



## HAMILTON PARK CO-OPERATIVE LTD.

(Reg.No. G2937A )

ABN 27 419 138 647

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### MINUTES ANNUAL GENERAL MEETING

6.30pm – Friday 28 October 2016  
BOB BRACKEN MEMORIAL SHED

**Present:** Loretta & Colin Atkin, Paul Craven, Cecily & Ken Fletcher, Greg George, Deb Goodson, Sheree McKenzie, Will & Bruce Meager, Corina Modderman, Peter & Carole Ockenden, Ken Platfuss, Caroline Robinson, Bob Shaw, Werner Vogels (Chair).

**Apologies:** Gillian Anderson; Ben Fletcher; Tina Norton; Judy Shaw; Frank Wellman

**Welcome to country and opening comments by the chairperson: Werner Vogels**

- Werner welcomed two new residents to Hamilton Park - Cecily & Ken Fletcher.

#### **Minutes of Annual General Meeting held on 24 October 2015**

Motion: That the minutes of the Extraordinary Annual General Meeting held at the Bob Bracken shed on Saturday 24 October 2015 and tabled by the Chair be accepted as a true and correct record of that meeting.

Moved: Ken Platfuss

Seconded: Will Meager

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

#### **Reports:**

##### **Chairperson's report: Werner Vogels**

- Increased focus on getting residents more involved in Hamilton Park (HP) business. Need to enhance communication processes between the Board and the HP residents e.g. to encourage participation in working bees and contribution to activities relating to the Board portfolios – water; land management; infrastructure and maintenance; finance; communications and marketing.
- Thanks to Bob Shaw for managing the HP survey and implementing some of the outcomes based on feedback from HP residents. Ongoing priorities aligned to the HP Strategic Plan include the HP water infrastructure and asset management.
- Thanks to the Social Committee – the bus tour to Whorouly was enjoyed by many.
- Conversations have been resumed with Wangaratta City Council with regard to HP road maintenance - thanks to Bob for re-invigorating this connection.

- Hamilton Park Facebook site – expectation that conversations will be respectful.
- HP website – a request for tenders was published in the Wangaratta Chronicle in July. This work is in progress.
- Small number of Board members means that there is an increased load for each individual.
- Water restrictions - challenging period over the hot, dry summer and the subsequent period of heavy rainfall.
- Thanks to all of the Board members for their work in 2016.

**Treasurer’s report: Sheree McKenzie**

- Finances are tracking well. Income for 2016 = \$42581; expenditure for 2016 = \$37585. Excess is due to relative underspends.
- In summary for the 2015-16 year:
  1. Income was slightly higher than budgeted due to some higher than average water accounts, and \$400 Grant monies received.
  2. Expenses were \$13250 lower than budgeted due to underspends, mainly in the areas of Governance Training \$950, Common Land Expenses \$616, Roads & Drains \$926, Maintenance \$3064 & Water Supply \$4073.
  3. Overall a good year, with the money saved going in to a new Term Deposit for future spending requirements.
  4. In March 2016, water rates were also increased from 80c per kilolitre to 90c per kilolitre.
  5. Prime Business Group were re-engaged as our Auditors.
- Water system is 30 years old need so we need to plan for major infrastructure replacement costs.
- Note about rental properties and communication of water leaks to the landlord and the Board. High water bills have resulted this year from undetected water leaks.
- Notification of increased HP maintenance fee: \$200 (previously \$180) for HP residents and \$150 (previously \$120) for residents of Grant’s Estate.
- Requested residents to consider how more people can be encouraged to volunteer for HP maintenance work. Alternatively, we may be facing increased episodes of paying external contractors to undertake work in the HP Common Lands.
- Seeking ideas from residents for reducing maintenance of costs in managing HP. All money saved will be used to top up the Term Deposit account.
- Thanks to Peter and to Ken Platfuss for management of the water infrastructure.
- Thanks to Bruce for assisting with water meter readings and to Gillian for assisting in adding previous water account details to the recent water bills.

- **Adoption of the Audited Financial Statements** – Motion: That the audited financial statements of the Hamilton Park Co-operative Limited for the year ended 30<sup>th</sup> June 2016 as tabled, be adopted by the meeting.

Moved: Bruce Meager

Seconded: Colin Atkin

- **Appointment of Auditor** – Motion: That Prime Business Group be reappointed as auditors for the 2016-17 period.

Moved: Bruce Meager

Seconded: Colin Atkin

Sheree will request that Prime Auditors align the chartered accounts with the HP account format, which captures more detail about the water expenses.

**Secretary's report: Caroline Robinson**

- Development of HP Email communications list this year has been a success in enabling more effective communication between the Board and HP residents.
- Update provided about HP website – work in progress and currently seeking expressions of interest from local providers.
- Production of the HP Survey Report (e-copy available on request from Caroline)
- Will Meager proposed that a summary copy of the Board meeting minutes be posted on the new notice board at the BBQ area (Caroline to manage this).

