

**MINUTES OF THE 21ST ANNUAL GENERAL MEETING
OF THE BUILDING DESIGNERS ASSOCIATION OF VICTORIA
HELD ON MONDAY, 13 OCTOBER 2003
AT RYDGES CARLTON, 701 SWANSTON STREET, CARLTON**

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**CHAIRMAN:** Geoff Hoare, BDAV President

**ATTENDANCE:**

81 Members, as per Attendance Register  
Geoffrey Bills, HIA Consultant Economist  
Brian Morison, Assignments Australasia Pty Ltd  
Giselle Grynbaum, Assignments Australasia Pty Ltd  
Apologies: 11 formal apologies, as per Apologies Register

**1. OPENING**

In declaring the meeting open at 6.10 pm, the Chairman welcomed all in attendance, especially Fellows of the Association, members and new members. He also acknowledged the BDAV's sponsors.

**2. SUPPLIERS' PRESENTATIONS**

Presentations were made by the following suppliers:

- George Plionis, on behalf of BHP Steel – the BDAV's Diamond Sponsor. Mr Plionis spoke about some of the steel applications available through their Colorbond product;
- Graham Paulin, representing Tilling Timber, spoke about 'Smart Frame' engineered wood products, and the services available through Tilling Timber.

**3. MINUTES OF PREVIOUS MEETING**

The Minutes of the previous Annual General Meeting, held on 14 October 2002, which had been circulated to the members on the membership register at that time, were confirmed as an accurate record of the proceedings of that meeting.

Moved: Graham Jones  
Seconded: Michael Mettes

**4. PRESIDENT'S REPORT**

The President, Mr Geoff Hoare, presented his report, observing that the BDAV had been extremely busy in the past year. He outlined some of the activities undertaken in the past 12 months, which included:

- Introduction of a new Design Office Administration Handbook, which was being delivered to members in monthly instalments;
- a new membership fee survey recently undertaken, the results of which were anticipated later in the month;
- participation in a number of forums set up by the Building Commission which were addressing:
  - issues surrounding the problems of PI Insurance;
  - the Commission's proposal to introduce Compulsory Professional Development as a pre-requisite for registration;
  - review of the registration system;
- participation on the Victorian Design Advisory Council;
- continuation of the BDAV's Practice Note series with the introduction of Risk Management Practice Notes;
- the strengthening of the BDAV's marketing campaign;
- participation in our first HIA Home Show at Easter;
- maintaining our focus on Professional Development, including the development of the BDAV's own Structured PD Program;
- BDAV PD seminars and workshops have attracted record attendances, with many events sold out;
- the BDAV has continued our commitment to students entering the profession, through the establishment of a Young Designers Group, and the introduction of PD seminars solely for students;
- continued our Mentor Program in an alliance with RMIT;
- participated in Holmesglen's 'Buildsmart' Program;
- continued our commitment to Regional Groups. Thanks were expressed to Mr Darryl Crumpton for co-ordinating this program and for attending nearly every regional meeting held since the inception of BDAV Regional Meetings two years ago;
- preparations underway for conducting the BDAV's next State Conference, in March 2004, in conjunction with the BDAV's 21st Birthday celebrations;

- ran our eighth and most successful annual Awards competition;
- membership has continued to grow, with currently 702 members;
- continued to provide timely and efficient communications to members;
- continued to monitor the PI Insurance crisis in Victoria through the BDAV's Insurance Committee;
- continued to monitor the Planning concerns of our members. He indicated the BDAV will continue to lobby government and push for planning reform;
- established a special committee to prepare a submission to the Government's "Better Decisions Faster" draft document.

He thanked those sponsors who had supported the BDAV during the year, especially acknowledging the BDAV's Diamond Sponsor, BHP Steel. He also thanked the Executive Committee, the BDAV's CEO – Assignments Australasia Pty Ltd – and the membership for their support and assistance to him during past year as President. He also expressed thanks to Mr Bryan Punshon, who was stepping down from the BDAV's Executive Committee after two years.

