

Minutes of WIOA Incorporated

Annual General Meeting

Held online on Thursday 14th March 2019



1. Meeting Opening

The Annual General Meeting of the Water Industry Operators Association of Australia Incorporated was on line.

The meeting was opened by President, Mr Adrian Rijnbeek at 2.14p.m.

Present: Adrian Rijnbeek, George Wall, Craig Mathisen, Heidi Josipovic, Brooke Samblebe, Mark Samblebe, Andrew Povey, Anthony Evans, Arthur Kokelekos, Bill Collie, Elise O’Keefe, George Bellizia, Grant Waite, Jill Busch, Jim Martin, Lindsay Walsh, Matthew Whitelaw, Peter Harries, Peter Tolsher, Robran Cock, Russell Mack, Ryan McGowan, Sally Taylor, Simon Page, Tony Hourigan, Trudy Kelly, Rob Chisholm, David Lobegeiger, Michelle Colwell, Sam Jones, Leah Jones, Tarlee Jones, Marley Harries, Nick Swain.

Apologies: Doug Moorby, Mark Abela, Graham Thomson, Bernd Vetter, Col Haynes, Norm Whyte, Eric Boyle.

Apology Acceptance :

MOTION – “That the Apologies be accepted”.

Moved – *Ryan McGowan*; **Seconded** – *Russell Mack*; **CARRIED**

Previous Minutes :

MOTION – “That the Minutes of the previous AGM (3 March 2018) be accepted as per the website and as distributed at this meeting”.

Moved – *Heidi Josipovic*; **Seconded** – *Mark Samblebe*; **CARRIED**

Correspondence Inwards:

- Independent Auditors report

Correspondence Outwards:

- Minutes 2018 AGM to Committee for review, to the WIOA website and to Members at this meeting
- Annual return plus 2017 audited financial statement sent to Consumer Affairs Victoria
- Notice of Annual General Meeting and Committee Nomination form for 2019 sent to all Members
- Annual Review for 2018 on website plus copy to all Members.

MOTION – “That the AGM Correspondence in and out be ratified”.

Moved – Anthony Evans;

Seconded – Ryan McGowan;

CARRIED

2. Financial Report

Treasurers Report:

Prior to delivering the Treasurers report, WIOA MD George Wall explained to members the difference in structure and the relationship between WIOA Incorporated and WIOA Limited.

A consolidated Treasurers report appears in the 2018 Annual Review and the link to the separate reports for WIOA Inc & WIOA Ltd were provided to Members at the AGM. The following cash balances were advised:

Cash at Bank at 31/12/18 -	<u>\$ 771,449.17</u>
<i>Comprising</i>	
WIOA Incorporated Cash Mgmt Account	\$ 23,399.38
WIOA Limited Cheque Account	\$ 46,257.12
WIOA Limited High Interest Holding Account	\$ 400,283.31
WIOA Term Deposit 1	\$ 102,566.88
WIOA Term Deposit 2	\$ 198,942.56

The Treasurer elaborated further on the key expenditure items and performance against budget for 2017, as well as noting items of significant difference from 2017 to 2018.

The WIOA Ltd audit has been completed and indicates a surplus for 2018 of \$80,289. This sum differs from the consolidated cash at bank reported in the WIOA Annual Review which shows an increase in cash reserves of \$113,741 to \$771,449.

The following comments on the financial situation, key income and expenditure items and performance against budget for 2018, are provided for the consideration of the Committee:

1. The consolidated financial position provided in the Annual Review, which just looks at trading from a cash perspective, indicates a surplus for the year of \$113,741 represented by an increase in cash at bank. In contrast, the audited WIOA Ltd Financial Report indicates a \$80,289 surplus. The main reasons for the difference include increases in staff provisions along with depreciation of assets, neither of which are considered in the cash trading. The total comprehensive income for the year increases to \$104,153 as a result of the appreciation in value of the office complex.
2. Total revenue for 2018 was 10.6% higher than 2017. Much of the increased income resulted from the addition of the South Australian conference and the Water Industry Safety Event, along with a funding contribution from Pipes Wagga. Income from publications, membership and services were similar to 2017 levels.
3. Operating Expenditure increased by 11.1% in 2018. Employment expenses increased due to modest wage rises for existing staff and the employment of an additional staff member. Overall expenditure on events increased, predominately due to the South Australian conference and WISE event. Values in most other expenditure accounts

were consistent with the previous year.

