



# *South Australian Local Government Supervisory Officers Association – SALGSOA (Metro Branch Inc.)*

## **EXECUTIVE COMMITTEE MEETING**

*MINUTES FROM THE MEETING HELD ON  
17<sup>th</sup> AUGUST 2011, 5:00PM AT THE HACKNEY HOTEL*

---

<b>1</b>	<b>Welcome</b>	Meeting commenced at approximately 5:00pm. A list of those present and the apologies for the meeting can be found overleaf.
<b>2</b>	<b>Minutes from last meeting</b>	Minute's from the last Executive Committee meeting held on 12 <sup>th</sup> April 2011, at the Hackney Hotel were noted and accepted.  No business was arising from the minutes.
<b>3</b>	<b>President's/ Secretary's/ Treasurer's reports</b>	David Grear (past Treasurer) attended the meeting to officially hand-over the books to the new Treasurer, Mark Swanbury which includes auditing of the books. David indicated that all paperwork from the last 5 years will progressively be provided to Mark.  This also includes looking at a new banking system in which the Association can efficiently and effectively operate and manage the business, ensuring that all members have access to either electronic/credit card (or both) facilities with minimal banking fees and charges for the Association.  With this signatories for the accounts will need to be closed off, for those no longer on the Executive Committee, and new signatories established including the newly created Special Committee position of Event/Website Manager, being Mal Chadwick. Up to 4 signatories can be added to the account, President, Secretary, Treasurer and Event/Website Manager.  President, Clive Harrington thanked David Grear for his time and efforts over the last 5 years as Treasurer.  There was no report received from the Secretary.
<b>4</b>	<b>Study Tour</b>	Event/Website Manager, Mal Chadwick provided a wrap-up of the 2011 Study Tour of Echuca, Victoria. Yet another successful tour with 42 paid spaces at \$19,400. Ended up with some savings from the hotel and all up resulted with an approximate saving of \$1,100, giving a total tour cost of around \$18,300. It was suggested that an alternative lunch time solution

		<p>perhaps be looked at to the BBQ on the last day coming home, perhaps stop at a bakery, something to be considered and perhaps put to members at one of the future meetings.</p> <p>Discussion was held on where the Study Tour for 2012 will be, in which it was decided at this stage to be in Port Lincoln.</p>
5	<b>Business Arising</b>	<p>Mal Chadwick raised the issue of outstanding accounts for 2010 and 2011 in the order of \$5,500 not being accounted for from sponsorship of the Associations meetings which includes the 2010 and 2011 AGM. Mal called for a Sponsorship register to be implemented to ensure that no outstanding payments can slip through the system or be forgotten.</p> <p>This will be addressed by Treasurer, Mark Swanbury once the auditing process has been completed which David Gear is currently undertaking and progressively handing-over all accounts, invoices, and associated paperwork to Treasurer, Mark Swanbury.</p> <p>David Gear will also be chasing up all of the outstanding accounts/debts owed to the Association.</p>
		<p>Discussion prepared by Eric Rossi (McConnell Dowell Constructors Pty Ltd) on the logistics and operation of undertaking a tour of the Desalination Plant on Friday 14<sup>th</sup> October. Numbers are limited to 2 groups x 20 people (40 max.) with Group 1 to start at 10:00 am followed by lunch and refreshments (provided by McConnell Dowell, who will be the sole sponsors of the tour) and presentation for both groups at around 12:00pm.</p> <p>After lunch, Group 2 will then commence their tour and Group 1 will be free to leave as there will be no formal meeting as such. Car parking is very limited on the site itself, so it's been suggested that car pooling be arranged. This will need to be coordinated at a mutually convenient location within close proximity of the Desalination Plant, i.e. The Hallett Cove Shopping Centre.</p> <p>The Committee discussed the logistics associated with the tour and if a General Meeting should still be held given the fact that the group will be split into 2 groups. It was subsequently determined to be unreasonable to ask members of Group 1 to wait around for up to 2 hours whilst Group 2 completed their tour and to then conduct a meeting followed by drinks, networking and dinner afterwards.</p>
		<p>In relation to the Associations Membership base and looking to improve and built on the current membership, discussions were held on ways of increasing Municipal numbers to the Association, especially from those municipals that are not currently represented, i.e. City of Port Adelaide</p>

		Enfield, City of West Torrens. The Executive Committee is keen to proactively address this over the next 12 months with several recruitment options being proposed for further discussions within the next year.
<b>6</b>	<b>Memberships</b>	<p>Only 1 new application received for membership being an associate application for Daniel Doubell, James Hardie Concrete Pipes. Based in NSW, Daniel is the Sales Representative for SA and is looking to make him known within SA and promote his company's products, with perhaps sponsoring one of the Associations meetings in 2012.</p> <p>Vote taken, all found in favor of accepting the applicant.</p>
<b>7</b>	<b>Other Business</b>	<p>Discussion on other possible venues/site to hold future meetings for 2012, which included some of the following venues:</p> <ul style="list-style-type: none"> <li>• The \$812 million South Road Superway Project - Tour</li> <li>• New Royal Adelaide Hospital (NRAH) Site - Tour</li> <li>• Seaford Rail Extension - Tour</li> <li>• Lochiel Park, Australia's Modern Green Village - Tour</li> <li>• Edinburgh RAAF Base – Tour</li> </ul> <p>These will be further investigated in terms of availability as well as other sites and points of interest within the metropolitan area.</p>
<b>8</b>	<b>Meeting Dates</b>	<p>The following meeting dates were confirmed for the remainder of the 2011 year:</p> <ul style="list-style-type: none"> <li>• 14<sup>th</sup> October – Desalination Plant Operation &amp; Tour (restricted numbers to 40 members - no formal meeting)</li> <li>• 25<sup>th</sup> November - End of Year Christmas Cocktail Function (option to bring partners/wives)</li> </ul> <p>The following meeting dates were therefore proposed for next year 2012, as follows:</p> <ul style="list-style-type: none"> <li>• 16<sup>th</sup> March (General Meeting)</li> <li>• 22<sup>nd</sup> June (AGM)</li> <li>• 27<sup>th</sup> – 29<sup>th</sup> July or 3<sup>rd</sup> – 5<sup>th</sup> August (Study Tour, Port Lincoln)</li> <li>• 19<sup>th</sup> October (General Meeting)</li> <li>• 30<sup>th</sup> November (Christmas Cocktail Function)</li> </ul>
<b>9</b>	<b>Meeting Closed</b>	Meeting formally closed at 6:00pm.

# **EXECUTIVE COMMITTEE MEETING**

*HELD ON 17<sup>th</sup> AUGUST 2011, 5:00PM AT THE HACKNEY HOTEL*

---

## **PRESENT**

## **COUNCIL/BUSINESS NAME**

Clive Harrington – President	City of Campbelltown Council
Neill Phillips – Secretary	Adelaide City Council
Mark Swanbury – Treasurer	City of Mitcham Council
Mal Chadwick – Event/Website Manager	The Barossa Council
Darrin Smith – Municipal Member	City of Mitcham Council
Steve Watson – Municipal Member	Adelaide City Council
David Gear – Past Treasurer	Artcraft Pty Ltd

## **APOLOGIES**

David Bendo – Associate Member	Downer Australia
Tony Reynolds – Associate Member	Humes/Holcim Australia P/L
Eric Rossi – Special Guest	McConnell Dowell

## **NEXT MEETING**

Friday 14<sup>th</sup> October 2011 – Desalination Plant & Operation Tour (no formal meeting)

## **AGENDA** Meeting starts at 5:00pm

- Welcome
- Apologies
- President's, Secretary and Treasurer's report (if applicable)
- Mal to provide wrap up of Echuca Study Tour and discuss possible locations for the 2012 Study Tour
- Mal raised issue of outstanding accounts for 2010 and 2011 in the order of \$5,500 not accounted for from sponsorship of the Associations meetings, including the AGM. Mal as called for a Sponsorship Register to be implemented from now on, to ensure that no outstanding payments can slip through or be forgotten in the future
- Hand-over of Treasurer's role from David Gear to Mark Swanbury, including auditing of the books which has been arranged by David to provide wrap up of audit process and final hand-over to Mark
- Discuss new membership applications – 1 Associate Membership received for Daniel Doubell, James Hardie Concrete Pipes in NSW – relevance to SA

- Discussion prepared by Eric Rossi (McConnell Dowell Constructors Pty Ltd) on the logistics and operation of undertaking a tour of the Desalination Plant on Friday 14<sup>th</sup> October. Numbers are limited to 2 groups x 20 people (40 max.) with Group 1 to start at 10:00 am followed by lunch/refreshments (provided by McConnell Dowell - sponsors) and presentation for both groups at 12 noon. Group 2 then start tour after lunch. Car parking is limited on the site itself, so it's been suggested that car pooling be arranged/provided. Committee needs to discuss what the 2 groups do before/after lunch (2 hours wait) and if a meeting is to be held with dinks, dinner afterwards nearby, i.e. Lonsdale Hotel
- Other business
- Next Meeting
- Meeting Closed – 6:00pm