**5. TREASURER'S REPORT**

The Treasurer, Mr Darryl Crumpton, presented the Treasurer's annual report, noting the Association's strong financial position. He reported that the BDAV was being audited for the first time this year, in line with the requirements of the Associations Incorporations Act, and it was hoped the audit process would shortly conclude. He observed the BDAV did not anticipate the need to increase subscription fees for the next financial year.

In thanking the Treasurer for his report, the President observed that the BDAV has the lowest membership fees of any other State BDA, observing that NSW's fees were \$495 p.a.

**6. MEMBERSHIP COMMITTEE REPORT**

In the absence of the Membership Committee Chair, Mr Noel Perkins, Mr Brian Morison presented the membership report, noting that the BDAV had again achieved solid membership growth during the year, with a 12% increase since the last AGM. The BDAV's membership currently stands at 702, the strongest membership base it has ever had, this despite 8% of the membership having been removed from the membership for non-renewal of subscriptions this year. A large number of these were student members. He noted the importance of a strong membership base, and encouraged anyone who may know of anybody interested in becoming a BDAV member to provide their details to the Secretariat.

**7. CONVENOR, INDUSTRY SERVICES**

Mr Geoff Hoare presented his report, covering Government Liaison, Professional Development, and Industry Liaison activities undertaken by the BDAV during the past 12 months, covering:

- the BDAV's participation on the Victorian Design Advisory Council;
- the BDAV's subcommittee on "Better Decisions Faster";
- the Building Commission's review of registration categories;
- participation in Building Commission forums dealing with the proposal to introduce compulsory continuing professional development.

Ms Narelle Lockwood reported on the activities of the Building Practitioners Board, noting that the BPB had:

- released a position paper in relation to the proposal to introduce compulsory professional development;
- released a discussion paper in relation to the review of registration categories. Comments on the discussion paper close on 19/12/2003;
- released a Corporate Governance manual.
- She also reported on the Building Commission's 5-Star Energy 'roadshow' currently taking place, which was proving popular.

- She also reported that there had been very few enquiries against registered practitioners over the year, and minimal enquiries against draftspersons, with only one enquiry at the moment.
- She reported there were currently just under 2,000 registered draftspersons in Victoria, of which approx 1,600 were architectural draftspersons.

In relation to PD activities, Mr Geoff Hoare reported on:

- the Professional Development activities the BDAV had conducted over the past 12 months;
- progress in relation to the BDAV's structured Professional Development program;
- certificates were presented to 27 of the 45 members present who had successfully completed the BDAV's voluntary PD Program over the past three years.

In relation to Industry Liaison matters, Mr Geoff Hoare reported on:

- the BDAV's involvement in Holmesglen's 'Buildsmart' program – a sustainable energy housing project;
- discussions in relation to the possibility of the BDAV returning to the BDAA – currently a response was awaited from the BDAA in relation to 11 issues of concern to BDAV before it would consider returning to the national body;
- the BDAV's monitoring of the PI Insurance situation; and
- the BDAV's monitoring of members' concerns in the planning arena.

Mr Brian Morison also reported on members' concerns in relation to a Special Condition contained in their premium quotations by those members who were with AON, which related to providing evidence of participation in compulsory professional development. The BDAV had written to AON drawing their attention to the fact there was no compulsory requirement for draftspersons' participation in PD at the moment. AON had acknowledged they had incorrectly assumed the BDAV's PD program was compulsory.

Mr Brian Morison also reported that a number of members had drawn the BDAV's attention to a requirement to produce a 'red card' before being permitted to enter building sites. This related to an agreement that a number of unions have with the HIA and the MBA in the non-residential sector, which require persons entering sites to have completed the HIA/MBA OHS course. He advised the BDAV would monitor the situation to assess its impact on BDAV members.

## **8. CONVENOR, MARKETING SERVICES**

The Convenor, Marketing Services, Mr David Mulhall, reported on the BDAV's marketing activities over the past year, which had focussed on the BDAV's marketing slogan "Building Designers Design Buildings". He also reported on the BDAV's successful exhibit at the HIA Home Show, and the continued advertising campaign in the Herald-Sun's Home magazine, which had also been extended to 'Domain' in The Age this year.