4. Debtor payments from 2017 of \$17,406 were realised with no bad debts recorded. Debtors for 2018 amount to \$9,965 and it is anticipated that all outstanding invoices will be paid in due course.
5. The value of non-current assets in the form of plant, property and equipment after depreciation is \$452,635. Depreciation of the plant and equipment totalled \$27,793 of which \$8,077 was a result of claiming a 100% write-off for eligible assets purchased in the current year. The majority of the depreciation is attributed to our vehicles.
6. Employee provisions increased from \$116,778 in 2017 to \$146,219 mainly due another staff member becoming eligible for Long Service Leave and from natural increases for other staff. Annual Leave provisions were reduced slightly in 2018. Staff members will continue working on reducing their leave allocations in coming years.

MOTION – “That the Treasurer’s Report including the Audited Financial Reports be accepted as published and distributed, noting a closing total cash balance of \$771,449.17, with \$23,399.38 in the WIOA Incorporated account”.

Moved – Peter Tolsher;

Seconded – Sally Taylor;

CARRIED

3. President & Secretary Reports

President’s Report:

A summary of the key points is included in my President’s Report in the WIOA Annual Review but I want to take a few moments to highlight some key achievements in 2018.

The Committee decided not to continue with the annual Weekend Seminar in 2019 and for the first time this year all Members have been provided the opportunity to participate in the WIOA Annual General Meeting (AGM) through the use of technology.

The 2018 year was extremely busy year for the WIOA staff, Board, Committee, Members and volunteers. We should all be very proud of the Association’s successes and I want to thank everyone for your input.

Some 2018 Highlights include:

- Growth in Membership, now passing 4,200
- Three successful conferences (in each of NSW, Qld and Victoria)
- The introduction of the South Australian conference in Murray Bridge
- The first Water Industry Safety Event in Melbourne
- The restructuring of the Advisory Committees. With the support of the Chairs in each State who have done a great job, they are well placed to provide even more services and opportunities for member engagement.

It was exciting to see John Harris become the 8th Life Member in WIOA’s history at the Bendigo conference. John has been a great advocate for WIOA over the years and has played a large part in shaping the organisation to what it is today. Thank you John for everything you have done for WIOA.

I have learnt a lot in my time as President, not only about the industry and how it works but also about myself. There have been a lot of people who have helped me in my role including the Board and Committee members and the Staff. Thank you for giving me the opportunity to take on the President role and for everyone's assistance and support.

It has been an honour to serve as President of WIOA for the past two years and I am excited and extremely encouraged by the positive direction the Association is taking. I look forward to being part of this journey in the future. All the best and enjoy 2019!!

Secretary's Report:

A comprehensive report on behalf of both the President and Secretary (MD) along with the WIOA Ltd Chair was included the Annual review and outlined the WIOA activities undertaken in 2018.

Secretary George Wall provided a summary of the significant events of 2018. In particular, the growth in Membership numbers, the range of services and events made available to Members and some of the issues facing WIOA into the future were noted. A pictorial summary of the activities undertaken by the Association during the past year was also presented.

MOTION – “That the President and Secretary/MD Reports as published in the 2018 Annual Review” and communicated at the AGM be accepted”.

Moved – *Russell Mack;*

Seconded – *Peter Tolsher;*

CARRIED

4. General Business

Election of 2019 Committee:

President, Adrian Rijnbeek confirmed that for the first time WIOA has held an online election where voting for both the Vice President and the General Committee positions was open to all Members. A total of 445 took the opportunity to vote, representing around 20% of the Members eligible to vote.

