



Environment Institute  
of Australia and  
New Zealand Inc.

# DRAFT MINUTES

## 2018 Annual General Meeting

The Annual General Meeting of the Environment Institute of Australia and New Zealand Inc. (ABN 39364288752, NZBN 9429041314777), in accordance with its Rules, By-laws and the *Associations Incorporation Reform Act 2012* (Vic) ('the Act') was held:

2 November 2018  
Hilton Hotel, Sydney, Australia  
8:00am to 9:00am (AEDT)

---

### MEETING OPENED AT 8:05am.

#### 1. WELCOME

There being the required quorum of 30 members present in person or by proxy, President Bryan Jenkins declared the 2018 Annual General Meeting open and welcomed members and guests.

#### 2. ATTENDANCE AND APOLOGIES

Members in attendance:

Bryan Jenkins  
Derek Walter  
Martin Juniper  
Isobel Oldfield  
David Johnson  
Diane Dowdell  
Elizabeth Stark  
Carolyn Cameron  
Jon Womersley  
Lachlan Wilkinson  
Vicki Brady

David Hogg  
Geraldine Squires  
Rob Salisbury  
Helen Ross  
Zena Helman  
Marion Pennicuik  
Di Buchan  
Gary Foster  
Billy Haylock  
Bernie Weekes  
Alan Chenoweth

Paul Keighley  
Jeff Richardson  
Kim McClymont  
Claudia Baldwin  
Beth Medway  
Jack Annear  
Jenny MacMahon  
Stephanie Brown  
Rachel O'Hara  
Michael Chilcott  
Faye Woodward

Apologies were received  
from:

Barbara Radcliffe  
Russell Tait  
Kevin Tierney

Judith Roper-Lindsay  
Fiona Gainsford  
Warwick Giblin

Helen Monks  
Ian Ackland  
Andrea Zambolt

Staff in Attendance:

Samantha Roberts  
Liz Molan

Narelle Mewburn

Dannielle Graham

### 3. CONFIRMATION OF MINUTES OF PREVIOUS AGM HELD 31 OCTOBER 2017

**Motion:** That the minutes of the 2017 annual general meeting be adopted as a true and accurate record of that meeting.

Moved: Jon Womersley

Seconded: Kim McClymont

In Favour: All

Against: Nil

Carried

### 4. ANNUAL REPORT ON THE ACTIVITIES OF THE INSTITUTE FOR THE 2017/18 FINANCIAL YEAR

President Bryan Jenkins presented the annual report for the 2017/18 financial year and noted that this is available on the Institute's website and had been circulated to all members via the Institute Insider, and that hard copies are now available.

The President noted that it was a successful year for the organisation and outlined the key focus of fostering excellence in environmental practice, and noted that the environmental proficiencies articulated by the Institute underpin what we do.

The President presented the recently-prepared career pathway framework, which outlines the key phases of an environmental practitioner's career, aligned with the key programs of the Institute, membership and certification progression, and proficiency development. Highlights of how the Institute is driving excellence in environmental practice throughout a practitioner's career include:

- The Qualifications Accreditation Scheme. This is designed to improve the quality of relevant university courses and provide students with capabilities aligned with the proficiencies they will need during their career. A pilot has been completed with Griffith University, with two of their courses now accredited, and several universities are progressing their applications for accreditation.
- EIANZ Steps. This program is designed to assist with the transition from uni to work, by providing a structured professional development framework for early career practitioners. Danielle Graham has recently been appointed as the professional development officer, initially focusing on EIANZ Steps, and she provided an update to the meeting of the progress to date.
- The Certified Environmental Practitioner Scheme. This scheme is a long-standing and successful initiative of the Institute and has recently seen substantial growth. This is particularly driven by certification being increasingly recognised by governments, such as through the Heads of Environment Protection Agencies processes. Administratively, this is supported by a sustainable delivery model.
- Best practice definition. A recent and upcoming focus for the Institute is to engage our practice leaders to document environmental best practice.

