

## International Development Contractors Community Limited Annual General Meeting

**Friday 24 June 2020**  
Held via Zoom videoconference

The meeting opened at 9.04am.

### 1. Welcome

IDCC Chair Therese Faulkner opened the meeting and welcomed those present.

Acknowledgement of country.

### 2. Attendance and Apologies

<b>Attending by Zoom</b>		
Therese Faulkner	Individual Member	IDCC Chair
Stuart Schaefer	Individual Member	IDCC Deputy Chair
Nicky Thatcher	Sustineo Pty Ltd	IDCC Director
Joanne Choe	Cardno	IDCC Director
Richard Moore	Individual Member	IDCC Director
Bernadette Whitelum	Whitelum Group	IDCC Director
Clare North	Palladium (on behalf of Nicola Follis)	
Dallas Dowsett	University of Queensland	
Geoff Scahill	Abt Associates	
Brian Gleeson	GHD	
Lucy Hovanec	GHD	
Andrew Parnell	Aspen Medical	
Corin Mitchell	Adam Smith International	
Jane Gresham	JID	
Andrew Brown	Scope Global	
Danny Burrows	Tradeworthy	
Barbara Brezger	Individual Member (Moerk Water)	
Rebecca Lannin	Oxford Policy Management Australia	
Andrew Parnell	Aspen Medical	
Dave Green	Clear Horizon	
Paul O'Neill	DT-Global	
Keith Tuckwell	Coffey (on behalf of Amy Gildea)	
Karina Veal	Individual Member	
<b>Apologies</b>		
Matt Zurstrassen	Individual Member	
Dean Horton	Individual Member	
Tony Crooks	Individual Member	

### 3. Confirmation of Minutes of Annual General Meeting held on 26 July 2019

**Resolution:** The Minutes of the General Meeting held on 26 July 2019 were confirmed as a correct record. (Moved S. Schaefer / Seconded B. Gleeson)

### 4. Report from the Chair

IDCC Chair Therese Faulkner presented a report outlining the activities and direction of the IDCC over the last 12 months. She highlighted the following:

- Board directors expanded from 5 to 6 last year, and will expand to 7 in 2020-21 following a decision made by the Board;
- Collegiality of the Board members, noting that the Board met formally on the last Friday of each month during 2019-20, but met informally far more frequently, especially in the period March to June 2020 due to issues around COVID;
- Growth from 14 to 19 organisation members and from 12 to 16 individual members;
- Contribution to debate on the future of the Adviser Remuneration Framework (ARF); Ministerial decision to abolish the ARF;
- IDCC Strategic Plan developed for 2019-20;
- Presented at the ACFID Conference;
- Regular meetings with DFAT, including fortnightly with the Aid Business Branch, and engaged in consultative discussions on procurement reforms;
- Major player in the inaugural AP4D – Asia Pacific Development, Diplomacy and Defence Dialogue;
- IDCC stall at DFAT's 'Big Meet';
- Three meetings with Minister for International Development and the Pacific, Alex Hawke;
- Submission to DFAT on the new international development policy;
- Noted rumours of a 'cap' on flows of aid funding to contractors, and IDCC mitigation efforts; engaged consultant Chris Crewther (former MP) to assist in our advocacy efforts, meeting with Minister Hawke and parliamentarians Eric Abetz, David Fawcett, Dave Sharma, Julian Hill, Patrick Conroy, Kevin Andrews; still seeking a meeting with Minister Payne;
- COVID prompted IDCC to write formally to the DFAT Secretary requesting an urgent meeting – subsequently met regularly with DFAT Deputy Secretary Clare Walsh;
- Worked through Adviser issues with the Office of the Pacific, resulting in a formal letter of assurance being issued by DFAT to cover Advisers deemed as essential to remain in-country;
- Met with and submitted a set of principles to the DFAT COVID-19 Taskforce; principles are largely reflected in the Partnerships for Recovery strategy;
- IDCC has been actively sought out by DFAT, signalling the IDCC's maturation as a peak body for the industry;
- Noted that our members are "commercially competitive, but professionally collaborative";
- Noted that the IDCC is making good strides in terms of our own resourcing and influence.

The Chair thanked her fellow Directors for their collegiality and commitment to furthering the aims of the IDCC.

**Outcome:** The Chair's Report was noted.

### 5. Financial Report and Financial Review Statement

The Chair noted that the AGM was being held before the end of the Financial Year, and therefore financial statements are not yet available. These will be circulated to Members as a formal follow-up to this AGM. . Noted that as a small company the IDCC is required only to undertake a financial review and not a full audit.

The Chair noted the current status of IDCC's finances as follows:

As it's not yet the end of the financial year, financial statements/review not yet available. As a small company note that the IDCC is required only to undertake a financial review and not a full audit.

Current financial situation as follows:

- At 1 July 2019 - bank balance was \$24,560 and as at 24 June 2020 - bank balance is \$22,620
- Over the course of the year credits of \$78,274 and debits of \$80,214
- Credits have been mainly membership fees
- Debits have comprised payments for: ASIC, ATO, secretariat/admin services, policy and research services, consultancy work, insurance, web services, catering, printing and the AP4D. Largest amounts have been spent on secretariat/admin, policy/research, consulting and AP4D
- Between now and the end of the financial year expect to spend another \$18,000 on secretariat/admin/policy services
- Membership fees due from now
- New membership model being rolled out which will provide for an enhanced membership category with higher fees

**Outcome:** The financial situation was noted. The 2019-20 financial report and review statement to considered as a follow-up to this AGM in the new financial year.

## 6. Voting on Special Resolution 1/2020

Nicky Thatcher outlined the intention of the Special Resolution to change the IDCC Constitution to allow for not-for-profit organisations to be associate members, with no voting rights, and without the ability to nominate for Board director.

**Resolution:** Clause 4.2 in the IDCC Constitution to be reworded to allow an Associate Membership category for not-for-profit organisations, as follows: *"A natural person (an individual) or a for profit organisation who support the purposes of the Company and is involved in the Australian aid program is eligible to apply to be a full member of the Company. A not-for-profit organisation whose business with the Australian aid program is primarily that of a commercial supplier, is eligible to apply to be an associate member of the Company"* (Moved K. Tuckwell / Seconded B. Whitelum)

## 7. Election of Directors

The Chair noted that under the Constitution, at least one-third of Directors are required to retire at this Annual General Meeting, however they are eligible to nominate for re-election. The retiring Directors are Richard Moore and Joanne Choe.

Following a Board decision to expand the number of Directors to seven, there were the three vacant positions to be filled at this AGM. Four nominations were received for the three positions within the designated timeframe from Richard Moore, Joanne Choe, Jane Gresham and Danny Burrows. Nicky Thatcher reported that after votes were counted and scrutinised Richard Moore, Joanne Choe and Jane Gresham were elected as Directors.

**Resolution:** That the appointment of three Directors of the IDCC be taken *en bloc* (Moved G Scahill / Seconded K Tuckwell)

**Resolution:** That Stuart Schaefer, Nicky Thatcher and Bernadette Whitelum be appointed as Directors of the IDCC for a period up to three years. (Moved B Gleeson, seconded C Hill)

## 8. Meeting Close:

The Chair congratulated those elected to the IDCC Board, thanked members for their attendance and participation in the Annual General Meeting and support of the IDCC.

Richard Moore thanked the Chair, noting that Therese Faulkner had provided the leadership and extra work required to ensure the success of the IDCC in 2019-20.

The meeting closed at 9.52am.

Approval of Minutes

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Chair

Date