

Minutes

NSW Wildlife Council Inc.

Tenth ANNUAL GENERAL MEETING

Sunday, 23rd August 2015
"The Centre" 14 Frances St RANDWICK
F: 15 08 23 AGM Minutes.docx

CHAIR: *Audrey Koosmen*

MEETING OPEN: 9:40 am

PRESENT:

Meredith	Ryan	FAWNA
Lorraine	Vass	Friends of the Koala
Peter	Graham	LAOKO SMWR
Shirley	Lack	NARG
Bill	Waterhouse	NARG
Audrey	Koosmen	NATF
Sandra	Norris	NRWC
Jacquie	Maisey	NTWC
Shona	Lorigan	ORRCA
Sonja	Elwood	SMWS
Ilona	Roberts	TVWC
Naomi	Henry	Wildcare Queanbeyan
Miriam	Hazel	Wildcare Queanbeyan
Jan	Brazel	Wildlife ARC
Richard	Woodman	WRSC

APOLOGIES

Rochelle	Ferris	Aust Seabird Rescue
Don	Eagleton	Aust Seabird Rescue
Carmel	Northwood	Hunter Koala
Jill	Dean	NATF
Helen	Kennedy	SMWS
Warren	Blackley	WC Mudgee Region
Donna	Blackley	WC Mudgee Region
Brad	Smith	Wildlife Aid
Rachel	Peach	Wildlife Aid
Lorraine	Yudaeff	WINC

After welcome by Chair, Shona Lorigan will be our guest speaker, talking on "Penguin Watch", the Manly penguin monitoring program.

Shona thanked for her very enlightening presentation and congratulated for the excellent work that ORRCA does with marine fauna.

1. DECLARATION OF INTEREST

1.1. **Annual Declaration Register** – declaration forms presented for all present whose groups have had their AGM. There were nil declarations.

2. CONFIRMATION OF MINUTES – ANNUAL GENERAL MEETING NO. 9 held on 24th August 2014

MOTION:

That the Minutes of the NWC Annual General Meeting #9 held on the 24th August 2014 be accepted.

Moved: J. Maisey Seconded: L. Vass Carried

3. REPORTS:

3.1. Chair – Audrey Koosmen – Report emailed to members and appended to Minutes.

**MOTION:
That the Chairperson's Report be accepted**

Moved: A. Koosmen Seconded: J. Brazel Carried

3.2. A/Secretary – Meredith Ryan

Correspondence distributed to members and Secretary Report appended to Minutes

**MOTION:
That the Secretary's Report be accepted.**

Moved: M. Ryan Seconded: I. Roberts Carried

3.3. Public Officer – Meredith Ryan – Presentation of NSW Fair Trading Form 12 Annual summary of financial affairs

**MOTION
That the Public Officer signs the Form 12 Annual Statement for registration with NSW Fair Trading.**

Moved: L. Vass Seconded: P. Graham Carried

3.4 Treasurer's Report – Shirley Lack

Gross receipts 51269; Expenditure 43639.31; Current assets 76048.00

Audited financial Statement and Balance Sheet for the period 1-7-2014 to 30-6-2015 was presented to meeting and is appended to the Minutes.

**MOTION:
That the Treasurer's Report be accepted.**

Moved: S. Lack Seconded: N. Henry Carried

**MOTION:
That all accounts for August meetings and travel and accommodation be paid.**

Moved: S. Lack Seconded: J. Brazel Carried

Morning Tea Break

3.5 Other Reports

Public Officer - Meredith Ryan – Tabled and attached to Minutes

Revenue Officer - Rochelle Ferris – Nil report

Web/Forum Administrator – BAMC Web Services terminated its agreement with NWC to provide WebHosting at the end of 2014 and after a Tender Process Mr. Rodney Miller was engaged to revise the NWC website and bring it up to date with current technology.

Insurance Officer - Shirley Lack – Report tabled and attached to minutes.

Nature Conservation Council of NSW - Lorraine Vass – The main activity during the year was participating in the 2014 Annual Conference over the weekend of 1-2 November 2014 and the Regional Conference and Koala Summit in Bellingen over 15-16 May 2015 out of which is developing a state-wide campaign strategy for stopping native forest logging. Lorraine also attended the second day of the 10th Biennial Bushfire Conference (Fire & Restoration: working with fire for healthy lands) on 27 May 2015.

This year is the NCC's 60th Anniversary and the first year under the leadership of CEO, Kate Smolski., Coincidentally, ABC News 24 featured a news item on the NCC including a collage of highlights over the 60 years on Sunday 23 August. Lorraine encourages all members to attend NCC events.

Newsletter Editor - Rochelle Ferris – Nil activity during the year.

Wildlife Alliance Australia - Helen Kennedy – Nil report

MOTION: That the Reports be accepted

Moved: S. Elwood

Seconded: I. Roberts

Carried

RESULTS OF THE 2015-2016 WILDLIFE REHABILITATION GRANTS VOTING:

<i>Voting</i>	<i>Successful Applicants</i>	<i>Group</i>	<i>Project</i>	<i>Applic No.</i>
1	Wendy Attrill	Northern Rivers Wildlife Carers	To purchase a portable Humidicrib for use in flying-fox heat events and for rehabilitation of orphan flying-foxes and microbats.	7
2	Lou & Marie Gardner	Native Animal Rescue Group	Purchase material to build macropod enclosure and shelter shed, serving a dual purpose use for birds. The facility is available to three licensed groups.	6
3	Anne Williams	Native Animal Trust Fund	Materials to enlarge an existing bird flight aviary to ensure pre-release strengthening of flight muscles.	8
4	Kelly Wall	Wildlife ARC	Purchase material to build a portable wombat compound to ensure safety at release locations.	2
5	Vanessa Place	Wildlife Rescue South Coast	To rebuild and enlarge a wombat rehabilitation and release compound in a safe and strategic location adjacent to a state forest. This facility will ensure local wombats are released locally.	11

Unsuccessful Applicants

6	Ian Usher	WRSC	Purchase material to build a reptile rehabilitation facility to treat, house and rehabilitate reptiles	12
7	Fiona Brennan	NATF	Material to extend by 2 metres Bird of Prey aviary to allow Intermediate level of rehabilitation. Facility is available to two licensed groups.	13
8	Justine Steward	SMWS	To purchase a wildlife motion sensor camera to monitor macropods, possums, gliders, birds, lizards and turtles in a 13ha pre-release compound.	4
9	Peggy McDonald	WRSC	To purchase 2 Pro Go cameras to monitor behaviour and fitness of birds of prey in flight aviary	1
10	Patricia Ryan	Wildlife ARC	Construct additional flooring and improve shelter in an existing macropod enclosure.	3
11	Belinda Gales	WRSC	To help towards the purchase of material for six wombat rehabilitation/pre-release enclosures within a 1200sqM compound.	9
12	Paul Mcleod	Koalas in Care	Purchase Chainsaw for clearing access tracks and for collecting leaf for koalas in rehabilitation.	5
13	Gavin Swan	WRSC	Purchase arborist tree climbing gear for securing nesting boxes for use of released arboreal fauna.	14
14	Deborah Colbert	WRSC	Purchase an infrared motion detector camera to assess suitability of release sites and for release monitoring.	10

Thanks given to the scrutineers and congratulations to the winners.

A letter will be sent by the A/Secretary to the unsuccessful applicants and the winners notified by Shirley Lack.

4. BUSINESS ARISING – Possible NCC Motion – Deadline 18-9-2015. Action of Management Committee.

5. ELECTION OF MANAGEMENT COMMITTEE OFFICE BEARERS & COMMITTEE POSITIONS

Nominations Close –

MOTION:

That Richard Woodman is elected to the position of Returning Officer for the 10th NWC AGM Elections.

Moved: A. Koosmen Seconded: N. Henry Carried

The Chairperson declares all positions vacant, vacates the Chair and hands over to the Returning Officer to conduct the election process.

Nominations accepted from the floor:

<u>Nominee</u>	<u>Name of Nominee</u>	<u>Nominated by</u>	<u>Seconded by</u>
Chair:	Audrey Koosmen	Peter Graham	Shirley Lack
Vice Chair:	Meredith Ryan	Audrey Koosmen	Peter Graham
Secretary:	No nominations		
Treasurer:	Shirley Lack	Peter Graham	Audrey Koosmen
Media Officer:	No nominations		
Gen Mem 1	Peter Graham	Audrey Koosmen	Shirley Lack
Gen Mem 2	Jan Brazel	Jacquie Maisey	Miriam Hazel

With two vacancies on committee the management committee would like the leeway to add one general member position, and if necessary look at the Constitution to see if there needs to be an amendment to formalise any additional committee numbers.

Nominations called for a third general committee member:

Nomination for Jacquie Maisey, proposed M. Ryan, seconded S. Lack

Nominations called for a 4th general committee member – nil nominations received

DECLARATION OF RESULTS for the following management committee positions;

<u>Nominee</u>	<u>Name of successful candidate</u>
Chair:	Audrey Koosmen
Vice Chair:	Meredith Ryan
Secretary:	No nominations – position vacant
Treasurer:	Shirley Lack
Media Officer:	No nominations – position vacant
Gen Mem 1	Peter Graham
Gen Mem 2	Jan Brazel
Gen Mem 3	Jacquie Maisey

Nominations called from the floor for the following Other positions:

<u>Nominee</u>	<u>Name of Nominee</u>	<u>Nominated by</u>	<u>Seconded by</u>
Public Officer	Meredith Ryan	Audrey Koosmen	Jacquie Maisey
Revenue Officer	No nominations		
Minutes Secretary	Meredith Ryan	Jacquie Maisey	Peter Graham
Web/Forum Administrator	Meredith Ryan	Shirley Lack	Peter Graham
Insurance Officer	Shirley Lack	Meredith Ryan	Jacquie Maisey
Nature Conservation Council of NSW Rep	Lorraine Vass	Jan Brazel	Peter Graham
Newsletter Editor	No nominations		
Education Officer	Peter Graham	Sonja Elwood	Jan Brazel
Wildlife Alliance Australia Representative	Helen Kennedy	Sonja Elwood	Ilona Roberts

DECLARATION OF RESULTS for the following other positions;

Public Officer	Meredith Ryan
Revenue Officer	Vacant
Minutes Secretary	Meredith Ryan
Web/Forum Administrator	Meredith Ryan
Insurance Officer	Shirley Lack
Nature Conservation Council Rep.	Lorraine Vass
Newsletter Editor	Vacant
Education Officer	Peter Graham
Wildlife Alliance Australia Rep	Helen Kennedy
Election ends	

Returning Officer hands over the Chair to the newly elected Chairperson and Management Committee.

6. CONFIRMATION OF AUDITOR 2015-2016

MOTION:

Moved that the NWC is to retain the services of Cheryl L Hopkins, Accountant & Registered Tax Agent as the NWC Auditor for the 2015-2016 year.

Moved: Peter Graham

Seconded: Shirley Lack

Carried

7. AUTHORISED SIGNATORIES 2015-2016

NWC BANK ACCOUNT

MOTION:

That the following be confirmed as signatories on ANZ Hurstville, Account No. 494561624 any two to sign

Chair – Audrey Koosmen

Treasurer – Shirley Lack

A/Secretary/Public Officer – Meredith Ryan

Moved: Bill Waterhouse

Seconded: Jacquie Maisey

Carried

NWC PUBLIC FUND BANK ACCOUNT

MOTION:

That signatories for the NWC Public Gift Fund Account No. 472838 with Westpac, Nowra Branch, should comprise Audrey Koosmen, Chair; Shirley Lack, Treasurer; and Meredith Ryan, Public Officer; any two to sign and that Audrey Koosmen, Chair of NSW Wildlife Council is authorised to sign for and on behalf of NWC Public Gift Fund.

Moved: Bill Waterhouse Seconded: Ilona Roberts Carried

Attention is drawn to NSW Fair Trading Fact Sheet Statutory and reporting obligations: Incorporated associations, August 2010: The Public Officer is, by virtue of that office, an authorised signatory for the association.

MEETING CLOSED: 12.35 P.M.

LUNCH

Certification: I certify this is a true and correct record...Original signed A. Koosmen

Date: 28 August 2016

CHAIR REPORT

This year has not gone without its challenges but we have survived other year, maybe progress has not gone as fast as some may wish but as always in Committee often things change. Our Elected Secretary had to resign due to ill health. So the Management Committee had to take tasks to keep NWC rolling along well. This saw Meredith step up and take on the Acting Secretary role. I cannot thank her enough for the great work she has done and supporting NWC I feel you would all agree in thanking Meredith.

Members Assistance through Grants Programme.

This year we have had a huge increase in people applying for grants support which is wonderful as this will allow Council to directly support wildlife rescuers and rehabilitators in their daily work at the ground level.

Partnerships ongoing.

Council continues to receive funding by the NSW Roads and Maritime Services for our operational procedures. This funding also allows the Council to support cost for members to attend meetings. Committee has been successful in retaining financial support for its member groups insurance coverage from OEHS Office of Environment and Heritage. OEHS also provide meeting venue and cost of catering at our quarterly meeting.

IFAW International Fund for Animal Welfare, we still have a strong relationship with them. This year we work together to develop a new Wildlife App for NSW and IFAW has supported member groups throughout the state when needed and are always there in times of disasters.

NCC Nature Conservation Council of NSW supports the Council in providing insurance coverage for member groups as well as supporting groups fighting to retain and conserve wildlife habitat.

Participation

I must say much of the Council business has falling on a very few members and it is disappointing to see not as many members attending meetings, some groups have never attended any meetings. I do hope member groups will begin to come along more to meeting and become involved more. I understand we are all very busy in our groups but your presence at at least two meetings a year when be good please.

With no representation from the General Licence holders of NSW on the Council means they are no longer insured under our coverage. OEHS have been informed of this for the past 11 months with concern, of course they will be welcomed back to the Council should they wish to return.

What have we achieved .

Firearms Licensing after three years of talks we finally were successful. Please see NWC WEBSITE for full details; special thanks must go to Phil Machin who was the driving force behind this win.

Wombat Code of Practice is finally awaiting sign off by OEHS right now.

Bird of Prey Code of Practice is also with OEHS being reviewed by them for final signing off.

A new NWC website has been developed with a new webmaster and is looking very good.

Our position of the Ministers Round Table is a major win allowing us to be heard as voice for the wildlife of NSW.

Thank you

I would like to thank Shona for all her hours of work with both Codes of Practice it was not easy and she did us proud thank you so much Shona. She also facilitated all the working parties and did a great job where at times was not easy. It was nice to have Wires and NWC member groups working together.

I would like to thank the outgoing Management Committee for their work over the past months.

Also thank you to all our member groups rep and alternates who have attended meetings and supported the Council in its running and decision making.

Thanks to OEHS / NPWS for provide in-kind support allowing us a meeting venue and paying catering costs etc for the meetings.

Special thanks to Meredith for allowing me to travel with her to meetings and to Shirley for all her hard work as Insurance Officer. Which this year has been hard due to the increase of insurance claims received Shirley always attends to this claims so well.

Special thanks to the wildlife rescuers and rehabilitators of NSW for their ongoing work and support to our native fauna they provide daily. Often we find this work so hard and wonder why we do it, but we are their voice, we need to stay strong and continue what we do well and be proud of our work thank you all.

To my dear husband who supports me in all I do but I feel he is often feels so left out when I am tripping off to meetings , on phone, on computer for hours .Without his support and understanding I could not do what I do so thank you John.

To the incoming Management Committee and all who hold positions for the coming year I wish you well and hope that the Council moves stronger in the years to come.

Warm regards

Audrey Koosmen

Chair NWC.

A/SECRETARY'S REPORT

Firstly I wish to acknowledge the work of Richard Woodman as Secretary for the Council. Regrettably "Woody's" bout of ill health in the first half of the year required him to give up some of his considerable workload and the Council was the victim. They say the Secretary position is one of the hardest in any organisation and Woody deserves our thanks and acclaim for coming forward and doing what he did over the 9 months he was NWC's Secretary.

When an organisation has a vacant Secretary position, under the Associations Incorporation Act 2009, the responsibility to ensure the Secretary function continues devolves to the Public Officer. I have found fulfilling this role a challenge as I am in the same position with my member group, F.A.W.N.A. (NSW) Inc. also being without a Secretary; as Public Officer for FAWNA I am fulfilling that role as well. It is, quite frankly, too much for any one person and the time required makes any sort of personal life nigh impossible. Something has to give!

Since taking responsibility for the Secretary role I have reinstated the Correspondence Register and it has been circulated to the Reps/Alt line. I feel it should be circulated monthly rather than between General Meetings. I have also instituted a Minutes Book. It is in loose leaf format and at the end of each meeting the Chair signs the Minutes that have been ratified at that meeting.

The extra workload involved has brought me to the conclusion that NSW Wildlife Council is in need of some form of paid Secretarial/Administration support. Just quite what form this would take I don't know, however it is important that Council work continues in a timely fashion and without someone keeping on top of the heavy schedule of tasks, member communications, financial reporting and other duties the Council will continue not meeting its stated objectives.

PUBLIC OFFICER'S REPORT

For the 2014-2015 Financial Year the NSW Wildlife Council has met its statutory obligations, registering the 2014 Year Form A12 with Fair Trading NSW.

NWC has registered as a Charity and maintained its Responsible Person list with the Australian Charities and Not for Profits Commission (ACNC). This list contains full details including address, any previous names, dates of birth, email and phones of all Management Committee. To amend the list entails going on line to the ACNC website and amending the responsible person list electronically whenever there is a change. It is not onerous, just a task that needs keeping on top of.

The Treasurer has transferred the Public Fund balance that was held in a Pay Pal account into the NSW Public Fund account with Westpac. We will need to present an annual report to the Trustees of the NWC Public Fund which is a totally separate entity from NSW Wildlife Council.

Meredith Ryan

Public Officer

A/Secretary

Minutes Secretary

INSURANCE OFFICER'S REPORT

This year has seen a few more claims than other years, the surprising change is the seriousness of the injuries and the large amount of the claims, all of these large claims are still ongoing and I am concerned that our premiums may increase because of these claims over the next year.

Because of the complexity of the claims I would like to thank our broker Alex Smillie who has been such a great help. Alex seems to know the answer to every question I ask and if he is in doubt he finds out and emails me within a few hours. I feel very comfortable working with Alex and would like to personally thank him for always being cheerful and helpful no matter how many emails I send him or how many strange questions I ask.

Shirley Lack
Insurance Officer
22/8/2015

Attachments to follow

15 08 23 NWC 2015 Audit Report