



## 2019 Annual General Meeting Minutes

**Rockingham Kwinana Chamber of Commerce**

### Annual General Meeting Minutes

<b>Date:</b>	Wednesday 9 <sup>th</sup> October 2019
<b>Time:</b>	5:00 pm
<b>Place:</b>	Hotel Clipper, 20-30 Patterson Road, Rockingham Singleton Beach Meeting Room

<b>Attendees:</b>	Attached Sign in Attendance Sheet
<b>Apologies:</b>	See Agenda Item 2.0
<b>Proxies:</b>	See Agenda Item 3.0

Item	Description
1.0	<p><b>Welcome and introductions – Presented by Mr. Rob McGavin, Vice-President</b></p>
	<p>Good Evening Ladies and Gentlemen</p> <p>Welcome to the Rockingham Kwinana Chamber of Commerce Annual General Meeting for 2019, graciously hosted by our gold partners Hotel Clipper.</p> <p>Thank you for taking the time to attend and I would like to acknowledge the following guests:</p> <ul style="list-style-type: none"><li>• RKCC Life Members present tonight<ul style="list-style-type: none"><li>○ Dale Kerferd</li><li>○ Paul Ogilvie</li><li>○ Danny Stent</li><li>○ Brad Dean, and</li><li>○ Jean Wootton</li></ul></li><li>• Mr. Scott Jarvis, Economic Development Manager City of Rockingham</li><li>• Platinum &amp; Gold Level Partners, and</li><li>• Committee Members</li></ul> <p>The RKCC over the past 4 years has transformed itself and is fast becoming known as the most progressive chamber in WA. This is no easy feat, and the RKCC cannot do this, or survive, without the ongoing support of businesses such as yours and stakeholders throughout the cities of Rockingham and Kwinana.</p> <p>Thank you to all who champion the RKCC message, continue to support the buy local program, refer memberships, network, collaborate and encourage economic positivity across the region.</p> <p>We strongly encourage you to continue to engage with us all at committee level, or via Tony, Diana or Karen in the office.</p> <p>We are passionate about our business community and ensuring the growth and prosperity for all.</p> <p>My personal thanks go to Tony, Diana and Karen, the executive committee and all members of the RKCC. I look forward to another positive year for you all.</p> <p>Thank you, I will now hand you over to the Chairperson for tonight's AGM, Tony Solin.</p>

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2.0	<b>Apologies</b> <ul style="list-style-type: none"><li>• Hon. Premier Mark McGowan MLA, Member for Rockingham</li><li>• Mr. Reece Whitby MLA, Member for Baldivis</li><li>• Mr. Laurie Smith, RKCC Life Member</li><li>• Mr. Jake Lamb, Manager the Leisure Inn Swinging Pig</li><li>• Mr. Phil Thicke, G.M Tianqi Lithium</li><li>• Mr. Rory O'Brien, G.M Infiniti Group</li></ul>
3.0	<b>Proxy Votes</b> <ol style="list-style-type: none"><li>1. MALIBU FRESH ESSENTIALS Given to the Vice President</li><li>2. RMD INDUSTRIAL SERVICES Given to the President</li><li>3. SAFETY BAY PHARMACY Given to the President</li><li>4. THE HEALTHLINC Given to the President.</li></ol>
4.0	<b>Acceptance of minutes of previous annual general meeting</b> <p><i>Proposed resolution: That the annual general report and minutes of the 2017-2018 annual general meeting be accepted.</i></p> <p><b>Moved:</b> CAROLINE HUME      <b>Seconded:</b> JEAN WOOTTON</p> <p style="text-align: right;"><b>Passed/Not passed</b></p>

5.0	<b>Review of actions from previous annual general meeting</b>
	<i>Item 9.2 – 2018-2020 Strategic Planning report be made available to all members</i>
	<p><b>ACTION:</b> The 2018-2020 Strategic Planning report was emailed to all financial members on Friday the 12<sup>th</sup> of October 2018 and included as an addendum to the Annual General Report dated the 10<sup>th</sup> of October 2018. An update to the Strategic report is included in the CEO Operational report for 2019</p>
6.0	<p><b>RKCC 2018 / 2019 Operational Report – Presented by Mr. Tony Solin RKCC CEO</b></p> <p>This is my fifth report as the CEO of the RKCC, and we are extremely proud of the year that has been.</p> <p>This year has been a year of investment and consolidation and I am proud to report that we have held our membership steady in a year of hard economic times.</p> <p>I would like to take this moment to acknowledge our Key Business Partner, Platinum Partners, and Gold Partners who are proudly listed in our Annual report. With a strong membership of 321 members we thank each and everyone of you for your support, and continued engagement.</p> <p>Our commitment to you is to represent, serve and connect all present and future members to build and sustain a thriving business community.</p> <p>In the area of Governance, we undertook a major overhaul of the constitution to meet the Associations Incorporation Act. A special meeting was held on the 21<sup>st</sup> of May, and our constitution has been acknowledged by the Department of Mines, Industry Regulation and Safety Consumer Protection on the 21<sup>st</sup> of June 2019.</p> <p>It has been a busy year with over 35 engaging events being coordinated and delivered by the RKCC ranging from the Mineral Resources Regional Business Awards through to our business workshops.</p> <p>The absence of 2 major events presented by the RKCC in 2019 is evident not only in our Profit and Loss but by the loss of trade experienced across the tourism precinct. In recognition of this disrupter the RKCC engaged in paid advertising on behalf of all businesses affected, not just members, as well as engaging stake holder meetings and liaising with key decision makers.</p> <p>The Rockingham Long Table Lunch and Beach Party was put on hold for 12 months, not only due to the foreshore works, but the unsuccessful application for support from the City of Rockingham in their community grants. It was assessed by the board that the risk without the support of the council was too great to our membership.</p>

Moving on, our operational highlights were focused on a year of investment and growth. We have invested and consolidated in the following areas:

- Staff growth,
- Membership services,
- The RKCC online presence such as the website, social media, and marketing management,
- The RKCC acquired a vehicle, and
- The launch of a key asset, the RKCC Community Café container project.

Our engagement with federal, state and local government representatives and key decision makers has been extremely positive, and the RKCC primary focus with these groups has been on economic development, local content, and sensible legislation such as cutting payroll taxes.

We are currently in discussions with state and local government representative to initiate a change to local government regulations concerning a consideration of weighting for local businesses when tendering for local government projects.

The coming 12 months will see a positive return to the consolidation and investment of time and energies that we have been strategically placing throughout the region.

We are looking forward to celebrating the RKCC's 50<sup>th</sup> Anniversary in 2020 as well as the return of:

- The Big Brews Tiki Party in partnership with Mangles Bay Fishing Club,
- The Rockingham Long Table Lunch,
- The Rockingham Beach Party,
- The Mineral Resources Regional Business awards,

plus, our regular features such as:

- Business After Hours,
- Chamber Chatter
- Key Leaders in Business Seminars with thanks to the City of Rockingham,
- Business workshops, and so much more.

We will be due to conduct the next strategic planning session early next year for 2020 – 2022 and review our ambition and focus areas. A strategic report and actions are included in your annual report.

Finally, I call on you all to give us feedback, whether it is via myself, Basil, the office, or the committee. This is your business association and we are passionate about our region's economic growth and prosperity.