## **9. CONVENOR, MEMBERSHIP SERVICES**

Reports were presented on the following services activities during the year:

- Preparations underway for the BDAV's State Conference to be held in March 2004** (report by Geoff Hoare)
- Regional Meetings** (report by Darryl Crumpton)  
Mr Crumpton thanked all speakers who had addressed the various regional meetings; the sponsors who had participated in the regional meeting – in particular Clive Peeters, Caroma, and Futurebuild; the Regional Co-ordinators, and the BDAV's Executive Officers for their assistance in coordinating the country meetings. He encouraged all country members to attend these meetings.
- Building Design Awards** (report by Giselle Grynbaum)  
This year's Awards had been another outstanding success, with a record number of entries (99) and a record attendance at the Gala Presentation event (just under 350). A shortened version of the Powerpoint presentation presented at the Awards evening was screened at the meeting, for the information particularly of those members who had not attended the Awards. Congratulations were extended to all winners, in particular, the winner of the Building Design of the Year, JMA Design. All entrants were thanked for their participation in the Awards competition. The judges were thanked for their diligence, particularly David Terry who has chaired all 8 Awards Judging panels. Caroma was thanked for hosting the display of entries at their 'Source 481' facility.

- BDAV Handbook** (report by Brian Morison)  
The BDAV's Design Office Administration Handbook had recently been launched, and will be issued to members in monthly instalments. The first instalment comprised about 35 forms commonly used in design practices. Mr Morison acknowledged the contribution of Messrs Michael Mettes and Paul Simmons in the development of the forms.
- Membership Fee survey** (report by Brian Morison)  
900 pages of input was currently being analysed before the results of the survey can be tabulated. It was anticipated that the results would be available in two weeks. Members who took the time to respond to the fee survey were thanked for their input.

## **10. MOTIONS CIRCULATED RE CHANGES TO CONSTITUTION**

Mr Brian Morison explained the motions that had been circulated to the membership for proposed changes to the BDAV's Constitution, which essentially related to tidying up the requirements for corporate membership of the BDAV, amendment to manner in which nominations for President are handled to bring this in line with the way the chairman of a corporate board is elected, and consequently amendments arising from the above changes. He asked whether the meeting wished to vote on each item separately, or in congregate, and the meeting indicated it preferred to vote on all the proposed changes in one motion. Accordingly, the changes were put to a vote, and it was agreed that changes to the BDAV's constitution dated 11 September 2003, which had been moved by Mr Tony Iseppi and seconded by Mr Darryl Crumpton, be adopted. It was noted that two members opposed the motion.

## **11. ELECTION OF OFFICE BEARERS**

The Chairman declared that all positions were vacant for the BDAV's Office Bearers for the ensuing 12 months, and requested the Executive Officer to announce the results. The Executive Officer then announced that written nominations had been received to fill all available positions, and the following had been nominated:

|                           |                 |
|---------------------------|-----------------|
| <b>President:</b>         | Geoffrey Hoare  |
| <b>Deputy President:</b>  | Roy Hodgson     |
| <b>Treasurer:</b>         | Darryl Crumpton |
| <b>Committee Members:</b> | Paula Hanley    |
|                           | David Mulhall   |
|                           | Noel Perkins    |
|                           | Rodney Smith    |
|                           | Tim Adams       |

He reported that the number of nominations did not exceed the number of positions available, therefore no election was required. Accordingly, the above people, together with the Immediate Past President, Mr Tony Iseppi, were duly elected as the BDAV's Committee of Management for the forthcoming 12 months.

## **12. QUESTIONS FROM THE FLOOR**

Mr Kevin Starling requested further elaboration on the BDAV's position in relation to the BDAA. The Chairman responded that BDAV had initiated all discussion with the BDAA in relation to the possibility of the BDAV returning to the national body, but very little response had been received back from the BDAA. BDAV had submitted 11 points of concern in April 2003 and, to date, no response to those issues had been received back from the BDAA. He also observed that the BDAV had progressed with the times, and was now a professional and highly-regarded body and until the BDAA caught up to Victoria, there would be little likelihood of the BDAV rejoining the national body. Most of the other State BDAs have stringent membership category requirements, which stifle their growth. Other concerns related to BDAA's financial sustainability, as the national body continues to make a financial loss each year. He also observed there are also very few national issues impacting Australia on the building design front.

