



Riverina Group

Annual General Meeting Minutes

Thursday, 17th October, 2013 @ 4:30PM at Lake Hume Resort, Albury NSW (REHBPG Conference)

Attendees:

Belinda Bushell (Temora Shire), Ben Lang (Griffith City), Neil Smith (BEST), Glenn Brasier (Tumut Shire), Mark Nolan (NPWS), Michael Foley (Albury City), Warren Jenkinson (Albury City), Katie Lucantonio (Griffith City), Brent Livermore (BEST), Claire Golder (Temora), Dionisio Pantano (Leeton Shire), Kendall Clydesdale (Leeton Shire), John Riddell (Narrandera Shire), Shane Wilson (Carrathool Shire), Jesse Rapley (Coolamon Shire), Luke Izzard (Cootamundra Shire), Chris Imrie (Cootamundra Shire), Trent Cormie (Narrandera Shire), Graham Ritter (Junee Shire), Geoff Barker (Wakool Shire), Gus Cox (Tumbarumba Shire) and Sharyn Coulston (Tumbarumba Shire).

Apologies:

Ralph Tambasco (Junee Shire) and Tony Donaghue (Coolamon Shire)

Time:

4:21 PM

<u>ITEM</u>	<u>DETAILS</u>	<u>ACTION</u>	<u>DATE</u>
1	<u>Previous meeting minutes:</u> The previous minutes from the 2012 Annual Conference held at Cootamundra were Moved Graham Ritter Seconded Ben Lang With the amendment to Section 5 that the Public Officer was Ben Lang		

<p>2</p>	<p><u>Presidents Report</u></p> <p><u>Kris Dunstan – President REHBPG</u></p> <p>The President was pleased to report on a very successful year for the Riverina Group.</p> <p>The committee has continued to dedicate their time to facilitating training that is affordable locally to help assist with the required continued professional development that is required in specific roles within Local Government.</p> <p>Major Achievements</p> <ul style="list-style-type: none"> • Training over the past twelve (12) months - three (3) in total thanks to the host Councils for taking registrations and help coordinating: <ul style="list-style-type: none"> - Exempt/Complying at Cootamundra and Corowa - Septic Tank at Tumut - Support in distribution of other training bodies upcoming training i.e. AIBS, EHA, Food Auth, EDAP, etc. <p>Forecast for 2014</p> <ul style="list-style-type: none"> • Public Health School at Junee in February 2014 • Plumbing Inspection Techniques with Alan Rogers yet to be scheduled • Continued development of the Riverina Group website <p>Scholarship Opportunity – the committee has been working towards a scholarship initiative for any junior/new members of staff to go to a City Council for mentoring for a week. The Group will</p>		
----------	--	--	--



	<p>give the person \$500 to help with transport and accommodation. See below draft of guidelines and application form.</p> <p>Thanks to the Riverina Group Committee for meeting this year at Lockhart and also via teleconference.</p> <p>Big THANK YOU to Michael Foley and Warren Jenkinson who acted as the conference convenor for 2013, the conference has been most successful thus far.</p>		
3	<p><u>Treasurers Report:</u></p> <p>See attached</p> <p>Moved Scott Martin Seconded Neil Smith</p>		
4	<p><u>Election of Office Bearers</u> – All positions were declared vacant</p> <p>President: Kris Dunstan (Signatory Delegate) - Moved Neil Smith Seconded Graham Ritter</p> <p>Secretary: Belinda Bushell – Moved Graham Ritter Seconded Chris Imrie</p> <p>Treasurer: Dionisio Pantano (Signatory Delegate) – Moved Scott Martin Seconded Graham Ritter</p> <p>Public Officer: Ben Lang – Moved Kris Dunstan Seconded Neil Smith</p> <p>Committee Members:</p> <p><u>Graham Ritter</u> Moved Neil Smith Seconded Chris Imrie; <u>Neil Smith</u> Moved Ben Lang Seconded Kris Dunstan; <u>Chris Imrie</u> Moved Kris Dunstan Seconded Neil Smith; <u>Scott Martin (Signatory Delegate)</u> Moved Ben Lang Seconded Neil Smith; <u>Kendal Clydesdale</u> Moved Neil Smith Seconded Graham Ritter; <u>Katie Lucantano</u> Moved Scott Martin Seconded Kris Dunstan</p>		

