

ANNUAL GENERAL MEETING 13 NOVEMBER 2014

9.30 am Ashurst Offices Level 36, 225 George Street, Sydney NSW 2000

| Item 1 | Welcome | | |
|--------|----------------|----------------------------|---|
| | Attendees | Organisation | Proxy received from GM of: |
| | Russell Deans | Bathurst City Council | Bathurst City Council |
| | Neil Sutton | Coffs Harbour City Council | (Visitor) |
| | Greg Powter | Coffs Harbour City Council | (Visitor) |
| | Stewart McLeod | Dubbo City Council | Dubbo City Council and Warren Shire Council |
| | Brett Corven | Eurobodalla Shire Council | N/A |
| | Graham Gordon | Griffith City Council | Griffith City Council |
| | David Webb | Lockhart Shire Council | Lockhart Shire Council |
| | Brendan Guiney | MidCoast Water | MidCoast Water |
| | Kerrie Murphy | Narromine Shire Council | Narromine Shire Council |
| | Wayne Beatty | Orange City Council | N/A |
| | Jeff Sharp | Port Macquarie-Hastings | Port Macquarie Hastings |
| | | Council | Council |
| | Jason Ip | Riverina Water | Riverina Water |
| | Wayne Franklin | Rous Water | Rous Water |
| | Doug Hill | Tamworth Regional Council | Tamworth Regional Council |
| | David Oxenham | Tweed Shire Council | Tweed Shire Council |
| | Heinz Kausche | Wagga Wagga City Council | Wagga Wagga City Council and |
| | | | Cootamundra Shire Council |
| | Greg McDonald | Wyong Shire Council | Wyong Shire Council |
| | Gary Mitchell | Water Directorate | N/A |
| | Eloise Stanley | Water Directorate | N/A |

o Jeff Sharp welcomed everyone, particularly our visitors, to the twelfth Annual General Meeting of the Water Directorate.

Resolution: Quorum achieved with 17 attendees receiving 15 proxies to vote.

Jeff Sharp moved that the meeting was in accordance with the Associations Incorporation Act, 2009 & the Associations Incorporation Regulation, 2010. Seconded by David Webb.

Apologies:

| David Steller | Armidale Dumaresq Council | N/A |
|----------------------|----------------------------|-----|
| David Sherley GM | Bathurst Regional Council | N/A |
| Jim Collins | Bega Valley Shire Council | N/A |
| Ken Trethewey | Cootamundra Shire Council | N/A |
| Tony Holmes | Shoalhaven City Council | N/A |
| Alan Fletcher | Upper Hunter Shire council | N/A |
| Ashley Wielinga GM | Warren Shire Water | N/A |
| Michael Whittaker GM | Wyong Shire Council | N/A |
| | | |

Resolution: Jeff Sharp moved that the apologies be accepted. Seconded by Russell Deans.

Item 2: **Minutes of the Previous Meeting**

- o Minutes of the previous AGM were reviewed.
- o There were no corrections or comments received.

Resolution: The minutes of the 2013 meeting were accepted by Stewart McLeod. Seconded by Brendan Guiney.

Item 3: Chair's Report

- Jeff Sharp's report discussed the following:
 - First I want to acknowledge the outstanding contribution of Stewart McLeod as the
 previous Chair of the Water Directorate for almost 8 years. In particular, Stewart's strong
 leadership skills have provided us with a steady base to address ongoing challenges in
 local government water reform. On behalf of the Executive Committee and all Water
 Directorate members we thank Stewart for his loyalty and commitment over this time.
 - During 2013/14 there were another five submissions to State Government reviews which
 require a lot of resources and input from members. All the Executive Committee members
 who contributed to these submissions are thanked for their input.
 - Liaison with the State Government Departments and associations remained a major focus. In particular, greater liaison with LGNSW will be essential over the next 12 months as we work together to address the 'Fit for the Future' reform agenda.
 - The past twelve months marks 15 years of the Water Directorate. The number of publications that have been prepared and distributed over this period remains very impressive and something which we should be proud.
 - During the year several Executive Committee members resigned and/or retired including: David Byrne who retired after 15 years; David Tull who retired after 9½ years, Eric Poga who retired after 7 years, and Greg Finlayson who resigned after 2½ years. We thank all these committee members for their time and contributions.
 - During the past year new committee members included David Oxenham, Jim Collins and Kerrie Murphy. Jason Ip also rejoined after previously serving for 5 years. We are looking to these new members to set a clear direction through the forthcoming changes to local government.
 - Would like to thank the staff members, Gary Mitchell, Eloise Stanley and David Zhao for their continuing excellent support of the Water Directorate's activities.

Resolution: David Webb moved that the Chair's Report be accepted. Seconded by Russell Deans.

Item 4: Executive Officer's Report

- Gary Mitchell's report noted the following:
 - In 2013/14 membership remained at 97/102 or 95% for a third year. We are pleased that Lockhart Shire Council joined as a new member but note that Goldenfields Water County Council did not renew membership after being a member for 14 years.
 - During the year three Water Directorate projects were undertaken and three were completed and distributed to member councils. These included:
 - Revised *Backflow Prevention and Cross Connection Control Guidelines* (completed in 12/13 but held over till 13/14 and released July 13/14)
 - Guidelines for the Review of Environmental Factors in January '14
 - Revised Blue Green Algae Management Protocols in April '14
 - Revised Cutting, Handling and Disposal of Asbestos Cement Pipe Guidelines (completed in 13/14 but held over till 14/15 and released July '14)
 - Only one joint project was undertaken in 2013/14 with the Roads and Transport
 Directorate. This addendum to the Easement Guidelines will be completed and distributed
 in 2014/15.
 - It should be noted that at the end of 2013/14 the committee included 2 original committee members, Doug Hill and Stewart McLeod, have now served continuously for almost 16 years since attending their first committee meeting in December '98.
 - A special thanks to the above mentioned committee members. During 2013/14 Stewart McLeod stepped down from the position of Chair after almost 8 years and congratulations to Stewart for his efforts and enthusiasm.
 - Unfortunately, the second LGNSW representative appointed during 2013/14, Cr Emanuel Tsardoulias, passed away. Our condolences were sent to his colleagues and family in a letter to LGNSW. This position has yet to be replaced by LGNSW. The LGNSW policy officer is also currently on leave and will return in January 2015.

Resolution: Kerrie Murphy moved that the Executive Officer's Report be accepted. Seconded by David Webb.

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.
- o Points of interest included:
 - Whilst both income decreased and expenditure increased the overall surplus continued to increase by \$79,591 in 2014/14.
 - This meant that the accumulated funds for 2013/14 rose to \$449,100.
 - Accumulated funds are now 87% of the 2013/14 income and approx 6 times the minimum 10-15% range of income as resolved in 2004.
 - After 15½ years of operation, the accumulated funds increased from approximately 7% to 7.5% of the estimated total income since commencement. This figure is based on an estimated total income of \$6M over 15½ years.
 - Jeff Sharp suggested that a discussion regarding whether a CPI increase on membership fees is warranted. It was proposed that membership fees 2015/16 are frozen in an attempt to reduce the size of the increase in surplus fees and bring the accumulated funds back into a more balanced position.

Resolution: Jeff Sharp moved that a vote is held that membership fees in 2015/16 remain the same as 2014/15. Vote carried unanimously.

Kerrie Murphy moved that the Financial Report be accepted. Seconded by David Webb. Eloise Stanley to upload a copy of the audited financial report on the website with the minutes of AGM by the end of November.

Item 6: Appointment of Auditors 2012/13 to 2014/15

- Gary Mitchell advised that the current auditors, LWK Charted Accountants, have provided a good service for the past three years.
- o In 2015/16 an auditor will need to be appointed for an additional three year period.

Resolution: Auditors are appointed for an additional three year period 2015/16 to 2017/18.

Item 7: Annual Review 2013/14

- Gary Mitchell advised that additional copies of the Annual Review 13/14 were available for attendees to collect from the front desk.
- o General agreement that the Annual Review was stylish and professional.

Resolution: Jeff Sharp moved that the Annual Review be accepted. Seconded by Wayne Franklin.

Item 8: General Business

- Jeff Sharp asked attendees if they would indicate whether they intend to nominate for the upcoming Executive Committee in 2015-16.
- o Doug Hill indicated that he did not intend to nominate.
- Eloise Stanley advised that David Steller had previously indicated he would not stand.
- o Heinz Kausche and David Webb both were undecided.

Resolution: Jeffery Sharp moved that we thank and acknowledge Doug Hill for his outstanding contribution to the Executive Committee for 16 years. Seconded by Russell Deans.

Gary Mitchell to write a letter to his council thanking them for supporting Water Directorate activities over this period.

Meeting closed 9.55am.