



## Minutes

### Darwin Community Legal Service Inc. ANNUAL GENERAL MEETING

5.00pm Monday 11 November 2019  
DCLS Board Room, Darwin Community Legal Service  
Level 1, 75 Woods Street Darwin

#### 1. Meeting Open

The Chairperson, declared the meeting open at 5.03 pm.

##### 1.1 Attendance

Linda Weatherhead – Executive Director  
Julie Davis – Chairperson  
Maureen Wright – Member  
Alistair Shields – Director  
Eric Hutton – Director  
Samantha Chung – Director  
Caroline Deane – Member  
Ann-Marie Loebel – Member  
Elaine Walton – Member  
Erith Carr – Member  
Matthew Gardiner – Member  
Kate Kelly – Member  
Peggy Cheong - Director

##### 1.2 Apologies

Caitlin Perry, Frieda Evans, Julie Hansen

##### 1.3 Declaration of interest

No conflicts of interest declared.

#### 2. Confirmation of Minutes of Previous AGM held 26 November 2018

**Motion:** Motion – Members resolve that the minutes of the previous meeting held 26 November 2018 be accepted as distributed.

**Moved:** Alistair Shields

**Seconded:** Maureen Wright

**Carried**

#### 3. Reports

##### 3.1 Chairperson's Report – provided in the Annual Report 2018/19.

Julie Davis noted that DCLS has had a busy year. It was noted that it has been difficult to manage grants and funding as there has been lots of change in that respect. Julie

congratulates Linda Weatherhead on managing changes to funding, and that we have a lot of money coming in to fund new projects. Julie noted that even if some funding streams are lost, there is still a lot happening in the sector and the future looks positive for DCLS. Julie noted the hard work that everyone has contributed this year, including staff, management and the Board. Acknowledges that DCLS staff have done the hard yards to meet KPIs.

Julie Davis asked the members if there are any questions regarding the Chairpersons report. No questions were raised by members.

### **3.2 Treasurer's Report**

Julie Davis noted the apology from the Treasurer and asked the members whether there are any questions regarding the financial statements. No questions were raised by members.

### **3.3 Annual Report 2018-19**

Julie Davis asked the members whether there are any questions regarding the Annual Report. The members do not raise any questions. Julie Davis thanks Erith Carr for her hard work on the annual report, and thanks Linda Weatherhead and the DCLS staff for the effort put towards content. Notes that the Annual Report is provided to funding bodies and is an association requirement. Alistair Shields notes the use of case studies provides a great illustration of what the service does.

Linda Weatherhead noted there is nothing like a Royal Commission or two to focus the mind. Great bonds and collaborations have formed and I would like to acknowledge these because we are strengthened and more effective when working together.

We joined with a number of legal assistance providers, including NAAJA and KWILS to advocate for reforms on guardianship, providing details of casework that demonstrated the injustices with the current legislation and its implementation. The AG has responded and asked her Department to review the current legislation and practice – we will continue to work on this important piece of work throughout this year.

NT Shelter and NAAJA have been our great supporters on tenancy and housing issues and in particular maintaining pressure to elicit well overdue reforms to the Residential Tenancy Act.

NTCOSS joined with us to lead NT forums designed to harness key messages in the lead up to the Royal Commission on Aged Care Quality and Safety visiting Darwin. Our joint advocacy was successful in ensuring that NT voices were heard while the Commission was here.

Our work with National Disability Services NT and the Disability Advocacy Network has been influential in raising issues with the implementation of the market based NDIS and the lack of services in the NT. We have also formed very strong bonds with great community based organisations like the Machado Josef Foundation on Groote Island to advocate for place-based and tailored outcomes for people with disability.

Linda thanked the staff and noted the importance of the work we do. Linda also thanked the volunteers, including the Board, who contribute to building the connection with the community. Additionally, the board is thanked for their contribution to the organisation.

**Motion:** The members resolve that the DCLS Annual Report 2018-19 be accepted as distributed.

**Moved:** Eric Hutton

**Seconded:** Samantha Chung

**Carried**

#### 4. Acceptance of Audited Accounts for 2018/2019

Julie Davis invited questions from members in relation to the audited financial statements 2018-19. There were no questions from members.

**Motion:** Members resolved that the DCLS Audited Accounts 2018-19, be accepted and adopted as distributed.

**Moved:** Peggy Cheong

**Seconded:** Eric Hutton

**Carried**

##### 4.1 Appointment of Auditor

Linda noted that last year DCLS investigated options for a new auditor, and members delegated the appointment to the Board to make the final decision. This year DCLS engaged Nexia Edwards Marshall, who we worked well with given that the first year with a new auditor is often difficult. Linda noted that DCLS has no reason to change this year but raised whether members wish to delegate the decision to the board or nominate Nexia Edwards Marshall.

Julie Davis suggests leaving the decision to the board. Julie also noted that it is good governance to change auditors every 3-5 years to avoid complacency.

**Motion:** The members resolve to delegate the appointment of the auditor to the Board.

**Moved:** Maureen Wright

**Seconded:** Peggy Cheong

**Carried**

#### 5. Election of Board of Directors

##### (a) Appointment of Returning Officer

Linda Weatherhead called for the nomination of a Returning Officer from the floor. Members nominated Maureen Wright as Returning Officer. Maureen addressed the meeting.

##### (b) Declaration of Positions Vacant

The staggered election terms were explained to members. Positions that were eligible to be filled were Chairperson and 3 Ordinary Directors. These positions were declared vacant.

##### (c) Nominations

Chairperson, 2 year term	Julie Davis
3 Ordinary Directors, 2 year term	Samantha Chung

The Returning Officer called for any further nominations from the floor for the 2 unfilled Director positions. No further nominations from the floor were received.

Julie Davis noted that members who may be subsequently interested in filling a role of Ordinary Director may be appointed by the Board to fill a casual vacancy. Expressions of interest should be made to the Chair in the first instance.

**(d) Election**

The number of nominations did not exceed the number of vacancies and the Returning Officer Maureen Wright declared the nominees elected. Julie Davis was confirmed as Chairperson and Samantha Chung was confirmed as an Ordinary Director.

**6. Review of Annual Membership Fee for an Organisation Member**

Julie Davis resumed the chair. Julie asked for any questions from members regarding the change in fee. Caroline Deane asks for clarification as to who the fee is payable by. Julie Davis confirms the fee cost applies to other interested organisations such as NTCOSS, NT Shelter etc.

**Motion:** Motion – The members resolve that the organisations' membership fee be increased from \$10 to \$50.

**Moved:** Julie Davis

**Seconded:** Samantha Chung

**Carried**

**7. Meeting Close**

There being no further business the Chairperson declared the meeting closed at 5:18pm.