (the association), which comprises the Statement by Members of the Committee, Income and Expenditure Statement, Statement of Financial Position as at 30 June 2019, a summary of significant accounting policies and the certification by members of the committee on the annual statements giving a true and fair view of the financial position and performance of the association.

In our opinion, the accompanying financial report presents fairly, in all material respects, the financial position of the association as at 30 June 2019 and [of] its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements and the requirements of the Associations Incorporation Act 1991.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the association in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist the association to meet the requirements of Associations Incorporation Act 1991. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of the Committee for the Financial Report

The committee is responsible for the preparation and fair presentation of the financial report in accordance with the financial reporting requirements of the Associations Incorporation Act 1991 and for such internal control as the committee determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the committee is responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the committee either intends to liquidate the association or to cease operations, or has no realistic alternative but to do so.

Goldfields Environmental Management Group

Auditors Report

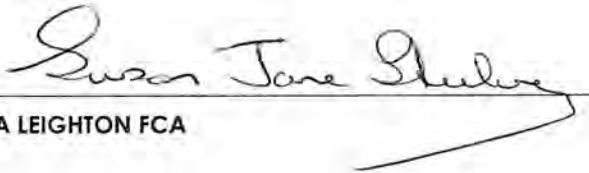
Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit.

We communicate with the committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Signed on : 23 September 2019



P A LEIGHTON FCA

Goldfields Environmental Management Group

Detailed Statement of Income and Expenditure

For the year ended 30 June 2019

	2019 \$	2018 \$
Income		
Memberships	873	509
Sale Of Booklets	357	145
Workshop Registrations		250,951
Interest received	84	108
Other Income	285	192
Total income	<u>1,598</u>	<u>251,906</u>
Expenses		
Adjustment To Audit		433
AGM Last Year	2,179	525
Administration Expenses	683	898
Computer Software - MYOB	387	966
Bob Cooper Survival Course	376	
Workshop Expenses		191,558
Workshop - Mini Expenses	5,576	6,827
Audit Fees	980	1,100
Bank fees and charges	73	64
Equipment	3,179	
Sundry Expenses	410	15
Insurance	848	923
Legal Fees		1,519
Merchant Fee		226
Postage	126	5
Sponsorship Expense	20,000	49,690
WS20 Speakers	5,000	
Total expenses	<u>39,819</u>	<u>254,749</u>
Net Income over Expenditure	<u>(38,221)</u>	<u>(2,843)</u>

The accompanying notes form part of these financial statements.

Goldfields Environmental Management Group
Detailed Statement of Financial Position as at 30 June 2019

	2019 \$	2018 \$
<hr/>		
Current Assets		
Cash Assets		
Cash At Bank - BW 416580 3	170,663	213,078
Cash On Hand	738	645
	<u>171,401</u>	<u>213,723</u>
Receivables		
Trade Debtors	351	210
	<u>351</u>	<u>210</u>
Current Tax Assets		
GST clearing	1,721	(3,569)
	<u>1,721</u>	<u>(3,569)</u>
Total Current Assets	<u>173,473</u>	<u>210,364</u>
Total Assets	<u>173,473</u>	<u>210,364</u>
Net Assets	<u>173,473</u>	<u>210,364</u>
Accumulated Funds		
Accumulated surplus (deficit)	173,473	210,364
Total Accumulated Funds	<u>173,473</u>	<u>210,364</u>

The accompanying notes form part of these financial statements.

Goldfields Environmental Management Group

Notes to the Financial Statements

For the year ended 30 June 2019

Note 1: Summary of Significant Accounting Policies

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporations Act . The committee has determined that the association is not a reporting entity.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

(a) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.

(b) Revenue and Other Income

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Grant and donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.

(c) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Tax Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the assets and liabilities statement are shown inclusive of GST.

Goldfields Environmental Management Group
Compilation Report to Goldfields Environmental Management Group

We have compiled the accompanying special purpose financial statements of Goldfields Environmental Management Group, which comprise the Income and Expenditure Statement and Statement of Financial Position as at 30 June 2019, a summary of significant accounting policies and other explanatory notes. The specific purpose for which the special purpose financial statements have been prepared is to provide financial information to the committee of management.

The Responsibility of the Committee

The committee of Goldfields Environmental Management Group is solely responsible for the information contained in the special purpose financial statements, the reliability, accuracy and completeness of the information and for the determination that the basis of accounting used is appropriate to meet its needs and for the purpose that the financial statements were prepared.

Our Responsibility

On the basis of information provided by the committee, we have compiled the accompanying special purpose financial statements in accordance with the basis of accounting as described in Note 1 to the financial statements and APES 315: Compilation of Financial Information.

We have applied our expertise in accounting and financial reporting to compile these financial statements in accordance with the basis of accounting described in Note 1 to the financial statements. We have complied with the relevant ethical requirements of APES 110: Code of Ethics for Professional Accountants.

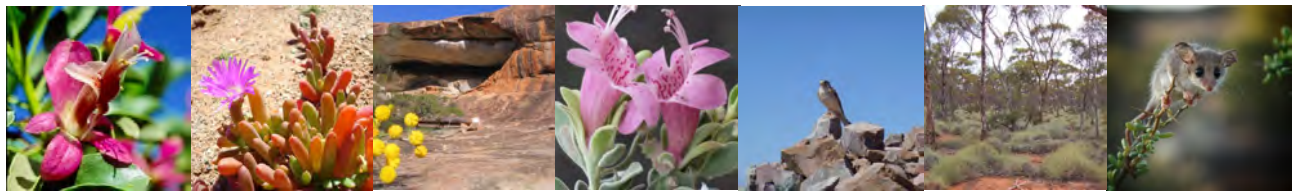
Assurance Disclaimer

Since a compilation engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information provided to us by management to compile these financial statements.

