

Minutes of WIOA Incorporated Annual General Meeting

Held online via Zoom, Tuesday 21 April 2021,
commencing at 2.02 pm AEST



1. Meeting Opening

The Annual General Meeting of the Water Industry Operators Association of Australia Incorporated was held online.

The meeting was opened by President, Ms Heidi Josipovic at 2.02p.m.

Acknowledgement of Country

We acknowledge the traditional custodians of the various lands on which we all individually gather for today's meeting and recognise their continuing connection to land, water and culture. We pay our respects to their Elders past, present and emerging.

Present: Heidi Josipovic, Mark Samblebe, George Wall, Andrew Povey, Anthony Evans, Manfred Glombowski, Bill Collie, James Blannin, Ryan McGowan, Kathy Northcott, Jill Busch, John Granzien, George Bellizia, Colin Haynes, Ivan Wild, Alan Butler, Reagan Whitehouse, Arthur Kokelekos, Brooke Samblebe, Sally Shepherd, Elise O'Keeffe, Chiz Ruxton, Robran Cock, Nick Swain, Aaron Sewell, Jamie Rosatto, Matt Whitelaw, Grant Waite, Fran Smith, Darren Sharman, Chris Gilham, Simon Coobula, Ashur Dankha,

Apologies: John Warne, Gary Black, Rosalie Ritchie, John Harris, Jim Martin, Russell Mack

Apology Acceptance :

MOTION: "That the Apologies be accepted".

Moved – Ryan McGowan; **Seconded** – Anthony Evans; **CARRIED**

Previous Minutes :

MOTION: "That the Minutes of the previous AGM (21 April 2020) be accepted as per the website and as distributed at this meeting".

Moved – Mark Samblebe; **Seconded** – Elise O'Keeffe; **CARRIED**

Correspondence Inwards:

- Independent Auditors report 2020

Correspondence Outwards:

- Minutes 2020 AGM to Committee, to WIOA website and to Members at this meeting
- Annual return plus 2019 audited financial statement sent to Consumer Affairs Victoria
- Notice of Annual General Meeting and Committee Nomination form for 2021 to all Members
- Annual Review for 2020 on website plus copy to all Members.

MOTION: "That the AGM Correspondence in and out be ratified".

Moved – Sally Shepherd;

Seconded – Alan Butler;

CARRIED

2. Financial Report

Treasurers Report:

The Treasurer, George Wall outlined the finances of WIOA Incorporated for 2020.

- Membership fees totalled \$175,589 which is \$3,000 more than 2019.
- Expenses directly related to WIOA Inc activities amounted to \$3,672
- The balance of the membership income of \$171,917 was transferred to WIOA Ltd to assist with the provision of Member services and events.
- The interest from the WIOA Inc Account was retained with the final balance of cash at bank being \$23,478.32

MOTION: "That the Treasurer's Report including the WIOA Inc Audited Financial Report be accepted as published and distributed, noting a closing total cash balance in the WIOA Incorporated account of \$23,478.32".

Moved – Nick Swain;

Seconded – Alan Butler;

CARRIED

The Treasurer explained to members that a consolidated Treasurers report appears in the 2020 Annual Review and the link to the separate reports for WIOA Inc & WIOA Ltd were provided to Members on the website and at the AGM.

A The following cash balances were advised:

Cash at Bank at 31/12/20 -	<u>\$ 464,253.30</u>
<i>Comprising</i>	
WIOA Incorporated Cash Mgmt Account	\$ 23,478.32
WIOA Limited Cheque Account	\$ 79,048.00
WIOA Limited High Interest Holding Account	\$ 50,019.35
WIOA Term Deposit 1	\$ 105,925.98
WIOA Term Deposit 2	\$ 205,781.65

The Treasurer elaborated further on the key expenditure items and performance against budget for 2020, as well as noting items of significant difference from 2019 to 2020.

