

New South Wales Wildlife, Inc.  
Sixth Annual General Meeting  
Sunday 28th August 2011 at 9:30am

*The Centre  
Frances Street, Randwick, Sydney*



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# 1. Meeting opened

by the Acting Chair Lorraine Vass 9:40 am

## 1.1 Present

Name	Group
Lorraine Vass	Friends of the Koala
Meredith Ryan	FAWNA
Joanne Kelly	Wildlife Aid
Samantha Kendal	Northern Rivers Wildlife Carers
Leanne Taylor (Alt)	WIRES
Caroline Enfield	WIRES
Kerry Ellis	Sydney Wildlife
Rochelle Ferris	Australian Seabird Rescue
James Fitzgerald	LAOKO
Brian Chetwynd	NTWC
Jill Taylor	HKPS
Coralie Tarlinton	Wildcare Qbn
Greg Tarlinton (Alt)	Wildcare Qbn
Shona Lorigan	ORRCA
Shirley Lack	NARG

- 1.2 Apologies Paige Sinclair (Pet Porpoise Pool), Helen Kennedy (Sydney Wildlife), Alison Cooper (alt. ORRCA), Philip Machin (alt. NARG), Kathrina Southwell (alt. ASR), Ian Gowanlock (SONA), Paul McLeod, Mandy Penhall (alt. KIC), Audrey Koosmen (NATF, available via email), Julia McConnell (IGL), John Meany (Wildlife Rescue South Coast), Gwen Parry-Jones (Wildlife Arc), Jan Brazel (Wildlife Arc), Pete Graham (LAOKO).

## 2. Declarations of Interest – Nil

## 3. Confirmation of Minutes

of Fifth Annual General Meeting held Sunday August 29 2010 (previously circulated, to be appended)

3. MOTION: That the minutes of the Fifth Annual General Meeting be accepted as tabled.  
MOVED Shona Lorigan  
SECONDED Greg Tarlinton  
CARRIED

## **Business Arising**

- 4.1 Improved communication. The elected Vice Chair later expressed an keen interest in spearheading action on this issue
- 4.2 Delegating Authority. Refer to minutes of 21<sup>st</sup> general meeting regarding Council's authorised delegation to the Treasurer.

## 4. Presentation of Reports

### 4.1 *Chair*

4.1 MOTION: That the Chair's report be accepted.

MOVED Meredith Ryan

SECONDED Coralie Tarlinton

CARRIED

### 4.2 *Treasurer* Audited Financial Statements for the year ended June 30 2011 previously circulated

4.2.1 MOTION: That the Audited Financial Statements be accepted as tabled at the meeting

MOVED Meredith Ryan

SECONDED Coralie Tarlinton

CARRIED

4.2.2 MOTION: That the Vice Chair and Media Officer are authorised to sign the Statement and Certificate of members of the committee, and Form A12 for the purpose of the Audit and reporting to NSW Fair Trading.

MOVED Brian Chetwynd

SECONDED Rochelle Ferris

CARRIED

## 5. Notice of Special Resolution

### 5.1 Discussion paper previously circulated

5.1.1 MOTION: That the Council will consider the proposed amendments to the Constitution as stated in the Agenda, received by the Council on the 5<sup>th</sup> of August in accordance with clause 33(a) of the Constitution, that is written notice given 21 days prior to the AGM.

MOVED Brian Chetwynd

SECONDED Caroline Enfield

CARRIED

A point of order was raised that the Amendments were not included in the Notice to Members of the AGM, but that all efforts were made to deliver this material to the members in time. The Council agreed to move forward with the consideration.

5.1.2 MOTION: To include this definition of "The Executive" on Page 1 – Part 1: Definitions of the Constitution.

"The Executive" means the committee of management of the Council, comprising those persons elected in accordance with the rules, thereby in force for the time being and in particular, that year where such persons are those currently elected, irrespective of any casual vacancies occurring or being filled."

MOVED Brian Chetwynd

SECONDED Jill Taylor

The motion went to a division. 7 for, 5 against, 1 abstention.

NOT CARRIED on the basis that 75% of the members were not in agreement with this Constitutional amendment.

5.1.3 MOTION: To insert after Section 15 (1)

a) the office-bearers of the Council *and*

b) *Up to two other members, who are not required to be officer bearers.*

MOVED Brian Chetwynd

SECONDED Caroline Enfield

CARRIED

5.1.4 MOTION: To insert after Section 15 (4)

*(5) A member of the executive, who is not an office bearer, may be an alternate delegate, subject always to Rule 23 (2) and (3) herein.*

MOVED Brian Chetwynd

SECONDED Rochelle Ferris

The motion went to a division. 12 for, 1 against.

