



Stormwater Queensland Secretariat

GPO Box 3254

Brisbane Qld 4001

Ph: 07 3211 4686

E-mail: admin@stormwaterqueensland.asn.au

ABN 49 031 103 834

NOTICE 2018 ANNUAL GENERAL MEETING

Notice is hereby given that Stormwater Queensland will hold its Annual General Meeting for all members on Thursday 25 October 2018 from 1.00pm to 2.00pm over a light lunch at AECOM, level 8, 540 Wickham Street, Fortitude Valley. If you are not able to attend in person, please dial-into the meeting via 1300 512 438 with the access code of 598 756 839.

The agenda for the Annual General Meeting, together with the minutes of the previous Annual General Meeting, a Proxy Form, and the audited financial statements are attached. These documents are also published on the website.

Please note that members unable to attend may issue proxies, which will be tabled at the meeting. Proxies must be issued on the form attached for this purpose. All members voting and issuing proxies must be financial members of Stormwater Queensland.

DARREN DRAPPER

President

Stormwater Queensland

AGENDA
ANNUAL GENERAL MEETING

Thursday 25 October 2018

1.00pm

AECOM, level 8, 540 Wickham Street, Fortitude Valley

Join by Phone

Dial: 1300 512 438

Access Code: 598 756 839

Business

1. Chairman's Opening Remarks
2. Noting of Apologies and Proxies Received
3. Confirmation of Minutes of Previous AGM (12 Oct 17) *(attached)*
4. President's Report
5. Treasurer's Report & 2017-18 Audited Financial Statements *(attached)*
6. Election of 2018-2019 Executive & Management Committee
7. Appointment of Auditor for 2018-2019
8. General Business
9. Meeting Closed

STORMWATER QUEENSLAND**2017 ANNUAL GENERAL MEETING**

The 2017 Annual General Meeting of Stormwater Queensland was held on Thursday 12 October 2017 at 12.30pm at the Pullman King George Square Hotel, Brisbane.

MINUTES**PRESENT****Members**

Brad Dalrymple (Chair), Sally Boer, Darren Drapper, Adam Berry, David Simpson, Randall Hall, Brad Dines, Rebekah Kenna, Alan Hoban, Peter Beker, Courtney Henderson, Daniel Niven, Paul Dubowski, Bill Johnson, Peter Worth

Non-Members

Lorelei Broadbent (minute-taker)

The Chair opened the meeting at 12.40pm and noted that the necessary quorum of double the number of members presently on the Management Committee plus one, was present in person or by proxy, to allow the meeting to proceed.

1. APOLOGIES

Frank Scheele, Katie Fletcher, Andrew Hornbuckle, Sina Moshuvaziri, Clinton Mead, Kevin Covey, Jade Mohr, Damion MacDonald, Chris Camp, Christopher Walker, Siva Sivaananthan, Megan Holcomb, Richard Yearsley

2. PROXIES

The following valid proxies were received:

Frank Scheele	in favour of	David Simpson
Siva Sivaananthan	in favour of	David Simpson
Megan Holcomb	in favour of	David Simpson
Richard Yearsley	in favour of	David Simpson
Katie Fletcher	in favour of	Adam Berry
Andrew Hornbuckle	in favour of	Darren Drapper
Sina Moshuvaziri	in favour of	Darren Drapper
Clinton Mead	in favour of	Darren Drapper
Kevin Covey	in favour of	Darren Drapper
Jade Mohr	in favour of	Darren Drapper
Damion MacDonald	in favour of	Darren Drapper
Chris Camp	in favour of	Darren Drapper
Christopher Walker	in favour of	Darren Drapper

3. CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING

The minutes of the Stormwater Queensland 2016 Annual General Meeting, held on 29 September 2016, having been circulated, were taken as read and confirmed.

Moved C Coathup, seconded D Drapper. Carried unanimously.

4. PRESIDENT'S REPORT

The President presented a reflection/report on the activities of the Association for 2017 and mentioned the highlights as being highly active with advocacy submissions; a number of events; and a joint State conference with IECA with 250+ registrants.

Recommendation

That the President's Report for 2017 be accepted.

Moved D Drapper, seconded P Worth. Carried unanimously.

5. PRESENTATION OF 2016-2017 AUDITED FINANCIAL STATEMENTS

The Treasurer referred members to the auditor's report for the year-ended 30 June 2017. These Financial Statements have been prepared in accordance with the Australian Accounting Standards.

The Treasurer provided a commentary on the reports, including:

Membership income	\$23,000
Events income	\$19,000
Other income	\$2,000
Total income	\$44,000

The biggest expenses were Secretariat fees, event expenses and scholarships.

Reporting a loss of \$30,000.

SQ's share of last year's National Conference, being \$19,000, has been invoiced to Stormwater Australia and payment is awaited.