The special purpose financial statements were compiled exclusively for the benefit of the committee who is responsible for the reliability, accuracy and completeness of the information used to compile them. Accordingly, these special purpose financial statements may not be suitable for other purposes. We do not accept responsibility for the contents of the special purpose financial statements.

KALGOORLIE

23 September 2019



**Goldfields Environmental Management Group
Minutes for GEMG Annual General Meeting**

APPENDIX D COMMITTEE NOMINATION FORMS



GEMG Committee Nomination Form

Persons who have paid their membership dues by the 18 October 2019 can nominate, second, stand and vote at the Annual General Meeting.

Note: Ideally persons nominating for office bearer positions (Chairperson, Deputy Chairperson, Secretary or Treasurer) will reside in the Goldfields Region however this is not a requirement of the model rules and does not exclude members from nominating for these positions. Persons from Perth and the greater WVA area are encouraged to nominate for Ordinary Committee.

Please send the completed scanned form to:
secretary@gemg.org.au by COB 13 September 2019

I, the applicant, hereby wish to nominate for the Goldfields Environmental Management Group Inc Committee for the position of:

- ☒ Chairperson ☐ Deputy Chairperson
☐ Secretary ☐ Treasurer
☐ General Committee

The term of office will commence at the annual general meeting and a committee member will hold office until the positions are declared vacant at the 2020 annual general meeting.

By signing the below I am declaring that I:

- am not bankrupt or bound by insolvency laws
- have not been convicted of an indictable offence in relation to the promotion, formation or management of a body corporate
- have not been convicted of an offence involving fraud, dishonesty punishable by imprisonment for a period of not less than three months or
- have not been convicted under Part 4 Division 3 or section 127 of the [Associations Incorporation Act 2015](#)

Name	Signature	Date
LORINDA HUNT		25/10/19.
Nomination Seconded by a GEMG Member		
Name	Signature	Date
Eren Reid		25/10/19.



GEMG Committee Nomination Form

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- | | |
|--|--|
| <input type="checkbox"/> Chairperson | <input checked="" type="checkbox"/> Deputy Chairperson |
| <input type="checkbox"/> Secretary | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> General Committee | |

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Name	Signature	Date
Even Reid		25/10/2019
Nomination Seconded by a GEMG Member		
Name	Signature	Date
LORINDA HUNT		25/10/19



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Name	Signature	Date
CLARE RYALL		2 SEPTEMBER 2019
Nomination Seconded by a GEMG Member		
Name	Signature	Date
DYLAN MARTIN		8/09/19



GEMG Committee Nomination Form

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Name	Signature	Date
KRISTY BODYCOAT		08-09-2019
Nomination Seconded by a GEMG Member		
Name	Signature	Date
Clare Ryall		08/09/2019



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Name	Signature	Date
DYLAN MARTIN		08/09/19
Nomination Seconded by a GEMG Member		
Name	Signature	Date
Clare Ryall		08/09/2019



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Name	Signature	Date
Jeff Yates		02/09/19.
Nomination Seconded by a GEMG Member		
Name	Signature	Date
Clare Ryall		02/09/2019



GEMG Committee Nomination Form

Persons who have paid their membership dues by the 18 October 2019 can nominate, second, stand and vote at the Annual General Meeting.

Note: Ideally persons nominating for office bearer positions (Chairperson, Deputy Chairperson, Secretary or Treasurer) will reside in the Goldfields Region however this is not a requirement of the model rules and does not exclude members from nominating for these positions. Persons from Perth and the greater WA area are encouraged to nominate for Ordinary Committee.

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secretary@gemg.org.au by COB 13 September 2019

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- | | |
|---|---|
| <input type="checkbox"/> Chairperson | <input type="checkbox"/> Deputy Chairperson |
| <input type="checkbox"/> Secretary | <input type="checkbox"/> Treasurer |
| <input checked="" type="checkbox"/> General Committee | |

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Name	Signature	Date
Jessica Pearce		25/10/19
Nomination Seconded by a GEMG Member		
Name	Signature	Date
Even Reid		25/10/19

CLARE RYAN

25/10/2019



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Name	Signature	Date
Kristy Sell		21/10/19
Nomination Seconded by a GEMG Member		
Name	Signature	Date
Diane Sims		21/10/19

DYLAN
MARTINI

21/10/19



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Name	Signature	Date
LAURA MARCHESI		25/10/19.
Nomination Seconded by a GEMG Member		
Name	Signature	Date
LORINDA HUNT		25/10/19.



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Name	Signature	Date
Petina Wallace		8/9/19
Nomination Seconded by a GEMG Member		
Name	Signature	Date
Clare Ryall		8/9/19



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Name	Signature	Date
Sheree Biechynster		12/09/2019
Nomination Seconded by a GEMG Member		
Name	Signature	Date
Tari Pawlyk		12.09.2019



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Name	Signature	Date
STUART PEARSE		10/09/19
Nomination Seconded by a GEMG Member		
Name	Signature	Date
Melissa Ford		10.9.19



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Name	Signature	Date
Yvonne Hynes		13/09/2019
Nomination Seconded by a GEMG Member		
Name	Signature	Date
KRISTY BODYCOAT		13-9-19