



# WATER DIRECTORATE

## ANNUAL GENERAL MEETING 8 NOVEMBER 2012

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

**Item 1**

**Welcome**

**Attendees**

Russell Deans  
Samantha McGufficke  
Simon Thorn  
David Byrne

Stewart McLeod

Angus McLean  
David Tull  
Brendan Guiney  
Wayne Beatty  
Chris Devitt  
Jeff Sharp

Greg Finlayson  
Wayne Franklin  
Carmel Krogh  
Doug Hill  
Heinz Kausche  
Eric Poga  
Greg McDonald  
Sascha Moege  
Gary Mitchell  
Eloise Stanley

**Organisation**

Bathurst City Council  
Cabonne Shire Council  
Coffs Harbour City Council  
Cooma-Monaro Shire  
Council

Dubbo City Council

Eurobodalla Shire Council  
Griffith City Council  
MidCoast Water  
Orange City Council  
Orange City Council  
Port Macquarie-Hastings  
Council

Riverina Water  
Rous Water  
Shoalhaven Water  
Tamworth Regional Council  
Wagga Wagga City Council  
Wellington Shire Council  
Wyong Shire Council  
LGSA  
Water Directorate  
Water Directorate

**Proxy received from GM of:**

Bathurst City Council  
Cabonne Shire Council (visitor)  
Coffs Harbour City Council  
Cooma-Monaro Shire Council

Dubbo City Council and Warren  
Shire Council

Eurobodalla Shire Council  
Griffith City Council  
MidCoast Water (visitor)  
Orange City Council

N/A  
Port Macquarie-Hastings  
Council

Riverina Water  
Rous Water

Shoalhaven Water  
Tamworth Regional Council  
Wagga Wagga City Council  
Wellington Shire  
Wyong Shire Council

N/A  
N/A  
N/A

- o Stewart McLeod welcomed everyone, particularly our visitors, to the tenth Annual General Meeting of the Water Directorate.

*Resolution: Quorum achieved with 17 attendees receiving 18 proxies to vote.*

*Stewart McLeod moved that the meeting was in accordance with the Associations Incorporation Act, 2009 & the Associations Incorporation Regulation, 2010. Seconded by David Byrne.*

**Apologies:**

David Stellar	Armidale Dumaresq Council	N/A
Anthony Burnham	Tweed Shire Council	N/A
Wayne Broad	Bland Shire Council	N/A
Kevin Smith	Lachlan Shire Council	N/A
Don Cottee GM	Bombala Shire Council	N/A
Ken Trethewey GM	Wagga Wagga City Council	N/A
Andrew Grant GM	Goldenfields Water	N/A
Graeme Haley GM	Riverina Water	N/A
Steve McGrath GM	Coffs Harbour City Council	N/A
Ashley Wielinga GM	Warren Shire Council	N/A
Shane Burns GM	Armidale Dumaresq Council	N/A
Michael Tolhurst GM	Wellington Shire Council	N/A

*Resolution: Stewart McLeod moved that the apologies be accepted. Seconded by David Byrne.*

**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 previous meeting were accepted by Stewart McLeod. Seconded by Simon Thorn.*

**Item 3: Chair's Report**

- o Stewart McLeod's report discussed the following:
  - 2011/12 was notable for the ongoing lack of response from the State Government to the Armstrong Gellatly Report released in January 2009.
  - Liaison with Government Departments remains a major priority and it is pleasing that the Water Directorate is well respected by representatives of those departments.
  - Liaison with the LGSA and IPWEA continues to be strong. We were involved in the IPWEA's Conference in May 2012 at Coffs Harbour and the LGSA's Conference in September 2011 at Grafton.
  - Regular liaison with WSAA and AWA has continued throughout the year with representatives of both organisations invited to our bimonthly meetings.
  - A number of Executive Committee members attended Ozwater in May 2012.
  - Stewart McLeod and Gary Mitchell attended the WSAA members' meeting in Canberra in August 2011.
  - The joint Water Loss Management Program was formally completed with the submission of the *Final Progress and Evaluation Report* to the Federal Government in December 2011.
  - The sponsorship of various awards will continue as they are valuable to our members.
  - Unfortunately the Environmental Best Practice Award for Local Water Utilities has not generated enough interest from members over the past 3 years and will not be renewed in 2012/13.
  - Changes to the Executive Committee over the period include the resignation of Mike Rayner, John Maxwell and Brian Carter. Anthony Burnham and Heinz Kausche have been duly elected to fill two of the three vacancies.
  - 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 Water Directorate's activities.
  - Special mention of thanks to Carmel Krogh for her excellent contribution to the Executive Committee over the years since 1998. Carmel was an inaugural member of the Executive Committee and after leaving to do other jobs returned in 2005. Carmel was presented with a 10 year voluntary service medal.

*Resolution: Stewart McLeod moved that the Chair's Report be accepted. Seconded by Simon Thorn.*

**Item 4: Executive Officer's Report**

- o Gary Mitchell's report noted the following:
  - Membership in 2011/12 increased with MidCoast Water, Boorowa and Junee joining. One member, Gloucester handed over its water and sewer businesses to MidCoast Water in mid 2010. A net gain of 2 members. Membership is now 95% (97/102) - the best % figure ever.
  - Five projects were undertaken in the year and 3 published:
    - Land Matters Guidelines (Stage 1 Version) (released)
    - Land Matters Guidelines (Final Version) (released)
    - Revised Business Continuity Management Guidelines (released)
    - Revised WTP Guidelines for Residuals Reuse & Backwash Water Reclamation
    - Overview of the 2011 ADWGs
  - Both the Land Matters Guidelines and the Overview of the 2001 ADWGs were joint projects undertaken with the IPWEA Roads and Transport Directorate and the Queensland Water Directorate respectively.
  - We purchased WIOA's Practical Guide to Odour Control in Sewage Transport Systems and distributed copies to member councils.
  - At the end of the year 5 original Executive Committee members remain with 4 serving continuously for since December 1998. A special thanks to the following members:
    - David Byrne
    - Doug Hill

- Stewart McLeod
- Simon Thorn
- During the year, Jeff Sharp became the 9th Executive Committee member to attain 10 year's voluntary service having first joined in March 2002.

*Resolution: Stewart McLeod moved that the Executive Officer's Report be accepted. Seconded by Doug Hill.*

**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:
  - Income increased to \$484,248 and sales of publications dropped to \$6,105 in 2011/12.
  - Expenditure increased to \$433,590 in 2011/12.
  - Four weeks & 3 days leave taken by the Executive Officer.
  - Secretariat fee decreased from \$72,000 in 2010/11 to \$66,000 in 2011/12.
  - Expenditure increased to 90% of income in 2011/12 and hence the yearly surplus decreased to \$50,658 in 2011/12.
  - Accumulated Funds increased to \$241,290 in 2011/12.
  - Accumulated funds are 50% of the 2011/12 income and approx 5 times the minimum 10-15% range of income as resolved in 2004.

*Resolution: Carmel Krogh moved that the Financial Report be accepted. Seconded by Simon Thorn. 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 2009/10 to 2011/12**

- Gary Mitchell advised that this is the last year of a three year appointment of the auditors, LWK Chartered Accountants.
- The IPWEA Finance & Administrative Manager has been requested to arrange the quotation process to audit the Water Directorate accounts for the 3 year period of 2012/13 to 2014/15.

*Resolution: Noted.*

**Item 7: Annual Review 2010/11**

- Stewart McLeod commented on the high quality of the Annual Review again this year and thanked Eloise Stanley for her work on the design and content.

*Resolution: Stewart McLeod moved that the Annual Review be accepted. Seconded by Greg McDonald.*

**Item 8: General Business**

- There was no general business raised.

*Resolution: Noted.*

Meeting closed 10.00am.