5	<p><u>General Business</u></p> <ul style="list-style-type: none"> 2014 Conference – Neil Smith has spoken to Stephen Campbell from EDAP seeking if the group would be interested in holding a joint conference for 2014. Stephen Campbell was quite positive and will seek the opinion from the other EDAP committee members and get back to the Riverina Group. Dates for the EDAP conference have been set for 30th April to 2nd May, 2014. <p>It was Moved Glen Brasier and Seconded Neil Smith that the Riverina Group formally contact EDAP seeking the groups interest in having a joint conference for 2014 at Cowra.</p> <ul style="list-style-type: none"> Graham Ritter advised members that the Riverina Group committee is one to enjoy and participate in and recommended that members consider going on the committee at the 2014 AGM. Ben Lang thanked the committee for a great use of networking and problem solving. Chris Imrie advised that numbers to the conference are increasing which is a positive for our group. Belinda Bushell requested that if you know of someone new at a Council that should be included in our email distributions to please forward their details to Belinda. Introduction of New Members: Kendall Clydesdale from Leeton; Shane Wilson from Carrathool; Jesse Rapley from Coolamon; Claire Golder from Temora; Glen Brasier from Tumut 		
6	<p><u>Next Meeting</u></p> <p>2014 Conference in Conjunction with EDAP at Cowra (dates are 30 April to 2 May, 2014) Moved Neil Smith Seconded Chris Imrie</p>		
7	<p>Meeting closed at 4:48 PM</p>		



2012-13 Treasurers Summary

General

- A total profit of \$345,98 (after income and expenses) was made over the past 12 months, leaving the Group with a balance of \$8810,97 as of this year's conference date. In particular, total income amounted to \$6379,55, whilst expenditure totalled \$6033,57.

Income Summary

- After expenses (i.e. catering, trainers/speakers, etc.), the following conferences/training days made profits of:
 - Annual Conference (Cootamundra): \$7728,30
 - OSSM Course (Turnut): \$11,70
 - Housing Code Workshops (Cootamundra & Corowa): \$946,20
- The Group obtained a total of \$85,97 in interest from our bank account with Wagga Mutual Credit Union/Beyond Bank.

Expenses Summary

- Administration costs amounted to \$1684,57. These costs include public liability insurance, Office of Fair Trading fees, website hosting and maintenance, printing of course material, and Executive Committee meeting expenses.
- The Group spent a total of \$1859,00 on the purchase of 100 "Rapid Rule" promotional items for distribution at the Executive's discretion (i.e. for attendees at conferences, training, etc).
- A \$400 deposit was required by the Lake Hume Resort for upon booking of this years conference venue.

Additional Matters

- Wagga Mutual Credit Union, the Group's chosen financial institution, has recently changed names to Beyond Bank Australia. The changes are limited only to the new name, branding and structure of the organisation, and should not affect the day-to-day banking arrangements with the Riverina Group.

