



TW CM ref: 22/51818

8 August 2022

**Owner's Representative**

Via email

Dear Owner's Representative

**Appointment of Proxy for ORG General Meeting – November 2022**

As noted at the Owners' Representatives Group General Meeting (Planning) on 30 June, TasWater is required to hold its General Meeting (Reporting) by no later than 30 November 2022. The primary purpose of this meeting is to receive the FY2021/22 Annual Report, inclusive of the financial statements.

The meeting is currently scheduled for 9 November 2022. However, with local government elections in October, it is possible that your Council may not have had the opportunity to convene its first meeting and deal with matters such as the appointment of its Owner's Representative prior to that date.

To ensure that a quorum is in attendance and the meeting can proceed, we are recommending that each Council appoints its General Manager as a proxy if this has not already occurred. This will ensure that your Council is able to vote on matters at the General Meeting.

If your Council can convene a meeting and appoint its Owner's Representative following the outcome of the elections, you will still be entitled to one vote at the General Meeting. If your new Owner's Representative attends the General Meeting, he/she will have authority to vote on behalf of Council in preference to any other proxyholder (including the General Manager), regardless of whether another proxyholder is also in attendance.

Your Council may wish to consider whether any appointment of the General Manager as proxy is made for the scheduled meeting only, or on an ongoing basis (i.e. a standing proxy). A form for either option is included with this letter.

Alternatively, you can advise of the appointment of a proxy via email to [governance@taswater.com.au](mailto:governance@taswater.com.au). If possible, it would be useful to have proxies in place prior to Council moving into 'caretaker' mode prior to the elections.

If you have any queries about the recommendation, or wish to discuss further, please contact me directly on 0437 881 672 or via email at [ailsa.sypkes@taswater.com.au](mailto:ailsa.sypkes@taswater.com.au).

Yours faithfully

A handwritten signature in blue ink, appearing to read "Ailsa Sypkes".

**Ailsa Sypkes**

Company Secretary

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