CARRIED

5.1.5 MOTION: To insert into Section 16 (1), and Section 16 (6) after the words "office bearers": *and executive members.*

MOVED Brian Chetwynd

SECONDED Caroline Enfield

CARRIED

5.1.6 MOTION: To insert a revised wording of section 21 (1)

*The executive must meet at least three times in any one annual term, which shall be the period from the close of the Annual General Meeting in which the executive were elected, until the opening of the subsequent Annual General Meeting and at the time and place as the executive may determine.*

MOVED Brian Chetwynd

SECONDED Caroline Enfield

CARRIED

5.2 On the issue of meeting the legal obligations of these constitutional changes;

5.2.1 MOTION: That the Notice of alteration of rules and objects be lodged with NSW Fair Trading and the terms of any newly created positions in accordance with new Rule 15 (1) (b) commence on acceptance of the revised Rules.

MOVED Meredith Ryan

SECONDED Rochelle Ferris

CARRIED

## 6. Elections

All positions were declared vacant.

### 6.1 Nomination of Returning Officer

6.1 MOTION: That Greg Tarlinton be nominated as Returning Officer

MOVED Meredith Ryan  
SECONDED Shona Lorigan  
CARRIED

There was agreement that the Council could facilitate member Ilona Roberts joining the meeting via phone.

After the nominations for the position of Secretary were closed and prior to voting, an email dated 28th August 2011 at 10.16am, from Julia Rose, Treasurer of NTWC and signed by Colin Wood the Chair of NTWC was read to the meeting by Shirley Lack. In particular, the email stated that "It is expected our NWC representative positions will alter", referring to Brian Chetwynd, a nominee for the position of Secretary. As requested by Mr Chetwynd a copy of the email is attached to these minutes.

### 6.2 Executive (Office Bearers)

Voting was taken by secret ballot.

	Nominated by	Seconded By	Votes
Chair			
Lorraine Vass	Brian Chetwynd	Caroline Enfield	Eight Votes
Audrey Koosmen	Jill Taylor	Coralie Tarlinton	Six Votes
Vice Chair			
Ilona Roberts	Audrey Koosmen	Coralie Tarlinton	Four votes
Caroline Enfield	James Fitzgerald	Shirley Lack	Ten votes
Secretary			
Rochelle Ferris	Shirley Lack	Coralie Tarlinton	Seven Votes
Brian Chetwynd	Lorraine Vass	Jill Taylor	Seven Votes
Vote 2			
Rochelle Ferris			Nine Votes
Brian Chetwynd			Five Votes
Treasurer			
Shirley Lack	James Fitzgerald	Lorraine Vass	Elected
			No opposition
Media Officer			
James Fitzgerald	Lorraine Vass	Brian Chetwynd	Elected
			No opposition

General members x 2			
Brian Chetwynd	Lorraine Vass	Jill Taylor	Six votes
Ilona Roberts	Meredith Ryan	Caroline Enfield	Eleven votes
Audrey Koosmen	Jill Taylor	Rochelle Ferris	Eleven votes

### 6.3 Other Council Roles

	Nominated by	Seconded By	
Public Officer			
Meredith Ryan	Coralie Tarlinton	Lorraine Vass	Elected
			No opposition
Revenue Officer			
Minutes Secretary			
Rochelle Ferris	Meredith Ryan	James Fitzgerald	Elected
Webmaster and Forum Administrator			
Greg Tarlinton	Meredith Ryan	Coralie Tarlinton	Elected
Insurance Officer			
Shirley Lack	Jill Taylor	Lorraine Vass	Elected
Nature Conservation Council of NSW Representative			
Lorraine Vass	Rochelle Ferris	Shona Lorigan	Elected
Newsletter Editor			
Phil Machin	(pending acceptance)		
Education Officer			
Caroline Enfield	Meredith Ryan	Rochelle Ferris	Elected

## 7. Confirmation of Honorary Auditor

Pending communication with Mr Ron Witham.

## 8. Authorised signatories for the coming term.

8.1 MOTION: The following members will be removed as signatories from the NWC bank account.

Audrey Koosmen, Chair.

Julia McConnell, Treasurer.

MOVED Shirley Lack

SECONDED Shona Lorigan

CARRIED

8.2 MOTION: That the following signatories will be altered as follows.

Shirley Lack, Treasurer is currently a signatory, and will remain so.  
Lorraine Vass, Chair, is an authorised signatory will be added.  
Rochelle Ferris, Secretary, is an authorised signatory will be added.  
All changes pending authorisation from the NWCs financial institution.