The President noted a future focus on professional development, such as webinars and working with the Advisory Council to deliver mentoring better Institute-wide, and whole-of-career mentoring. He noted that the New Initiatives Fund is providing support for great projects across the Institute, including supporting Special Interest Sections, enhanced engagement with Universities, and supporting student and early career activities. In particular, he noted that events and activities that involved partnerships with other organisations had been very successful.

The President noted staff turnover throughout the year, particularly the departure of Nicole Brown as Central Office Manager and he thanked her for her service, including recognising her work in the implementation of improved business systems. He welcomed Samantha Roberts as the new Executive Officer for the Institute. The President also noted the departure of Clare Harvey, and welcomed the appointments of Liz Molan and Danielle Graham.

The President closed by encouraging all members to actively engage in the upcoming strategic planning processes, leading into the development of the next corporate plan for the Institute. Initially, work on articulating the Purpose, Vision and Values for the Institute is being driven by Vicki Brady.

<b>Motion:</b>	That the annual report for the 2017/18 financial year be accepted.		
Moved:	Bill Haylock	Seconded:	Vicki Brady
In Favour:	All	Against:	Nil
			<b>Carried</b>

## **5. PRESENTATION OF THE INSTITUTE'S FINANCIAL STATEMENTS FOR THE 2017/18 FINANCIAL YEAR**

Treasurer Elizabeth Stark presented the Institute's finances for the 2017/18 financial year. She noted that we are in a strong financial position, while noting the challenge of lower than expected membership numbers.

The Treasurer particularly outlined the recent Investments in:

- Central Office staffing, including both EIANZ and Certification Scheme.
- New Initiatives Fund activities.
- A training program delivered by the South-East Queensland Division, to the Qld Department of Environment and Science.

The Treasurer noted the upcoming departure of Tash Gunn, who has been instrumental in developing the financial systems and processes for the Institute. She thanked Tash for her efforts, and welcomed Kylie Babanko.

Looking forward, the Treasurer noted that we're continuing financial integration and budgeting across the Institute, such as requiring budgets to be developed at Division and NZ chapter level. She also noted further strategic investments would be made, particularly via the New Initiatives Fund.

<b>Motion:</b>	That the financial statements for the 2017/18 financial year be accepted.		
Moved:	Bryan Jenkins	Seconded:	Vicki Brady
In Favour:	All	Against:	Nil
			<b>Carried</b>

<b>Motion:</b>	That the Institute thank staff who have left throughout the year and that the Board write to those staff thanking them for their service.		
Moved:	Jon Womersley	Seconded:	Elizabeth Stark
In Favour:	All	Against:	Nil
			Carried

## 6. SECRETARY'S REPORT

Paul Keighley reflected on the comments made earlier thanking volunteers across the Institute for their efforts and thanking Central Office staff for their support. He also thanked Samantha Roberts for preparing the outstanding annual report.

## 7. QUESTIONS AND ANSWERS

President Bryan Jenkins called for questions from the floor.

Highlights from the questions, discussion and comments were:

- The Australian Journal of Environmental Management will celebrate its 25<sup>th</sup> anniversary next year.
- Membership analysis and growth opportunities – several points were raised, including government engagement, partnership opportunities, understanding how and why people leave the Institute after only a few years (ie was suggested that people are leaving the sector), and the opportunities that major infrastructure projects present for new membership. The recent market research undertaken by the Certification Scheme was noted.
- It was suggested that people will join multiple professional associations if there is value for money and relevance for them to do so.
- The Institute should look for opportunities for better involvement of Indigenous people.
- It was suggested that the AGM be held at a different time. This will be considered for next year.

President Bryan Jenkins thanked all those for their ideas and comments.

The President closed the meeting by thanking everyone for their attendance.

**MEETING CLOSED AT 8:57am.**