



HAMILTON PARK CO-OPERATIVE LTD.

(Reg. No. G2937A)

ABN 27 419 138 647

Minutes
ANNUAL GENERAL MEETING
10.00 a.m. ~ Saturday 24th October 2015
BOB BRACKEN MEMORIAL SHED

Present – Gillian Anderson, Tim Bright, Paul Craven, Paul Derezyckj, Bobby George, Greg George, Deb Goodson, Sheree McKenzie, Corina Modderman, Tina Norton, Ian O'Brien, Peter Ockenden, Ken Platfuss, Edd Garratt, Penny Garratt, Ken Rasmussen, Caroline Robinson, Bob Shaw, Werner Vogels (Chair), Frank Wellman.

Apologies: - Colin + Loretta Atkin, Suzie Don Leonard, Jodie Gottschling, Julie and Tony Kosch, Marcus Ludeman, Ron+ Jenny Masters, Bruce + Will Meager, Tina Norton, Judy Shaw.

1. Welcome and opening comments by the chair person - Werner Vogels

2. Minutes of Annual General Meeting held on 25 Oct 2014:

Motion: "That the Minutes of the Annual General Meeting held at the Bob Bracken shed on Saturday 25 October 2014 and tabled by the Chair be accepted as a true and correct record of that meeting." Carried.

Moved: Gillian Anderson Seconded: Caroline Robinson

Business arising from the minutes discussed under 'General Business'.

3. Reports:

The following reports were made.

3.1 Chairpersons Report: Werner Vogels

- Conversation about the purpose of the HP Board
- What does the Board need to make it sustainable - governance and structures
- Plan for 2016 - bimonthly meetings followed up with a newsletter about three weeks following the meeting
- Wish to engage HP residents
- Board wants to understand what the HP community and residents need
- New residents need to develop an understanding of the philosophy of HP and rules etc.
- Reliant on people to volunteer help otherwise the Board is required to buy in services e.g. park maintenance. Attendance at working bees has declined.
- If people undertake maintenance work outside of organised working bees, there are insurance issues which need consideration

- Board has responsibility to shareholders but must also plan for the future - may be unpopular decisions at times
- Intent to develop a strategic plan
- Need to maintain an updated website with current information
- Online storage of HP records in Dropbox and on the website
- Transitioning to paper-free meetings - sustainable practice
- Communication processes to keep in touch with residents e.g. website; FB; email conversations between Board meetings
- Werner thanked everyone who has contributed to Board activities and the maintenance of HP during this year
- Development of HP asset registers to inform replacement strategy
- Lots of money is being invested in the HP water infrastructure for repairs and maintenance
- Werner expressed appreciation for the community events in HP over the year and suggested that we need to rekindle social activities to continue building the HP community

Motion: "That the Chairperson's report as tabled be adopted". Carried.

Moved: Tina Norton Seconded: Deb Goodson

General discussion points in response to Werner's report:

- Tina proposed a general circular to all residents in order to compile a skills list
- Bob has a database from a previous survey which needs updating
- Need opportunities face to face networking - need to physically welcome new residents to HP
- Gate for pruning pile - GA confirmed that this is planned work
- Corina suggested that we should include a welcome to country at the AGM
- Frank Wellman presented some history of HP and the two companies preceding the formation of the HP co-operative. Amalgamated around 1992. There were 12 members on the Board so this increased participation in HP activities and working bees were more frequent
- Carol - expectations for new HP shareholders
- Bobby - need plenty of notice for activities to enable participation
- Tim - could move working bees to other days - maybe evenings. Willing to contribute but finding it difficult to make time. Friday evening working bee could be combined with a BBQ
- Focus for working bees could be aligned with areas where you live - motivation to participate in maintenance
- Frank suggested that new residents maybe don't know enough about HP and that a co-operative runs the park plus associated expenses e.g. water
- Tina has in the past raised this with estate agents but they will not necessarily raise this with new residents
- Dan O'Brien, new resident, raised the issue about not knowing what HP is and found the website to be very unhelpful
- Tim provided an example of self-directed research
- Ken proposed an information point on Henley Drive to direct potential residents. The notice board will be updated and improved to provide a contact point for website

3.2 Treasurers Report: Sheree McKenzie

- The current status of our accounts are as follows:

Operating Cheque Account Balance	\$16004
Term Deposit Investment Account Balance	\$29938

The audited financial statement was distributed to all members of the Co-operative before the AGM and shows an operating surplus of \$741 for the 2014-15 financial year.

