

## International Development Contractors Community Limited Annual General Meeting

**Friday 26 July 2019**

Level 6 Training Room, GHD Offices, 16 Marcus Clarke Street, Canberra

The meeting opened at 9.10am.

### 1. Welcome

IDCC Chair Therese Faulkner opened the meeting, welcomed those present and noted the apologies. The Chair acknowledged the assistance of GHD in hosting the meeting.

Welcome to country.

### 2. Attendance and Apologies

Attending in Person		
Therese Faulkner	IDCC Chair; Coffey International Development	IDCC Chair
Lewis Brindlecombe	Palladium International	
Amy Gildea	Coffey International Development	
Brian Gleeson	GHD Pty Ltd	
Dave Green	Clear Horizon	
Cameron Hill	The Whitelum Group	
Dean Horton	Jack's Labs Pty Ltd	
Kris Kathiravel	Observer	
Allan Pankhurst	GHD Pty Ltd	
Danielle Rossi	Scope Global Pty Ltd	
Stuart Schaefer	Individual Member	IDCC Director
Nicky Thatcher	Sustineo Pty Ltd	
Joanne Choe	Cardno	
Attending by Zoom		
Nicola Follis	Palladium International	
Dr Bernadette Whitelum	The Whitelum Group Pty Ltd	IDCC Director
Richard Moore	Individual Member	IDCC Director
Apologies		
Rebecca Lannin	Oxford Policy Management Australia	
Andrew Parnell	Aspen Medical	
Brian Ramsay	Individual Member	
Geoff Scahill	Abt Associates Pty Ltd	
Lavinia Tyrrel	Abt Associates Pty Ltd	

#### In attendance

Sue Hart                      Commerce Management Services  
Richard Hart                Commerce Management Services

### **3. Confirmation of Minutes of General Meeting held on 26 June 2018**

**Resolution:** The Minutes of the General Meeting held on 26 June 2018 were confirmed as a correct record. (T Faulkner/J Choe)

### **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 progress made by the IDCC since its establishment 18 months ago, noting:

- membership is healthy with 14 organisation and 12 individual members, representing a mix of large, medium, small organisations and individual contractors;
- the IDCC is actively carving out its place in the international policy space;
- a comprehensive Strategic Plan was developed for 2018-19; good progress has been made against meeting the KPIs in the Plan;
- five information briefs have been developed on a number of topics including the use of private contractors in international aid, their effectiveness, and expertise in managing them; these briefs are available on the IDCC website;
- a number of submissions have been made to government inquiries and reviews, including to the Parliamentary Inquiry into Aid in June 2018 and to several DFAT reviews;
- a joint statement has been developed with ACFID;
- a number of meetings have been held with Parliamentarians including Shadow Foreign Affairs Minister Penny Wong and her adviser, and senior DFAT officials; a meeting is being sought with Foreign Affairs Minister Marise Payne and Minister for International Development and the Pacific Alex Hawke;
- three webinars have been held in the first six months of 2019;
- a part time policy/research officer has been engaged recently to develop IDCC policy positions and provide input to IDCC submissions.

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**

Richard Hart spoke to the circulated finance report, noting that as a small company the IDCC is required only to undertake a financial review and not a full audit.

A review was conducted on the IDCC finances for the years ended 30 June 2018 and 30 June 2019. The reviewer, Marland Accounting, reported that based on the reviews there was no indication that the financial reports of the company were not in accordance with the Corporations Act 2001 for either year.

At 30 June 2019, the Balance Sheet showed:

- Total assets of \$89,356 (\$44,973 in 2018)
- Total liabilities of \$60,800 (*unpaid memberships due at 31 July*) (\$0.00 in 2018)
- Total Equity of \$23,703 (\$41,415 in 2018)

At 30 June 2019, the Profit and Loss report showed:

- Total income of \$10,150 (\$42,600 in 2018)
- Total expenses of \$27,862 (\$1,184 in 2018)
- Net deficit of -\$17,712 (profit of \$41,415 in 2018)

The deficit was due to initial membership fees paid in 2018 covering an 18 month period.

**Resolution:** The 2017-18 and 2018-19 and financial report and review statement be accepted. (Moved T Faulkner, seconded B Gleeson)

**6. 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 Stuart Schaefer and Bernadette Whitelum.

Following a Board decision to expand the number of Director to six, there were the three vacant positions to be filled at this AGM. Three nominations were received for the three positions within the designated timeframe from Stuart Schaefer, Nicky Thatcher and Bernadette Whitelum.

As the number of nominations did not exceed the vacant positions, a formal election was not required.

**Resolution:** That the appointment of three Directors of the IDCC be taken *en bloc* (Moved T Faulkner, seconded D Green)

**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)

**7. 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.

The meeting closed at 9.27am.

Approval of Minutes

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Chair

Date