MOVED Shona Lorigan  
SECONDED James Fitzgerald  
CARRIED

## 9. Other Business

With regard to correspondence that was tabled at the General Meeting no 21, referring to a complaint made by Audrey Koosmen to Ron Haering (OEH), Caroline Enfield will pass this correspondence to the WIRES Board for their determination.

## 10. Presentations and votes of thanks.

The Council would like to record its gratitude.

10.1 MOTION: That the Council arrange a gift of thanks to Audrey Koosmen in acknowledgement of her efforts in the ongoing operations of the NWC. A delegation was authorised to the Treasurer for this purpose.

MOVED Lorraine Vass  
SECONDED Shona Lorigan  
CARRIED

ACTION ITEM: Rochelle Ferris to act.

10.2 MOTION: That the following votes of thanks be extended to members.

A vote of thanks was extended to Brian Chetwynd for his efforts in governance issues relating to the NWC.

A vote of thanks and commendation was extended to Julia McConnell for her exemplary carriage of the Treasurers portfolio and contribution to the NWC's broader business.

A vote of thanks was extended to Rochelle Ferris for being minutes secretary.

MOVED Lorraine Vass  
SECONDED Shirley Lack  
CARRIED

**Meeting Closed at 12:50pm.**

EXTRACT OF THE  
**New South Wales Wildlife, Inc.**  
**Sixth Annual General Meeting**  
**Sunday 28th August 2011 at 9:30am**  
*The Centre*  
*Frances Street, Randwick, Sydney*



## **5. Notice of Special Resolution**

5.1 Discussion paper. (documentation attached)

5.1.1 MOTION: That the Council will consider the proposed amendments to the Constitution as stated in the Agenda, received by the Council on the 5<sup>th</sup> of August in accordance with clause 33(a) of the Constitution, that is written notice given 21 days prior to the AGM.

MOVED Brian Chetwynd  
SECONDED Caroline Enfield  
CARRIED

5.1.3 MOTION: To insert after Section 15 (1)  
a) the office-bearers of the Council *and*  
b) *Up to two other members, who are not required to be officer bearers.*

MOVED Brian Chetwynd  
SECONDED Caroline Enfield  
CARRIED

5.1.4 MOTION: To insert after Section 15 (4)  
(5) *A member of the executive, who is not an office bearer, may be an alternate delegate, subject always to Rule 23 (2) and (3) herein.*

MOVED Brian Chetwynd  
SECONDED Rochelle Ferris  
The motion went to a division. 12 for, 1 against.  
CARRIED

5.1.5 MOTION: To insert into Section 16 (1), and Section 16 (6) after the words "office bearers": *and executive members.*

MOVED Brian Chetwynd  
SECONDED Caroline Enfield  
CARRIED

This is a true and correct extract of the minutes.

Chair \_\_\_\_\_ Minutes Secretary \_\_\_\_\_



5.1.6 MOTION: To insert a revised wording of section 21 (1)  
*The executive must meet at least three times in any one annual term, which shall be the period from the close of the Annual General Meeting in which the executive were elected, until the opening of the subsequent Annual General Meeting and at the time and place as the executive may determine.*

MOVED Brian Chetwynd  
SECONDED Caroline Enfield  
CARRIED

5.2 On the issue of meeting the legal obligations of these constitutional changes;

5.2.1 MOTION: That the Notice of alteration of rules and objects be lodged with NSW Fair Trading and the terms of any newly created positions in accordance with new Rule 15 (1) (b) commence on acceptance of the revised Rules.

MOVED Meredith Ryan  
SECONDED Rochelle Ferris  
CARRIED

This is a true and correct extract of the minutes.

Chair \_\_\_\_\_ Minutes Secretary \_\_\_\_\_

## Attachment 1

**From:** Julia Rose [<mailto:jrosecarwell@bigpond.com>]  
**Sent:** Sunday, 28 August 2011 10:16 AM  
**To:** [babywombat@bigpond.com](mailto:babywombat@bigpond.com)  
**Subject:** NTWC AGM information

Hello Shirley and NWC.

Northern Tablelands Wildlife Carers would like to advise the NWC that our next AGM is 11<sup>th</sup> September 2011 . Commencing at 1pm, at the venue ; woodland Centre, Mosman St , Armidale.

It is expected our NWC representative positions will alter.

Newsletter with details are being sent in separate email sent today to confirm the notice.

We apologise for this late notification.

Regards  
Colin Wood and the NTWC committee.