



ANNUAL GENERAL MEETING 12 NOVEMBER 2009

9.30 am LGSA Boardroom
Level 8, 28 Margaret Street, Sydney NSW 2000

Item 1

Welcome

Attendee:

David Byrne
Simon Thorn
Stewart McLeod
Greg Searle
David Tull
Kent Boyd
Jeff Sharp
Jason Ip
Wayne Franklin
Carmel Krogh
Brian Carter
Doug Hill
John Maxwell
Mike Rayner
Eric Poga
Wayne Beatty
Bede Spannagle
James Ryan
Sascha Moege
Robert Bell
Gary Mitchell
Eloise Stanley

Proxy received from GM of:

Cooma-Monaro Shire Council
Coffs Harbour City Council
Warren Shire Council
Eurobodalla Shire Council and Bega Valley Shire Council
Griffith City Council
Parkes Shire Council
Port Macquarie-Hastings Council
Riverina Water Council and Goldenfields Water County Council
Rous Water
Shoalhaven City Council
Singleton Council
Tamworth Regional Council
Tumut Shire Council
Tweed Shire Council
Wellington Shire Council
No proxy received
No proxy received
N/A
N/A
Visitor
N/A
N/A

- o Stewart McLeod welcomed everyone to the seventh Annual General Meeting of the Water Directorate.

*Resolution: Quorum achieved with fifteen attendees eligible to vote.
Kent Boyd moved that the meeting was in accordance with the Associations Incorporation Act 1984. Seconded by Simon Thorn.*

Apologies:

Col Maciver	Armidale Dumaresq
Gerald Pieper	GM, Riverina Water
Gary Arthur	GM, Cootamundra Shire Council
Ashley Wielinga	GM, Warren Shire Council
Paul Wearne	GM, Goldenfields Water County Council
Phil Marshall	GM, Narrabri Shire Council
Paul Anderson	GM, Eurobodalla Shire Council
David Aber	GM, Moree Plains Shire Council

Resolution: Simon Thorn moved that the apologies be accepted. Seconded by Greg Searle.

Item 2: Minutes of the Previous Meeting

- Minutes of the previous AGM were attached for information.

Resolution: The minutes of the previous meeting were accepted by Doug Hill. Seconded by John Maxwell.

Item 3: Chair's Report

Stewart McLeod's report discussed the following:

- The progress and expected outcome of the Local Government Inquiry. A final report is expected to be released prior to the end of the year.
- Liaison with DWE/NOW: Liaison Committee meetings
- Liaison with NSW Health and DAA: the implementation of the Aboriginal Communities Water & Sewerage Program Steering Committee.
- Liaison with IPWEA: Excellence Awards in May 09 at the NSW Division conference and ongoing secretariat functions.
- Liaison with AWA: Conference Attendance Award which was presented to Sione Holoafolau, Manager Water & Waste from Upper Hunter Shire Council in February 09 and attended Ozwater in March 09
- Liaison with WIOA: Operator of the Year Award presented at the Tamworth WIOA conference in March/April 09 to Ross Waugh from Coffs Harbour City Council
- Liaison with WSAA: attended AGM and members' meeting in November 08
- Liaison with LGSA: joint management of the WLMP and its extension for a twelve month period to the end of June 2011.
- Executive Committee changes:
 - Peter Clifton resigned from Riverina Water and the committee in December 08 after serving for 4 years and 7 months.
 - Tony Holmes handed over to Carmel Krogh in December 08 after serving on the committee for 1 year and 10 months
 - Jim Fear left the committee in December 08 after a term of 2 years and a previous separate term of 2 years
 - Greg Searle joined the committee in February 09
 - Jason Ip joined the committee in February 09
 - Bede Spannagle joined the committee in February 09
 - Wayne Franklin rejoined the committee in February 09 after an absence of 2 years following a previous term of 2 years
 - James Ryan joined in May 09 as the appointed LGSA rep-resentative replacing Robert Bell after 4 years.
- Thanked the subcommittee chairs, Greg Searle, Carmel Krogh and Wayne Franklin for their efforts to progress high priority actions in 2009.
- Thanked James Ryan and Sascha Moege from the LGSA for their support and advocacy of the Water Directorate.
- Thanked the staff members, Gary Mitchell and Eloise Stanley, for their continuing excellent support of the Directorate's activities.

Resolution: Stewart McLeod moved that the Chair's Report be accepted. Seconded by Brian Carter.

Item 4: Executive Officer's Report

Gary Mitchell's report noted the following:

- Two member councils were lost in 2008/09: Dungog and Coolamon. Cobar returned as a member after an absence of one year. This is a total of 95 out of 103 councils.
- 4 projects were undertaken: Business Continuity Management Guidelines; Odour Management Guidelines; Section 64 ET Addendum; and Revised Backflow and Cross Connection Prevention Guidelines (not completed in 08/09).
- The joint WLMP continued to be a major focus with significant outcomes now being achieved and over 66 councils participating (double the original estimate).
- Assisted savewater! Alliance with judging the 09 awards for the second year.
- Continued our associate membership of WaterAid and we sought to promote their various activities throughout the year.
- December 08 marked our 10th anniversary and the election of the sixth Executive Committee. It was noted that the current committee includes 7 original members of whom 6 have served continuously for 10 years and 11 months.

- The following committee members were presented with a small medallion as a token of appreciation for their ongoing commitment to the Water Directorate: Kent Boyd, David Byrne, Doug Hill, Stewart McLeod, Mike Rayner and Simon Thorn.

Resolution: Kent Boyd moved that the Executive Officer's Report be accepted. Seconded by David Byrne.

Item 5: Financial Report

- Gary Mitchell tabled the financial report and advised that the auditors were satisfied with the accounts and that they had been signed and completed.
- Points of interest included:
 - Expenditure was essentially 100% of income
 - Expenditure was approx \$57,000 less than 07/08 ie 12.3% lower
 - Expenditure was \$21,500 lower than budget to ensure the accumulated funds didn't reduce further
 - Expenditure on projects was \$16,000 lower than budget at \$84,000 to ensure a minimal surplus and prevent further reduction of the accumulated funds
 - Expenditure was minimised by not attending the AWA conference in particular and general under-expenditure on conferences and meetings by \$4,500, by not starting additional projects to those listed above and under-expenditure on budget for consultants by \$16,000 and by printing 2 publications in-house and by deferring a \$2,000 subscription fee to the 09/10 financial year
 - Secretariat fee is 17% of total income
 - James Ryan enquired whether the accumulated long service entitlements for the Executive Officer could be covered from the current assets.
 - Subsequent to the meeting the IPWEA Finance Manager confirmed that as at 30 June 09, assets were \$126,000, liabilities were \$81,000 including \$69,000K for leave entitlements.
 - It is also confirmed that net assets were \$46,000 remaining after all liabilities including \$69,000 in leave had been accounted for.

*Resolution: Kent Boyd moved that the Financial Report be accepted. Seconded by Bede Spannagle
Auditors report to be put on the website with the minutes of AGM by the end of November.*

Item 6: Appointment of Auditors 2009/10 to Review 2008/09

- Gary Mitchell advised that in 2005 it was resolved to seek quotes from auditing firms and appoint the chosen firm for a three year period. The original three year appointment period has now expired.
- LWK Chartered Accountants have undertaken the audit for the past four years. We have been satisfied with their services in this period. Approximate figure is \$5,000 for the audit each year.
- General agreement that it is good practice to be audited on an annual basis as our main source of income is from local government authorities.
- Gary Mitchell advised that the IPWEA Finance Manager is able to organise for three quotes for a three year period again.

Resolution: Carmel Krogh moved that three quotes should be sought from auditing firms and that Stewart McLeod and Gary Mitchell be delegated to choose the best quote. Seconded by James Ryan.

Item 7: Annual Review 2008/09

Stewart McLeod commented on the professional design of the Annual Review and the high quality content of our ninth annual review.

Resolution: Stewart McLeod moved that the Annual Review report be accepted. Seconded by Simon Thorn.

Item 8: General Business
No general business raised for discussion.

Resolution: Noted.

Meeting closed 10.25am.