The Treasurer mentioned a look into the coming year with a back-to-basics approach and a focus on income-generating activities of membership recruitment and events, joint conferences and no scholarships.

Recommendation

That the audited financial statements for the period ended 30 June 2017 as tabled be received and adopted.

Moved J Coathup, seconded S Boer. Carried unanimously.

6. ELECTION OF 2018 EXECUTIVE AND MANAGEMENT COMMITTEE

As per the Rules of the Association, the Chair declared all positions vacant.

President

One nomination was received by the close of nominations. Darren Drapper was, therefore, elected unopposed to the position of President.

Vice President

One nomination was received by the close of nominations. Sally Boer was, therefore, elected unopposed to the position of Vice President.

Treasurer

One nomination was received by the close of nominations. Charles Coathup was, therefore, elected unopposed to the position of Treasurer.

Secretary

No nominations were received by the close of nominations. The Chair called for nominations from the floor. Moved R Hall, seconded C Coathup, that David Simpson be elected to the position of Secretary. D Simpson accepted the nomination.

Committee Members

The following nominations were received by the close of nominations: Adam Berry, Sophia Buchanan, James Coathup, Brad Dalrymple, Paul Dubowski, Courtney Henderson, Bill Johnson, Daniel Niven, Tony Weber, Peter Worth.

Moved P Dubowski, seconded A Berry, that the above-mentioned members be elected to the Stormwater Queensland Management Committee for the 2018 year.

The Chair welcomed the new Management Committee and wished them success and satisfaction in their involvement with Stormwater Queensland. The Chair thanked retiring committee member, Randall Hall, for his contribution.

7. **APPOINTMENT OF AUDITOR FOR THE 2017-2018 YEAR**

E H Tan & Co, Chartered Accountants, have signified their willingness to continue as the Association's auditor for the coming year.

Recommendation

That E H Tan & Co be appointed as Stormwater Queensland's auditor for the 2017-2018 year.

Moved C Coathup, seconded D Simpson. Carried unanimously.

8. **OTHER BUSINESS**

The Chair called for any items of general business.

Rebekah Kenna thanked the Association for the scholarship she received and commented that the program was worthwhile.

Noted, the Management Committee will call for expressions of interest from the membership to form the sub-committees for 2018.

D Drapper moved a vote of thanks to B Dalrymple for his contribution to the Association during his term as President. Carried with acclamation.

9. **CLOSE**

There being no further business, the Chair thanked members for their interest and support in the Association and closed the meeting at 1.00pm.

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Confirmed – President, Stormwater Queensland

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Date

STORMWATER INDUSTRY ASSOCIATION (QLD) INC

PROFIT AND LOSS STATEMENT FOR THE YEAR ENDED 30 JUNE 2018

	2018	2017
INCOME		
Interest Income	45	2,228
Conference Income	44,503	-
Membership Revenue	29,073	23,305
Miscellaneous Income	2,370	-
Events & Workshop Income	49,194	16,982
Events Sponsorship	2,350	2,455
	<u>127,535</u>	<u>44,970</u>
EXPENSES		
Accounting Fees	2,100	1,800
Award Expenses	2,332	463
Bank Charges	1,004	1,095
Conference Sponsorship	5,321	1,027
Corporate Fees	53	103
Courier & Freight	-	221
Events, Seminar, Course and Meeting Expenses	27,700	22,030
Insurance	2,135	3,996
Membership Levy SA	11,294	2,905
Printing, Postage and Stationery	1,083	1,073
Professional Fees	-	1,000
Scholarships	1,282	9,439
Secretariat Fees	32,810	30,080
Subscription	238	-
Sundry Expenses	170	-
Telephone & Email	736	718
Travel & Parking	349	323
Internet & Website Costs	270	246
	<u>88,877</u>	<u>76,519</u>
NET INCOME/LOSS FOR YEAR	<u>\$ 38,658</u>	<u>-\$ 31,549</u>


CHARLES COATHUP

Treasurer

Stormwater Industry Association (Qld) Inc

STORMWATER INDUSTRY ASSOCIATION (QLD) INC

BALANCE SHEET AS AT 30 JUNE 2018

	2018	2017
EQUITY		
Opening Balance	81,185	112,734
Net Income/Loss for year	38,658 -	31,549
	<u>\$ 119,843</u>	<u>\$ 81,185</u>
 REPRESENTED BY:		
 CURRENT ASSETS		
SIAQ Cheque Account (**9944)	64,624	72,766
SIAQ Cheque Account (**0614)	27,535	1,752
Conference Account (**1782)	256	376
Seed Funding 2017 Conference	-	5,454
Accounts Receivable	1,177	-
Deposit Paid	2,109	-
Tax Refundable	-	1,512
Trade Debtors	29,161	1,177
	<u>124,862</u>	<u>83,037</u>
 NON CURRENT ASSETS		
Plant and Equipment	-	-
Less Provision for Depreciation	-	-
 TOTAL ASSETS	<u>124,862</u>	<u>83,037</u>
 Less CURRENT LIABILITIES		
Accrued Accounting Fees	-	1,800
Conference Account (**8757)	-	10
Deposit Paid in Advance	230	-
Membership Fees Paid in Advance	1,785	-
Tax Liabilities	2,962	-
Trade Creditors	42	42
	<u>5,019</u>	<u>1,852</u>
 TOTAL LIABILITIES	<u>5,019</u>	<u>1,852</u>
 NET ASSETS	<u>\$ 119,843</u>	<u>\$ 81,185</u>

