

NOTICE OF ANNUAL GENERAL MEETING

Details

Members are advised that the Annual General Meeting for the *Food, Fibre & Timber Industries Training Council (WA) Inc.*, will be held:

Date: Tuesday 8th October 2019

Time: 3:30 – 4:00pm Meeting

Location: Crown Convention Centre, Botanicals, Burswood

RSVP: COB Tuesday 01 October 2019

Please register your attendance via our [Registration form](#).

Nominations to the Executive Committee, and any Notices of Motion for discussion at the Annual General Meeting, are now being sought.

In regard to nominations, please note that both the nominator and the nominee must be current members of *Food, Fibre & Timber Industries Training Council (WA) Inc.* Membership must be current as at close of business, Tuesday 01 October 2019.

All nominations, notice of motion and proxy forms must be completed correctly and submitted by **close of business, Tuesday 01 October 2019**.

Late or proforma nominations, notice of motions or proxy forms will not be accepted.

The forms and agenda follow for your convenience.

(Please note: An RSVP is required via the registration form. If you have already RSVP'd to our Skilling: Looking Forward forum, we would appreciate you also registering for our AGM)

Your input to the *Food, Fibre & Timber Industries Training Council* is important, and we look forward to seeing you there.



Mr. Carlo Gosatti
Chair of the Board of Management

AGENDA

Details	<p>Date: Tuesday 8 October 2019</p> <p>Time: 3:15 – 3.30pm Registration 3.30 – 4:00pm Meeting 4.00 - 6.30 pm Skilling Looking Forward forum.</p> <p>Venue: Crown Convention Centre Botanicals Burswood.</p>
Agenda Item 1	Chair's Welcome
Agenda Item 2	Attendance As noted on attendance register
Agenda Item 3	Apologies To be noted
Agenda Item 4	Minutes of Previous Meeting Confirmation and acceptance of minutes
Agenda Item 5	Business Arising Any business arising from the previous minutes
Agenda Item 6	<p>Reports</p> <p>6.1 Financial Report & Audit</p> <p>6.2 Chair's Report</p> <p>6.3 Chief Executive Officer's Report</p>
Agenda Item 7	Notices of Motion
Agenda Item 8	General Business
Agenda Item 9	Confirmation of Board Acceptance of Nominations to the Board of Management/Election if required
Agenda Item 10	Meeting Closed

We hope that you can stay for our Skilling: Looking Forward forum.

MINUTES

Details	<p>Date: Wednesday, 10 October 2018</p> <p>Time: 4:00pm – 4:30pm</p> <p>Venue: Technology Park Function Centre, Seminar Room 1 2 Brodie Hall Drive Bentley</p>																																																							
Item 1	<p>Chair's Welcome</p> <p>The meeting commenced at 4:10pm and Carlo Gosatti welcomed everyone. He gave a special welcome to the guest speaker, Kathy Hoare from the State Training Board and reflected on some of the priorities the Training Council has undertaken during the year. Attendance were recorded as follows:</p>																																																							
Item 2	<p>Attendance</p> <table border="0"> <tr><td>Kathy Hoare</td><td>State Training Board</td></tr> <tr><td>Jodie Wallace</td><td>Department of Training and Workforce Development</td></tr> <tr><td>Glenice Batchelor</td><td>Community</td></tr> <tr><td>Rob Berryman</td><td>North Metropolitan TAFE</td></tr> <tr><td>Mark Buntine</td><td>Curtin University</td></tr> <tr><td>Robert Carter</td><td>South Regional TAFE</td></tr> <tr><td>Mila Demina</td><td>Kingston International College</td></tr> <tr><td>Bernard Dodman</td><td>WA Furniture Manufacturers Association</td></tr> <tr><td>Paul Etheredge</td><td>FFTI Training Council</td></tr> <tr><td>Kay Gerard</td><td>FFTI Training Council</td></tr> <tr><td>Carlo Gosatti</td><td>Ingelwood Products Group</td></tr> <tr><td>Chris Gray</td><td>Apprentice and Traineeship Company</td></tr> <tr><td>Trevor Hislop</td><td>FFTI Training Council</td></tr> <tr><td>Paul Kiely</td><td>Planet Timbers (WA) Pty Ltd</td></tr> <tr><td>Libby Kinna</td><td>Apprenticeship Support Australia</td></tr> <tr><td>Sasha Kraft</td><td>Clarke Interiors</td></tr> <tr><td>Carole Little</td><td>South Metropolitan TAFE</td></tr> <tr><td>Ric Newman</td><td>EE & JM Newman</td></tr> <tr><td>Ann Maree O'Callaghan</td><td>Strategy Matrix</td></tr> <tr><td>Julie Ogle</td><td>South Metropolitan TAFE</td></tr> <tr><td>Pascaline Owers</td><td>South Metropolitan TAFE</td></tr> <tr><td>Geoff Richards</td><td>Richgro Garden Products</td></tr> <tr><td>Cheryl Stinson</td><td>Richgro Garden Products</td></tr> <tr><td>Margaret Sylvester</td><td>TCFWA</td></tr> <tr><td>Marian Taylor</td><td>FFTI Training Council</td></tr> <tr><td>Neha Umaretiya</td><td>North Metropolitan TAFE</td></tr> <tr><td>Jay Wreford</td><td>Max Solutions</td></tr> </table>		Kathy Hoare	State Training Board	Jodie Wallace	Department of Training and Workforce Development	Glenice Batchelor	Community	Rob Berryman	North Metropolitan TAFE	Mark Buntine	Curtin University	Robert Carter	South Regional TAFE	Mila Demina	Kingston International College	Bernard Dodman	WA Furniture Manufacturers Association	Paul Etheredge	FFTI Training Council	Kay Gerard	FFTI Training Council	Carlo Gosatti	Ingelwood Products Group	Chris Gray	Apprentice and Traineeship Company	Trevor Hislop	FFTI Training Council	Paul Kiely	Planet Timbers (WA) Pty Ltd	Libby Kinna	Apprenticeship Support Australia	Sasha Kraft	Clarke Interiors	Carole Little	South Metropolitan TAFE	Ric Newman	EE & JM Newman	Ann Maree O'Callaghan	Strategy Matrix	Julie Ogle	South Metropolitan TAFE	Pascaline Owers	South Metropolitan TAFE	Geoff Richards	Richgro Garden Products	Cheryl Stinson	Richgro Garden Products	Margaret Sylvester	TCFWA	Marian Taylor	FFTI Training Council	Neha Umaretiya	North Metropolitan TAFE	Jay Wreford	Max Solutions
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	<p>engagement, this includes regional & interstate travel for industry meetings, etc.</p> <p>There were no issues with the financial audit.</p> <p>It was motioned that the financial audit be accepted as an acceptable record of the Training Council's financial standing.</p> <p>Moved: Geoff Richards Seconded: Ann Maree O'Callaghan Carried</p> <p>6.2 Chair's Report</p> <p>Carlo Gosatti referred to his report which outlined the work the Training Council has done in relation to the return of the "Craft Industry" trades.</p> <p>He reflected on the past year working with the current Board members. The Training Council will have a full Board for the 2018/2019 year and he's looking forward be working alongside the new and existing members.</p> <p>He affirmed the importance of the relationship between the Training Council and the State Training Board. As of 1 July 2018 the Training Council's Service Agreement is under the direction of the State Training Board.</p> <p>Carlo continued by praising the efforts of the Training Council staff. The level of experience and knowledge reflects highly within the Training Council's network.</p> <p>A copy of the Chair's report is included with the minutes. [Attachment 1]</p> <p>6.3 Chief Executive Officer's Report</p> <p>Kay addressed her report and outlined the number of formal requests the Training Council received from the State Training Board (STB) and the Department of Training & Workforce Development (DTWD). Along with the Training Council's outlined deliverables, it received:</p> <ul style="list-style-type: none"> • Nine (9) requests from the STB • Thirty six (36) requests from the DTWD <p>This is up by twelve (12) requests from the previous year.</p> <p>The Training Council also established three (3) new apprenticeships/traineeships in Beekeeping Traineeship, Pet Grooming Traineeship and an apprenticeship in Manufactured Textile Products.</p> <p>The Training Council has also been involved with Training Package development on a federal level. The Training Council is involved with eleven (11) Industry Reference Committees. WA industry is well represented on these committees.</p> <p>She thanked the industry stakeholders for their continued input and support. She also thanked the staff & Board in line with Carlo's appreciation.</p> <p>A copy of the CEO's report is included with the minutes. [Attachment 2]</p>
<p>Item 7</p>	<p>Notices of Motion</p> <p>7.1 Constitution – Updated in line with the Associations Incorporations Act 2015</p> <p>Attendees were advised that the Constitution of the <i>Food, Fibre & Timber Industries Training Council</i> were updated to reflect changes set forth in the new <i>Associations Incorporations Act 2015</i>.</p>

	<p>Primary Geoff Richards Richgro Garden Products Employer Ann Maree O'Callaghan Strategy Matrix Consultant Ric Newman EE & JM Newman Employer Glenice Batchelor Individual Consultant</p> <p>Non elected John Da Silva Aus. Meat Industry Employees Union Employee Assn Brad Gandy Australian Workers Union Employee Assn</p> <p>Observers Prof. Cobie Rudd State Training Board Government Agency Jodie Wallace Dep. of Training & Workforce Dev. Government Agency</p> <p>Ex-Officio Kay Gerard Chief Executive Officer FFTI Training Council</p> <p>The Chair and Vice Chair's position will be endorsed at the December Board meeting.</p>
Item 10	<p>Guest Speaker</p> <p>10.1 Kathy Hoare – Director, Office of the State Training Board</p> <p>Kathy provided insight on the State Training Plan as well as the importance of industry feedback and how it's used. A copy of her presentation will be distributed with the minutes.</p>
Item 11	<p>Meeting Closed</p> <p>In closing Carlo thanked the staff for their hard work during the year. As there were no further business, the meeting was closed at 5:20pm.</p>

NOMINATION FOR EXECUTIVE COMMITTEE

Details	<p>Nominations to the Executive Committee are now being sought.</p> <p>Please note that both the nominator and the nominee must be current members of Food, Fibre & Timber Industries Training Council (WA) Inc.</p>
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I hereby nominate _____ (please print full name)
for election to the Board of Management of the Food, Fibre & Timber Industries Training Council (WA) Inc.

Nominator: _____
Name Signature Date

Industry Sector: Primary Food & Beverage Furnishing & Textiles
(Please circle)

I hereby accept the nomination for the Board of Management of the Food, Fibre & Timber Industries Training Council (WA) Inc. 2019/2020.

Nominee: _____
Name Signature Date

Industry Sector: Primary Food & Beverage Furnishing & Textiles
(Please circle)

**Please complete and fax to (08) 9361 2900,
or scan and email to
admin@ffitc.com.au
by close of business Tuesday 1 October 2019.**

NOTICE OF MOTION

Details	Notices of Motion for discussion at the Annual General Meeting are now being sought.
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I, _____ (please print full name)
wish the following motion to be moved at the Annual General Meeting on Tuesday 8 October 2019.

Moved:

Name Signature Date

Seconded:

Name Signature Date

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PROXY FORM

Details	If you are unable to attend the Annual General Meeting, and would like to appoint a proxy, please complete this form and return as indicated.
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I, _____ (please print full name), as the registered
and authorised representative of _____,

being a member of the Food, Fibre & Timber Industries Training Council (WA) Inc,

hereby appoint _____ (please print full name), as

my proxy at the Annual General Meeting to be held on Tuesday 8 October 2019.

My proxy is authorised to vote for _____
to the Board of Management should a vote be required, and also to vote in regard to the following
MOTIONS or RESOLUTIONS as indicated:

UNLESS OTHERWISE INSTRUCTED, THE PROXY MAY VOTE AS HE/SHE THINKS FIT.

SIGNED:

Name Signature Date

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