Thank you

	<b>Acceptance of operational report</b>  <i>Proposed resolution: That the operational report tabled at the annual general meeting be accepted.</i>
	<b>Moved:</b> DALE KERFORD <b>Seconded:</b> MURRAY MARTIN  <b>Passed/Not passed</b>
7	<b>RKCC 2018-2019 FINANCIAL REPORT – Presented by Brad Dean, Treasurer</b>
	Welcome everyone, great to see you all here tonight.  A copy of the 2019 financials has been distributed along with the annual report so hopefully everyone has a cop to read along with.  Probably the best place to start would be page 4 of the financial report. You will note that we have a significant reduction in the 2019 event income, we generated \$333 thousand from events in 2018 compared to the \$159 thousand in 2019, the most material driver in this decline was the fact that we did not hold the long table lunch in 2019.  As a result of not holding the LTL the office looked for alternative ways to generate revenue and as such several new initiatives were identified.  We also saw an increase in membership income in 2019 which helped to mitigate the decline in event income. The results in the above activities meant that we had a net decline in revenue of \$20,800. Even though the revenue decreased, the operating costs of the chamber remained constant in 2019 when compared in 2018.  The main reasons for this are that; <ul style="list-style-type: none"><li>• We employed Karen to provide Di and Tony with additional support in the office,</li><li>• We purchased a second-hand motor vehicle for Tony</li></ul> The investment in Karen has meant that Tony and Di are able to focus more on income generation and business development opportunities. We have already seen the results of this through the increase in memberships and other activities of the chamber.  So, after the decline in revenue and no real change in operating costs, the chamber recorded a deficit of \$9,179 for the year ended 2019.  Looking forward, we believe that the chamber will be back in surplus for the 2020 financial year due to the increased resources in the office and an expanded events calendar in 2020.

	<p>From a balance sheet perspective, we finished 2019 in a strong cash position ensuring that we have no concerns regarding, the ongoing liquidity of the chamber.</p> <p>Page 10 of this report is the Independent Audit Report in which the auditor has signed off the accounts as being prepared in accordance with the Associations Incorporation Act of 2015.</p> <p>In conclusion I would just like to finish off by saying a few thank yous. Firstly, I would like to thank Di for everything she does to support me throughout the year, working with Tony, Basil, Rob and myself proves that she has the patience of a saint...so Di, thank you, we really appreciate what you do for us.</p> <p>Secondly, I would like to thank our auditor, Steve Williams, ongoing governance is something that is very important to the chamber and we value Steve's input. And, finally I would like to thank all members for their ongoing support, without our members we wouldn't have the strong, robust chamber that we have today</p>
	<p><b>Acceptance of financial statements</b></p> <p><i>Proposed resolution: That the financial statements tabled at the annual general meeting be accepted.</i></p> <p><b>Moved:</b> CAROLINE HUME      <b>Seconded:</b> DANNY STENT</p> <p style="text-align: right;"><b>Passed/Not passed</b></p>
8.1	<p><b>Appointment of an auditor</b></p> <p><i>Proposed resolution: That MR. STEVE WILLIAMS OF SPW BUSINESS ACCOUNTANTS to be appointed as the ROCKINGHAM KWINANA CHAMBER OF COMMERCE'S auditor for the next financial year 1<sup>st</sup> of July 2019 to 30<sup>th</sup> June 2020.</i></p> <p><b>Moved:</b> VICKI MOUNTAIN      <b>Seconded:</b> DANNY STENT</p> <p style="text-align: right;"><b>Passed/Not passed</b></p>

8.2	<b>HONORARY INDUCTION OF RKCC LIFE MEMBERS presented by Chairperson</b>
	<ol style="list-style-type: none"><li>1. Mr. Bradley Charles Dean<ol style="list-style-type: none"><li>a. Brad commenced 24 years ago as the treasurer of the Rockingham Trade Centre and has been an active member and treasurer for 15 of those 24 years. Brad is very active with major fundraising and consistently represents the RKCC</li></ol></li><li>2. Mr. Danny Stent<ol style="list-style-type: none"><li>a. Danny has been a member of the RKCC for 21 years, with 12 of those years in separate terms as President, Treasurer, and Secretary. Danny continues to be an active and strong contributor to the RKCC via fundraising, networking and social events.</li></ol></li><li>3. Mrs. Jean Wootton<ol style="list-style-type: none"><li>a. Jean has been a member of the RKCC for over 25 years, with 16 of those years in separate terms as President, Vice President and has chaired the Young Professionals branch since 2012. Jean is an active contributor with an emphasis on youth membership, education and mentorship</li></ol></li></ol>
	<p><b><i>Acceptance of Honorary Induction of RKCC Life Members 2019</i></b></p> <p><i>Proposed resolution – That the honorary life membership board be amended to add Messrs' Bradley Dean, Danny Stent and Jean Wootton for their notable distinguished service to the RKCC</i></p> <p><b>Moved:</b> GARY CLARK      <b>Seconded:</b> RICK PALMER</p> <p style="text-align: right;"><b>Passed/Not passed</b></p>

9	<b>GENERAL BUSINESS presented by Chairperson</b>
9.1	It is noted that no items of General Business were received, are there any questions without notice from the floor?
9.2	<b>QUESTIONS FROM THE FLOOR WITHOUT NOTICE – answered by the Chairperson</b>
	<b>Esther Anderson of Teck-nology Design &amp; Marketing</b> Q. Could you please advise if there has been any significant membership movement and if so by how much? A. There has been movement in non-renewals of approximately 10%, which has not affected the RKCC membership count of approximately 320 with a sign up of new memberships of the same amount. The variation in the income has come from members upgrading their membership levels.
	<b>Rick Palmer of Wealthwise &amp; RKCC Life Member</b> Q. There has been a recent region expansion in the Lithium Nickel Refinery or “Lithium Valley” as we are being called. It would be good for members to hear and receive a report that highlights the growth of Rockingham and Kwinana that we can then share with our own networks and clients for economic positivity. A. A similar report is published on the news page of the Kwinana Industries Council and it is noted that the KIC CEO Chris Oughton is now a member of the executive committee. The RKCC CEO has also been able to engage with higher corporate members on the industrial strip thanks to the restructure of the office. The RKCC Office will investigate sharing the KIC news and develop similar economic reports and positive news stories for communication with members via the newsletter and online website.
	<b>Rob McGavin of Rockingham Apartments &amp; RKCC Vice-President</b> Statement: Wishes to advise members that the RKCC Membership sub-committee have developed a membership referral initiative with a Quarterly prize donated by Rockingham Apartments, Malibu Fresh Essentials & Reliance Partners Insurance for an Experience Rockingham Package. It is important for the future of the association that referrals and word of mouth recommendations continue to flow in a positive direction.
	<b>Sharyn McCaskey of Sharyn McCaskey Social Media Specialist</b> Statement: Thanks goes to the office, committee and members for their ongoing hard work and positive representation of the Rockingham and Kwinana Business Community.

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10.0	<b>Meeting close</b>
	<b>CHAIRPERSON CLOSING REMARKS</b>
	<p>It is with great pride that we recognise that the RKCC membership lists all regional state and federal politicians as financial members who support and recognise the benefit of our business association.</p> <p>Thanks to you all for your time and attendance this evening, and we look forward to another positive year ahead.</p> <p>Ladies and Gentlemen, that concludes the AGM for another year.</p>
	<b>TIME OF CLOSURE: 17:40PM</b>
	<b>NOTED</b> - The next Annual General Meting of the RKCC is to be held on or not later than the 15 <sup>th</sup> of October 2020 as per the RKCC Constitution.

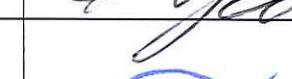
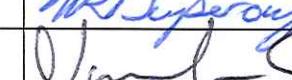
<b>Minute taker:</b>	DIANA WHITE – RKCC EXECUTIVE ASSISTANT
<b>Chairperson:</b>	TONY SOLIN – RKCC CHIEF EXECUTIVE OFFICER

**RKCC OFFICE-BEARERS**

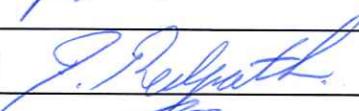
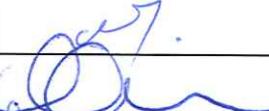
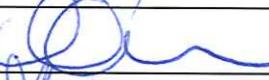
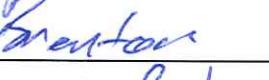
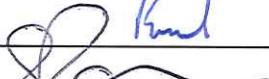
<b>Signed:</b>		
<b>Name:</b>	BASIL PAPARONE – RKCC PRESIDENT	ROB McGAVIN – RKCC VICE-PRESIDENT
<b>Date:</b>		

<b>Signed:</b>	
<b>Name:</b>	BRAD DEAN – RKCC TREASURER / SECRETARY
<b>Date:</b>	

ROCKINGHAM KWINANA CHAMBER OF COMMERCE  
ANNUAL GENERAL MEETING  
SIGN IN SHEET - 9TH OCTOBER 2019

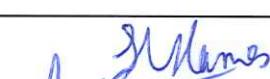
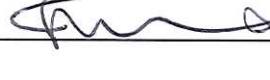
	RSVP	Company / Organisation	PRINT NAME	Signature
1	✓	ADVANCED AIRBRUSH	Wayne Morrison	
2	✓	ALISON BANNISTER CAREER COACHING		
3	✓	ANCHORAGE FENCING	Dave Hilton	
4	✓	BDR BUSINESS ACCOUNTANT	BRADLEY DEAN	
5	✓	BIZLINK	STEPH FIELDING	
6	✓	BOAB COMMUNITY CONSULTING	GARY CLARK	
7	✓	CAPSTONE		
8	✓	CATCO ENTERPRISES		
9	✓	CITY OF ROCKINGHAM	Scott Dennis	
10	✓	CMS CONSTRUCTION		
11	✓	CTMA CONSULTANTS	X Michelle Windham	
12	✓	E.L.C BAILLIEU	DANNY STENT	
13	✓	EMBROIDERMARK		
14	✓	ESTILO GROUP PTY LTD	IAN DUPERREZ	
15	✓	F45 TRAINING ROCKINGHAM	V. BROWN	
16	✓	FIRST AID TRAINED	Karen Hargreaves	
17	✓	GENESIS HOME BUILDERS	JACK PERTH	
18	✓	GREENFIELDS FUNERALS	X IAN SOUTRIDGE	

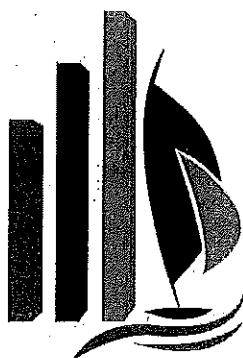
ROCKINGHAM KWINANA CHAMBER OF COMMERCE  
ANNUAL GENERAL MEETING  
SIGN IN SHEET - 9TH OCTOBER 2019

	RSVP	Company / Organisation	PRINT NAME	Signature
19	✓	HEALTH SHACK		
20	✓	HMAS STIRLING R.A.N	RICHARD Groves	
21	✓	HOMEWARD BOUND REMOVALS	Rebecca O'Sullivan	
22	✓	IMPRESSIONS CATERING	LUCARVA	LUCARVA Lynn Gready.
23	✓	INSIGHT	D	Deb Wood
24	✓	JAFFELATO	JUSTIN FROMM	
25	✓	KLEEN SLATE SERVICES		
26	✓	KSHS GILMORE COLLEGE	* Parish Redpath	* J. Redpath.
27	✓	KWINANA INDUSTRIES COUNCIL	Chris Oughton	
28	✓	MALIBU FRESH ESSENTIALS		
29	✓	MASSAGE BREAK	MARY EAST	Mo East
30	✓	MATCHWORKS		
31	✓	MOUNTAINS LAWYERS	Port Vicki Hamlin	
32	✓	PATERSON PERSONAL STYLING	ROBYN PATERSON	
33	✓	PORT KENNEDY POOL & SPA	JEFF HACKETT	
34	✓	PROJECT BIDDER - BRENTON WOOD	Brenton	
35	✓	PSC RELIANCE INSURANCE	x Paul Plummer	
36	✓	QVC DENTAL	Sharon Robertson	

RESE

ROCKINGHAM KWINANA CHAMBER OF COMMERCE  
ANNUAL GENERAL MEETING  
SIGN IN SHEET - 9TH OCTOBER 2019

	RSVP	Company / Organisation	PRINT NAME	Signature
37	✓	RMK MULTIMEDIA MARKETING	DEANE KERFORD	
38	✓	ROCKINGHAM APARTMENTS	Rob McGavin	
39	✓	ROCKINGHAM FLAMES	GILLIAN BACON	
40	✓	ROCKINGHAM GOLF CLUB	FRED BURKE	
41	✓	RSM AUSTRALIA	Chris Depiazzi	
42	✓	SAMY MEDICAL PRACTICE		
43	✓	SHARYN McCASKEY SOCIAL MEDIA SPECIALIST	Sharyn McCaskey	
44	✓	SMARTER WEBSITES		
45	✓	TAKE 8 PRODUCTIONS		PAGE
46	✓	TANGLEWOOD WINES	Caroline Hem	
47	✓	TECK DESIGN MARKETING	ESTHER ANDERSON	
48	✓	ULTIMATE OHS SOLUTIONS		
49	✓	VENROCK FINANCE		
50	✓	WEST COAST RADIO		
51	✓	WFI INSURANCE	Sarah Homer	
52	✓	YARAN SUITES	FELIX MCKIMM	
53	✓	YOUTHOVATION	Tracy Yany	
54	✓	Murdoch University	Jean Wootten	



# Rockingham Kwinana

Chamber Of Commerce

Rockingham Kwinana Chamber of Commerce  
19 Kent Street  
Rockingham WA 6168

PO Box 5001  
Rockingham WA 6969

Phone: 9592 3333  
Fax: 9592 3424  
Email: [admin@rkcc.org.au](mailto:admin@rkcc.org.au)

## 2019 ANNUAL GENERAL MEETING at HOTEL CLIPPER – 20-30 PATTERSON ROAD, ROCKINGHAM 5:00 pm WEDNESDAY 9<sup>TH</sup> OCTOBER 2019

### PROXY VOTE

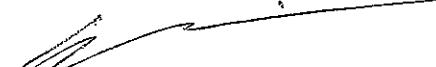
I, (Full Name): **BASIL PAPARONE**

Of Company / Business: **MALIBU FRESH ESSENTIALS**

Herby authorize current RKCC financial chamber member: **ROB MCGAVIN – ROCKINGHAM APARTMENTS**

To vote on all motions on my behalf:

Signature:  Date: **9-10-19**

Proxy / Signature:  Date: **9-10-19**

Completed forms must be returned to the Chamber office by 4pm TUESDAY 8<sup>TH</sup> OCTOBER

#### **KEY BUSINESS PARTNERS**

**Maliba FRESH ESSENTIALS**

*Freshest Is Always Best*

#### **PLATINUM PARTNERS**

**Siggy's  
Nest  
Yester**  
**LEISURE INN**  
**PIG**

**nineteen  
-89-**

**Rockingham Apartments**

**infiniti  
group**

**THUNDER  
COMMUNITY**

**Alcoa**

**TELEGRAPH**

**Rockingham  
Wild  
Encounters**

**SHELFORD  
QUALITY HOMES**

**HOGS**

**SECRET HARBOUR**

**ACE  
Copiers and IT Services**



**ROLLWELL  
ENGINEERING**

**Bendigo Bank**



  
**rústico  
TAPAS & WINE BAR**

**CITY OF  
Kwinana**

  
**Rockingham**

  
**B.D.R.  
Business Accountants**

  
**HOTEL CLIPPER**

  
**EREMANTLE  
PORTS**

  
**NEOSEA  
CONTAINERISED**

  
**SOUTH COAST**

  
**MINERAL  
RESOURCES**

  
**YARAN**

  
**VENROCK**

  
**Costa  
well grown**

  
**Murdoch  
UNIVERSITY**

  
**LAVORO**



# Rockingham Kwinana Chamber Of Commerce

Rockingham Kwinana Chamber of Commerce  
19 Kent Street  
Rockingham WA 6168

PO Box 5001  
Rockingham WA 6969

Phone: 9592 3333  
Fax: 9592 3424  
Email: [admin@rkcc.org.au](mailto:admin@rkcc.org.au)

SPECIAL GENERAL MEETING  
at  
QUEST APARTMENTS ROCKINGHAM, FLINDERS CONFERENCE ROOM  
Flinders Road, Rockingham  
5:00 pm Tuesday 21<sup>st</sup> May 2019

## PROXY VOTE

I, (Full Name):

ANDREW ALSOP

Company / Business:

SAFETY BAR PHARMACY

Herby authorize current financial chamber  
member:

BASIL PAPARONE

To vote on all motions on my behalf:

Representative's  
Signature:

Date:

21/5/2019

Proxy Signature:

Date:

Completed forms must be returned to the Chamber office by 4pm Monday 20<sup>th</sup> May 2019

## KEY BUSINESS PARTNERS

Malibu FRESH ESSENTIALS

## PLATINUM PARTNERS

Courier  
 Alcoa

Minetown '89

HOGS

SECRET HARBOUR

rockingham Wild encounters

SHELFORD QUALITY HOMES

## GOLD PARTNERS

ACE  
Copiers and IT Services

BDR  
Business Accountants

Bendigo Bank

Cedar Woods  
ENTREPRENEURS LIMITED

FREMANTLE PORTS

City of  
Kwinana

costa  
fresh is our passion

DORIC

JAGO BREWS  
LIQUOR

MINERAL RESOURCES

Murdoch  
COLLEGES

MAZDA  
Rockingham

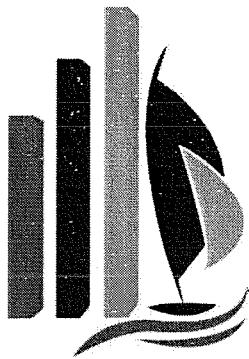
rústico  
TAPAS & WINE BAR

ALIBU PHARMACY

SEA  
CONTINUOUS

VENROCK

Parklife Group



# Rockingham Kwinana

Chamber Of Commerce

Rockingham Kwinana Chamber of Commerce  
19 Kent Street  
Rockingham WA 6168

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Rockingham WA 6969

Phone: 9592 3333  
Fax: 9592 3424  
Email: [admin@rkcc.org.au](mailto:admin@rkcc.org.au)

## 2019 ANNUAL GENERAL MEETING

at

HOTEL CLIPPER – 20-30 PATTERSON ROAD, ROCKINGHAM

5:00 pm WEDNESDAY 9<sup>TH</sup> OCTOBER 2019

### PROXY VOTE

I, (Full Name): Mark Devenny

Of Company / Business: Select Mortgage Services

Herby authorize current RKCC financial chamber member: Basil Paparone

To vote on all motions on my behalf:

Signature:

Date:

7/9/19

Proxy /  
Signature:

Date:

Completed forms must be returned to the Chamber office by 4pm TUESDAY 8<sup>TH</sup> OCTOBER

#### KEY BUSINESS PARTNERS

*Malibu FRESH ESSENTIALS*

*Freshest is Always Best*

#### PLATINUM PARTNERS

nineteen

-889-  
Rockingham Apartments

infiniti group

THUNDER

Alcoa

COMMUNITY

Telegraph

Wild Encounters

SHELFORD QUALITY HOMES

HOGS

SECRET HARBOUR

#### SILVER PARTNERS

ACE  
Copiers and IT Services

BENZ

DOLWELL  
ENGINEERING

Bendigo Bank

BIG LEAGUE

rústico  
TAPAS & WINE BAR

CITY of  
Kwinana

Rockingham

BDR  
Business Accountants

MOTEL CLIPPER

FREMANTLE  
PORTS

SEA  
CONTAINERS

SOUTH COAST  
SUSTAINABILITY

MINERAL  
RESOURCES

YARAN  
CREATING VALUE  
FOR YOUR BUSINESS

VENROCK

DORIC

Costa  
well grown

Dove Cinema Action

Murdoch  
UNIVERSITY

Lavoro



Rockingham Kwinana Chamber of Commerce  
19 Kent Street  
Rockingham WA 6168

PO Box 5001  
Rockingham WA 6969

Phone: 9592 3333  
Fax: 9592 3424  
Email: [admin@rkcc.org.au](mailto:admin@rkcc.org.au)

## 2019 ANNUAL GENERAL MEETING

at

HOTEL CLIPPER – 20-30 PATTERSON ROAD, ROCKINGHAM

5:00 pm WEDNESDAY 9<sup>TH</sup> OCTOBER 2019

### PROXY VOTE

I, (Full Name):

*ROBERT O'CONNELL*

Of Company / Business:

*RMO INDUSTRIAL SERVICES.*

Herby authorize current RKCC financial  
chamber member:

*① CEO - RKCC (Tony Brown)*  
*② OR President* *one or the*  
*To vote on all motions on my behalf:* *other* *[Signature]*

Signature:

Date:

Proxy /  
Signature:

Date:

Completed forms must be returned to the Chamber office by 4pm TUESDAY 8<sup>TH</sup> OCTOBER

#### KEY BUSINESS PARTNERS

*Malibu FRESH ESSENTIALS*

Freshest is Grecys Best

#### PLATINUM PARTNERS

*Sidneys* *Endic Inn* *PIG*

*nineteen* *89*

*Rockingham Apartments*

*infiniti group*

*THUNDER*

*Alcoa*

Rockingham COMMUNITY

*Telegraph*

*rockingham Wild encounters*

*SHELFORD QUALITY HOMES*

*HOGS*

*SECRET HARBOUR*

*Kwinana*

*Rockingham*

*B D R*  
Business Accountants

*MARINE GROUP*

*TREMONT PORTS*

*NE1*

*SEA CONTAINERS*

*South Coast*

*DORIC*

*Costa*  
well grown

*Dove Cancer Action*

*Murdoch*  
UNIVERSITY

*LAYER*

*Ray*

Date:

*3/10/2019*



# Rockingham Kwinana Chamber Of Commerce

Rockingham Kwinana Chamber of Commerce  
19 Kent Street  
Rockingham WA 6168

PO Box 5001  
Rockingham WA 6969

Phone: 9592 3333  
Fax: 9592 3424  
Email: [admin@rkcc.org.au](mailto:admin@rkcc.org.au)

## 2019 ANNUAL GENERAL MEETING at HOTEL CLIPPER – 20-30 PATTERSON ROAD, ROCKINGHAM 5:00 pm WEDNESDAY 9<sup>TH</sup> OCTOBER 2019

### PROXY VOTE

I, (Full Name):

Bob Meyer

Of Company / Business:

The Healthline

I hereby authorize current RKCC financial  
chamber member:

Basil Paparone

To vote on all motions on my behalf:

Signature:

Date:

6/10/19

Proxy /  
Signature:

Date:

Completed forms must be returned to the Chamber office by 4pm TUESDAY 8<sup>TH</sup> OCTOBER

#### KEY BUSINESS PARTNERS

**Malibu FRESH ESSENTIALS**

Freshest is Always Best

#### PLATINUM PARTNERS

**Snows  
NEO  
BONDI**  
**Leisure Inn**  
**PIG**

**nineten  
-89-**

**Rockingham Apartments**

**infiniti  
group**

**THUNDER  
RECORDS**

**Alcoa**

**TELEGRAPH**

**rockingham  
Wild  
encounters**

**SHELFORD  
QUALITY HOMES**

**HOGS**

**SECRET HARBOUR  
GOLF LINKS**

#### GOLD PARTNERS

**ACE  
Copiers and IT Services**

**Rockingham**

**ROLLWELL  
ENGINEERING**

**Bendigo Bank**

**TIGER  
MOTELS**

**rústico  
TAPAS & WINE BAR**

**City of  
Kwinana**

**Rockingham**

**B.D.R.  
Business Accessories**

**HOTEL CLIPPER**

**FREMANTLE  
PORTS**

**SEA  
CONTAINERS**

**SOUTH COAST  
FISH & CHIPS**

**MINERAL  
RESOURCES**

**YARAN  
CREATIONS**

**VENROCK**

**costa  
well grown**

**Dune  
Cancer Action**

**Murdoch  
UNIVERSITY**

**LAMCO**



# Rockingham Kwinana

## Chamber Of Commerce

# ANNUAL REPORT 2019

### OFFICE

Ground Floor, Gary Holland  
Community Centre  
19 Kent Street, Rockingham, WA  
6168

### POST

PO Box 5001  
Rockingham Beach, WA,  
6969

### CONTACT

PHONE: 08-9592 3333  
EMAIL: [ADMIN@RKCC.ORG.AU](mailto:ADMIN@RKCC.ORG.AU)

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# 2019 ANNUAL GENERAL MEETING – AGENDA

ITEM NUMBER	ITEM	PRESENTER
	<b>MEETING OPENED</b>	<b>CHAIRPERSON</b>
<b>1.0</b>	WELCOME	PRESIDENT
<b>2.0</b>	APOLOGIES	CHAIRPERSON
<b>3.0</b>	PROXY VOTES	CHAIRPERSON
<b>4.0</b>	MINUTES OF PREVIOUS ANNUAL GENERAL MEETING	CHAIRPERSON
<b>5.0</b>	BUSINESS ARISING FROM PREVIOUS AGM	CHAIRPERSON
<b>6.0</b>	RKCC OPERATIONAL REPORT	CHAIRPERSON
<b>7.0</b>	RKCC FINANCIAL REPORT	TREASURER
<b>8.0</b>	RKCC SECRETARIAL REQUIREMENTS	SECRETARY
	8.1 – Appointment of Financial Auditor	SECRETARY
	8.2 – Induction of Honorary Life Membership	CHAIRPERSON
<b>9.0</b>	GENERAL BUSINESS	CHAIRPERSON
	9.1 – General Business	
	9.2 – Questions from the floor without notice	
	<b>MEETING CLOSED</b>	<b>CHAIRPERSON</b>

# **1.0 WELCOME**

On behalf of the Rockingham Kwinana Chamber of Commerce, I would like to take this opportunity to welcome you to the 2019 Annual Report.

The RKCC over the past 4 years has transformed itself and is fast becoming known as the most progressive chamber in Western Australia. This is no easy feat and the RKCC cannot do this, or survive, without the ongoing support of major businesses and stakeholders throughout the cities of Rockingham and Kwinana.

We are the voice for local business, we speak for all the wealth creators, risk takers and job makers who share our vision which is;

**“To make Rockingham and Kwinana the best place in the country to do business, so that our community continues to thrive, create jobs, improve opportunities and support growth”**

Thanks to you all who champion the RKCC message, continue to support the buy local program and encourage positivity across the region.

We encourage you to continue to engage with us, at committee level, via Tony, Diana or Karen, as we are passionate about our business community and ensuring your growth and prosperity.

**THANK YOU**



**BASIL PAPARONE  
RKCC PRESIDENT**

## **6.0 OPERATIONAL REPORT**

The Rockingham Kwinana Chamber of Commerce (RKCC) plays an integral part in the successful cultivation of a vibrant business community. As an association, we are the voice of business entrepreneurs and business owners across the region. We serve our businesses and community by being a liaison between the cities of Rockingham and Kwinana, state and federal government representatives and those that provide services for our region.

Our commitment to our membership is to represent, serve, and connect present and future members to build and sustain a thriving business community.

### **6.1 Membership**

Membership Level	2018/19 Numbers
<b>KEY BUSINESS PARTNER</b>	1
<b>PLATINUM</b>	10
<b>GOLD</b>	23
<b>SILVER</b>	12
<b>CORPORATE</b>	235
<b>SOLO</b>	26
<b>LIFE MEMBERS</b>	14
<b>TOTAL</b>	<b>321</b>

#### **6.1.1 Key Business Partners**

- Malibu Fresh Essentials

#### **6.1.2 Platinum Partners**

- |                                     |                              |
|-------------------------------------|------------------------------|
| • Alcoa Australia                   | • Rockingham Apartments      |
| • Hogs Breath Café Rockingham & Bar | • Rockingham Wild Encounters |
| Nineteen 89                         | • Secret Harbour Golf Links  |
| • Infiniti Group Australia          | • Shelford Construction      |
| • Peel Thunder Football Club        | • Sound Telegraph            |

### **6.1.3 Gold Partners**

- ACE Copiers & IT Services
- Advanced Airbrush
- BDR Business Accountants
- Bendigo Community Bank Branches  
Rockingham & Secret Harbour
- Big Brews Warnbro
- City of Kwinana
- City of Rockingham
- Cost Group – Mushroom Exchange
- Crushing Services Int / Mineral Resources Pty Ltd
- Doric Contractors (HMAS Stirling)
- Drone Camera Action
- Fremantle Ports
- Hotel Clipper & Café
- Lavoro Italiano Restaurant
- Murdoch University
- Rollwell Engineering
- Rustico Tapas & Wine Bar
- Sea Containers WA
- South Coast Baptist College
- Venrock Finance
- Yaran Suites

### **6.1.4 Life Members**

- Colin Morton (1980)
- Eddy Smeding (1984)
- Laurie Smith (1986)
- Bob Maxwell (1986)
- Dale Kerferd (1993)
- Barry Sammels (1999)
- Paul Ogilvie (2003)
- Alison Gibson (2009)
- Rick Palmer (2009)
- Stacey Graham (2012)
- Justin Smith (2013)
- Jean Wootton (2019)
- Brad Dean (2019)
- Danny Stent (2019)

### **6.1.5 RKCC Executive Committee Members – 2019**

- Basil Paparone – President Elect 2017- (Term 2018-2022)
- Rob McGavin – Vice President Elect 2017 (Term 2016-2020)
- Brad Dean – Treasurer/Secretary Elect 2018 (Term 2016-2020)
- Jean Wootton – Committee (Term 2016-2020)
- Murray Martin – Committee (Term 2018-2022)
- Paul Flannery – Committee (Term 2016-2020)
- Caroline Hume – Committee (Term 2016-2020)
- Vicki Mountain – Committee (Term 2016-2020)
- Richard Groves – Committee (Term 2018-2022) – Filled Vacancy created by Amy James
- Chris Oughton – Committee (Term 2018-2022) – Filled Vacancy created by Tim Couch
- Dave Hilton – Committee (Term 2018-2022) – Filled Vacancy as per constitution
- Donna Bates – Committee (Term 2018-2022) – Filled Vacancy as per constitution

## **6.2 Advocacy & Representation**

- City of Rockingham
- City of Kwinana
- Western Australian State Government
- Federal Government
- Department of Defence -HMAS Stirling
- Defence West
- Small Business Development Corporation
- South West Corridor Strategic Economic Development Group
- Chamber of Commerce & Industry WA & Regional CCI WA
- Kwinana Industries Council

## **6.3 Governance**

- Major overhaul of the RKCC Constitution to meet the *Associations Incorporation ACT 2015*. A Special General Meeting was held on the 21<sup>st</sup> of May, with the new 2019 Constitution accepted. Formal lodgment and acknowledgement from the Department of Mines, Industry Regulation and Safety Consumer Protection received on the 21<sup>st</sup> of June 2019.
- Streamlined communication software currently being trialed.

## **6.4 Events**

### **6.4.1 Major Events**

- Reliance Partners Insurance Corporate Golf Day 2018 at Secret Harbour Golf Links
- Community Comedy Night – Hotel Clipper & Samy Medical Centre
- City of Rockingham Shape Your Future Youth Expo
- International Women's Day – Pearl of the Sound Awards & Expo
- Big Brews Tiki Party with Mangles Bay Fishing Club
- Urban Cellar Door – Wine Tasting with Rustico Tapas & Wine Bar, Drakesbrook Fine Wines, Peel Estate Winery, Tanglewood Wines, Risky Business & Hay Shed Hill
- Mineral Resources Regional Business Awards

## **6.4.2      Business After Hours**

Thanks to all who took the opportunity to host an RKCC event

- Hotel Clipper
- RMD Industrial Services
- Leeuwin Ocean Adventures Foundation
- Rockingham Flames Basketball Association
- Impressions Catering
- Secret Harbour Surf Life Saving Club
- QVC Dental
- Absolute Insurance
- Murdoch University
- City of Rockingham
- Drone Camera Action
- Bar Nineteen 89
- Shelford Construction
- Heaney Business Group
- Total Tools Rockingham
- Kwinana Industries Council
- Fremantle Football Club Dockers
- Bendigo Community Bank Branches Rockingham & Secret Harbour
- Sea Containers WA

## **6.4.3      Chamber Chatter Networking**

- Hogs Breath Café Rockingham
- Lavoro Italiano Restaurant
- Charthouse Café
- Hotel Clipper & Cafe
- Leisure Inn / The Swinging Pig

## **6.4.4      City of Rockingham – Key Leaders in Business**

Thanks to the City of Rockingham for partnering with the RKCC to provide Business Breakfast

Seminars to over 500 businesspeople over the past 12 months. Their contribution enables regional awareness into council developments, access to key decision makers, high level corporations, business education and growth tools.

### **Guest Speakers Included**

- Gary Gray AO – External Affairs Manager Mineral Resources Pty Ltd
- Peter Bengtsson – Chief Officer Bhagwan Marine
- Greg Hire – NBL Wildcats Vice-Captain, SBL Flames Captain, Founder of Stitch in Time

#### **6.4.5 Business Workshops / Seminars**

- Doric Group – Defence Contract Opportunities & Industry Briefing
- Heaney Business Group – Single Touch Payroll
- Women in Business Lunch – Finding your Niche with Sarah Blake
- Video Marketing 101 with Perth Local Marketing
- Business Booster Workshop with Capstone Associates
- Cashflow Management with Business Foundations
- RKCC Young Professionals Speaking Event with Jeremy Chetty of Student Edge

### **6.5 Operating Highlights**

The past 12 months have been a year of investment and consolidation of efforts. This investment includes additional staff, better membership service, website and marketing management. We have also been fortunate to acquire a vehicle for the RKCC.

The RKCC Community Container Café has been completed with thanks to our major sponsors. This initiative will be located at Perth Motorplex for the racing season and will be a fantastic avenue for community engagement, training and branding, plus a future income stream.

Engaging with Federal, State and local government representatives and key decision makers has been extremely positive, and the future focus of economic development, local content and sensible legislation has been a primary focus.

### **6.6 Looking Ahead**

2020 will see the RKCC celebrate 50 years of the presence of a business association within the region of Rockingham & Kwinana, we will be celebrating achievements across the various names that we now collaboratively represent such as the South Coast Regional Chamber of Commerce, the Rockingham Chamber of Commerce, the Kwinana Chamber of Commerce etc.

We are confident that we will have a positive year in 2020 with the return of the Rockingham Long Table Lunch, the Rockingham Beach Party, the Big Brews Tiki Party, Mineral Resources Regional Business Awards plus our regular features such as business after hours, business breakfasts, workshops and more.

### **6.7 Feedback**

Feedback is important to us and will help our growth, so give us your feedback. If we are doing things that work for you, let us know. If there are things that we could improve, let us know. Together we can make our region one of continued prosperity and growth.

## 6.8 Strategic Direction (2018 – 2020)

Ambition – to be the biggest and most effective Chamber of Commerce in the metro area by 2020.

Focus Areas	Objective	Actions	Action Status
1. Financial Sustainability	Identify alternative, sustainable sources of revenue independent of ongoing membership fees to support RKCC expansion plans.	<ul style="list-style-type: none"> <li>1. Hire an additional 0.8 FTE for office administration.</li> <li>2. Secure additional high level (platinum) members.</li> <li>3. Seek to secure grant funding from the Cities of Rockingham &amp; Kwinana.</li> <li>4. Increase the number of revenue generating events.</li> <li>5. Investigate 'peppercorn' leasing from CoR.</li> </ul>	ACHIEVED ONGOING ONGOING ONGOING NOT FEASIBLE
2. Membership Development	Add additional members through proactive approach and marketing of relevant benefits	<ul style="list-style-type: none"> <li>1. Run additional educational workshops.</li> <li>2. Develop RKCC app with built-in business directory.</li> <li>3. Develop targeted membership drive.</li> </ul>	ACHIEVED ONGOING ONGOING
3. Buy Local Campaign	Increase broader awareness of and engagement with members	<ul style="list-style-type: none"> <li>1. Local media campaign.</li> <li>2. Develop success stories for membership case studies.</li> </ul>	ACHIEVED ONGOING
4. Regional Business Awards	To celebrate, recognise and showcase local business excellence	<ul style="list-style-type: none"> <li>1. Create a community wide event.</li> <li>2. Increase sponsorships.</li> <li>3. Showcase all finalist's representation at RBA's.</li> <li>4. Introduce People's Choice Award.</li> </ul>	ACHIEVED ACHIEVED ACHIEVED ACHIEVED
5. Governance	To maintain a well-run organisation and ensure good governance	<ul style="list-style-type: none"> <li>1. Development of an up-to-date Constitution.</li> <li>2. Introduction of software to streamline processes.</li> <li>3. Development of internal sub-committees.</li> </ul>	ACHIEVED TRIALLING ACHIEVED
6. Digital Relevance	Build Google relevance, social media and online marketing presence	<ul style="list-style-type: none"> <li>1. Improve reach outside of Rockingham / Kwinana CBD's.</li> <li>2. Digital marketing workshops.</li> </ul>	ACHIEVED ACHIEVED

# **Rockingham Kwinana Chamber of Commerce Inc.**

---

**Financial statements  
For the year ended 30 June 2019**

# **Rockingham Kwinana Chamber of Commerce Inc.**

---

**ABN: 44 522 308 942**

## **Contents**

**For the year ended 30 June 2019**

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# **Rockingham Kwinana Chamber of Commerce Inc.**

---

**ABN: 44 522 308 942**

## **Committee's report**

**For the year ended 30 June 2019**

Your committee members submit the financial report of Rockingham Kwinana Chamber of Commerce Inc. for the financial year ended 30 June 2019.

### **Committee members**

The names of the committee members throughout the year and at the date of this report are:

- Basil Paparone – President Elect 2017- (Term 2018-2022)
- Rob McGavin – Vice President Elect 2017 (Term 2016-2020)
- Brad Dean – Treasurer/Secretary Elect 2018 (Term 2016-2020)
- Jean Wootton – Committee (Term 2016-2020)
- Murray Martin – Committee (Term 2018-2022)
- Paul Flannery – Committee (Term 2016-2020)
- Caroline Hume – Committee (Term 2016-2020)
- Vicki Mountain – Committee (Term 2016-2020)
- Richard Groves – Committee (Term 2018-2022) – Filled Vacancy created by Amy James – resigned January
- Chris Oughton – Committee (Term 2018-2022) – Filled Vacancy created by Tim Couch – resigned April
- Dave Hilton – Committee (Term 2018-2022) – Filled Vacancy as per constitution
- Donna Bates – Committee (Term 2018-2022) – Filled Vacancy as per constitution

### **Significant changes**

No significant change in the nature of these activities occurred during the year.

### **Operating result**

The loss of the Association for the financial year after providing for income tax amounted to \$(9,179).

Signed in accordance with a resolution of the members of the committee:

Dated

# Rockingham Kwinana Chamber of Commerce Inc.

**ABN: 44 522 308 942**

## Income statement

For the year ended 30 June 2019

	2019 \$	2018 \$
<b>Sales</b>		
BA - Sponsorships	35,772.71	30,363.63
BA - Ticket Events	22,172.75	20,115.30
BA - Application Fees	227.24	772.65
B&S - Sponsorships	-	1,363.64
B&S - Management Fee	22,697.10	40,000.00
GD - Sponsorships	4,272.74	4,781.82
GD - Ticket Events	9,772.79	9,644.54
GD - Raffle Ticket Income	905.00	-
GD - Auction Proceeds	3,681.82	1,409.09
LTL - Sponsorships	-	24,636.36
LTL - Ticket Events	-	80,225.21
LTL - Raffle Ticket Income	-	7,836.36
LTL - Auction Proceeds	-	59,072.74
LTL - Grant Income	-	20,000.00
BP - Sponsorships	7,272.73	-
BP - Ticket Events	3,083.18	(3.69)
BP - Beverage Sales	7,553.13	-
YP - Grant Income	-	454.55
SBE - Event Management Fee	18,181.82	28,822.73
BAH - Other Income	166.64	-
IWD - Sponsorships	454.55	1,500.00
IWD - Ticket Events	7,575.67	-
BWE - Business Women - Ticketing	1,514.75	-
BWE - Business Women - Sponsorship	681.82	-
MN - Ticket Sales	-	1,048.06
CC - Breakfast Tickets	1,571.69	1,487.46
AB - Armistice Tickets	1.21	-
CCN - Sponsorship	2,863.64	-
CCN - Ticketing	6,972.24	-
WN - Ticket Events	2,538.23	-
	<b>159,933.45</b>	<b>333,530.45</b>
<b>Less: cost of sales</b>		
Purchases	83,124.65	225,365.26
<b>Gross profit from trading</b>	<b>76,808.80</b>	<b>108,165.19</b>
<b>Other income</b>		
Corporate Membership Fees	76,618.60	78,291.32
Gold Membership Fees	55,331.82	29,700.00
Home Based Business Membership Fees	4,200.00	4,600.00
Interest Earned	640.19	747.82
Partnership Membership Fees	12,827.27	23,536.36
Professional Fees	1,350.00	-

The accompanying notes form part of these financial statements.