The following comments on the financial situation, key income and expenditure items and performance against budget for 2020, were provided for the consideration of the Committee and were endorsed for presentation to Members at the AGM:

1. The consolidated financial position provided in the Annual Review, which just looks at trading just from a cash perspective, indicates a deficit for the year of \$283,858 represented by a reduction in cash at bank. In contrast, the audited WIOA Ltd Financial Report indicates a \$140,465 deficit. The main reasons for the difference include the refund of prepayments made in 2019 for the 2020 NSW and Qld conferences, along with the staff provisions and the depreciation of assets, neither of which are considered in the cash trading figures.
2. Income was more than \$1.2M below 2019 levels when the refunds of the NSW and Qld conference sponsor, delegates and exhibitor fees paid in 2020 is considered. Income from publications, membership and other services were similar to 2019 levels.
3. Operating Expenditure reduced by approx. 50% in 2020, when the refund of the NSW & Qld conference fees are considered. Employment expenses reduced by 3.5% and the Admin staff were placed on JobKeeper stand down from June 2020. The Office and Administration expenses were significantly lower with practically no travel, accommodation, postage or printing expenses incurred due to event cancellations. Property Services and Vehicles costs were also lower than 2019, with staff working from home and very little travel being undertaken.
4. Debtor payments from 2019 of \$12,295 were realised with no bad debts recorded. Debtors for 2020 amount to \$660 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 \$421,215. Depreciation of the plant and equipment totalled \$27,505 with the majority of the depreciation attributed to our vehicles. A sum of \$4,115 resulted from claiming a 100% write-off for eligible assets purchased in the 2020 year and \$327 was for the write-off of other assets with a depreciated residual value of less than \$50.
6. Employee provisions reduced from \$167,263 in 2019 to \$156,284 with staff encouraged to take as much leave as possible throughout 2020. With the first conference proposed for June 2021, it is anticipated that more Leave will be accessed in early 2021, allowing a further reduction in the overall leave provisions.

Treasurer George also provided a summary of WIOA's current financial position particularly in light of the ongoing impacts of COVID-19.

- The forced cancellation of all the conferences in 2020 and the rescheduling of the NSW conference to October 2021 has put a significant strain on finances. The cash reserves built up from operational surpluses over the past 7-8 years have been vital in keeping WIOA commercially viable.
- Having access to these reserves has allowed the organisation to continue providing services to members and retain our staff without tapping into the term deposits. Retaining our staff is important as it allows us to be able to stage our very large conferences and resume other events seamlessly when the time comes.

- WIOA received a number of Federal and State Govt grants and the JobKeeper subsidies which provided a welcome cash injection.
- Staff minimised costs and maximised revenue opportunities including staging Virtual Water, developing an online training course, putting the Practical Guides on sale to reduce stock in the office, revamped Operator and included advertisements and have taken as much Leave as possible to reduce the provisions.
- A contract to undertake a training needs analysis project for all the water operators in the Indigenous Councils in Queensland has recently been signed. This helps replace some of the income lost in the first half of the year with all conferences now commencing after June.
- Should all four conferences be staged in 2021, WIOA will still be in a solid financial position at the end of the year.
- If one or more of the conferences need to be cancelled, then the financial position becomes a lot tighter. The staff and Board have already done a lot of scenario planning and will continue to work very hard on managing the finances in the coming months.

3. President & Secretary Reports

President's Report:

COVID-19 has been a major disruptor for WIOA in 2020 with all of our face to face conferences and events cancelled. The really pleasing outcome for WIOA as a member service organisation is that our overall Membership numbers actually grew. We finished the year with 4,296 members, an increase of 0.2% on the previous year. This shows the real value that the water industry places on having our operational people engaged and provided with development opportunities.

The efforts of the staff during the pandemic has been outstanding, not only to create and deliver new opportunities, but also for sticking with WIOA through all the uncertainty.

With the cancellation of all our events the WIOA team quickly investigated other avenues to support our members and bring to you Virtual Water an online event to provide technical content to members as well as the opportunity for suppliers to be able to show case their goods and services. Virtual Water conference platform was used to present several awards recognising the outstanding efforts and achievements of our members. Congratulations, to everyone who was presented an award, you are all very deserving winners. The Advisory Committee members stepped up and helped WIOA fill the technical program within Virtual Water. Locating over 100 presenters and topics, then coordinating their involvement and in some cases, recording their presentations was a huge job. The result is that we have nearly 24 hours of outstanding technical content in the On Demand section of Virtual Water, available to Members to watch in their own time. With the strong support of IXOM, the Virtual Water platform also became the home of the Taste Tests and there was excellent support by the various water service providers sending in their samples for judging.