**Infrastructure and maintenance report: Bob Shaw**

- Renewal of Agreement with Rural City of Wangaratta for Road Maintenance.  
“Your submission has been considered by Council. A number of changes, summarised in the attached document, have been made to the 2016/17 Budget as a result of the public submission process. Specifically in relation to your submission, Council has incorporated your request for resealing works of Henley Drive and improvements to bus stop areas into the renewal program in 16/17. In 2016/17, Council’s total renewal capital works is \$7.6 million, of which the above mentioned works will be funded from. The 2016/17 Budget was adopted at the Ordinary Meeting of Council held on Tuesday 21 June 2016. Your submission has been valuable to the review process and we thank you for the time you devoted to preparing it.” Rural City of Wangaratta.

It means that the Council has promised in writing to reseal Henley Drive and improve the main bus stop areas at the corner of Warby Range Rd and Blackboy Lane as well as the main bus stop at the corner of Henley drive and Warby Range Rd. This is a real boost for Hamilton Park residents to see that we as a Board are working co-operatively with our local council. It means that we have permanently in place the 2003 and 2008 Written Agreements between HP Co-op and the City Council for the annual maintenance of our private roads.

- Road maintenance for 2016 - filling holes at side of Henley Drive and bus stops - middle and south. Includes repair of the pull-off area at junction of Henley Drive and Warby Range Road to the value of \$10,000.
- Installation of a locked gate at entrance to the burning pile area.
- Purchase of 24 chairs from Bunnings for the BBQ area
- Mulcher Mower was purchased from McGregor’s Farm Machinery after extensive consultation with rural connections both inside and externally of Hamilton Park
- Purchase of a Cat Trap which has already been successfully hired out to Hamilton Park residents to help the control of feral cats and ensuring that domestic cats remain in their residential limits. The trap comes with a signed agreement for the management of animals trapped and the humane treatment of these animals.
- Ten copies of the H.P. Welcome pack have been collated and have been given to the Welcome Committee to distribute according to need.
- A whipper snipper/slasher has been purchased for working bees with the monies from the sale of the unused generator.
- User/Maintenance check list developed for the new mower.
- Bob thanked Greg George for a smooth changeover of portfolios. Also Paul Derezyckyj for all his help during the year and for fixing up the notice board. Thanks to David Banks for his expertise and continuing support with the roads and infrastructure portfolio.

**Water Manager's report: Peter Ockenden**

- It has been another busy year in the water portfolio; it's been a Too Dry then Too Wet kind of year. The Cooperative has a large number of assets. We manage over 6.5kilometers of water pipeline servicing 110 properties. We have three (3) large storage dams that can hold

approximately 88Megalitres of water, plus the small Dennis Duggan dam. As well as a network of diversion drains that feed these dams and about 4.5KM pipeline and pump and weir system on 15MileCreek. Thank you all those people who have volunteered their help during the year.

**Here are some things that happened along the way this last year.**

- **Pumping:** reinstalled the inlet pipe section on Pump2 at Dick Hamilton Dam-plus repairs to other pipes in the shed using stainless steel. Serviced the pump at 15Mile Creek and start pumping in early (8<sup>th</sup>) August until 1<sup>st</sup> October 2015. Replaced most of the drop boards at the 15Mile Creek weir. Repairs were made to the telemetry system servicing the link between the Dick Hamilton Dam and the water tanks-thanks to Ian O'Brien for fixing the system.
- **Dial Before You Dig (DBYD):** The decision to sign up with DBYD was worthwhile as it put us on the front foot especially with the APA (Australian Pipeline Authority) gas pipeline upgrades preparations and all of the earthworks at the Glenrowan BP/MacDonald complex-protecting our water main.
- **Pipeline Management:** Pipeline breaks and leaks continued throughout the year. Tree roots are a huge concern near our pipelines, they are everywhere. Also replaced a number of water meters. Upgraded and painted most of the fire hydrants.
- **Water Storage Management:** It has been a year of contrasts we had a very dry start to last year and had trouble filling the system. We pumped from 15 Mile Creek for 1080hours, thanks to my helpers on the pump roster. The system got pretty low over last summer with the two lower dams effectively empty. We commenced Stage One restrictions on 22<sup>nd</sup> December 2015 then went to Stage Two and nearly got to Stage Four. Overall we managed reasonably well thanks to residents for complying with restrictions. Managing flood flows over winter has been a big issue- there is also an ongoing issue on Orchard Drive working with our neighbours and GMW.
- **Surveyed all the dams** to determine dam height to spillway relationship but it was too late to make the repairs at the Frank Wellman Dam prior to the wet.
- **Mapping & documentation:** upgraded the mapping system for all our assets in relationship to the Common land Management Plan and the Water Supply system.
- **Asset Management:** Complete the asset audit and GPS located most assets.
- Thanks to Bruce Meager for assisting with work at 15 Mile Creek.

**The coming year:**

- Drainage and easement management, we need to review the flow of runoff water at the rear of many properties. This is a significant concern in wet conditions.
- Dam management especially spillways and upstream/downstream implications. Also flood repairs across the system.
- Pipeline upgrades are on the list as well as fire hydrant management.
- Update operator manuals for the Water Manager role.

**Bushland/Parkland report: Gillian Anderson**

- Thank you to all of the wonderful people who help to take care of our Shared Common Lands and Bushlands. It has been far too wet to mow over recent months, hopefully we will be able to start tidying up the common grasslands soon with a few warmer days and not as much rain.
- We have put a gate on the pruning pile this year to restrict use by outsiders of our facilities. Opening one day per week over Autumn/Winter seems to have been successful. The pruning pile will now stay closed until after the fire danger period has passed. Glenrowan

CFA will come and burn the pile in due course. Wangaratta Council will have free green waste tipping in November.

- We have only held four Working Bees in the past 12 months. Some of our working bees have been well attended, and some not so much. Help from our residents to maintain the common land is always greatly appreciated. A well-attended working bee in April allowed us to remove a lot of weedy wattles between Avoca Close & Omar Lane.
- Thanks to the people who have offered to join the mowing roster and to learn how to drive and maintain the mowing equipment.
- The board have purchased two new pieces of mowing equipment, a flail mower to enhance the mowing experience and a brush cutter to help clear drains and long grasses in areas the mowers cannot reach.
- Thank you for your support over the past two years. I will still be working on protecting and beautifying our lovely bushland and parkland, but someone else will be taking on this Board Role.
- Thank you to Paul Derezyckyj for all of his support and many hours of hard work. This role would have been impossible to undertake without his assistance.

#### **Marketing and promotions report: Vacant position**

- **Reports from Board Directors** – Motion: That all the reports be accepted.

Moved: Carole Ockenden

Seconded: Paul Craven

#### **Discussion items arising from the reports**

- Greg George asked about depreciation costs of HP assets. Do we put the money aside? Yes indirectly we do by placing it in the term deposit. Term deposit will have approx. \$45000 in the New Year. Need to balance adding value to the park and saving for large expenses in the future.
- Peter Ockenden raised the need for a capital replacement account – Sheree will pursue this in 2017.
- Ken Platfuss asked about sale of the generator.  
Ad placed in the Wangaratta Chronicle - sold for \$1000.  
Flail tractor and brush cutter purchased.  
Ken raised the issue that we now have three pieces of equipment for mowing grass. Bob Shaw explained about concerns relating to the old slasher and the old mower. Bob sought a range of expertise to inform the purchase of a flail mower which has lower maintenance requirements, is reliable and easy for volunteer mowers to use.
- Ken raised the issue about the flail mower and the size of the tractor. Will we be selling the slasher and the mower at a loss?  
The Board considered that it was not worth selling equipment for less than half the price.
- Ken also queried OHS for operating the tractor and training of volunteers.  
Paul Derezyckyj will be undertaking training for residents wishing to learn how to operate the tractor and flail mower.
- Colin Atkin asked about other receivables and outstanding debts. Do we have a system to follow up with residents to claim debts/use a debt collector?  
Sheree operates a system of sending out statements to recoup monies owed and requested assistance from residents in the following up of outstanding debts.  
Currently the outstanding amount is less than half the figure shown on the financial report. One large bill accounted for about 25% of the total outstanding debt.
- Cecily Fletcher suggested that we consider a 10% surcharge for administration costs e.g. applied each month on an outstanding debt.

- Fire Ready meeting is planned for late November – a flyer will be distributed to all residences.
- Survey short and long term planning notes will be included in the newsletter (distributed at the AGM).  
The Board welcomes feedback on any of the survey recommendations.
- Ken Platfuss asked about the purchase of an Indian Myna trap.  
Bob cited recommendations that the Indian Myna trap is not effective in eradicating this bird. Cecily added detail about the Indian Myna trap – it does help to reduce the numbers and may slow the spread of this bird, hence reducing the impact on other bird's nests. Ovens Landcare Network group runs a monitoring register as part of an awareness raising process – purpose is to monitor how Indian Mynas are moving through the landscape.

#### **General Business:**

- **Outcomes from Hamilton Park Survey – short and long term planning**

Based on the residents' responses to Question 2: 'Please list three ideas for the improvement of Hamilton Park' and also on suggestions made with regard to future planning, a series of recommendations and deliverables have been proposed. The top two items in each category, based on the % response rate, were identified by the HP Board for further action (detail circulated at the AGM for information).

**Further business:** None

#### **Election of Directors:**

Election of three Directors to replace retiring Directors be carried out in accordance with Rule 43:

- Gillian Anderson
- Sheree McKenzie

A Notice of Election of Board Members was lodged at the Registered Office of the Hamilton Park Co-operative Limited in accordance with Rule 42 (2) and the same notice was delivered by letterbox drop and completed by 16 September.

Nominations received in accordance with Rule 42 from:

- Graeme Butt (new nomination)
- Greg George (new nomination)
- Sheree McKenzie (standing for re-election)
- Caroline Robinson (standing for re-election)
- Peter Ockenden (standing for re-election)

Continuing positions (2<sup>nd</sup> year of office):

- Werner Vogels
- Bob Shaw

All attending supported the nomination of the two new Board members and the re-election of the three members standing for re-election.

General thanks was given from all attendees for the Board's work

AGM closed at 7.31pm