

AGENDA
ANNUAL GENERAL MEETING



**MEETING TO BE HELD IN PORT JACKSON ROOM, SYDNEY WATER
LEVEL 2, OLD BUILDING, CNR PITT & BATHURST STS, SYDNEY
ON THURSDAY, 8 NOVEMBER 2007 AT 9:30 AM TO 10:00 AM**

1. Welcome and Apologies

Welcome to: Interested participants from member councils:

Proxies received from:

Proxies: Remind the meeting that only GMs present or representatives with proxies can vote if voting is necessary.

Quorum required: Seven

Apologies received from:

Executive Committee:

Member Council GMs:

Member Council Water Managers:

RESOLUTION THAT THE MEETING HAS BEEN DULY CONVENED IN ACCORDANCE WITH THE REQUIREMENTS OF THE ASSOCIATIONS INCORPORATION ACT, 1984

2. Minutes of previous meeting

RESOLUTION THAT THE MINUTES OF THE PREVIOUS MEETING BE ACCEPTED

3. Chair's report (see also 06/07 Annual Review to be tabled in Item 6)

06/07 was notable for the continuation of the drought and the reform of some state depts, ie DWE and DECC.

In 06/07 we provided our 25th guideline or manual to our 95 member councils.

Liaison with the following state depts and associations remained a major focus:

- **Liaison** with DEUS/DWE – bimonthly meetings
- **Liaison** with state energy authorities – Safety Expo at Dubbo
- **Liaison** with IPWEA: Conference May 07 – Excellence Awards to Port Macquarie-Hastings Council and Parkes Shire Council
- **Liaison** with LGSA:
 - Joint Water Loss Management Program – in 06/07 2 staff engaged, 11 councils signed up and detection equipment purchased
 - Broken Hill Conference August/September 06 and Water Managers' Forum
- **Liaison** with AWA: Conference Attendance Award – Jon Francis of Orange City Council
- **Liaison** with WIOA: new relationship
- **Liaison** with WSAA
- **Liaison** with QLD Water Directorate
- **Executive Committee changes:**
 - resignation of John Gould and Carl Peterson
 - new members Tony Holmes and Eric Poga
 - Wayne Franklin not re-elected
 - returned member Jim Fear

RESOLUTION THAT THE CHAIR'S REPORT BE ACCEPTED

4. Executive Officer's Report (see also 06/07 Annual Review)

Membership: in 06/07 membership remained unchanged at 95/104 (91%).

Publications: in 06/07 three projects were undertaken and one was completed and distributed to member councils. Funding assistance was given to two WIOA publications.

- Water Loss Mgt Program Awareness & Education Guidelines **(August 06)**
- WIOA Practical Guide to the Operation & Optimisation of Media Filters
- WIOA Practical Guide to the Operation & Optimisation of Distribution Systems

- O&M Manual for WTPs (incomplete)
- Part 2 s64 Determination of ETs Guidelines (incomplete)

Joint Projects: In 06/07 two joint projects were undertaken

- Joint NSW & QLD Water Directorate O&M Manual for Water Treatment Plants (incomplete). This is the second joint program with QLD Water Directorate.
- Joint LGSA/Water Directorate 4 year Water Loss Management Program (incomplete).

Memberships:

- WSAA– associate member: CK, DB & GM, attended AGM & members Meeting – Canberra **November 06.**
- WaterAid Australia – gratis corporate member:

RESOLUTION THAT THE EXECUTIVE OFFICER'S REPORT BE ACCEPTED

5. Financial Statement 06/07 Summary (see Attachment to Item 5 and Table 3 of 05/06 Annual Review)

Income: Increased from approx \$385,000 in 05/06 to approx \$420,000 in 06/07.

Expenditure: Increased from approx \$372,000 in 05/06 to approx \$397,000 in 06/07.

Yearly Surplus: Increased from approx \$13,000 in 05/06 to approx \$23,000 in 06/07.

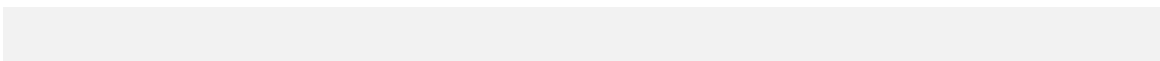
Accumulated Funds: Increased from approx \$63,000 in 05/06 to approx \$86,000 in 06/07.