- Appointment of a new auditor
Changed to Absolute Audits for financial year 2015-16 as their fees are lower

Tina asked whether the new auditors understand the HP Rules. Sheree to follow up.

Discussion points:

- Our income was slightly higher than expected (\$2200) due to the sale of some items and higher number of home sales and share transfers
- Expenses were \$7,820 less than budgeted due to the decreased need for fuel (\$3,500), Proposed Admin Building did not go ahead (\$3,085), and common land expenses were less (\$3,150)
- Despite the savings, expenditure was higher than anticipated for 'Water Supply – Maintenance' (\$5260), which has highlighted the need for a maintenance plan for the future, given the age of our water supply system
- Further, expenditure on 'Maintenance - Sundry Equipment' was down by nearly \$2000, however, 'Other – Maintenance' was required, totalling a similar amount
- Main theme for the budget is water expenses - decreased need for fuel for pumping created savings but increased costs for maintenance and repair of ageing water system
- Need to consider opportunities for generating revenue
- Budgeted for what we need rather than what we would like e.g. reducing expenditure on a new storage shed
- Dan asked what else is included in the budget - what else comprises HP? (bushland, parkland, roads, three dams, machinery and maintenance - maintaining the common land).
- Common land is rateable - HP repays rates
- There is money set aside for professional development for governance training. Sheree attended training last year and Werner plans to attend in 2016
- Bob congratulated the Board on the budget report. Seems to be adequate funds for capital projects – need to ask people about their priorities for spending HP funds
- Bob noted missing funds from people who have not paid water accounts. Use of debt collectors may be required but the expense may not be worth it. Sheree noted that there are a few serial late payers. Time to chase debt. \$2000 deficit in the budget has been reduced to \$200, through personal contact by Sheree
- Werner suggested that we need a governance policy to manage water debt - could turn the water off to a non-payer property
- Sheree asked how can we invest in the future - what do we need and what do we want?

- Need to look at grant applications and identify residents' skills
- Bobby asked what we get for our council rates - road maintenance and rubbish collection. Council has committed to spending \$10000 annually for HP roads maintenance

I, Sheree McKenzie, Treasurer of the Hamilton Park Co-operative Ltd Board of Management, submit to the members, the audited Financial Statement for the financial year ended 30 June 2015 containing the following:

- (a) Income and expenditure of the Co-operative during its last financial year.
- (b) The Assets and Liabilities of the Co-operative as at the end of its last financial year.

It is declared that

- (c) There are no mortgages, charges of securities affecting any of the assets of the Co-operative Ltd.

I request that the financial report, including the audited statement of accounts for 2014-15 be accepted, and adopted.

Motion: "That the Audited Financial Statements of the Hamilton Park Co-operative Limited for the year ended 30th June 2015 as tabled be adopted". Carried.

Moved: Tina Norton Seconded: Tim Bright

Motion: "That 'Absolute Audits' will be appointed as the HP auditors for the 2015-16 financial year." Carried.

Moved: Bob Shaw Seconded: Corina Modderman

3.3 Secretary's Report: Caroline Robinson

During the past year I have gradually learned the responsibilities of the HP Board. Thank you to previous Board members Steve Wallace and Colin Atkins for their advice and to Colin in particular for working recently to update the HP Rules. It is important that we establish a system to mentor new members to positions on the Board and to work to ensure succession planning. Without an effective team on the Board, HP cannot continue to function as a co-operative. I am looking forward to working on the HP Strategic Plan and hope that people will take on responsibility for developing sub-plans. Glen Schofield and other contributors have already developed a Common Land Management Plan but there is scope to develop a series of sub-plans such as: Fire Safety; Water Management; Infrastructure Management.

The Board acknowledges the importance of the HP community, welcoming new families to HP and celebrating HP residents. It was a great pleasure to be able to develop a successful nomination for Shirley Wilson as a Local Achiever of the Year, 2015. Thank you to Loretta Atkins for her assistance with this nomination and I look forward to receiving suggestions for the 2016 Australia Day awards.

