Torbay Catchment Group Inc.
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AGENDA

Meeting: Torbay Catchment Group Inc. – Annual General Meeting
Date: Thursday, 26 November 2026
Time: 5.30pm
Venue: Elleker General Store & Tavern, Lower Denmark Road, Elleker WA 6330

Agenda Items

1. Welcome and introductions
2. Apologies
3. Review of actions from previous annual general meeting
4. Acceptance of minutes of previous Annual General Meeting
5. Chairperson's report
6. TCG Yearly Round-up from the Executive Officer and Project Officers
7. Treasurer's report
8. Acceptance of financial statements
9. Appointment of the auditor
10. Proposed Special Resolution

Proposed resolution	Moved by
That Members approve the updates to the Constitution	Secretary

11. Election of Directors and Office Bearers (Chairperson, Vice Chairperson, Treasurer, Secretary)
12. Any other business
13. Meeting close

MINUTES

Meeting	Torbay Catchment Group Inc. – Annual General Meeting 2025		
Date	Thursday, 20 November 2025	**Time**	5.30pm
Venue	Elleker Tavern, Lower Denmark Road, Elleker		
Attendees	**MEMBERS** Juliet Bateman (Chairperson), Diane Evers (Treasurer), Sarah-Louise Collins (Secretary & Executive Officer), Cheryl Dowell, Grant Collins, Phil Hull, Tony Evers, Jemma Peters, Kim Brooksbank, Sandra Swain, Randall Willis, Annette Stewart, Laura West, Darryll Campbell, Bruce Radys, Karen McKeogh **NON-MEMBERS** Christian Knapp		
Apologies	Murray Gomm, Kaylene Parker, Joy Mealor, Lynn McClaren, Wendy Coffey		

Item No.	Agenda Item
Meeting opened at 5.52pm	
1.	**Welcome & Introductions**
	The Chairperson welcomed all to the meeting and provided an acknowledgment of country.
2.	**Apologies**
	Apologies were noted as above. No proxy voting forms were received.
3.	**Review of actions from previous Annual General Meeting**
	Follow up with Main Roads The Chairperson advised that TCG is working collaboratively with Main Roads on revegetation, fauna crossings and cockatoo habitat. The first two fauna crossings have been installed on Hanrahan Road and Carlisle Street with two more to be installed. Revegetation is ongoing and hopefully it will flourish. **Follow up about Motorplex** A group of residents have started a group called Albany Water Watch who are investigating water issues and noise issues. The Chairperson advised that an appeal has been submitted to the Office of Appeals regarding the Noise Management Plan. **Water Corp briefing** The Chairperson advised that the Executive Officer and Treasurer attend the community consultative committee. It was noted that Sandpatch has been ruled out as a possible location and Water Corp are looking at two sites in Nanarup.
4.	**Acceptance of minutes of previous annual general meeting**
	MOTION*:** The minutes of the Annual General Meeting held on 21 November 2024 are accepted as a true and accurate record of the meeting. **Moved by**: Diane Evers **Seconded by**: Tony Evers - ***CARRIED
5.	**Chairperson's Report – Juliet Bateman**
	Juliet Bateman presented her Chairpersons Report.

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<tr><th>Item No.</th><th>Agenda Item</th></tr>
<tr><td></td><td>Juliet also acknowledged the support, dedication and hard work of exiting Board members Diane and Tony Evers and presented them with a gift on behalf of TCG.</td></tr>
<tr><td>6.</td><td>TCG Yearly Round-up from the Executive Officer and Project Officers</td></tr>
<tr><td></td><td>Sarah-Louise Collins presented the Executive Officers Report and Jemma Peters and Christian Knapp presented their Project Officers reports.</td></tr>
<tr><td>7.</td><td>Treasurer’s Report</td></tr>
<tr><td></td><td>Diane Evers presented the treasurers report noting that TCG is in a good position financially with only an ~$8000 loos this year. TCG currently has ~$355,000 in equity which provides some financial stability for the organisation should there be a lack of funding.
Diane thanked Cheryl for all her hard work and support as TCG Bookkeeper and noted that she felt that she was able to step away from the TCG Board as there are good governance and organisational oversight in place and the future looks great for TCG. Diane noted that it is important to see our membership grow and supports a membership drive in the coming year.</td></tr>
<tr><td>8.</td><td>Acceptance of Financial Statements 2024-2025</td></tr>
<tr><td></td><td>MOTION: That the audited Financial Statements be accepted by members.
Moved by: Diane Evers Seconded by: Cheryl Dowell - CARRIED</td></tr>
<tr><td>9.</td><td>Appointment of an Auditor</td></tr>
<tr><td></td><td>It was noted that TCG currently engages McLeod Accounting for all auditing needs.
MOTION: That McLeod be appointed as the auditor for the next three years.
Moved by: Juliet Bateman Seconded by: Grant Collins - CARRIED</td></tr>
<tr><td>10.</td><td>Special Resolution – Acceptance of changes to the Constitution</td></tr>
<tr><td></td><td>The following changes to the Constitution were proposed:
<table>
<tr><td>1.</td><td>Removal of section 3.1 Vision</td><td>This is detailed in the Strategic Plan and may be updated over time. It is not required to be in the Constitution.</td></tr>
<tr><td>2.</td><td>Removal of section 3.2 Mission</td><td>This is detailed in the Strategic Plan and may be updated over time. It is not required to be in the Constitution.</td></tr>
<tr><td>3.</td><td>Update section 11.1(a) The Board to the following:
The affairs of the Association will be managed by a Management Committee (Board) consisting of a minimum of 4 and a maximum of 12 Board Members, with the Board responsible for determining the appropriate number of Board Members (up to the maximum) from time to time.</td><td>Added italic text provides for a minimum number of Board members to ensure the group can make decisions effectively and maintain good governance even if vacancies arise.</td></tr>
<tr><td>4.</td><td>Removal of section 18.9(g)i & 18.9(g)ii:
i. The Public Fund Management Committee will be appointed by the Association; and
ii. A majority of the members of the Public Fund Management Committee are required to be ‘responsible persons’ as defined by the Guidelines to the Register of Environmental Organisations.</td><td>This is no longer required for Deductable Gift Recipient (DGR) status and is no longer relevant.</td></tr>
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Item No.	Agenda Item		
	5.	Update section **18.9(g)** to the following: A public fund management committee of no fewer than three persons *appointed by the Association* will administer the Public Fund	Added italic text to detail how the Public Fund Management Committee is appointed.
	6.	Removal of section **18.1.2 Requirements of a Public Fund** The Association must inform the Department responsible for the environment as soon as possible if: (a) it changes its name or the name of the Public Fund; (b) there is any change to the membership of the Public Fund Management Committee; or (c) there has been any departure from the model rules for the public funds located in the Guidelines to the Register of Environmental Organisations.	There is no longer a requirement to inform the Department of Environment (which no longer exists in this structure) as DGR Status is managed by the Australian Tax Office.
	7.	Update section **18.10 Ministerial Rules:** Replaced…*Treasurer and the Minister with responsibility for the environment…* with …*Australian Tax Office…*	The Australian Taxation Office now manages the DGR status.
	8.	Remove section **18.10.1.3 Statistical Information** (a) The Association must within four months of the end of the financial year provide statistical information requested by the Department on donations to the Public Fund during that financial year ('Annual Statistical Return'); (b) An audited financial statement for the Association and the Public Fund will be supplied with the Annual Statistical Return; and (c) The audited financial statement will provide information on the expenditure the Public Fund monies and the management of public fund assets and answer any questions about the public fund.	This is no longer a requirement of a Public Fund.
	9.	Update section **21.2 Winding up of the Public Fund** Replace: *In case of the winding up of the Public Fund, any surplus assets are to be transferred to another fund with similar objectives that is on the Register of Environmental Organisations.* With: *If the fund, authority or institution is wound up or if the endorsement (if any) of the organisation as a deductible gift recipient for the operation of the fund, authority or institution is revoked, any surplus assets of the gift fund remaining after the payment of liabilities attributable to it, shall be transferred to a charity (fund, authority or institution) with a similar charitable purpose to which income tax-deductible gifts can be made.*	To ensure compliance with ACNC winding up requirements.
	10.	Removal of Signatory Section	The Constitution is not required to be signed.
	11.	General formatting updates	The document has been formatted for ease of use and reading.

***MOTION*:** That Members approve the updates to the Constitution as presented.
Moved by: Jemma Peters **Seconded by**: Diane Evers - ***CARRIED***

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<table>
<tr><th>Item No.</th><th>Agenda Item</th></tr>
<tr><td>11.</td><td>Election of Directors and Office Bearers</td></tr>
<tr><td></td><td>
MOTION: That the following persons be appointed as Directors of the Board of Torbay Catchment Group - CARRIED
<table>
<tr><th>Name</th><th>Nominated by</th><th>Seconded by</th></tr>
<tr><td>Juliet Bateman</td><td>Tony Evers</td><td>Diane Evers</td></tr>
<tr><td>Grant Collins</td><td>Diane Evers</td><td>Tony Evers</td></tr>
<tr><td>Cheryl Dowell</td><td>Grant Collins</td><td>Phillip Hull</td></tr>
<tr><td>Phillip Hull</td><td>Jemma Peters</td><td>Kevin Beal</td></tr>
<tr><td>Kim Brooksbank</td><td>Juliet Bateman</td><td>Diane Evers</td></tr>
<tr><td>Annette Stewart</td><td>Juliet Bateman</td><td>Grant Collins</td></tr>
</table>
MOTION: That the following persons be appointed as Office Bearers of Torbay Catchment Group - CARRIED
<table>
<tr><th>Name</th><th>Position</th><th>Nominated by</th><th>Seconded by</th></tr>
<tr><td>Juliet Bateman</td><td>Chairperson</td><td>Diane Evers</td><td>Jemma Peters</td></tr>
<tr><td>Annette Stewart</td><td>Secretary</td><td>Juliet Bateman</td><td>Tony Evers</td></tr>
</table>
</td></tr>
<tr><td>12.</td><td>Any Other Business</td></tr>
<tr><td></td><td>Nil</td></tr>
<tr><td colspan="2">Meeting closed at 6.35pm</td></tr>
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Confirmation of Minutes

I confirm that these minutes have been approved by the Members as a true and accurate record of the meeting.

Signature: _____ **Date:** _____

Name: _____ **Position:** _____

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