RESOLUTION THAT THE FINANCIAL STATEMENT BE ACCEPTED

6. Tabling of Annual Review 05/06

RESOLUTION THAT THE ANNUAL REVIEW BE ACCEPTED

7. General Business



ATTACHMENT TO ITEM 5

BALANCE SHEET TO 30/6/07

	AUDITED JUN 07	AUDITED JUN 06
Current Assets		
Cash at Bank	88,436	935
Term deposit	61,023	106,008
Other debtors and prepayments	0	700
Debtors	300	420
Total Current Assets	149,759	108,063
Current Liabilities		
Trade Creditors	20,700	14,469
Provision for Annual leave	17,228	9,414
Provision for Long Serv Leave	26,906	20,392
Provision for Super	0	3,364
GST Payable	-6,292	-5,613
PAYG PAYABLE	5,117	3,137
Total Current Liabilities	63,659	45,163
Net Assets	86,100	62,900
FIXED ASSETS		
COMPUTERS	3,229	3,229
ACCUM DEPRECIATION	-3,229	-3,028
	0	201
TOTAL ASSETS	86,100	63,101
Accumulated Funds		
Retained Earnings	63,101	49,604
Surplus YTD	22,999	13,497
	86,100	63,101

Note:

- The accumulated funds have increased from approx \$63,000 to \$86,000 in 06/07
- The accumulated funds are approximately 20% of the income of \$420,000 which is slightly above the range of 10-15% as resolved in 2004.

STATEMENT OF INCOME & EXPENDITURE TO 30/6/07 – PRIMARY COST CODES

Income	Audited YTD JUN 07	Budget 06/07
Membership fees	352,083	345,000
Sales – Manuals	19,317	15,000
Copyright Lic. @ 50% now + 50% next year	0	20,000
Co-fund NSW projects by QLD WD	0	20,000
Other Income	48,199	10,000
Total Income	419,599	410,000
Expenditure		
0001 Salaries	176,126	160,000
0002 Secretariat Fee	62,329	47,000
0003 Miscellaneous Office Mgt Expenses	21,056	14,500
0004 Printing & Stationery	4,422	7,000
0005 Advertising/Publicity	9,901	9,000
0006 Website/Computer	1,554	3,000
0007 Minor Equipment	0	0
0008 Donations/Sponsorships	3,561	11,000
0009 Executive Committee Meetings	4,743	4,000
0011 Industry Membership Fees	8,303	8,000
0012 Subscriptions to Industry Publications	6,837	2,000
0013 Staff Training	383	2,000
0014 Projects- Contractor/Consultant Fees	70,748	120,000
0015 Projects – Publication Costs	5,941	8,000
0016 Conferences	9,557	7,000
0017 Various Meetings	2,940	1,500
0043 Depreciation	201	1,000
0044 Co-fund other organisation's projects	8,000	0
Total Expenditure	396,601	405,000
Surplus	22,999	5,000

Note:

- Income was approximately \$10,000 over budget
- Expenditure was approximately \$8,000 under budget
- Expenditure was 95% of income

STATEMENT OF INCOME & EXPENDITURE TO 30/6/07 – SECONDARY COST CODES

Account	Description	Audited YTD JUN 07
Income		
0051-5101	MEMBERSHIP FEES	352,083
0052-5200	MANUAL SALES	20,817
0054-5401	INTEREST RECEIVED	8,201
0054-5402	OTHER INCOME	4,355
0054-5403	COPYRIGHT LICENCE SALES	5,000
0054-5404	CO-FUNDING BY QLD WD	0
0054-5405 to 5410	INCOME ON INVESTMENT	5513
0055-5501	REIMBURSEMENT WLMP IPC	5250
0055-5502	REIMBURSEMENT ILI SOFTWARE COSTS	18380
	Total Income	419,599
Expenditure		
Salaries		
0001-1001	EXECUTIVE SALARIES	75,889
0001-1003	OTHER STAFF SALARY	31,325
0001-1007	EXEC OFFICER PAYG	32,675
0001-1009	OTHER STAFF PAYG	8,556
0001-1004	EXEC OFFICER SUPER	9,771
0001-1010	ANNUAL LEAVE	7,815
0001-1011	LONG SERVICE LEAVE	6,514
0001-1006	OTHER STAFF SUPER	3,582
Secretariat Fee		
0002-2001	MANAGEMENT FEE IPWEA	62,329
Fees & Charges		
0003-3001	LEGAL FEES	0
0003-3002	AUDIT FEES	5,050
0003-3003	INSURANCE	10,822
0003-3004	BANK FEES & CHARGES	942
0003-3005	OTHER EXPENSES	111
0003-3006	POSTAGE	4,131
0003-3007	INVESTMENT FEES AND CHARGES	0
Printing & Stationary		
0004-4001	LETTERHEAD	446
0004-4002	ENVELOPES	1,900
0004-4003	NEWSLETTER	1,647
0004-4004	BUSINESS CARDS	345