## **13. GUEST SPEAKER**

Mr Geoff Bills, Consultant Economist with the Housing Industry Association, presented an informative presentation on the outlook for housing, highlighting the four key variables that drive the market. A copy of his paper was circulated to those members present. The Chairman thanked Mr Bills for his excellent address.

## **14. BUSINESS WITHOUT NOTICE**

The Chairman reported that an item of general business had been submitted to him without notice, and advised of his intention to deal with the item, despite the fact it did not comply with the rules for conduct at an AGM, as set out in the BDAV's Constitution. The item related to an unauthored letter, signed by 31 members present at the meeting, in relation to the BDAV's affiliation with the BDAA. Subsequent to the meeting, five of the members who had signed the letter withdrew their signatures from the letter.

The Chairman read the letter, and responded to the allegations contained therein. The letter requested an urgent review of the BDAV's decision to not be affiliated with the BDAA, and alleged that the BDAV had 'closed ranks' in this matter. The letter also requested that the BDAV should be transparent in informing members prior to any major decisions being made on behalf of the membership. The letter concluded by requesting that a General Meeting of members be convened to discuss this matter, and to enable all members the opportunity to participate in the discussion.

The Chairman expressed disappointment at the manner in which the letter had been submitted; the fact the author of the letter had lacked the courage to put his/her name to the letter; and the allegations inferred in the letter as to the way the Association was being managed. He responded to the contents of the letter and advised that an update of the BDAV's position in this matter had been presented at each General Meeting of members since the BDAV's withdrawal from the national body three years ago.

He observed that the poor performance by the BDAA had been a continual drain on the resources of the Association, with many hours spent by the Executive Committee debating the matter.

He also advised the BDAA's financial position was a major concern, as the BDAA continued to sustain a trading loss each year. He observed the BDAA continued to maintain a full-time paid Executive Officer despite any real national issues having emerged, and that person was paid more than the BDAV's part-time secretariat.

He reported on the 11 issues of concern to BDAV which the Executive Committee required reassurance on, before the BDAV would consider returning to the national body. These issues, which had been submitted to the BDAA in April 2003, are:

1. State membership of the BDAA must not be a financial burden on the member states/territories.
2. The formulation and adoption of a national policy shall not have an adverse impact on a member state or territory.
3. National policy decisions and directions shall be unanimous, including the national budget and state/territory member fees.
4. State/territory members shall be represented by the state or territory president or their nominee (who must be a state executive member).
5. The BDAA shall be the national voice on national issues only.
6. The BDAA's prime directive would be to promote the profession of building design at a national level.
7. The BDAA shall encourage state/territory membership growth and assist with membership promotion where appropriate.
8. The BDAA shall not engage in any activity that will be, or potentially be, detrimental to the membership of the member states/territories.
9. The national office infrastructure shall not represent a disproportionate percentage of revenue.
10. The current state membership fees be reduced, and the maximum amount paid by a state membership should be capped.
11. National sponsorship arrangements must never be to the detriment of state/territory sponsorship initiatives, nor to current sponsorship arrangements.

To date, no formal response had been received from the BDAA, although discussion had been held with most of the State Presidents.

He also observed that the stringent membership eligibility requirements by several other State BDAs had stifled their growth. Collectively the other State BDAs have slightly more members than Victoria itself now has. He also emphasised the significantly higher membership fees paid by members in other State BDAs. He observed that the cost to rejoin the BDAA would have to be passed on to the membership if the BDAV determined to return, or alternatively, a reduction in the service offered to members would have to be considered.

He advised of his intention to convene a General Meeting of Members to deal with this matter.

## **15. CLOSE OF FORMALITIES**

The Chairman thanked everybody for their attendance, and declared the meeting closed at 8.40 pm, inviting everybody to partake of refreshments at the venue.