I would like to encourage everyone to consider what they might be able to offer to support the work of the Board for example; helping to develop a welcome pack for new residents; identifying possible funding grants; collaboration in writing a grant application. I look forward to another year as secretary to the HP Board and thank you for your continuing support.

Motion: "That the Secretary's report as tabled be adopted". Carried.

Moved: Peter Ockenden Seconded: Ken Rasmussen

3.4 Infrastructure and Maintenance: Greg George

- Locks have been replaced on the sheds and BBQ area. Three secure key boxes installed in the BBQ area
- Commenced asset register
- Council has not responded to requests about \$10000 allocation for roads maintenance

Motion: "That the Infrastructure and Maintenance report as tabled be adopted".

Carried.

Moved: Werner Vogels

Seconded: Peter Ockenden

3.5 Water Report: Peter Ockenden

My report to the last AGM included some of the following items, as I had not appreciated that my report is only for the financial year (1 July to 30 June 2015). Here are a few examples of notable works;

- **Water Meters:** We replaced six (6) meters over the year (five in HP- and one in Grants Estate). All these faulty meters were replaced using meters already held in stock by HP.
- **Water Leaks:** These continue on a regular basis. Over this last year most have been in the Mistletoe Lane/Wirrinnya Avenue/north section of Warby Range Road area. There was a major leak in the outlet pipe below the Dick Hamilton Dam in April 2015, caused by tree roots. These repairs are a cost to us all. Tree roots are single biggest factor in these leaks. In most cases these leaks required a plumber. We are fortunate to use the services of Stone & Son Plumbers; they have been our preferred contractors for many years and they know the system well.
- **Water Storages:** Our water supply managed to get us through the last summer, as we had good catchment runoff over the 2014 winter/spring and we did not need to pump from 15 Mile Creek. Excess water was diverted into the bushland area during late August until mid-October 2014. This environmental watering benefited the remnant bushland area this took pressure off the dam spillways of the two lower dams.
- **15 Mile Creek Pump and weir system:** A concrete bund wall was built around the pump site to contain any fuel spills (GMW requirement). We are investigating changes to the weir system with local authorities.
- **Septic Tank Blockage at Bob Bracken Shed:** Tree roots in the septic tank were removed and a new septic field installed. This was mentioned at last AGM.
- **Dial Before You Dig:** I signed HP up to this nationwide system in March 2015. DBYD gives us the advantage of notifying others of all our underground pipeline assets. Without this the Cooperative could be liable if a contractor dug up any of water pipes. This worked well with the recent works at the Glenrowan BP complex, the contractors have now mapped our 15 Mile Creek pipeline at this site- prior to this the location was uncertain. Most of the requests have related to this part of the system apart from the APA Gas pipeline which is due to be replaced (our pipeline crosses over it) in 2015.
- **Pump Repair works:** Replacement stainless steel piping was installed for the inlet to Pump 1 at the Dick Hamilton Dam and the outlet to the pump at the Bottom Dam.

- **Water System Maintenance:** I am obtaining quotes to replace the current old telemetry for the automated pump link to the tanks and also to automate the pumping from the Bottom Dam.
- **Fire Hydrants:** I have progressively painted (red) most of the 24 standing hydrants, and placed reflective tape around each. Still about 6 to finish. Most are regularly flushed to remove sediment.
- **Water Tanks:** Removal of vegetation impinging on the top water storage tanks was completed over winter 2015. Still need to remove the slug of sediment in the concrete tank-a significant issue. This could be the cause of all the sediment in the system.
- **Volunteer supporters:** I am grateful to have the support of a few people especially Ken Plattfuss. I also have a number of other people who I call on to help if required.

Maintenance and modernising of our aging water supply system will continue to be the major task 2015-16. Updating the mapping of our assets is also on my program this year. We store a lot of water but we still need to be cautious with water use. Please remember that we need to maintain enough water in store over summer to prepare for any fire-fighting requirement by CFA.

Discussion points:

- Bob congratulated Peter on his work this year - great effort.
- How much will the radio connection work cost?
- Telemetry automated on top dam. Worked reasonably well but it can trip out with an electricity outage. Awaiting quote from Gibson's
- Dams are 70-80% full currently but support comments about water restrictions
- Frank is compiling a history of the water system at HP
- Follow up on electricity infrastructure. Need to follow up with electricity company
- Ken Plattfuss - drainage easements on blocks - buildings are over pipelines and trees over pipelines. Make people more aware of positioning of pipelines so people are aware of building restrictions
- Tina - legal requirement to maintain drainage easements
- New pipelines should be positioned at the front of properties. Also more convenient for fire brigade to access fire hydrants

Motion: "That the Water Manager's report as tabled be adopted". Carried.

Moved: Bob Shaw Seconded: Ken Rasmussen

3.6 **Bushland and Parkland Report: Gillian Anderson**

This is my first year on the board, having taken on the job at the AGM last year.

I had a slow start in implementing the Common Land Management Plan, in finding out what was required and how to do it.

I have a team of nine or ten fantastic volunteers who mow our common lands. With good rains last year the native grasses grew thick and tall, but did not dry out as early as anticipated so we were late to mow them. This year we are on track and have started the mowing. Some of the parkland grassed areas have been mowed and native grasslands be mown soon.

I would like to thank Deb Goodson and Glenn Schofield for their fantastic ongoing work in the Hamilton Park Bushlands.

At the request of residents we looked at Fire Safety for residents and ran a CFA session on 20th February which was well attended.

We ran two Turquoise Parrot sessions with Chris Tzaros introducing residents to these fascinating birds who live in our Bushland.

Mid-April Members of Glenrowan CFA visited to discuss planned burns in Hamilton Park Bushlands. It was decided that there was not enough ground litter to have a successful burn. And it was arranged to burn some of the rushes around the lower dam. Further burns are planned for the dam perimeters.

Some of our working bees have been well attended, and some not so. I am looking at how people can do working bee jobs at other times to assist in getting jobs done that we cannot complete at working bees.

Help from our residents is always greatly appreciated.

We need more people on the mowing roster and to learn how to drive and maintain the mowing equipment.

Thank you for your support over the past year. I look forward to working more closely with our mowing volunteers this year and achieving great things for our beautiful estate.

Motion: "That the Bushland and Parkland Manager's report as tabled be adopted".
Carried.

Moved: Paul Derezyckj

Seconded: Ken Platfuss

3.7 Social club: Jodie Gottschling

- No report tabled
- Tina has re-joined the Social committee
- Christmas party planned for early December

4. Election of Directors:

- Election of two Directors: Werner Vogels retires by rotation; Greg George is resigning his position on the HP Board.
- Nominations for the two vacancies were called via a pamphlet drop to all shareholders and were lodged with Prime Business Group, three weeks in advance of the AGM. The following persons nominated:
 - Bob Shaw
 - Werner Vogels
- These two residents are automatically appointed to two of the six HP Board positions.

Motion: "That the vacant positions on the Hamilton Park Board of Directors be filled by these two residents". Carried unanimously.

5. General Business:

- Conversation about water rates
- Ken R - fund raisers could be held to raise funds for HP works, rather than passing the costs to the rate payer
- Tina suggested that water rates should be around \$220 at this point in time as there has been no increase since 2011
- \$180 currently - proposed change to \$230 maintenance fee, with an annual 10% increase

- In 2006, the rate was 60 cents per kilolitre of water; in 2011 it was increased to 80 cents per kilolitre
- Tina suggested that water rate be maintained at 80c per kilolitre but the annual maintenance fee be increased annual fee to \$230
- \$120 maintenance for Grant's estate as they don't have voting rights. Need to increase this proportionally but we should attempt to align the rates for both
- Greg proposed 15% increase over the next two years
- General feeling that we should increase the maintenance fee but maintain the water rate at 80c per kilolitre
- Gillian suggested that people use lots of water because it's so cheap
- Peter - could set up an average price for water and people pay more if they exceed the average - user pays - this was agreed as a fair approach
- Frank - residents must be aware that we don't pump after 1 October so we must conserve water. What we have in the dams is the only reserve

Meeting concluded 12.00pm

Note

For future reference - to enable the Co-operative to conduct business other than in accordance with Rule 30 the Board should exercise its powers under Rule 28 (1) and close the AGM then immediately call a Special General Meeting with the order of business to be to deal with items from the floor of the meeting. The record of that meeting would then become an appendix to the minutes of the AGM.