0004-4005	PRINTING OTHER	84
Advertising/Publicity		
0005-5001	BROCHURE	685
0005-5002	ANNUAL REVIEW	4,503
0005-5003	OTHER	2,704
0005-5004	ADVERT MAIL OUTS	2,009
Computer Expenses		
0006-6002	MAINTENANCE COSTS	900
0006-6006	WEBSITE ISP	654
Sponsorships		
0008-8001	IPWEA AWARD	0
0008-8003	SPONSORSHIP OF CONFERENCE AWARD	3,561
Executive Committee Meetings		
0009-9001	VENUE HIRE	2,815
0009-9002	CATERING & EQUIPMENT	906
0009-9003	TRAVEL COSTS	33
0009-9005	MEALS	614
0009-9006	EXTERNAL SUBCOMMITTEES	113
0009-9007	SUBCOMMITTEE CHAIRS TELECONFERENCES	263
Membership Fees		
0011-1101	WSAA FEES	8,240
0011-1102	OTHER FEES	63
Subscriptions		
0012-1205	PUBLICATIONS OTHER	6,837
Staff Training		
0013-1303	OTHER STAFF	383
Projects Contractors/Consultants		
0014-1426	DROUGHT MANAGEMENT GUIDELINES	149
0014-1427	O&M MANUAL FOR WTPs	25,927
0014-1456	WATER LOSS MGT PROG - GUIDELINE	473
0014-1457	WATER LOSS MGT PROG – GOVERNANCE COMMITTEE	26
0014-1458	WATER LOSS MGT PROG – IPC EXPENSES	1,894
0014-1459	WATER LOSS MGT PROG – IPC SALARY	10,540
0014-1461	WATER LOSS MGT GUIDELINES WORKSHOP	1,165
0014-1464	UPGRADE B-GA MANAGEMENT PROTOCOLS	17,630
0014-1465	s64 PART 2	11,782
0014-1466	Prize for Safety Competition	1,163
Projects Publications		
0015-1504	O&M MANUAL FOR SUBMERSIBLE SPSs	146
0015-1509	O&M MANUAL FOR CHLORINATION INSTALLATIONS	113
0015-1510	O&M MANUAL FOR SEWER RETICULATION	155
0015-1511	O&M MANUAL FOR WATER RETICULATION	415
0015-1512	O&M MANUAL FOR WET & DRY WELL SPSs	32

0015-1513	O&M MANUAL FOR WPSs	507
0015-1514	O&M MANUAL FOR WATER SUPPLY RESERVOIRS	68
0015-1517	REUSE OF SLUDGE & BACKWATER FROM WTPs	18
0015-1522	s64 IMPLEMENTATION ISSUES	26
0015-1523	METER READING TECHNOLOGY	77
0015-1525	CUTTING, HANDLING & DISPOSAL OF AC PIPES	70
0015-1541	STP BUFFER ZONES GUIDELINES	10
0015-1556	WLMP GUIDELINES	2,480
0015-1563	DRAFT 04 ADWGs	722
0015-1566	E-safe 2007 Water Safety Brochure	1,103
Conferences		
0016-1601	CONFERENCE FEES	8,818
0016-1602	TRAVEL COSTS	33
0016-1603	ACCOMMODATION	657
0016-1605	OTHER COSTS	49
Various Meetings		
0017-1702	TRAVEL COSTS	2,089
0017-1703	ACCOMMODATION COSTS	521
0017-1704	MEAL COSTS	330
Depreciation		
0043-4301	DEPRECIATION	201
Co-funding		
0044-4402	CO-FUNDING WITH OTHER ASSOCIATIONS	8,000
Total expenses		396,601
Net YTD Surplus – JUN 2007		22,999