# Rockingham Kwinana Chamber of Commerce Inc.

ABN: 44 522 308 942

## Income statement

For the year ended 30 June 2019

	2019 \$	2018 \$
Rent Received	6,600.00	7,542.85
RKCC Vehicle Sponsorship	5,545.45	-
Silver Membership Fees	14,290.91	16,500.00
Xmas Lunch Income	0.02	5,929.62
	<b>177,404.26</b>	<b>166,847.97</b>
	<b>254,213.06</b>	<b>275,013.16</b>

## Expenses

Advertising & Promotion	4,929.94	14,287.98
Auditors Remuneration	1,400.00	1,500.00
Bank Charges	217.00	610.29
BWE - Business Women - Catering	1,309.09	-
BWE - Business Women - Decorations	45.45	-
BWE - Business Women - Marketing	63.64	-
CCN - Entertainment	2,763.91	-
CCN - Hire Equipment	1,163.63	-
Cleaning	8.64	507.75
Community Container - Equipment	95.81	-
Community Container - Insurance	584.34	-
Community Container - Maint & Repair	50.00	-
Computer Expenses	2,592.69	1,128.43
Depreciation	2,645.00	7,154.13
Donations	1,995.45	1,410.00
Electricity	1,291.25	2,412.07
Freight & Cartage	-	250.00
Insurance	947.34	6,886.94
Interest Paid	334.15	-
Meeting Costs	2,250.02	2,910.40
Merchant Fees	801.54	1,776.80
Motor Vehicle Expenses	1,093.38	-
Office Expenses	1,254.71	1,077.95
Postage	741.44	1,368.51
Printing & Stationery	675.66	686.89
Professional Fees	3,300.00	-
Rates & Taxes	134.43	-
Rent	8,937.87	8,645.02
Repairs & Maintenance	-	65.15
Security Costs	-	82.95
Staff Amenities	1,230.22	603.02
Staff Training	257.00	364.83
Subscriptions	2,997.65	2,809.80
Sundry Expenses	1,401.11	-
Superannuation expense	17,529.13	16,533.14
Telephone & Internet	2,182.82	2,294.49

The accompanying notes form part of these financial statements.

# Rockingham Kwinana Chamber of Commerce Inc.

ABN: 44 522 308 942

## Income statement

For the year ended 30 June 2019

	2019 \$	2018 \$
Travelling Expenses	-	98.72
Uniforms	218.20	202.25
Wages & salaries	195,106.95	187,489.52
Website Maintenance	842.82	-
	<hr/> <b>263,392.28</b>	<hr/> <b>263,157.03</b>
<b>Net profit (loss)</b>	<b>(9,179.22)</b>	<b>11,856.13</b>
<b>Retained earnings at the beginning of the financial year</b>	<b>97,115.47</b>	<b>85,259.34</b>
<b>Retained earnings at the end of the financial year</b>	<b><u>87,936.25</u></b>	<b><u>97,115.47</u></b>

# Rockingham Kwinana Chamber of Commerce Inc.

ABN: 44 522 308 942

## Balance sheet

For the year ended 30 June 2019

	Note	2019 \$	2018 \$
<b>Current assets</b>			
Cash and cash equivalents	3	78,592.96	125,661.49
Trade and other receivables	4	57,510.00	36,265.00
<b>Total current assets</b>		<b>136,102.96</b>	<b>161,926.49</b>
<b>Non-current assets</b>			
Leasehold Improvements		8,091.00	8,091.00
Less: Accumulated Depreciation		(8,091.00)	(8,091.00)
Office Furniture & Equipment		12,674.67	10,679.22
Less: Accumulated Depreciation		(10,016.22)	(8,801.22)
Property, plant and equipment	5	20,091.30	-
<b>Total non-current assets</b>		<b>22,749.75</b>	<b>1,878.00</b>
<b>Total assets</b>		<b>158,852.71</b>	<b>163,804.49</b>
<b>Current liabilities</b>			
Trade and other payables	6	19,909.13	27,374.53
Borrowings	7	19,746.80	-
<b>Total current liabilities</b>		<b>39,655.93</b>	<b>27,374.53</b>
<b>Non-current liabilities</b>			
Trade and other payables	6	31,260.53	39,314.49
<b>Total non-current liabilities</b>		<b>31,260.53</b>	<b>39,314.49</b>
<b>Total liabilities</b>		<b>70,916.46</b>	<b>66,689.02</b>
<b>Net assets</b>		<b>87,936.25</b>	<b>97,115.47</b>
<b>Members' funds</b>			
Retained earnings		87,936.25	97,115.47
<b>Total members' funds</b>		<b>87,936.25</b>	<b>97,115.47</b>

# Rockingham Kwinana Chamber of Commerce Inc.

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**ABN: 44 522 308 942**

## Notes to the financial statements

For the year ended 30 June 2019

The financial statements cover Rockingham Kwinana Chamber of Commerce Inc. as an individual entity. Rockingham Kwinana Chamber of Commerce Inc. is a not-for-profit association incorporated in Western Australia under the Associations Incorporation Act 2015 ('the Act').

Comparatives are consistent with prior years, unless otherwise stated.

### **1 Basis of preparation**

In the opinion of the Committee of Management, the association is not a reporting entity since there are unlikely to exist users of the financial statements who are not able to command the preparation of reports tailored so as to satisfy specifically all of their information needs. These special purpose financial statements have been prepared to meet the reporting requirements of the Act.

The special purpose financial statements have been prepared in accordance with the significant accounting policies described below and do not comply with Australian accounting standards unless otherwise stated.

Significant accounting policies adopted in the preparation of these financial statements are presented below and are consistent with prior reporting periods unless otherwise stated.

The financial statements have been prepared on an accruals basis and are based on historical costs modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of this financial report.

### **2 Summary of significant accounting policies**

#### **Income tax**

The association is exempt from income tax under Division 50 of the *Income Tax Assessment Act 1997*.

#### **Revenue and other income**

Revenue is recognised when the amount of the revenue can be measured reliably, it is probable that economic benefits associated with the transaction will flow to the Association and specific criteria relating to the type of revenue as noted below, has been satisfied.

Revenue is measured at the fair value of the consideration received or receivable and is presented net of returns, discounts and rebates.

#### **Sale of goods**

Revenue is recognised on transfer of goods to the customer as this is deemed to be the point in time when risks and rewards are transferred and there is no longer any ownership or effective control over the goods.

# **Rockingham Kwinana Chamber of Commerce Inc.**

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**ABN: 44 522 308 942**

## **Notes to the financial statements**

**For the year ended 30 June 2019**

### **Goods and services tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST.

### **Cash and cash equivalents**

Cash and cash equivalents comprises cash on hand, demand deposits and short-term investments which are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value.

### **Property, plant and equipment**

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment.

Property, plant and equipment is depreciated on a straight-line basis over the asset's useful life to the Association, commencing when the asset is ready for use.

### **Impairment of non-financial assets**

At the end of each reporting period, the association determines whether there is an evidence of an impairment indicator for non-financial assets.

Where this indicator exists and regardless for goodwill, indefinite life intangible assets and intangible assets not yet available for use, the recoverable amount of the assets is estimated.

Where assets do not operate independently of other assets, the recoverable amount of the relevant cash-generating unit (CGU) is estimated.