STORMWATER INDUSTRY ASSOCIATION (QLD) INC

**NOTES TO AND FORMING PART OF THE
FINANCIAL ACCOUNTS**

FOR THE YEAR ENDED 30 JUNE 2018

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The accounts have been prepared in accordance with relevant Australian Accounting Standards and the disclosure requirements of the Associations Incorporation Act 1981. The accounts of the Association have been prepared on an accrual basis, with the exception of membership and conference income, which are recorded as income when billed, and are in accordance with conventional historical cost principles.

The Association is not a reporting Association because, in the Committee's opinion, there is unlikely to exist users of the accounts who are dependent on general-purpose financial reports of the Association for information. These accounts are therefore a "Special Purpose Financial Report" prepared so as to comply with the requirements of the Constitution and to provide information required by the members.

The following is a summary of the significant accounting policies, adopted by the Association in the preparation of the accounts, which have been consistently applied unless otherwise stated.

(a) Income tax

The Association is exempt from paying income tax under Section 23(g) of the Income Tax Assessment Act.

(b) Property, Plant & Equipment (PPE)

Plant and equipment are carried at cost less, where applicable, any accumulated depreciation. The depreciable amount of all PPE is depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

(c) Cash and cash equivalent

Cash and cash equivalents includes cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.

(d) Revenue

Revenue is measured at the fair value of the consideration received. All revenue is stated net of the amount of goods and services tax (GST).



(e) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the balance sheet.

2. LEVY PAYABLE TO NATIONAL STORMWATER INDUSTRY ASSOCIATION

In accordance with Clause 23 of the "Protocol for the linking of the SIA Associations", SIA (Qld) must forward an annual subsidy levy per membership to the National SIA Association based on the number of financial members registered each quarter.

3. CAPITAL COMMITMENTS

There were no contracts entered into for future capital expenditure in the current financial year.

4. CONTINGENT LIABILITY

No contingent liabilities existed as at 30 June 2018.

5. MORTGAGES, CHARGES AND SECURITIES

At 30 June 2018 there were no mortgages, charges, or securities of any description affecting any of the property.

6. EVENTS SUBSEQUENT TO BALANCE DATE

There are no items or events of a material or unusual nature that have occurred since 30 June 2018 which should be disclosed.



**INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF THE STORMWATER INDUSTRY ASSOCIATION (QLD) INC.**

We have audited the accompanying financial report, being a special purpose financial report, of Stormwater Industry Association (Qld) Inc. (the "Association"), which comprises the balance sheet as at 30 June 2018, the income and expenditure statement for the year then ended and notes comprising a summary of significant accounting policies and other explanatory information.

Committee's Responsibility for the Financial Report

The committee of the association is responsible for the preparation and fair presentation of the financial report, and has determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the Associations Incorporation Act 1981 (QLD) and is appropriate to meet the needs of the members. The committee's responsibility also includes such internal control as the committee determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion of the financial report based on our audit. We have conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Association's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control. An audit also includes evaluation the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

The financial report has been prepared for the distribution to members for the purpose of fulfilling the committee's financial reporting under the Associations Incorporation Act 1981. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we have complied with the independence requirements of the Corporations Act 2001.



**INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF THE STORMWATER INDUSTRY ASSOCIATION (QLD) INC.**

Basis for Qualified Auditor's Opinion

The nature of the activities of the incorporated entity is such that income received from membership, sponsorship and public events conducted during the year, representing a significant source of revenue for the Association, is recorded on a cash basis. The committee has determined that it is impracticable to establish control over the collection of cash sponsorships and public event receipts prior to their initial entry in the accounting records. Accordingly, we do not express an opinion on whether all receipts have been properly recognised.

Qualified Auditor's Opinion

Subject to the above reservation, in our opinion, the financial report presents fairly, in all material respects, the financial position of Stormwater Industry Association (Qld) Inc. as at 30 June 2018 and the results of its operations for the year then ended in accordance with the Associations Incorporation Act 1981 (QLD).

Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist Stormwater Industry Association (Qld) Inc. to meet the requirements of the Associations Incorporation Act 1981. As a result, the financial report may not be suitable for another purpose.

9 day of August 2018



ENG HWA TAN
PARTNER
E H TAN & CO
CHARTERED ACCOUNTANTS