**THE RIVERINA ENVIRONMENTAL HEALTH & BUILDING
PROFESSIONALS GROUP INC.**



Date	Details	Income	Expenses	Balance
18/10/2012	OPENING BALANCE - (COOTAMUNDRA 2012)			\$ 8,464.99
31/10/2012	Interest	\$ 9.07		\$ 8,474.06
30/11/2012	Interest	\$ 6.96		\$ 8,481.02
11/12/2012	Turnut OSSM Course - Training Admin (Printing)		-\$ 345.40	\$ 8,135.62
11/12/2012	Turnut OSSM Course - Trainer Fee (BEST)		-\$ 2,090.00	\$ 6,045.62
11/12/2012	Coota Conference Income	\$ 2,728.30		\$ 8,773.92
11/12/2012	Website Hosting (Cuttlefish)		-\$ 350.00	\$ 8,423.92
11/12/2012	Executive Committee Post-conference Meeting (Lockhart)		-\$ 173.00	\$ 8,250.92
19/12/2012	Fair Trading - End of Year Return (Form A12)		-\$ 51.00	\$ 8,199.92
31/12/2012	New Cheque Book (Bank Fee)		4.50	\$ 8,195.42
31/01/2013	Interest	\$ 7.50		\$ 8,202.92
31/01/2013	Interest	\$ 6.97		\$ 8,209.89
8/02/2013	Turnut OSSM Course - Registrations	\$ 2,447.10		\$ 10,656.99
25/02/2013	2013 Conference Deposit		-\$ 400.00	\$ 10,256.99
28/02/2013	Interest	\$ 7.66		\$ 10,264.65
27/03/2013	Public Liability Insurance		-\$ 635.67	\$ 9,628.98
31/03/2013	Interest	\$ 8.63		\$ 9,637.61
30/04/2013	Interest	\$ 7.92		\$ 9,645.53
31/05/2013	Interest	\$ 8.19		\$ 9,653.72
26/06/2013	Website Services (Cuttlefish Design)		-\$ 125.00	\$ 9,528.72
29/06/2013	Housing Code Workshops (Coota & Corowa)	\$ 1,118.18		\$ 10,646.90
30/06/2013	Interest	\$ 6.21		\$ 10,653.11
29/07/2013	Branded Merchandise (Rapid Rules x 100)		-\$ 1,859.00	\$ 8,794.11
31/07/2013	Interest	\$ 6.67		\$ 8,800.78
31/08/2013	Interest	\$ 5.48		\$ 8,806.26
30/09/2013	Interest	\$ 4.71		\$ 8,810.97
	TOTAL INCOME	\$ 6,379.55		
	TOTAL EXPENSES		-\$ 6,033.57	
17/10/2013	CLOSING BALANCE @ ALBURY CONFERENCE			\$ 8,810.97

RIVERINA GROUP – MENTORING PROGRAM ASSISTANCE

AIM

A mentoring program fund has been established by the Riverina Group (REHBPB). The aim of the project is to encourage persons in the environmental development assessment, building control; environmental health regulation and town planning field of their local Council or Private Organisation to receive financial support to be involved in a one (1) week mentoring program with a City Council.

This project will provide funding for the individuals accommodation and travel, this is to encourage persons to be involved in this program and also make the opportunity beneficial for their respective Council or Organisation.

INVITATION TO APPLY

Individuals of local Council or Private Organisation who have an avid interest in learning more in their relevant field.

LEVEL OF FUNDING AVAILABLE

It is proposed that the maximum level of funding per individual will be limited to \$500.00. Greater funding may be made if the circumstances warrant it.

WHAT YOU NEED TO DO

It is suggested that you discuss your proposed application with your manager to ensure that your Council or Private Organisation support the application (as the mentoring program is proposed to be over a one (1) week period). The next requirement is to complete the below application form, submit 200 words or less of why you want to be considered and attach your curriculum vitae and forward to Riverina Group, Secretary, 105 Loftus Street, Temora NSW 2666.

TIMEFRAE

The applications will be required to be submitted by 30th August of each calendar year, with each application to be reviewed by the members of the Riverina Group and the successful applicants will be announced at the annual Riverina Group conference. The proposed mentoring program will be negotiated with the City Council and the individual (however, the proposed mentoring program is to be completed prior to the end of March in the following calendar year).

APPLICATION DETAILS:

Applicant Name:

Council/Private

Organisation:

Area of Expertise:

Areas of Interest:

Address:

.....

Email:

Contact Phone Number:

Signature:

Date:

Signature of General

Manager/CEO

Date: