

*notice:* **ANNUAL GENERAL MEETING 2022**

*date:* Wednesday, 07.09.22: 08:30 NSW (Live attended event, no video broadcast)

*location:* La Perouse Room, Novotel Brighton Beach Sydney, The Grand Parade, Brighton-Le-Sands.

*rules of association:* The 2022 AGM will be held under the Amended Rules of Association dated 01 April 2020, a copy of which is available at <https://acrna.org/about/#asic>

*quorum:* Number of outgoing Committee Members: 6  
Number needed for a quorum: 7 (Rule 36(1))

- agenda*
1. Attendance, proxies and quorum.
  2. Welcome and report by Geoff McKernan, Outgoing President.
  3. Adoption of the minutes of the 2021 AGM (copy attached).
  4. Business arising from the minutes of the 2021 AGM.
  5. Presentation and adoption of the Financial Statement and Audit Report for the 2021-2022 financial year (copy attached).
  6. Confirmation of the continued engagement of 4Front (formerly Cooper Reeves) as the Association's accountant for the 2022-2023 financial year.
  7. Confirmation of the currency of the Association's insurances (copies attached).
  8. Confirmation of the continuation of David Williams as Operations Manager.
  9. Report from the Treasurer – ACRNA Budget 2022-2023 (copy attached).
  10. SubCommittee Reports.
  11. Reinstatement of Membership Fees.
  12. Election of members of the Management Committee (see Page 2) to comprise President, Vice President, Secretary (who must reside in Queensland), Treasurer and any number of ordinary Committee members as may be nominated. Individuals may be elected to multiple positions.  
(Note: The Corporate Member committee appointees will be confirmed once received from the management of each of the Corporate Members, until which time, existing corporate committee appointees continue.)
  13. Other business and general discussion.

NOTE: The AGM is being held on Day 2 of the ACRNA 2022 Conference. To allow the continuation of the Day 2 agenda, the AGM is scheduled to conclude by 08:50.

**ELECTION OF MEMBERS OF THE MANAGEMENT COMMITTEE**

rule 18: **MEMBERSHIP OF MANAGEMENT COMMITTEE**

- (1) The management committee of the association consists of a president, vice president, treasurer, secretary, corporate member representatives (infra) and any other members the association members elect at a general meeting.
- (2) A member of the management committee must be a member of the association, save in the case of:
  - (a) a secretary appointed by the management committee under rule 15(1)(b)(iii); or
  - (b) a corporate member representative (infra).
- (3) At each annual general meeting of the association, the members of the management committee must retire from office, but are eligible, on nomination, for re-election.
- (4) A member of the association may be appointed to a casual vacancy on the management committee under rule 21.

rule 19: **ELECTING THE MANAGEMENT COMMITTEE**

- (1) A member of the management committee may only be elected as follows:
  - (a) In the case of an ordinary member:
    - (i) any member of the association may self-nominate (the **candidate**) to serve as a member of the management committee;
    - (ii) the nomination may be taken from the floor at the annual general meeting;
    - (iii) the nomination must be seconded by another member (the **second**);
    - (iv) each member of the association present and eligible to vote at the annual general meeting may vote for one (1) candidate for each vacant position on the management committee;
  - (b) In the case of a corporate member, the corporate member may nominate a person to serve as a member of the management committee, and that person is automatically elected to the management committee (**corporate member representative**).
- (2) A person may be a candidate only if the person:
  - (a) is an adult; and
  - (b) is not ineligible to be elected as a member under section 61A of the Act.
- (3) The management committee must ensure that, before a candidate is elected as a member of the management committee, the candidate is advised:
  - (a) whether or not the association has public liability insurance; and
  - (b) if the association has public liability insurance – the amount of the insurance.

committee member nomination: Rule 19(1)(a)(ii) allows nominations of members of the management committee to be taken from the floor at the AGM. Or nominations may be in writing in the following or similar form, completed, dated, signed by both the nominating and seconding members, scanned and emailed with the subject line: "ACRNA 2022 AGM Nomination" to [info@acrna.org](mailto:info@acrna.org) by no later than close of business Tuesday 06.09.22:

We, [names as they appear in the Membership Register] of [addresses or businesses as they appear in the Membership Register] being members of the Australian Control Room Network Association Inc., nominate [full name] of [address or business] as a candidate for election to the Association's Management Committee at the Annual General Meeting of the Association, to be held on Wednesday 7<sup>th</sup> September 2022 and any adjournment of the meeting.

Signed: \_\_\_\_\_ (Candidate)      Date: \_\_\_\_\_  
 Signed: \_\_\_\_\_ (Nominator)      Date: \_\_\_\_\_  
 Signed: \_\_\_\_\_ (Second)      Date: \_\_\_\_\_

# Minutes of ACRNA Annual General Meeting 2021

## ACRNA ANNUAL GENERAL MEETING 2021

*date:* Wednesday 17.11.21: 12:00 NSW/VIC/ACT/TAS  
11:30 SA, 11:00 QLD, 10:30 NT, 09:00 WA  
14:00 NZ

*location:* Video meeting: WebEx

### *Agenda item 1:* Attendance, Proxies & Quorum

*attending:*

<b>Mark Holmes</b>	MH	Outgoing President
<b>Geoff McKernan</b>	GMcK	Outgoing Vice President
<b>Russell Ockendon</b>	RO	Outgoing Treasurer, Corp Rep. CCA
<b>Tim Pullens</b>	TP	Corp. Rep. Jemena
<b>David Williams</b>	DW	Ops Manager
<b>Alistair Andrews</b>	AA	Powerlink
<b>Anne Maddock</b>	AM	Ergonomie
<b>Gary Botley</b>	GB	Zetron
<b>Hal Jorgenson</b>	HJ	Neoen
<b>John Kimenkowski</b>	JK	CADwalk
<b>Mark Desira</b>	MD	Yarra Trams
<b>Russell Coffee</b>	RC	Connect East
<b>Russell Gordon</b>	RG	Energy Q
<b>Stephen Clements</b>	SC	Ausgrid
<b>Steve Riley</b>	SR	EMV
<b>Steven Oliver</b>	SO	Jemena

*proxies:*

<b>Wayne Cardinal</b>	WC	Outgoing Secretary, Corp. Rep. Powerlink (Proxy to MH)
<b>Trevor Franz</b>	TF	Corp. Rep. Transurban (Proxy to GMcK)

*quorum:*

Outgoing committee members: 5 (Lena Kimenkowski resigned mid-term)  
Number needed for quorum: 6.  
Number attending: **16.**

### Outgoing President's Welcome

*Agenda item 2:* MH welcomed members attending and outlined proceedings for the meeting. He then provided the Outgoing President's report to the attending members, highlighting his thanks to the committee and Operations Manager and ACRNA's future potential with association affiliations and new committee members. (Report attached.)

He called for adoption of the AGM minutes for 2020 (following).

### 2020 AGM Minutes

*Agenda item 3* Proposed: **GMcK**  
Seconded: **RO**  
**Accepted**

## AGM Business

- Agenda item 4:* Business arising from minutes of the 2020 AGM: Nil.  
**Proposed: RO Seconded: GMcK.** Accepted.
- Agenda item 5:* RO provided a summary of 2020-2021 Financial Reports.  
**Proposed: MH Seconded: RO.** Accepted.
- Agenda item 6:* Confirm engagement of Cooper Reeves as the ACRNA's accountant for 2021-2022.  
**Proposed: RO Seconded: GMcK.** Accepted.
- Agenda item 7:* Confirm the currency of the Association's insurances for 2021-2022.  
**Proposed: RO Seconded: GMcK.** Accepted.
- Agenda item 8:* Confirm continuation of David Williams as Operations Manager for 2021-2022.  
**Proposed: RO Seconded: GMcK.** Accepted.
- Agenda item 9:* RO provided the Treasurer's Report with a summary of 2021-2022 Budget, including allowances for conference cancellation contingency, short-format conference programme, 3<sup>rd</sup> party resources acquisitions, and ongoing administrative expenses. (The 2021-2022 Budget was adopted by the Management Committee in June 2021.)

## SubCommittee Reports

*Agenda item 10:* **CONFERENCE SUBCOMMITTEE**

GMcK noted that full allowance has been made for March 2022 conference and that a 100% loss was unlikely given negotiations with the venue (also noting that the March 2022 conference projections were promising).

DW provided a summary of Conference arrangements with Novotel, venue secured and audio-visual arrangements in progress. Outlook and interest is very good.

MH provided a brief summary of the proposed conference 23-24 March 2022 at Brighton-Le-Sands, Sydney. The outlook is promising given the easing of COVID restrictions in NSW.

### **MEMBERSHIP & MARKETING SUBCOMMITTEE**

GMcK provided a summary of activities for the Membership and Marketing Subcommittee: A total of 5 webinars have been conducted in the series with varying results from 25 to 50 participants. He highlighted the need for further members participation re timing, needs and topics of interest.

### **WEBSITE SUBCOMMITTEE**

GMcK noted that Website is currently under review for revamping.

## Election of Members of the Management Committee

*Agenda item 11:* The following nominees were elected to the Management Committee:

- **President: Geoff McKernan.**  
(*Nominated: Mark Holmes. Seconded: David Williams*) No objections. Accepted.
- **Vice President: Mark Holmes.**  
(*Nominated: Self. Seconded: David Williams*) No objections. Accepted
- **Secretary: Gary Botley.**  
(*Nominated: Russell Ockendon. Seconded: David Williams.*) No objections. Accepted.
- **Treasurer: Russell Ockendon**  
(*Nominated: Mark Holmes. Seconded: David Williams*) No objections. Accepted.
- **Committee member: Joo Ean Prasad**  
(*Nominated: Self. Seconded: Mark Holmes*) (*In abstentia*): No objections. Accepted.
- **Committee member: Anne Maddock**  
(*Nominated: Self. Seconded: Mark Holmes*) No objections. Accepted.

GMcK as incoming President thanked outgoing committee members and welcomed new committee members.

## Other Business & General Discussion

*Agenda item 12:* **PRACTICAL PROMOTION OF THE ACRNA SWOT ANALYSIS**

RO (as a corporate member) presented a PowerPoint call to action to the Members and Corporate Members of ACRNA to participate in practical implementation of the tasks identified in the SWOT analysis conducted earlier this year.

A copy of RO's presentation is attached to these minutes.

The ACRNA SWOT Analysis was posted on ACRNA Connect for Members' review and comment: [ACRNA SWOT Analysis for discussion at the 2021 AGM](#)

This has been referred to the Management Committee for action.

**Proposed: RO. Seconded MH. No objections Accepted.**

Meeting concluded at 12:58 AEST

ACRNA PRESIDENTS REPORT  
ACRNA AGM 17 November 2021

The past twelve months has challenged the Control Room Sector and our ACRNA members beyond expectations, responding to and adjusting to cope with extended lockdowns in Melbourne and Sydney, closed State borders and operational and family pressures on control room operators working 24/7 across Australia.

The ACRNA has worked to support our members by delivering a series of webinars in lieu of our 2021 annual conference and proposed regional 1-day workshops and has scheduled the ACRNA Annual Conference in Sydney to be held on the 23<sup>rd</sup> and 24<sup>th</sup> of March 2022 at Brighton le Sands.

None of this would have happened without the commitment of the ACRNA Committee members and the financial support of our Corporate Members and I would like to acknowledge and thank you all.

I would specifically like to thank our Vice President Geoff McKernan, our Treasurer and de facto Secretary Russell Ockendon and our ACRNA Operations Manager Dave for their relentless commitment supporting the ACRNA over the past twelve months. I also thank Alice May who supports our ACRNA web site, for her excellent service and support.

As Australia emerges from the challenging 2-years of the Covid-19 pandemic, the ACRNA is committed to broadening its affiliate and membership programme.

The ACRNA and the Australian Institute of Emergency Services signed a Memorandum of Understanding on the 6<sup>th</sup> of November 2021 and we are delighted to welcome the Australian Institute of Emergency Services as an affiliate of the ACRNA thanks to the efforts of Dave Williams our Operations Manager.

We are also in discussions with other control room related Associations such as ICCRA the International Critical Control Room Association, with a view to formalizing an affiliate relationship.

All of these initiatives are being undertaken to achieve our goal further of developing the ACRNA as a non-commercial industry association formed to support Operators of Australian control rooms by sharing knowledge, ideas and experiences with the overall aim of achieving continuous improvement of the services delivered.

Following the challenging 2-years of the Covid-19 pandemic the ACRNA relies now more than ever on the commitment of its Corporate and individual members across the control room industry to ensure the growth and success of the ACRNA.

The ACRNA needs new members, new committee members and succession planning for the elected officers of the Association and cannot rely on the small cohort of elected Officers and Committee members who have ensured the continued operation of the Association since its formation and over the past 2-years.

Mark Holmes.

## Profit and Loss

### Australian Control Room Network Association Inc. For the year ended 30 June 2021

	2021	2020
<b>Income</b>		
Sales - Conference Registrations & Individual Memberships	17,100	37,985
Sales - Corporate Membership Subscriptions	15,000	32,500
<b>Total Income</b>	<b>32,100</b>	<b>70,485</b>
<b>Income</b>	<b>32,100</b>	<b>70,485</b>
<b>Expenses</b>		
Accounting	3,937	2,488
Administration Services	2,701	-
Annual Conference Fees	2,932	43,225
Bank Fees	300	1,102
Computer Expenses	3,092	3,729
Fair Trading Annual Fee	58	57
Legal Fees	745	1,950
Sundry Expense	1,625	-
<b>Total Expenses</b>	<b>15,390</b>	<b>52,550</b>
<b>Net Profit</b>	<b>16,710</b>	<b>17,935</b>

# Balance Sheet

## Australian Control Room Network Association Inc. As at 30 June 2021

	30 JUN 2021	30 JUN 2020
<b>Assets</b>		
<b>Bank</b>		
Business Transaction Account	46,290	33,635
<b>Total Bank</b>	<b>46,290</b>	<b>33,635</b>
<b>Current Assets</b>		
Accounts Receivable	11,000	11,220
<b>Total Current Assets</b>	<b>11,000</b>	<b>11,220</b>
<b>Total Assets</b>	<b>57,290</b>	<b>44,855</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	419	4,963
GST	2,937	2,667
<b>Total Current Liabilities</b>	<b>3,355</b>	<b>7,631</b>
<b>Total Liabilities</b>	<b>3,355</b>	<b>7,631</b>
<b>Net Assets</b>	<b>53,935</b>	<b>37,224</b>
<b>Member's Funds</b>		
Member's Funds	53,935	37,224
<b>Total Member's Funds</b>	<b>53,935</b>	<b>37,224</b>

Australian Control Room Network Association Inc. keeps financial records in a way that properly records the Association's income and expenditure and dealings with its assets and liabilities.



Russell Ockendon

TREASURER

Ref: NJM/DL



2 September 2021

The Treasurer  
Australian Control Room Network Association Inc  
38 Meredith Street  
NEW LAMBTON NSW 2305

Dear Russell,

2021 Financial Report

We have been requested to review and verify the Financial Report for the Australian Control Room Network Association Inc for the year ended 30 June 2021.


This review and verification is required by the Queensland Government in reporting the association's financial results as part of the Annual Return.

After our review:

*We have sighted the association's financial records and the financial records show that the association has book keeping processes in place to adequately record the associations income and expenditure and dealings with its assets and liabilities.*

Please let me know if you have any questions.

Yours faithfully,  
4FRONT



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Nathan Manning FCA  
Principal



# Business Activity Statement

**2021**

1 Jul 2020—30 Jun 2021


Client name	Australian Control Room Network Association Inc	TFN	
Form type	BAS-P	ABN	52 620 754 850
Document ID	46873989462	GST accounting method	Cash Basis

## Summary


AMOUNTS YOU OWE THE TAX OFFICE		AMOUNTS THE TAX OFFICE OWES YOU	
GST on sales or GST inst	<b>1A</b> \$3,230.00	GST on purchases	<b>1B</b> \$1,261.00
<b>Amount you owe the ATO</b>	<b>2A</b> <b>\$3,230.00</b>	<b>Amount the ATO owes you</b>	<b>2B</b> <b>\$1,261.00</b>
PAYG tax withheld	<b>4</b> \$0.00		
<b>Your payment amount</b>		<b>9</b>	<b>\$1,969.00</b>

## Declaration

I authorise Cooper Reeves Pty Ltd T/A 4Front to give this activity statement to the Commissioner of Taxation for Australian Control Room Network Association Inc. I declare that I am authorised to make this declaration, and the information provided for the preparation of this activity statement is true and correct.

Signature	Date
 Russell Ockendon Treasurer, ACRNA	15.09.21

## Payment Options

BPAY	DIRECT CREDIT
	Account Name: ATO EFT Deposits Trust Account
	BSB: 093003
	Account Number: 316385
	Institution Name: ATO EFT Deposits Trust Account
Reference Number: 2526207548509560	To identify the Payer, Use the Customer Reference Number
Billers Code: 75556	Reference Number: 2526207548509560

# Business Activity Statement

**2021**

1 Jul 2020—30 Jun 2021

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## Goods and services tax (GST)

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for the period from 01 Jul 2020 to 30 Jun 2021

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**OPTION 2 SIMPLER REPORTING: CALCULATE GST AND REPORT ANNUALLY**

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Total sales	<b>G1</b>	\$35,530.00
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Does the amount shown at G1 include GST?	Yes
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## Receipt

**Receipt number**  
**N291518254526**

**Amount**  
**\$1,969.00**

**From**  
**Business Trans Acct**  
06 4111 1023 1439  
Annual BAS 2021

**To**  
**2019 2020 BAS**  
AUSTRALIAN TAXATION OFFICE

<b>Biller Code:</b> 75556
<b>Ref:</b> 2526207548509560

**When**  
Wednesday 15 Sep 2021 at 3:53pm Sydney/Melbourne  
time

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© 2021 Commonwealth Bank of Australia ABN 48 123 123 124 AFSL and Australian credit licence 234945

**Issued:** 30 September, 2021

## **CERTIFICATE OF INSURANCE**

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In our capacity as insurance brokers, we confirm having arranged insurance as follows:

**INSURED:** Australian Control Room Network Association Inc

**INSURANCE CLASS:** VOLUNTARY WORKERS

**INSURED PERSONS:** All club directors, committee members and voluntary workers of the insured, aged under 85 years.

**SCOPE OF COVER:** Whilst on voluntary work for and on behalf of the insured including direct travel

**AGGREGATE LIMIT OF LIABILITY:** \$1,500,000

**LUMP SUM BENEFITS PER PERSON:**

Accidental death and disablement, events 1 to 25	\$150,000
Injury resulting in surgery	\$20,000
Weekly benefits – injury	\$1,500
Excess period	7 days
Benefit period	104 weeks
% of salary	85

**PERIOD OF INSURANCE:** 30/09/2021 – 30/09/2022  
4pm Local Standard Time at the Insured's Head Office

**INSURER:** Dual Australia Pty Ltd

**POLICY NUMBER:** PVW034490621M5

This certificate is subject always to the terms, conditions and limitations of the policy and is issued as a matter of record only. It does not alter or extend the coverage provided by the policy or assume its continuity beyond the date stated or confer rights under the policy to any party other than the parties noted as the Insured. Please refer to your policy wording for full terms and conditions.

In arranging this certificate, we do not guarantee that the insurance outlined will continue to remain in force for the period referred to as the policy may be cancelled or altered by either party to the contract at any time in accordance with the terms and conditions of the policy or in accordance with the terms of the "Insurance Contracts Act". We accept no responsibility or liability to advise any party who may be relying on this certificate of such alteration to or cancellation of the policy of insurance.

We confirm insurance has been arranged in accordance with your details, please note this certificate is subject to the premium having been paid in full.

Signed by and on behalf of  
**Markey Group Pty Limited**



**Kate Brunton**  
**Account Executive**

**Issued:** 30 September, 2021

## **CERTIFICATE OF INSURANCE**

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In our capacity as insurance brokers, we confirm having arranged insurance as follows:

**INSURED:** Australian Control Room Network Association Inc

**INSURANCE CLASS:** LIABILITY

**BUSINESS DESCRIPTION:** Business and professional association

**SITUATION:** AUSTRALIA WIDE

**INTEREST:** Legal Liability for Personal Injury or Property Damage within the Territorial Limits that happens in connection with the Insured's Business

**LIMIT OF INDEMNITY:**

PUBLIC LIABILITY	\$10,000,000
PRODUCTS LIABILITY	\$10,000,000

**PERIOD OF INSURANCE:** 30/09/2021 – 30/09/2022  
4pm Local Standard Time at the Insured's Head Office

**INSURER:** CGU Insurance Limited

**POLICY NUMBER:** 15T6221000

This certificate is subject always to the terms, conditions and limitations of the policy and is issued as a matter of record only. It does not alter or extend the coverage provided by the policy or assume its continuity beyond the date stated or confer rights under the policy to any party other than the parties noted as the Insured. Please refer to your policy wording for full terms and conditions.

In arranging this certificate, we do not guarantee that the insurance outlined will continue to remain in force for the period referred to as the policy may be cancelled or altered by either party to the contract at any time in accordance with the terms and conditions of the policy or in accordance with the terms of the "Insurance Contracts Act". We accept no responsibility or liability to advise any party who may be relying on this certificate of such alteration to or cancellation of the policy of insurance.

We confirm insurance has been arranged in accordance with your details, please note this certificate is subject to the premium having been paid in full.

Signed by and on behalf of  
**Markey Group Pty Limited**



**Kate Brunton**  
**Account Executive**



## Certificate of Currency

**CLASS OF BUSINESS:** Association Liability

**POLICY NUMBER:** P\_AL/0/345828/21/M-4

**INSURED NAME:** Australian Control Room Network Association Incorporated

**BUSINESS DESCRIPTION:** Business Association

**PERIOD:** From: 30/09/2021 To: 30/09/2022

**LIMIT OF INDEMNITY:** \$2,000,000 Any one claim and in the aggregate

**DEDUCTIBLES:** Including Defence costs by the insured for each claim:

	Nil	Insuring Clause 2.1 (Directors and Officers)
\$	2,500	Insuring Clause 2.2 (a) (Professional Indemnity)
\$	2,500	Insuring Clause 2.2 (b) (Association Reimbursement)
\$	2,500	Insuring Clause 2.2 (c) (Association Liability)
\$	5,000	Insuring Clause 2.2 (d) (Employment Practices)
\$	2,500	Insuring Clause 2.2 (e) (Trustee)
\$	5,000	Insuring Clause 2.2 (f) (Crime)
\$	1,000	Insuring Clause 2.2 (g) (Taxation Investigation)

**RETRO DATE:** 09/10/2019

**INSURER:** DUAL Australia Pty Ltd on behalf of certain underwriters at Lloyd's

**DATE ISSUED:** 2/09/2021

**SIGNATURE:**

Damien Coates - Chief Executive Officer, DUAL Asia Pacific

DUAL AUSTRALIA PTY LTD

Tel: 1300 769 772

Email : [reception@dualaustralia.com.au](mailto:reception@dualaustralia.com.au)

Website : [www.dualaustralia.com.au](http://www.dualaustralia.com.au)

Registered under ABN 16 107 553 257

## BUDGET for the financial year 2021-2022

All figures exclude GST

### CURRENT ACCOUNT INCOME

Accumulated Members' Funds 01.07.21		\$44,000.00	
Conference registrations & Individual Memberships (assume 40 @ \$590.00)		\$23,600.00	
Corporate Membership subscriptions due July to September 2021:			
Jemena (5 delegates)	\$10,000.00		
Transurban (3 delegates)	\$5,000.00		
APLNG/Origin (3 delegates)	\$5,000.00		
Viva Energy (3 delegates)	\$5,000.00		
AGL (3 delegates)	\$5,000.00		
Powerlink (3 delegates)	\$5,000.00		
CCA (1 delegate)	\$2,500.00		
<< >>	\$0.00	\$37,500.00	
<b>TOTAL CURRENT ACCOUNT INCOME</b>			<b>\$105,100.00</b>


### PROJECTED CURRENT ACCOUNT EXPENDITURE

Administration			
Bank charges (CBA \$25.00/month)	\$300.00		
Accountant (Cooper Reeves \$320.00/month)	\$3,840.00		
Indemnity insurance (Markey)	\$3,500.00		
Video conference platform subscription (Cisco Webex)	\$300.00		
Document repository subscription (DropBox)	\$735.00		
Fair Trading annual fee	\$60.00		
Operations Manager (David Williams \$450.00/month)	\$5,400.00		
Contingencies	\$1,000.00		
<< >>	\$0.00	\$15,135.00	
Conference			
Novotel Brighton-Le-Sands venue package (60 delegates)	\$21,000.00		
<b>100% COVID cancellation contingency</b>	<b>\$21,000.00</b>		
AV & Audio	\$2,000.00		
Stationery & promotions	\$2,000.00		
Site visit transport	\$2,500.00		
Keynote speakers (2)	\$3,000.00		
<< >>	\$0.00	\$51,500.00	
Membership & Marketing			
2021-2022 short format programme	\$10,000.00		
3rd party resources development & acquisitions	\$10,000.00		
Contingency	\$10,000.00		
<< >>	\$0.00	\$30,000.00	
Website			
Maintenance: Alice May Web Design (\$200.00/month)	\$2,400.00		
Domain: Conetix	\$600.00		
<< >>	\$0.00	\$3,000.00	
<b>TOTAL CURRENT ACCOUNT EXPENDITURE</b>			<b>\$99,635.00</b>
<b>PROJECTED ACCUMULATED MEMBERS' FUNDS 30.06.22</b>			<b>\$5,465.00</b>



  
in pursuit of control room operational best practice

Practical promotion of the ACRNA SWOT Analysis

1


  
in pursuit of control room operational best practice


Practical promotion of the ACRNA SWOT Analysis


  
Silver Corporate Member of ACRNA


The ACRNA has been applauded often since its origins in 2015 for relevance, content and potential.

Today we have 186 members, of whom 30 are attending this AGM. We have 7 Corporate Members... 4 are here today.


Corporate Members provide financial support to the Association but face a potential diminishing value if ACRNA does not engage directly with its Membership and see to the implementation of simple and practical actions for growth and resource development.



2


  
in pursuit of control room operational best practice

Practical promotion of the ACRNA SWOT Analysis



  
Silver Corporate Member of ACRNA

The ACRNA SWOT Analysis was commenced in January 2021 and has been reported to the Management Committee periodically up to the release of the Draft this month for Members to review and provide comment.


The SWOT Analysis takes on Members' ideas surveyed at the 2018 and 2019 conferences. It now requires simple and practical implementation with direct contact and targeted actions.

Emailing, web posts and newsletters are passive.

As Executive Director of CCA, mine is a call to action for the Members and Corporate Members.




3


  
in pursuit of control room operational best practice


Practical promotion of the ACRNA SWOT Analysis

1. Re-energise the Members' survey:

- o Agree the survey questions – a task for the Management Committee
- o Engage Members and Corporate Members to nominate individuals within their organisations to help conduct the survey
- o Provide each helper with training on ACRNA's mission statement and the purpose and running of the survey
- o Provide each helper with an allocated list of Members' phone numbers from the Members' Register
- o Set a number of dates, or a date range, for the survey to be conducted and advise the Members by email and ACRNA Connect
- o Conclude Phase 1: Phone Members and record their survey responses
- o Conclude Phase 2: Collect Members' reviews of the SWOT Analysis




4


  
in pursuit of control room operational best practice


Practical promotion of the ACRNA SWOT Analysis

2. Identify those Members whose businesses capture very broad markets (eg: hardware suppliers, software & systems developers, electronics & devices, and training, management & project consultants) and engage with them as to how they can practically contribute as members of the Association...

*"in pursuit of control room operational best practice"*




5


  
in pursuit of control room operational best practice


Practical promotion of the ACRNA SWOT Analysis

3. Challenge Individual and Corporate Members to:

- o Participate in resource development & acquisition
- o Submit case studies of exceptional vendor engagement (subject to ACRNA Advertising & Promotions Policy)
- o Find and nominate Peak Bodies and Industry Associations with whom ACRNA can create alliances
- o Identify organisations as potential Corporate Members (who may welcome an approach by the Association President)




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..a part of control room operational best practice


Practical promotion of the ACRNA SWOT Analysis

4. Challenge Corporate Members to contribute to the Association's development:

- o Seek those who might sponsor, foster and develop resources
- o Provide non-sensitive basic presentation of their control room and operations



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Practical promotion of the ACRNA SWOT Analysis


4. Challenge Corporate Members to contribute to the Association's development:

- o Seek those who can sponsor, foster and develop resources
- o Provide non-sensitive basic presentation of their control room and operations

... and to make clear representations of what they want out of the Association




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5. Complete the revamp of the website:

- o Keep the website current and delete superseded and redundant News posts
- o Streamline the Webinar registration process
- o Poll the Membership on how useful and easy it is to use ACRNA Connect as an introduction, news and networking forum
- o Engage with the Corporate Members to improve their presence and representation on the website




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Next steps...

- o Adopt these lists of practical implementations by resolution at this AGM
- o Refer to the November Management Committee (MC) following this AGM with the following actions:
  - o Allot each of the five implementations to a Management Committee member
  - o Have each of the five report to ongoing MC meetings until completion of the implementations which ideally should be prior to the ACRNA 2022 Conference in March
- o Seek each Corporate Member to:
  - o Provide personnel to help the Member Survey
  - o Submit case studies and possible alliances
  - o Clarify expectations of their place in the ACRNA



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Thank you for listening.

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Discussion – if any..

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Practical promotion  
of the ACRNA  
SWOT Analysis

Resolution – to adopt and refer to the  
Management Committee...

Proposed – Russell Ockendon

Second...

# Financial Statement & Audit Report 2021-2022

## Profit and Loss

### Australian Control Room Network Association Inc. For the year ended 30 June 2022

	2022	2021
<b>Income</b>		
Sales - Conference Registrations & Individual Memberships	45,190	19,600
Sales - Corporate Membership Subscriptions	5,000	15,000
<b>Total Income</b>	<b>50,190</b>	<b>34,600</b>
<b>Income</b>	<b>50,190</b>	<b>34,600</b>
<b>Expenses</b>		
Accounting	3,750	3,937
Administration Services	3,238	2,701
Annual Conference Expenses	10,884	2,932
Bank Fees	194	300
Computer Expenses	2,794	3,092
Fair Trading Annual Fee	58	58
Legal Fees	-	745
Sundry Expense	-	1,625
<b>Total Expenses</b>	<b>20,918</b>	<b>15,390</b>
<b>Net Profit</b>	<b>29,272</b>	<b>19,210</b>

# Balance Sheet

## Australian Control Room Network Association Inc. As at 30 June 2022

	30 JUN 2022	30 JUN 2021
<b>Assets</b>		
<b>Bank</b>		
Business Transaction Account	74,162	46,290
<b>Total Bank</b>	<b>74,162</b>	<b>46,290</b>
<b>Current Assets</b>		
Accounts Receivable	16,500	13,750
<b>Total Current Assets</b>	<b>16,500</b>	<b>13,750</b>
<b>Total Assets</b>	<b>90,662</b>	<b>60,040</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	401	419
GST	4,554	3,187
<b>Total Current Liabilities</b>	<b>4,955</b>	<b>3,605</b>
<b>Total Liabilities</b>	<b>4,955</b>	<b>3,605</b>
<b>Net Assets</b>	<b>85,707</b>	<b>56,435</b>
<b>Member's Funds</b>		
Member's Funds	85,707	56,435
<b>Total Member's Funds</b>	<b>85,707</b>	<b>56,435</b>

Australian Control Room Network Association Inc. keeps financial records in a way that properly records the Association's income and expenditure and dealings with its assets and liabilities.

Russell Ockendon

TREASURER

Ref: NJM/RZ



5 August 2022

The Treasurer  
Australian Control Room Network Association Inc  
38 Meredith Street  
NEW LAMBTON NSW 2305

Dear Russell,

2022 Financial Report

We have been requested to review and verify the Financial Report for the Australian Control Room Network Association Inc for the year ended 30 June 2022.

This review and verification is required by the Queensland Government in reporting the association's financial results as part of the Annual Return.

After our review:

*We have sighted the association's financial records and the financial records show that the association has book keeping processes in place to adequately record the associations income and expenditure and dealings with its assets and liabilities.*

Please let me know if you have any questions.

Yours faithfully,  
4FRONT

A handwritten signature in black ink, appearing to read "Nathan Manning", written over a horizontal line.

Nathan Manning FCA  
Principal



P 07 3875 9888 / E [office@4front.net.au](mailto:office@4front.net.au)  
Level 1, 172 Evans Road / PO Box 470 Salisbury QLD 4107

P 07 3245 9966 / E [office@4front.net.au](mailto:office@4front.net.au)  
2 Dollery Road, Capalaba QLD 4157 / 207 Logan Road, Woolloongabba QLD 4102 / PO Box 965 Capalaba QLD 4157

[4front.net.au](http://4front.net.au) 4Front Pty Ltd. Chartered Accountants. Liability limited by a scheme approved under Professional Standard Legislation. ABN: 81 652 366 099

# Business Activity Statement

**2022**

1 Jul 2021—30 Jun 2022

Client name	Australian Control Room Network Association Inc	TFN	
Form type	BAS-P	ABN	52 620 754 850
Document ID	48398772072	GST accounting method	Cash Basis

## Summary


AMOUNTS YOU OWE THE TAX OFFICE		AMOUNTS THE TAX OFFICE OWES YOU	
GST on sales or GST inst	<b>1A</b> \$4,769.00	GST on purchases	<b>1B</b> \$1,682.00
<b>Amount you owe the ATO</b>	<b>2A</b> \$4,769.00	<b>Amount the ATO owes you</b>	<b>2B</b> \$1,682.00
PAYG tax withheld	<b>4</b> \$0.00		
<b>Your payment amount</b>		<b>9</b>	<b>\$3,087.00</b>

## Declaration

I authorise 4Front Pty Ltd to give this activity statement to the Commissioner of Taxation for Australian Control Room Network Association Inc. I declare that I am authorised to make this declaration, and the information provided for the preparation of this activity statement is true and correct.

Signature	Date
 Russell Ockendon, Treasurer	09.08.22

## Payment Options

BPAY	DIRECT CREDIT
	Account Name: ATO direct credit account
	BSB: 093003
	Account Number: 316385
	Institution Name: ATO direct credit account
Reference Number: 2526207548509560	To identify the Payer, Use the Customer Reference Number
Biller Code: 75556	Reference Number: 2526207548509560

# Business Activity Statement

**2022**

1 Jul 2021—30 Jun 2022

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## Goods and services tax (GST)

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for the period from 01 Jul 2021 to 30 Jun 2022

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**OPTION 2 SIMPLER REPORTING: CALCULATE GST AND REPORT ANNUALLY**

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Total sales	<b>G1</b>	\$52,459.00
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Does the amount shown at G1 include GST?	Yes
--	-----

---

## Receipt

**Receipt number**  
**N280929013248**

**Amount**  
**\$3,087.00**

**From**  
**Business Trans Acct**  
06 4111 1023 1439  
2022 BAS

**To**  
**2019 2020 BAS**  
AUSTRALIAN TAXATION OFFICE

<b>Biller Code:</b> 75556
<b>Ref:</b> 2526207548509560

**When**  
Tuesday 09 Aug 2022 at 11:11am Sydney/Melbourne time

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**Insurances Certificates of Currency 2021-2022  
(Due for renewal September 2022)**



## Certificate of Currency

**CLASS OF BUSINESS:** Association Liability

**POLICY NUMBER:** P\_AL/0/345828/21/M-4

**INSURED NAME:** Australian Control Room Network Association Incorporated

**BUSINESS DESCRIPTION:** Business Association

**PERIOD:** From: 30/09/2021 To: 30/09/2022

**LIMIT OF INDEMNITY:** \$2,000,000 Any one claim and in the aggregate

**DEDUCTIBLES:** Including Defence costs by the insured for each claim:

	Nil	Insuring Clause 2.1 (Directors and Officers)
\$	2,500	Insuring Clause 2.2 (a) (Professional Indemnity)
\$	2,500	Insuring Clause 2.2 (b) (Association Reimbursement)
\$	2,500	Insuring Clause 2.2 (c) (Association Liability)
\$	5,000	Insuring Clause 2.2 (d) (Employment Practices)
\$	2,500	Insuring Clause 2.2 (e) (Trustee)
\$	5,000	Insuring Clause 2.2 (f) (Crime)
\$	1,000	Insuring Clause 2.2 (g) (Taxation Investigation)

**RETRO DATE:** 09/10/2019

**INSURER:** DUAL Australia Pty Ltd on behalf of certain underwriters at Lloyd's

**DATE ISSUED:** 2/09/2021

**SIGNATURE:**

Damien Coates - Chief Executive Officer, DUAL Asia Pacific

DUAL AUSTRALIA PTY LTD

Tel: 1300 769 772

Email : [reception@dualaustralia.com.au](mailto:reception@dualaustralia.com.au)

Website : [www.dualaustralia.com.au](http://www.dualaustralia.com.au)

Registered under ABN 16 107 553 257

Issued: 30 September, 2021

## **CERTIFICATE OF INSURANCE**

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In our capacity as insurance brokers, we confirm having arranged insurance as follows:

**INSURED:** Australian Control Room Network Association Inc

**INSURANCE CLASS:** LIABILITY

**BUSINESS DESCRIPTION:** Business and professional association

**SITUATION:** AUSTRALIA WIDE

**INTEREST:** Legal Liability for Personal Injury or Property Damage within the Territorial Limits that happens in connection with the Insured's Business

**LIMIT OF INDEMNITY:** PUBLIC LIABILITY \$10,000,000  
PRODUCTS LIABILITY \$10,000,000

**PERIOD OF INSURANCE:** 30/09/2021 – 30/09/2022  
4pm Local Standard Time at the Insured's Head Office

**INSURER:** CGU Insurance Limited

**POLICY NUMBER:** 15T6221000

This certificate is subject always to the terms, conditions and limitations of the policy and is issued as a matter of record only. It does not alter or extend the coverage provided by the policy or assume its continuity beyond the date stated or confer rights under the policy to any party other than the parties noted as the Insured. Please refer to your policy wording for full terms and conditions.

In arranging this certificate, we do not guarantee that the insurance outlined will continue to remain in force for the period referred to as the policy may be cancelled or altered by either party to the contract at any time in accordance with the terms and conditions of the policy or in accordance with the terms of the "Insurance Contracts Act". We accept no responsibility or liability to advise any party who may be relying on this certificate of such alteration to or cancellation of the policy of insurance.

We confirm insurance has been arranged in accordance with your details, please note this certificate is subject to the premium having been paid in full.

Signed by and on behalf of  
**Markey Group Pty Limited**



**Kate Brunton**  
Account Executive

**Issued:** 30 September, 2021**CERTIFICATE OF INSURANCE**

In our capacity as insurance brokers, we confirm having arranged insurance as follows:

**INSURED:** Australian Control Room Network Association Inc

**INSURANCE CLASS:** VOLUNTARY WORKERS

**INSURED PERSONS:** All club directors, committee members and voluntary workers of the insured, aged under 85 years.

**SCOPE OF COVER:** Whilst on voluntary work for and on behalf of the insured including direct travel

**AGGREGATE LIMIT OF LIABILITY:** \$1,500,000

**LUMP SUM BENEFITS PER PERSON:**

Accidental death and disablement, events 1 to 25	\$150,000
Injury resulting in surgery	\$20,000
Weekly benefits – injury	\$1,500
Excess period	7 days
Benefit period	104 weeks
% of salary	85

**PERIOD OF INSURANCE:** 30/09/2021 – 30/09/2022  
4pm Local Standard Time at the Insured's Head Office

**INSURER:** Dual Australia Pty Ltd

**POLICY NUMBER:** PVW034490621M5

This certificate is subject always to the terms, conditions and limitations of the policy and is issued as a matter of record only. It does not alter or extend the coverage provided by the policy or assume its continuity beyond the date stated or confer rights under the policy to any party other than the parties noted as the Insured. Please refer to your policy wording for full terms and conditions.

In arranging this certificate, we do not guarantee that the insurance outlined will continue to remain in force for the period referred to as the policy may be cancelled or altered by either party to the contract at any time in accordance with the terms and conditions of the policy or in accordance with the terms of the "Insurance Contracts Act". We accept no responsibility or liability to advise any party who may be relying on this certificate of such alteration to or cancellation of the policy of insurance.

We confirm insurance has been arranged in accordance with your details, please note this certificate is subject to the premium having been paid in full.

Signed by and on behalf of  
**Markey Group Pty Limited**



**Kate Brunton**  
**Account Executive**



# BUSINESS INSURANCE

## Certificate of Currency

Issue Date  
30 September 2021

INSURER: Insurance Australia Limited  
ABN 11 000 016 722  
AFSL 227681  
Trading as CGU Insurance  
181 WILLIAM ST,  
MELBOURNE VIC 3000

The policy referred to is current as at the date of issue of this certificate and whilst an expiry date has been indicated it should be noted that the policy may be cancelled in the future. Accordingly, reliance should not be placed on the expiry date.

### Policy Details

**Policy Number:** 15T6221000  
**Type of Policy:** Business Insurance  
**Expiry Date:** 30 September 2022  
**Insured:** Australian Control Room Network Association Inc

### Cover Details

#### Section 5 - Liability

Public Liability  
Products Liability

#### Sum Insured

\$ 10,000,000  
\$ 10,000,000

This is to certify cover has been granted in terms of the Company's Standard Policy, a copy of which is available on request. This certificate is not a substitute for the Policy of Insurance issued to you. The Policy, not this certificate, details your rights and obligations and the extent of your insurance cover.

# Treasurer's Report: Budget 2022-2023

## BUDGET for the financial year 2022-2023

All figures exclude GST

### CURRENT ACCOUNT INCOME

Accumulated Members' Funds 01.07.22		\$60,000.00	
Conference registrations & Individual Memberships (assume 60 @ \$590.00)		\$35,400.00	
Corporate Membership subscriptions due July to September 2022:			
Jemena (5 delegates)	\$10,000.00		
Transurban (3 delegates)	\$5,000.00		
APLNG/Origin (3 delegates)	\$5,000.00		
Viva Energy (3 delegates)	\$5,000.00		
AGL (3 delegates)	\$5,000.00		
AGL Arrears	\$5,000.00		
Powerlink (3 delegates)	\$5,000.00		
CCA (1 delegate)	\$2,500.00		
<< >>	\$0.00	\$42,500.00	
<b>TOTAL CURRENT ACCOUNT INCOME</b>			<b>\$137,900.00</b>

### PROJECTED CURRENT ACCOUNT EXPENDITURE

Administration			
Accountant (Cooper Reeves \$320.00/month)	\$3,840.00		
Indemnity insurance (Markey)	\$3,500.00		
Fair Trading annual fee	\$60.00		
Operations Manager (David Williams \$450.00/month)	\$5,400.00		
Face-to-face Management Committee meeting	\$6,000.00		
Contingencies	\$1,000.00		
<< >>	\$0.00	\$19,800.00	
Conference			
Novotel Brighton-Le-Sands venue package (60 delegates)	\$21,000.00		
<b>100% COVID cancellation contingency</b>	<b>\$21,000.00</b>		
AV & Audio	\$4,000.00		
Stationery & promotions	\$2,000.00		
Site visit transport	\$3,500.00		
Keynote speakers (2)	\$5,000.00		
Contingencies	\$1,000.00		
<< >>	\$0.00	\$57,500.00	
Membership & Marketing			
2022-2023 short format programme	\$10,000.00		
3rd party resources development & acquisitions	\$10,000.00		
Contingency	\$10,000.00		
<< >>	\$0.00	\$30,000.00	
Website			
Maintenance: Alice May Web Design (\$200.00/month)	\$2,400.00		
Website revamp (proposal under review & pending approval)	\$15,600.00		
Domain: Conetix	\$600.00		
<< >>	\$0.00	\$18,600.00	
<b>TOTAL CURRENT ACCOUNT EXPENDITURE</b>			<b>\$125,900.00</b>
<b>PROJECTED ACCUMULATED MEMBERS' FUNDS 30.06.23</b>			<b>\$12,000.00</b>