The recoverable amount of an asset or CGU is the higher of the fair value less costs of disposal and the value in use. Value in use is the present value of the future cash flows expected to be derived from an asset or cash-generating unit.

Where the recoverable amount is less than the carrying amount, an impairment loss is recognised in profit or loss.

Reversal indicators are considered in subsequent periods for all assets which have suffered an impairment loss, except for goodwill.

# Rockingham Kwinana Chamber of Commerce Inc.

ABN: 44 522 308 942

## Notes to the financial statements

For the year ended 30 June 2019

	Note	2019 \$	2018 \$
<b>3 Cash and cash equivalents</b>			
BB A/C 125770412 - Trading		44,947.79	123,641.57
BB A/C 150162626 - Card		229.23	409.73
BB A/C 153275052 - RBA		32,036.17	0.48
BB A/C 153275003 - YP		192.40	479.89
Paypal Account		1,118.07	1,118.07
Petty Cash		69.30	11.75
		<b>78,592.96</b>	<b>125,661.49</b>
<b>4 Trade and other receivables</b>			
<b>Current</b>			
Accounts receivable		49,580.00	31,265.00
Rent Bond - City of Rockingham		5,000.00	5,000.00
Prepaid Expenses		2,930.00	-
		<b>57,510.00</b>	<b>36,265.00</b>
<b>5 Property, plant and equipment</b>			
<b>Motor vehicles</b>			
Motor Vehicles		21,521.30	-
Less: Accumulated Depreciation		(1,430.00)	-
		<b>20,091.30</b>	<b>-</b>
		<b>20,091.30</b>	<b>-</b>
<b>6 Trade and other payables</b>			
<b>Current</b>			
Accounts payable		3,751.80	8,798.15
GST collected		16,157.33	18,576.38
		<b>19,909.13</b>	<b>27,374.53</b>
<b>Non-current</b>			
Rent Bond - WFI Insurance		500.00	500.00
Superannuation Payable		418.33	2,097.05
PAYG Withholding Payable		2,176.00	2,675.00
GST Suspense Account		4,166.20	2,042.44
Income in Advance		24,000.00	32,000.00

# Rockingham Kwinana Chamber of Commerce Inc.

ABN: 44 522 308 942

## Notes to the financial statements

For the year ended 30 June 2019

Note	2019	2018
	\$	\$
	<u>31,260.53</u>	<u>39,314.49</u>

### 7 Borrowings

#### Current

Hire Purchase Liability	22,310.20	-
Less: Unexpired Hire Purchase Liability	(2,563.40)	-
	<u>19,746.80</u>	<u>-</u>

### 8 Retained earnings

Retained earnings at the beginning of the financial year	97,115.47	85,259.34
Net profit (loss)	(9,179.22)	11,856.13
	<u>87,936.25</u>	<u>97,115.47</u>

### 9 Events occurring after the reporting date

No matter or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the association, the results of those operations or the state of affairs of the association in future financial years.

### 10 Statutory information

The registered office and principal place of business of the association is:

Rockingham Kwinana Chamber of Commerce Inc.  
19 Kent Street  
Rockingham WA 6168

# **Rockingham Kwinana Chamber of Commerce Inc.**

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**ABN: 44 522 308 942**

## **Independent audit report to the members of association, Rockingham Kwinana Chamber of Commerce Inc.**

### **Report on the audit of the financial report**

#### **Opinion**

I have audited the accompanying financial report, being a special purpose financial report, of Rockingham Kwinana Chamber of Commerce Inc. (the association), which comprises the balance sheet as at 30 June 2019, the income statement, and notes to the financial statements, including a summary of significant accounting policies and the statement by members of the committee.

In my opinion, the accompanying financial report of the association for the year ended 30 June 2019 is prepared, in all material respects, in accordance with the Associations Incorporation Act 2015 Western Australia

#### **Basis of opinion**

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial report section of my report. I am independent of the association in accordance with the auditor independence requirements of the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the code.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

#### **Emphasis of matter - basis of accounting**

I draw attention to note 1 of the financial report, which describes the basis of accounting. The financial report is prepared to assist the association in complying with its obligations under the Associations Incorporation Act 2015 Western Australia As a result, the financial report may not be suitable for another purpose. My report is intended solely for the association and should not be distributed to or used by parties other than the association. My opinion is not modified in respect of this matter.

#### **Responsibility of management and those charged with governance**

Those charged with governance are responsible for overseeing the association's financial reporting process.

Management is responsible for the preparation and fair presentation of the financial report in accordance with the Associations Incorporation Act 2015 Western Australia and for such internal control as management determines is necessary to enable the preparation of the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management is responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the association or to cease operations, or has no realistic alternative but to do so.

# Rockingham Kwinana Chamber of Commerce Inc.

ABN: 44 522 308 942

## Independent audit report to the members of association, Rockingham Kwinana Chamber of Commerce Inc.

### Auditor's responsibilities for the audit of the financial report

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

Signed



Steve Williams FIPA. Director

SPW Business Pty Ltd  
PO Box 2143  
Rockingham DC WA 6967

Dated this 8th day of October 2019

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To Members of Rockingham Kwinana Chamber of Commerce Incorporated.

I declare that, to the best of my knowledge and belief, in relation to the audit of Rockingham Kwinana Chamber of Commerce Incorporated for the year ended 30 June 2019 there have been;

- a) No contraventions of the auditor independence requirements of the Corporations Act 2001 in relation to the audit; and
- b) No contraventions of any applicable code of professional conduct in relation to the audit.

Signed



Steve Williams FIPA. Director

SPW Business Pty Ltd  
PO Box 2143  
Rockingham DC WA 6967

Dated this 8th day of October 2019

# **Rockingham Kwinana Chamber of Commerce Inc.**

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**ABN: 44 522 308 942**

## **Certificate by members of committee**

Annual statements give true and fair view of the financial position of incorporated association.

We, being the members of the Committee of the Rockingham Kwinana Chamber of Commerce Inc., certify that -

The statements attached to this certificate give a true and fair view of the financial performance and position of Rockingham Kwinana Chamber of Commerce Inc. during and at the end of the financial year of the association ending on 30 June 2019.

Dated



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## RKCC CHARTER

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The **Rockingham Kwinana Chamber of Commerce (RKCC)** is the peak industry body representing the interests of the business community in the South-West Metropolitan corridor.

We adopt a significant role in the economic development of the Rockingham, Kwinana and surrounding regions, using extensive local knowledge, resources and networking capabilities.

The **Chamber** has a strong lobbying voice within Local, State and Federal governments advocating the benefits of utilising member expertise, capabilities and resources to positively contribute to regional growth, development and employment.

Membership is open to every business operating within the region and beyond, from the sole operator home only business, to large multi-national companies. RKCC is an exceptional partner to regional Small Medium Enterprises (SME's).

**Chamber** members share a passion for business, are driven by success and the sustainable development of our region as a centre for business excellence.



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## RKCC VISION & MISSION STATEMENT

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### OUR VISION

"To be the **Voice of Business**"

### OUR MISSION STATEMENT

"To represent, serve, and connect present and future members to build and sustain a thriving business community."

### OUR VALUES

We value the **entrepreneurial spirit**. We deliver programs, services and products of the highest quality that support the needs of businesses at every stage of development.

We value a **level playing field**, where everyone has an opportunity to succeed. We work to create a business climate that attracts new investment and enhances growth and expansion opportunities of existing companies.

We value **integrity**. We adhere to the highest of ethical standards.

We value **community**. We connect businesses to each other, to prospective customers, to essential resources and other community groups. We facilitate connections that lead to long-term business relationships built on trust.

We value **lifelong learning**. We help prepare people of all ages to fill job openings by advocating for education that is linked to job skills.

We value both **innovation and tradition**. As a proactive and forward-thinking organisation, we create meaningful programs that add value to meet the needs of an ever-changing world. We embrace the possibilities of the future while preserving our community's rich history.

We value **sustainability**. We provide resources to help our community become more eco-friendly.

We value **diversity**. We respect the variety of people, businesses and ideas in our community and consider this diversity to be an advantage.