President Adrian declared all Executive and Committee positions vacant.

At the close of nominations, there was one nomination received for **President:**

Heidi Josipovic

Nominated by Greg Whorlow

Seconded by Peter Tolsher

Heidi Josipovic was confirmed as President.

Adrian then handed control of the meeting over to newly elected President Heidi Josipovic.

Heidi thanked Adrian for his efforts over the last 2 years as President and acknowledged the great job that he has done on the Committee over the last 7 years. Adrian has decided not to nominate for the Committee, but will be continuing in his role as a director of WIOA Ltd.

At the close of nominations, there was two nominations received for **Vice President.**

Mark Samblebe

Nominated by Brooke Samblebe

Seconded by Jillian Busch

Bill Collie

Nominated by Colin Haynes

Seconded by David Lobegeiger

Following the online ballot by Members, Mark Samblebe was confirmed as Vice President.

At the close of nominations, there was one nomination received for **Secretary/Treasurer**:
George Wall Nominated by Neville Whittaker Seconded by Andrew Povey

George Wall was confirmed as Secretary/Treasurer

President Heidi noted that this is George's 25th term as Secretary/Treasurer and congratulated him for everything he has done for WIOA over the years.

The following members were deemed to be automatic inclusions onto the General Committee as the nominated representatives of the five State based Advisory Committees:

Lindsay Walsh	Representing the WIOA NSW Advisory Committee
Colin Haynes	Representing the WIOA Queensland Advisory Committee
Robran Cock	Representing the WIOA South Australian Advisory Committee
Mark Abela	Representing the WIOA Tasmanian Advisory Committee
Anthony Evans	Representing the WIOA Victorian Advisory Committee

At the closing date for nominations the Secretary had received 8 nominations for the 5 **General Committee** positions.

Committee Nominations:

Bill Collie	Nominated by Colin Haynes	Seconded by David Lobegeiger
Ryan McGowan	Nominated by Steven Nash	Seconded by Ian Matheson
Kathy Northcott	Nominated by Jillian Busch	Seconded by Belinda Green
Elise O'Keefe	Nominated by Heidi Josipovic	Seconded by Ryan McGowan
Simon Page	Nominated by Rob Chisholm	Seconded by James Footner
Mark Samblebe	Nominated by Brooke Samblebe	Seconded by Jillian Busch
Sally Taylor	Nominated by Christopher Carlon	Seconded by Peter Baker
Grant Waite	Nominated by John Day	Seconded by Peter Tolsher

After the online election, the following nominees were confirmed as elected.

Ryan McGowan
Elise O'Keefe
Simon Page
Sally Taylor
Grant Waite

President Heidi noted the work of outgoing Committee Members in Adrian Rijnbeek and Glenn Alford who chose not to nominate again in 2019.

Appointment of Auditor:

Under the Associations Incorporation Reform Act 2012, the Members are now able to determine and vote on whether they wish to have an independent review of the accounts of the Association.

This issue was discussed at the Committee Meeting on 28 February 2019 and the Committee recommends that in the interest of good governance, we should continue to have the WIOA Inc accounts audited.

A vote was held which indicated that the accounts should be audited.

WIOA Incorporated & WIOA Limited both used Shepparton company Goulburn Murray Audit Services (Stubbs Wallace) as auditor in 2019.

MOTION – “That the Members of WIOA Inc require an independent audit of the accounts and that Goulburn Murray Audit Services from Shepparton be appointed to undertake an independent audit of the WIOA Inc accounts for the 2019 year”.

Moved – *Ryan McGowan*; **Seconded** – *George Bellizia* ; **CARRIED**

Business from the Floor:

There were no items of General Business raised from the floor.

As there were no further items of General Business, the President declared the AGM closed.

Meeting Closed at 2.58 pm.