The state based Advisory Committees had all met in early 2020 and planned an extensive line up of events and engagement opportunities in their respective States. Unfortunately, all but a couple of events that were completed by early March needed to be cancelled. Although due for renewal in late 2020, the WIOA General Committee decided to extend the tenure of the members of each Advisory Committees members by another year. Our state bases advisory committees are crucial in assisting the WIOA staff to organise events, and provide a voice to our members in each state so we can tailor our services. Thank you to all our state based Advisory Committee volunteers and we look forward to working with you again in 2021.

In a year where it seems that not much happened, we trust that this snapshot of our activities will show that through the efforts of our dedicated staff, along with the assistance of the Committee, Directors, Advisory Committees and our valued volunteer members, helpers and supporters, and despite the circumstances, we have been able to deliver an enormous amount for our members and the industry in general.

In closing, I would like to thank everyone for their support during my tenure as President. It was an absolute honour. Witnessing first hand the incredible dedication of our staff to keep WIOA going through a global pandemic, and all of our sponsors and members for sticking by us through one of the hardest years most of us will ever experience. I am looking forward to 2021 and the exciting events WIOA has planned. See you all around our events calendar for long awaited face to face catch ups.

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 2020.

Secretary George Wall provided a summary of the significant events of 2020. In particular, the maintenance of Membership numbers even with the pandemic, 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 2020 Annual Review" and communicated at the AGM be accepted".

Moved – Anthony Evans;

Seconded – Elise O’Keeffe;

CARRIED

4. General Business

Election of 2021 Committee:

President, Heidi Josipovic confirmed that an online election where voting for both the Vice President and the General Committee positions was open to all Members. A total of 456 members took the opportunity to vote, representing 16% of the Members eligible to vote.

President Heidi declared all Executive and Committee positions vacant.

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

Mark Samblebe

Nominated by Tony Hourigan

Seconded by Brooke Samblebe

Mark Samblebe was confirmed as President.

Heidi then passed control of the meeting over to Mark to stage the remainder of the elections.

At the close of nominations, there were three nominations received for **Vice President.**

Sally Shepherd

Nominated by Jeremy Bell

Seconded by Doug Moorby

Simon Page

Nominated by Rob Chisholm

Seconded by Michael Crookes

Bill Collie

Nominated by Colin Haynes

Seconded by David Lobegeiger

Following an online ballot by Members, Sally Shepherd was confirmed as Vice President.

At the close of nominations, there was one nomination received for **Secretary/Treasurer:**
George Wall Nominated by Ryan McGowan Seconded by Kristy Elrington

George Wall was confirmed as Secretary/Treasurer

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

Alan Butler	Representing the WIOA NSW Advisory Committee
Colin Haynes	Representing the WIOA Queensland Advisory Committee
Robran Cock	Representing the WIOA South Australian Advisory Committee
Stephen Westgate	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:

Ryan McGowan	Nominated by John Harris	Seconded by Russell Mack
Grant Waite	Nominated by John Day	Seconded by Jillian Busch
Sally Shepherd	Nominated by Jeremy Bell	Seconded by Doug Moorby
Simon Page	Nominated by Rob Chisholm	Seconded by Michael Crookes
Bill Collie	Nominated by Colin Haynes	Seconded by David Lobegeiger
Heidi Josipovic	Nominated by Jamie Rossato	Seconded by Simon McEwan
Kathy Northcott	Nominated by Konrad Mueller	Seconded by Michael Wright
Elise O'Keefe	Nominated by Ryan McGowan	Seconded by Stephen Burns

As she was elected Vice President, Sally Shepherd was not considered for a General Committee position.

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

Heidi Josipovic
Elise O'Keefe
Ryan McGowan
Grant Waite
Bill Collie

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 17 February 2021 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 2020.

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 2021 year”.

Moved – *Alan Butler*;

Seconded – *Ryan McGowan*;

CARRIED

General Business from the Floor:

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

Meeting Closed at 2.49pm.